Detroit/Wayne County 341-4000 Macomb County 463-5959
Ann Arbor/Washtenaw County 994-1000 Lansing/Eastside 337-1200
Flint/Genesee County 767-7000 Jackson County 787-2000
Kalamazoo/Battle Creek 381-4830 Saginaw/Bay County 777-1300
Toll Free Number for all other areas of Michigan 800-678-9067
Toll Free Number for all other areas of the U.S. 800-521-9000
Oakland County 851-2000 Wayne County 852-8282 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Successful, expanding professional organization seeks the perfect quality Executive Assistant. Hard work, long hours, challenging responsibilities, fast pace. Compensation based upon qualifications and performance. Proximity to office preferred. Shorthand, word processing mandatory. Outstanding benefits package. Send resume in confidence to: Ms. Dhaheen, A. Interested, please send resume and salary requirements to: Ms. Roberts, P. O. Box 691, Southfield, MI 48037

Plante & Moran Recruiter of An Equal Opportunity Employer

BOOKKEEPER - EXPERIENCED
No smoking. Send resume to Mrs. S. at Jodel, Inc., 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER
Excellent salary commensurate with ability. Individual with some experience. Outstanding benefits at a working conditions. Call Joe Panian Chevrolet, Southfield, 358-1000

BOOKKEEPER, full charge, experience with manual & automated books, knowledge of Lotus 1-2-3 helpful. Warren area. Send resume, salary requirements to Personnel, 32600 Dequindre, Warren, MI 48092

BOOKKEEPER - FULL CHARGE
Must have computer experience. Experience in construction job costing preferred. Small growth construction company in Southfield. Please send resume & salary history to Box #818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full or part time for CPA. Full charge through trial balance. Flexible hours. Call Marilyn 647-8055

BOOKKEEPER
Large property management company located in Southfield has opening for accounts, skilled-oriented individual to handle Accounts Receivable, Typing skills and computer knowledge helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI., 48076.

BOOKKEEPER - part time, 3 days per week. Accounts receivable/payable knowledge preferred. Send resume to: 2 V Industries, 48553 West Road, Wixom, MI 48096, Attn: Cindy

BOOKKEEPER
Part time, full charge. Good pay. References. 332-7220

BOOKKEEPER
Preparer of monthly financial statements for multi division distributor. Experienced through adjusted trial balance statements. A/R & A/P background on computer system necessary. Associate degree or equivalent required. Send resume to Personnel Director, 23250 Haggerty Rd., Farmington MI 48024

BOOKKEEPER
Real Estate Development firm, located in Birmingham, moving to Bloomfield Hills. Knowledge of accounts payable, receivable and Lotus. Non-smoking office. Ask for Debbie

646-2280

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 extended, 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
29568 Northwestern Hwy., #250
Southfield, MI 48034

Subsidiary of
Robert Half of Mich., Inc.

BOOKKEEPER
small Law firm, looking for a competent bookkeeper with minimum 3-5 yrs experience. Salary commensurate w/qualifications. Send resume to: 344 N. Woodward, Suite 2, Birmingham, MI 48009

BOOKKEEPER with computer experience needed for payables & inventory position. Call Jerry Kenner to Artjack & Co., 377 Amelia St., Plymouth, MI 48170

Bookkeeping
Partial Listing of positions

FULL CHARGE BOOKKEEPER - Manufacturer requires individual with experience thru trial balance, with supervisor ties. Cost accounting and German speaking a plus.

BOOKKEEPER - Growing company needs bookkeeper with experience in all phases. Computer knowledge required. Lotus a plus. Great benefits package.

ACCOUNTS PAYABLE - We have several full-time positions in the Metro area. Looking for solid experience in all phases of payables, with computer experience. Positions available due to growth.

ACCOUNTS RECEIVABLE - We currently have several positions in the Metro area. Must have collection and computer experience. 1 position in part-time.

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
An Equal Company Paid
Part of World's Largest
Financial Placement Network

BOOKKEEPER - Part time for credit union in Livonia. Experience required. Good analytical skills & aptitude necessary. Send resume to: Farbeck Credit Union, 36525 Plymouth Rd. Livonia, 48150. Attention: Accounting Manager.

