504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE CLERK
Division of Fortune 500 company in Troy needs sharp accounts payable/receivable clerk with strong typing/data entry skills, full responsibility for accounts payable cycle, data entry of vendor & customer invoices, reconciliation of sales in month end billing. Attention to detail essential. 2-3 years general accounting/bookkeeping experience desirable. Excellent benefit package. Salary commensurate with ability in confidence to: Human Resources Coordinator, Box 930 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCT'G CLERK!
FEE PAID - $16-$17,000
SOUTHFIELD: "Promotable spot". Will assist in basic accounting. Must expose to "Special Projects". A/R and A/P, filing, typing, 10-key and more. Nice surroundings. Great benefit plan.
649-6787 or 962-0563
DOROTHY DAY PERSONNEL, INC.

Act Now
RECEPTIONIST
GENERAL OFFICE
Salary $12-$14,000
Variety of duties in fast paced but rewarding data entry, busy phones needs your 1 year experience! Excellent benefits in ideal location. Call Today.
ALL-LEG COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
to work with plant manager. Must be experienced in employee interviewing, screening with strong recruiting & communication skills. Send resume to: Cover Care, 377 Amelia St., Plymouth MI 48170

ADMINISTRATIVE SECRETARY
Environmental Company
We are looking for a great person who can do it all administratively - organize, make decisions, deal with customers & many varied & interesting duties. Computer literate, literate with good bookkeeping & problem solving skills. A good growth opportunity. Salary to $19,500 plus fringe benefits after 3 months. Call Adelaide Environmental Services. 353-8450

ADMINISTRATIVE ASSISTANT
Must have professional typing & math skills. Salary commensurate with experience. 645-2111

ADMINISTRATIVE ASSISTANT

with some catering and sales experience. Should type 55-70wpm. Must have good communication skills. Apply at 15248 Ford Rd, Garden City, Mon thru Fri, 9am-4pm.
JIFFY Anytime

ADMINISTRATIVE ASSISTANT
Computer Dynamics Inc. in Southfield is seeking an Administrative Assistant to do word processing, file maintenance & back up on phone. Word Perfect 5.1 experience required. Salary $15,000 plus. Excellent benefits. Future non-smoker. Please send resume to: Computer Dynamics Inc., 27999 Telegraph, Southfield, MI 48034
An Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANT
TO THE PRESIDENT
Successful, expanding professional organization seeks the highest caliber Executive Assistant. Hard work, long hours, challenging responsibilities, high salary commensurate upon qualifications and performance. Prior office experience preferred. Shorthand, word processing mandatory. Qualified candidates may send resume in confidence to: Ms. Shaheen, R. A. DeMattia Company, 16845 W. 12 Mile Rd., Plymouth, MI. 48170.
No telephone inquiries

ALL AROUND PERSON
CLERICAL/BASED
Must flexible 525-0980

AN EXCELLENT
SECRETARIAL
POSITION
Offers variety and super benefits. Plush suburban offices. To $20,000. Fee paid. 399-3450.
SNELLING & SNELLING

ASSISTANT SECRETARY
$235 week to start No fee
Excellent opportunity with major Troy company. Top benefits including tuition Advancement! Great people! Must know typing and 6 months office experience.
EMPLOYMENT CENTER 8 540-4130

AUTO DEALER
Progressive Northwest Auto Dealer, needs a full time parts, cashier and parts/board relief. Must be neat in appearance, typing, and knowledge of 10-key adding machine. Full-time hours included. Mon & Thurs evenings until 8. Call Ms. Ford, 25 Tamarack Dodge, 354-5000

AUTO DEALER
Southfield dealer has a part time position available for customer follow-up and light office work. Call for appt. 354-2950

AUTOMOBILE DEALERSHIP
Seeking individual for office staff (typing, billing, bookkeeping). Dealership experience necessary. Apply in person:
DON MASSEY CADILLAC, INC.
40475 Ann Arbor Rd. at I-275
Plymouth, MI

BEAUTIFUL
SUBURBAN OFFICE
Has opening for Secretary/Word Processor. To $16,000. Benefits. Fee paid 399-3450.
SNELLING & SNELLING

BILLING CLERK/COLLECTIONS
A national telecommunications company has office, plus benefits available for conscientious individual to handle billing and collections. Must be detail oriented. Apply to: Operations Manager, Pagenet, 25200 Telegraph, Suite 100, Southfield, MI., 48034.