BOOKKEEPER, PART TIME.
Southfield Law office.
Computer experience required.
352-1000

BUSY FARMINGTON HILLS Real Estate office is looking for data entry person. Approx. 20 hours per week. $4.50 hour. Some computer experience preferred. ASK FOR GINNY, 851-8700

CAREER POSITION as credit union teller, requires excellent phone & office skills. Must work well with others. Call Beverly Lt. Garrison at Chrysler FCU 478-4020

CLERICAL
A Troy based insurance agency is seeking an individual to work full time in our office services department. Duties will include all aspects of internal and external mail pick up, processing and delivery, distributing supplies, moving files, banking, & running errands and responsible to supervisor. Occasional errands may be required with use of personal vehicle. Good driving record is a must.

Applications available at:

PROCTOR HOMER WARREN, INC.
2100 W. Big Beaver Rd.
Troy, MI 48084

CLERICAL ENTRY LEVEL
With financial planning firm in Southfield. Excellent opportunity for beginner with good grammar and phone skills. Nice variety of duties, nice offices, good benefits, free company parking. Send resume to: Box 658, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Filing, answer phone, organizational skills important. Full or part-time. Salary plus benefits. Ask for Lynette. 659-8519

CLERICAL
General Ledger position in Livonia seeking Secretary/Typist with excellent typing & word processing skills. Send resume & salary requirements to: Box #792, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL HELP
Part time mornings. Good handwriting a must. Franklin Dental Lab. 853-5533

CLERICAL HELP
Clerical person wanted part time, evenings/weekends. Apply in person: Clyde's Carpet, 30630 Plymouth Rd., Livonia.

CLERICAL/INVENTORY CLERK full time for a medical supply company. Light physical inventory & order auto parts. Must be dependable, hard working & serious minded. $4.75 to start. Benefits. Apply in person at: The Carson Group, 21615 Telegraph Rd., Southfield, between 8 & 4. Mon. on. Telegraph, 8am to 4pm. Mon. thru Fri. only. No phone calls.

CLERICAL - PART TIME
Mon. thru Sat. Possibility for part lead to full time. Send resume & references to PO Box 5292 Farmington 48332 or call 477-9608 ext 28

CLERICAL/PART TIME - Needed for CPA firm. Bookkeeping and computer knowledge helpful. Flexible hours. Non-smoking office. Send resume to: Office Manager, 29566 Northwestern Hwy., Suite 235, Birmingham, MI., 48010.

CLERICAL, part time, general office work, some typing, approximately 20 hrs. per week. Send resume to: Box 1000, Corporate Office 429 Enterprise Ct. Bloomfield Hills MI. 48013

An Equal Opportunity Employer

CLERICAL/PART TIME. Excellent typing, good telephone manner is required, non-smoker. Bloomfield Hills. Call 647-1080

An Equal Opportunity Employer

CLERICAL - Permanent/Part Time. Mature, experienced clerical needed for friendly, plant type office. Good typing, telephone & reasoning skills necessary. Immediate openings. 4 days/wk., 12:30pm-4:30pm. Letter of 13 lube. 644-8185

CLERICAL
Pontiac based bank has immediate opening for clerks. Qualifications should include previous office experience, filing abilities & good communication skills. For confidential consideration, forward resume and salary requirements to:

First Federal Savings Bank & Trust
761 W. Huron
Pontiac, MI 48053
Attention: Personnel Department
An Equal Opportunity Employer

CLERICAL POSITION
Alert, responsible person for clerical position. In plant type environment. Good telephone manners required, fast-paced office. Call J. Martin at 353-0190, ext 31

CLERICAL POSITION
Immediate full time opening must be through, accurate and good with numbers. Computer, typing and some bookkeeping experience necessary. Call weekdays between 8am-5pm. Ask for Linda 358-5095

CLERICAL
TO $17,000
Corporate office seeks individual to handle varied secretarial functions and general office responsibilities. Excellent opportunity to train on computer system.
Call 344-8700 or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Suite 34
Novi, MI 48050. All fees Co. paid.

CLERICAL
Troy Insurance Agency. Entry level with computer and communication skills. Call Cathy 245-6090

CLERICAL WORK - part time mornings. Immediate opening, accurate typing, good telephone manner. Shorthand desireable, office located on 9 Mile Rd. at Southfield. Ask for Don or Pat
Call Today
Fee $95.00 JNI Agency 557-1200

CLERICAL $5-$6/HR
Will train
Call Today
Fee $95.00 JNI Agency 557-1200

CLERK
D.O.C. has a clerical position open at the Detroit Center Village Complex. Responsibilities include phone work, light typing and some accounting. Please send resume to: D.O.C. Optics Corp., Dept. 232, 19800 W. 8 Mile Rd., Southfield, MI 48075

CLERK PART-TIME
Needed in large Plymouth dental practice. No experience necessary. Call Pat for details at 420-2326

CLERK/TYPIST
Attorneys in Farmington Hills will train for clerk office. Typing & filing skills essential. Experience not required. Starting wage $4.25 per hour with regular increases.
555-8562

CLERK/TYPIST
A & W Restaurants, Inc. has an immediate opening for a part-time entry level Clerk/Typist whose requirements include:
- Accurate typing skills (60 wpm).
- Proficient use of IBM PC WordPerfect
- Professional Demeanor
- Excellent communication skills, written and verbal.

A previous general office experience a must!

A & W offers excellent working conditions and competitive wages. Qualified candidates send resume and salary requirements to:

A & W Restaurants, Inc.
Attn: Human Resources Department
17197 N. Laurel Park Drive
Suite 500
Livonia, MI., 48152

Clerk - Typist needed for Western Wayne Area
Call 425-6226
EDT Temporary Service

CLERK TYPIST
Reliable, accurate, attention to details. Good telephone, typing skills. Send resume, photo, inc.-CT, 27150 W. 8 Mile, Southfield, MI 48034

CLERK/TYPISTS
Detroit-based firm seeks Entry Level Clerk Typists. Candidates should possess a minimum typing speed of 40 wpm, good phone manner & general clerical knowledge. Excellent advancement opportunity. These positions are full-time with employee benefit package. For consideration, forward a resume to:
Clerk/Typist, P. O. Box 779,
Detroit, MI., 48231

CLERK TYPIST, 43-50 WPM, full time days, 8 AM. - 4:30 PM. Livonia area. Call between 1-2 PM.
484-1100.

COMPUTER CLERICAL. Bloomfield bank requires data entry clerk with some programming experience. Immediate opening, full benefits. Call Personnel Dept. 332-7700
An Equal Opportunity Employer

COMPUTER OPERATOR for Farmington law firm, good typing skills required, some computer knowledge helpful. Good benefits. Contact Judy. 540-6282

CONSUMER LOAN CLERK
Full time entry level clerical position exists at our Northlanes office. Candidate must have a minimum of 1 year office experience with efficiency on 42 office machines, good typing skills and the ability to handle the pressures of daily responsibilities in a professional and dependable manner. This position offers opportunity for advancement and excellent benefit package. Qualified candidates please call our Personnel Dept. during regular hours 344-5004. Call 218
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CO-OP SECRETARY
PART TIME
College or high school student interested in secretarial work? Learn and work in a fast-paced, Southfield real estate company. Typing 50-60 wpm, good communication skills, energetic and flexible. Qualified candidates must have a professional image. Please respond to:
Mr. Jack Covick
P.O. Box 267
Southfield, MI 48037

COUNTER/SHIPPER/FULL TIME
Light typing, inventory, repair company. Must have good communication skills. Full benefits. Excellent benefits. 274-0851

CREDIT ANAYLST
For large national bank affiliate. Southfield area. Must have pleasant phone personality and good business sense & must! Experience preferred. Salary negotiable. Send resume to: P.O. Box 2049, Southfield, Mi., 48037-2459. Attn: Credit Manager.

CUSTOMER SERVICE
Mature, stable individual with people, telephone & figures. Accurate, attention to details & organized. Send resume: Mrs. B. at Jodel, Inc., NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE REP
A Plymouth based distributor of laboratory supplies would like to add a Customer Service Representative. Must have pleasant phone voice, some laboratory equipment knowledge, CRT experience and good organizational skills. Please send resume and salary requirements to: Curtin Matheson Scientific, 45400 Helm, Plymouth MI. 48170. Att. Customer Service Supervisor. Equal Opportunity Employer M/F

CUSTOMER SERVICE REP
Set-up and maintain customer phone manners, light typing, banking experience helpful. Credit Construction Loans. Call 557-8370

CUSTOMER SERVICE REP to answer phones & do filing. Must have pleasant phone voice. No experience necessary. Apply at: Stanley Steemer, 24404 Catherine Industrial Dr., Ste 318, Novi.