BLOOMFIELD HILLS contractor seeks full time bookkeeper for general office duties in fast paced office. Must have good bookkeeping skills, knowledge of Macintosh systems helpful. Benefits included. Resume to P.O. Box 435 Bloomfield Hills MI 48303-0633

BOOKEEPER, FULL TIME for busy Real Estate office in Farmington Hills. $8.25 per hour.
CALL ROSE ANNE
CENTURY 21
MJL CORPORATE
TRANSFEREE SERVICE
851-6700

BOOKKEEPER, part time, with experience for CPA office. Southfield Area. Call
424-8240

BOOKKEEPER - Accounts Receivable, computer experience, full time. Elliott Travel, Farmington Hills. Mr. Schubiner 855-7707

BOOKKEEPER
FULL CHARGE
Must go thru trial balance, general ledger with 1040 tax experience. Salary up to $22,000 plus excellent benefits. Bloomfield Hills. Call Gerald Davis, 751-6333
All Fees Company Paid

BOOKKEEPER - minimum 2 years computer accounting, process accounts payable, accounts receivable, general ledger, bank reconciliation, some billing. Knowledge of real world helpful, not necessary. Salary commensurate. Starting salary is $15 to $17,000. Position available immediately. Call & ask for Terry Title. 729-1817

BOOKKEEPER
Prepare monthly financial statements for multi division distributor. Experienced through adjusted trial balance. Knowledge of financial statements A/R & A/P experience helpful. Computer literate necessary. Associate degree or equivalent required. Send resume to: Lee Hecht Inc., 27555 Hagerty Rd., Farmington MI 48024

504 Help Wanted Office-Clerical

BOOKKEEPER - Computer training experience. 8 hrs/day Mon to 2:30 pm. Send resume to: Box 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, Experienced with some accounting background. Send resume, 30437 W 8 Mile Rd. Livonia. Call for appt. 478-5320

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

BOOKKEEPER - experienced in accounts payable, accounts receivable and payroll issues. Good communication skills required. Generous salary. Send resume to: Michigan Thermal Window, 4633 S. Wayne Rd, Wayne, Mich 48184

BOOKKEEPER, for expanding corporation. Must have Assoc. degree or equivalent in training. 3 yrs bookkeeping experience including payroll, accounts payable & receivable. Computer experience in accounting software. Supervisory skills plus. Please send resume to: Pat, 27433 Schoolcraft, Livo. MI. 48150

BOOKKEEPER - part time for busy Birmingham commercial real estate office. Experienced with bank reconciliation, accounts payable/accounts receivable, Lotus or accounting software helpful. Call Mary Ann at 645-7701

BOOKKEEPER, payroll taxes and typing for Southfield accounting office. Call Stuart after 1pm
353-4347

BOOKKEEPER
Progressive bank in Troy has a PART-TIME, flexible (Approx. 4 to 8 hours per day) ENTRY LEVEL bookkeeping position available immediately. Excellent organizational and communication skills are required. Excellent benefit package. Interested candidates please call our Personnel Department, during normal hours at: 362-5000, Ext. 218.
Equal Opportunity Employer M/F

BOOKKEEPER
Property management company is looking for a bookkeeper for their Regional Office in downtown Ann Arbor. Candidate should have 1 yr. of college accounting or equivalent level of accounting experience and proficiency on the 10-key calculator. We are looking for candidates who are flexible and enjoy an active office environment. If interested, send resume and salary requirements to:
MCKINLEY PROPERTIES
Bookkeeping Department
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER
Public accounting firm seeking individual experienced with sales tax, bookkeeping & small business tax. Resume to Box 962, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Real Estate development office seeking bookkeeper. Duties include payables, receivables, daily banking & general office skills. Some experience required. Send resume with salary requirements to: Bookkeeping Position, 4050 W. Maple, Suite 100, Birmingham, MI., 48010.

BOOKKEEPER
Video production facility located in Southfield, seeking experienced, non smoking, full charge bookkeeper. Knowledge of Sweete and competent with Solomon III accounting software. Starting pay $12-$15/hr. Contact Jane at Mobile Images.