CUSTOMER SERVICE
Bright, energetic person needed for hi-tech repair service in Westland. Must have previous customer service/order desk, EQ data entry experience. Hydraulic/electronic background helpful. Non smoking office. Excellent benefits. 326-9600

CUSTOMER SERVICE - Immediate opening for a person in dispatch department. Responsibilities include order entry, telephone sales, data input, & the ability to work in a fast paced environment. Excellent benefits. Operation is 24 hrs. a day, 7 days/wk. Send resume to: D. Sokolowski, P. O. Box 300, Brighton, 48116

CUSTOMER SERVICE/Inside Sales. If you are detail oriented, like sales and are PC literate, we're looking for you. We are proud to be Michigan's largest manufacturer's rep of the electronic components. The work is fast-paced, varied in nature and rewarding. We need your proven flexibility to "go-with-the-flow" and work without supervision. A good phone presence is essential as well as better than average typing skills. Generous salary is negotiable depending on experience in the field. Send resume to: P.O. Box 2025, Orchard Lake Rd., Suite 207, W. Bloomfield, MI 48322.

DATA ENTRY CLERK
Community EMS, a Novi based ambulance service, has a full time position available for data entry clerk in its billing department. Hours are 8:00 a.m. - 4:30 p.m. Excellent benefits, data entry experience required. Medical billing knowledge helpful. Send resume with salary expectations to:
Chris Mc Eachin, Community EMS,
22575 Heslip, Novi MI 48050
An Equal Opportunity Employer

DATA ENTRY/CLERICAL
Troy office. Send resume stating salary to: Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
General Office Help
Full time position for a person to enter orders into computer. Must be able to type accurately. Filing and misc. office work. Send resume to: Data Entry/General Office, P.O. Box 7046, Troy, MI., 48007-7046

DATA ENTRY OPERATORS
EDT Temporary Service
Call 425-6226
Ask for Jennifer
Western Wayne area

Data Entry Operators
Positions open now at various Troy area companies. These long and short term assignments require a 7000 keystroke, CSR Entech to schedule an interview.

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OPERATORS
A Kelly job puts your skills on line. If you have strong computer skills Kelly Services can put you at the keyboard right away.

Our long and short term data entry assignments are with some of the best companies. You'll earn good pay and vacation pay, so call us today for additional information.

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Livonia, MI 48150

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"The First And The Best"
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Equal Opportunity Employer M/F/H

DATA ENTRY PERSON
for busy marketing firm. Must be experienced, personable, comfortable with people over the phone. Call Doris or John 543-5100

DATA ENTRY
Mature person needed for part time job. Hours 1:00 - 5:00 PM. Apply Traverse Hardware, 97 W. Long Lake Rd., Troy.

DATA ENTRY SUPERVISOR
Full-time position. Southfield location. Previous experience in supervision a must. Excellent math ability & 10 key calculator/data entry skills needed. Ideally to compensate with experience. Send resume and salary requirements to: Attn: Personnel, P.O. Box 5231, Southfield MI 48086

DATA INPUT PERSON/WE
Must be reliable, $4.50-5.00 per hour. Full or part time. Farmington Hills location. 851-0008

DECMATE - NBI Word processors (15) for major bank, comparison, 3-4 years experience, $18,900. Call Cathy at Unforce 646-8164

DENTAL ASSISTANT for orthodontist practice. Experience necessary. Full or part time. Troy/Sterling Heights. 879-6335

DOWNTOWN BIRMINGHAM
Secretary/Receptionist for growing small accounting firm. Send resume to: Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DOCTORS OFFICE: Full or part time. Mature positive minded individual. Experience preferred. Will train. Wages negotiable. 274-0641

EARN TOP WAGES
Best temporary jobs in town.
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- Senior Typists
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Call: 642-9222 or
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EARN while you learn. Clerical jobs needed for long and short term. Gain experience and absolutely no work record.
Arbor Temps 459-1168

ENTRY LEVEL CUSTOMER SERVICE position. Must have good telephone & typing skills. Light general office responsibilities. Send brief resume to: Box 800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL SECRETARY
Southfield office seeks high school graduate for full time position. Typing, filing, data entry, will train. Paid vacation, & medical benefits. Send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Needed
If you are in between jobs or looking for a new challenge
Call
EDT TEMPORARY SERVICE
425-6226

EXECUTIVE SECRETARY
Southfield based company seeks bright, hard-working individual to provide support to staff. Must be versatile and challenging. Excellent benefits package. Qualified candidates must be willing to work flexible hours, be self motivated, detail oriented with attention to details. Send resume to: P.O. Box 300, Southfield, MI 48037

EXECUTIVE SECRETARY
$21,000
Great location and benefits galore in this branch office of a nationwide financial institution. Must be specialized here. Fee paid. Hurry! Call Bernie. 353-0300
SNELLING & SNELLING

FILE CLERK
Full time position with good math aptitude & also use of calculator & typewriter. We offer excellent benefits. Please call Kathy 557-4020

Erb LUMBER CO.
An Equal Opportunity Employer

FILE CLERK/TYPIST - Growing company is seeking an individual to work full time in our agency department. Duties will include typing, data entry, filing, answering phones, switchboard, back up receptionist, sorting & distributing mail. Previous office experience helpful. Applicants must be available at Proctor, Homer, Warren, and 2100 W. Big Beaver, Troy, MI. 48084

FRONT DESK POSITION, Transcription and some computer billing in family practice office, Farmington. Full or part time. Experience required. Good benefits. Call Diane, Mon. - Fri., 474-2600

FRONT DESK
SECRETARY
TO $18,000
Established firm offers a good opportunity to use your clerical skills and background. Word processing experience. Good benefits. Call Eleanor at 353-3000.
SNELLING & SNELLING

FULL SERVICE
SECRETARY
Typing & computer essential. Mr Sports One Of A Kind. Call Kathy to schedule an interview.
534-7420

FULL TIME Office Position for busy Livonia office. General office background helpful. Typing skills necessary. Computer knowledge a plus. Call for appointment 478-1023

FULL TIME order entry clerk for Redford co. Must type 45-50 wpm, efficient with 10-key adding machine, starting pay $4.75 per hr. Excellent benefits. Call Billing Supervisor Diane, 937-7300 ext 218

GENERAL CLERICAL opening, 8 hours a day for national company located in Southfield. Call Colleen, 351-6867

GENERAL
CLERICAL
Earn Quick cash doing general clerical work for a variety of companies. Duties include filing, mail merging, proofreading, collating and general clerical.

- Choose long or short term assignments!
- No typing or phone answering
- Good pay

For more information, call:

Troy 362-1180
Detroit Central 258-1400

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Not An Agency But Rather A Fee
Equal Opportunity Employer M/F/H

GENERAL OFFICE CLERK - full time, transcription, background helpful, good typing, computer aptitude skills, full company paid benefits. Call Jerry Jewett Mon. thru Fri. 632-8118
An Equal Opportunity Employer

GENERAL OFFICE - typing, filing, good phone skills needed. Full time. Bloomfield area. Bertland Hills Shutter Shop, Mr. Hart. 933-8300

GENERAL OFFICE - Switchboard - Cashier, Experience helpful. Livonia. 525-5200

GENERAL OFFICE
3 days per week, 8 hours per day. Farmington Hills Area. Computer knowledge helpful. 471-0142

GENERAL OFFICE
Mature person needed part time. Light bookkeeping, PC experience. Between 20 hours, mostly afternoons. Wixom area. 347-4777

GENERAL OFFICE/RECEPTIONIST
Able to assist with payroll and accounts payable. Salary based on experience. Send resume to: M.A.C., 37887 Interchange, Farmington Hills, MI 48331

GENERAL OFFICE
Bloomfield Hills building planning firm seeking nonsmoking individual to work part time Mon. - Fri. Light typing, phone & filing skills necessary. Cindy 645-1520

GENERAL OFFICE-ENTRY LEVEL
Farmington Hills location. Responsibility will include typing orders, processing mail. Call Cate. 626-2260

GENERAL OFFICE
Various duties include phone, computer entry, customer service & some errands. Will train. Southfield area.
Call 352-6430

GENERAL OFFICE
Southfield company has full-time, entry level position for minimum one year office skills & QKT experience helpful but will train. Medical benefits, permanency a must. Starting salary $183 wk. 352-6330

504 Help Wanted Office-Clerical

GENERAL OFFICE, recordkeeping, light typing, answering phones. Ideal candidate is looking for the right person. $8.00 hr. Call for appt. 350-5252
An Equal Opportunity Employer

GENERAL OFFICE CLERK
A fast paced printing & office supply company seeks a General Office Assistant. Word processing, outstanding telephone skills, computer, must be organized. 30-40 hrs. a week.
855-7830

GENERAL OFFICE
We're expanding and have 3 openings for experienced general office people. Good phone manner, typing skills, 10-key calculator helpful. Send resume to: 1408 Allen Dr., Troy, MI., 48083

GENERAL OFFICE
Full & part time - 2 entry level positions available at prestigious Birmingham law firm. Applicants should be able to type 50wpm & demonstrate attention to detail. Resume to: Law Office, 300 E. Maple Road, 3rd Floor, Birmingham 48009

GENERAL OFFICE - PART-TIME
Accurate typing, excellent phone manner, knowledge of word processing, 10-key calculator. Able to work intermittently from 1 day to 1 week on and on-call. Flexible hours, paid vacation and busy times. Great benefits. Pleasant, professional office environment.
Call Barbara 910 S Gatey 473-7830

GENERAL OFFICE
Wanted immediately for fast paced office in Redford. Person with experience in accounts payable, word processing, computer, light manner. Excellent benefits package and salary commensurate with experience. Send resume to: R. Maclachlan, Assistant, 8000 W. Chicago, 27303 W. 8 Mile Rd., Detroit, Mich. 48240

GENERAL OFFICE - typists, (30 wpm), receptionist, data entry, 10 key processors (3-6 mos experience). Will research your needs. Call Perfect or Office Writer, 8260-Southfield, Call Jane at Unforce 352-2930 or Sylvia 357-0034

GENERAL OFFICE
National firm in Southfield needs bright capable persons to perform various clerical duties in a fast paced time positions. Call:
353-0300
An Equal Opportunity Employer

GENERAL SECRETARY
Leading Southfield company offers person. Typing skills & phone etiquette required. Will train general office functions such as: Telex, Cashiering, 30933 Northwestern Hwy., Farmington Hills, MI 48018.

GROWING PROGRESSIVE LIVONIA Co. seeking person with many talents. Must be organized, detail oriented, general office & inside sales. Must be considerate, detail oriented & like working with people. A good sense of humor is a necessity. We will train the right person. 261-1711

HALF DAY RECEPTIONIST: 8am to 12pm, in Troy area. Light Filing, prestigious Troy Building. Minimal typing skills. Ideal for women with extra time. Send Name, Phone Number, Am or Pm Availability & Salary Req. to H.W. PO Box 4390, Troy, MI. 48099.

IDEAL SITUATION
PART TIME. busy furniture manufacturer's rep seeks responsible self-motivated person for in-house office. Demanding responsibilities. Good salary, flexible hrs. 851-8211

If you are a
WORD PROCESSOR
Looking for a new challenge
Call Today
EDT TEMPORARY SERVICE
425-6226

INSURANCE AGENCY
in Farmington Hills, needs commercial CSR. 471-1105

INSURANCE
Health Insurance Administrator in Birmingham area has immediate full time openings for:

Benefits Analyst
$21,000 +

3-1 years of experience are required with good working knowledge of CPT codes & medical terminology.

Competitive salary with initial review after 90 days. Company paid benefits package include: Health Insurance, Dental and Vision, paid sick/personal days, Life Insurance after 6 months and 11 paid holidays. Call:

645-6310
Evening Appts. are Available

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:

Office Clericals
Benefits Analysts
(Experienced)

Competitive salaries, 4% 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

Large Livonia agency seeking an entry level account representative for a variety of clerical functions. Good typing & people skills are a must. Some related experience preferred. Salary commensurate with experience. Send resume to: D. Lochner, PO Box 2727, Livonia, MI 48151

JOBS JOBS JOBS
- Receptionists

If you have the skills, we'll give you the experience. Immediate typing and short term assignments available. For more information and a personal interview, call:

Norrell Services
553-5850

LEGAL ASSISTANT, Corporate & Real Estate, Bloomfield Hills law firm. Excellent oral communication skills required. Word processing experience preferred. 12 yrs. experience. Send resume to: Box 830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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BOOM!
There is a BOOMING demand for Legal Secretaries, Legal Word Processors & Paralegal Professionals.

Want new perm work? We've got the basics! Want short or long term assignments? We've got them! Want openings with law firms, both big and small? We've got openings with this area's finest corporations! Selection is broad, selection is varied! The opportunities are yours!

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One Kennedy Square, Suite 1533
Detroit, MI 48226
964-2909

504 Help Wanted Office-Clerical

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Southfield, Mi., 48075. 351-2875

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SECRETARIES
Experienced, for permanent & temporary positions. Call today.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-0580

LEGAL SECRETARY for Southfield law firm. Personal injury, & general law experience required. Salary commensurate with experience.
Call Jeannine. 353-3000

LEGAL SECRETARY
Full time, WordPerfect experience helpful. Excellent skills required. Salary commensurate with experience. Call Barbara at 557-3919 or 557-3934

LEGAL SECRETARY
For medium-sized Southfield law firm. Litigation experience required. WANG word processing. Excellent salary & benefits. 354-4020

LEGAL SECRETARY - for Troy law firm. Experience with Word processing required. Salary commensurate with experience. Send resume to: Secretarial Committee, P.O. Box 19484, Troy, MI 48099 - 8484

LEGAL SECRETARY, for large downtown Detroit law firm. Minimum 3 yrs. experience required, excellent benefits and competitive salary. Send resume to: Personnel Manager 1550 First National Building, Detroit MI. 48226

LEGAL SECRETARY
Full time, Experience helpful but not necessary. Must be reliable. Ask for Ann 647-0000

LEGAL SECRETARY for Troy law firm. Experience necessary. Must have knowledge of WordPerfect and computers. Salary commensurate with qualified applicants. 643-6960.

LEGAL SECRETARY
Small general practice, Farmington firm. Full time. Requires experience & strong skills. Salary commensurate with experience & ability. Ask for Ivar. 476-5500

LEGAL SECRETARY: Experienced in Commercial, Real Estate and General Litigation, for partner & associates, in top notched mid sized Southfield firm. Excellent skills required. Salary is negotiable, depending upon experience.
Call Kim at 358-2000

LEGAL SECRETARY
Needed for established Birmingham law firm. Salary commensurate with experience. Must be experienced in Word processing pre-formatted forms, Wordmark, 401 South Woodward, Suite 400, Birmingham 48009.

LEGAL SECRETARY
For Birmingham law firm. 2-3 years litigation experience. Excellent knowledge and WordPerfect 5.0 or Display Write 3 necessary. Excellent salary and benefits. Please contact Faye 642-4525
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Major Detroit area law firm needs experienced secretary for its Bloomfield Hills Office. Insurance litigation background is required. Strong communication & administrative skills. Excellent work environment. Excellent benefit package. Salary based on experience. Qualified candidates send resume to: J. A. Jubera, Plunkett & Cooney, P.C., 200 Marquette Bldg., Detroit MI 48226

LEGAL SECRETARY - Part Time, Typing experience preferred. $8 hr. Send resume to: Legal Secretary, 3084 N. Main, Clarkston, Mich. 48017

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Experienced, for small Southfield firm. Proficient with WordPerfect. Bankruptcy experience with pleadings. Ask for Mary 827-4100

LEGAL SECRETARY: Excellent pay for the right person. Must be experienced in Word Perfect, some data entry for Trusts & estates. Nice work atmosphere. Call Donna 352-6380

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Must type 35 wpm, switchboard. Chance for advancement. Excellent benefits. Hours: Mon. & Thurs. 12 noon - 8:30 pm. Wed. & Fri. 9am - 5pm. $122. plus a week, to start. Call Personnel at
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OFFICE ASSISTANT
If you are a mature, experienced person in Livonia or Novi, we are interested in you. Individual should be self motivated with good communication & organizational skills. We provide excellent advancement opportunities. Excellent benefits. Salary to commensurate with experience. Send resume including salary requirements to:
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Position available for individual, keep good attitude, work hard, in one of the westside's fastest growing most innovative wholesale building supply companies. Will not disappoint in appearance, have excellent communication skills, need to be able to handle a variety of duties with emphasis on customer service, willing to train individual willing to learn. Send informal resume to: Office Assistant, Box 120, 23733 S Main Rd, Livonia, Mich 48154

OFFICE ASSISTANT-Responsibilities include: Telephone, Switchboard, phone for Micro computer Co. Send resume to: Personnel, 27731 Research Dr., Farmington Hills, MI 48024

OFFICE ASSISTANT
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