BOOKKEEPER with computer experience needed for payables & inventory position. Send resume to Aljack & Co., 377 Amelia St., Plymouth, MI 48170

Bookkeeping

Partial Listing of positions

FULL CHARGE
BOOKKEEPER To 25K
BOOKKEEPER To 23K
ACCOUNTING CLERK - DEALERSHIP To 18K
ACCOUNTS PAYABLE To 18K
ACCOUNTS PAYABLE ASSISTANT To 18K
FULL CHARGE
BOOKKEEPER To 30K
ACCOUNTS RECEIVABLE To 18K

CLERICAL
General Contractor in Novi seeking Secretary/Typist with excellent typing & word processing skills. Send resume & salary requirements to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerical

GENERAL
CLERICAL
OPPORTUNITIES
If you have 55-60wpm typing or 35-40wpm, excellent communication skills and a desire to grow in a professional business environment we have some excellent opportunities. Duties include operating receiving departmental mail, filing, answering telephones & other clerical duties. Previous office experience preferred. CRT experience a plus. A complete benefit package is offered. Qualified candidates should apply Mon-Fri, 9-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

Clerical

GENERAL
CLERICAL
Earn Quick cash doing general clerical work in our Farmington Office. Duties include filing, mass mailing, variety of proofreading, collating and general clerical. Reliable transportation a MUST.
- Choose long or short term assignments
- No typing or phone answering
- Good pay

For more information, call:
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

CLERICAL HELP
Clerical person wanted part time, evenings preferred. Apply at person only: New York Carpet World, 859 S. Hunter Blvd., Birmingham.

Clerical

Homemakers
Kids at school?
Need cash?
Call Kelly!

Kelly Services can place you in an interesting assignment no matter what your skill level. Choose from these areas:
- Secretarial
- Clerical
- Switchboard
- Typists
- Word Processing

Call Kelly today and find out about our great benefits too.

Farmington Hills 471-2050

Southfield 352-5220

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

CLERICAL/PART TIME
Southfield - Perfect college student. Must be mature and able to work independently. Typing and computer experience necessary. Hours: Tues., Wed., Thurs. 1-6pm, Sat. 9-5pm. Benefits available. Call for more information: 354-7111

Clerical - Part-time
Mature person needed for Birmingham/Bloomfield real estate corporate. Light typing, phone (evenings & weekends) openings for persons to handle on-store clerical duties. Typing skills & cash experience are required. On the job training provided. High school student welcome. Apply in person.
FRETTER INC.
25825 Telegraph Road
Southfield, MI

CLERICAL - full time, self-motivated to assist in bank finance and insurance dept. Accuracy a must. For information, call Wendy between 8:30-5pm. 540-2500

504 Help Wanted Office-Clerical

CLERICAL
Maple Drugs Office is looking for a mature individual for full time employment. Must have computer or typing experience on Lotus 1-2-3 & Word Processing. Must have good math skills required. We are located in Farmington/Farmington Hills area. Please send resume to: Maple Drugs Office, 32000 Springbrook, Farmington Hills, MI 48018

CLERICAL POSITION for Belleville Company offering good benefits. Experience in bookkeeping, typing, data entry and customer service. Call Gianna at 941-3320

CLERICAL
Troy insurance agency. Typing, word processor and communication skills. Call Kerry 585-5090

CLERICAL With accounts receivable/payable experience for good person. Hours 25 hr. per week, flexible. Ideal for homemaker. Farmington Hills. Call 851-6013.

CLERICAL WORK - part time mornings, immediate opening, accurate typing, good math skills necessary. Shorthand desirable, possible full time. 9 Mile Rd. at Southfield. Ask for Don or Pat 559-1150

Clerical

5 People
Needed
Now!

If you've got good clerical skills, use them to get a good paying assignment with Kelly Services. We now have positions open with a major gage company in Farmington Hills for:
- $5.00/hr. 40hrs./wk.
- 8.15/hr. 40hrs./wk.
- Light typing
- 10-key calculator
- Proofreading work
- Assignment lasts through December

This is an excellent opportunity to work while the kids are in school or again into the workforce. Call Kelly today at:

Farmington Hills 471-2050

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

CLERICAL
(BANKING)
Our growing corporation has immediate full time opportunities in our expanding Banking/Marketing Department. Full time, temporary & temporary party-time positions are available. (Temporary assignments last less approx. 2 to each). Qualified candidates will possess strong verbal & written communication skills, good math background, accurate typing, calculator proficiency & the ability to work with a fluctuating workload. Excellent organizational skills a must. Daily duties will include identifying/reviewing loan documents for accuracy, data entry, typing, filing, report writing, phone work & many other general office duties. Previous office experience preferred. CRT & mortgage banking experience a plus. Excellent benefits required. Full time positions include benefits. Qualified candidates should apply Mon-Fri, 9-4pm.
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

Clerical

A & W offers excellent working conditions and competitive wages. Qualified candidates should 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
Reliable, accurate, attention to details. Good phone manner. Call or send resume: Jobar, Inc.-CIT, 27150 W. 8 Mile, Southfield, MI 48034

COLLEGE GRADS
NEEDED
MANAGEMENT TRAINEE POSITIONS
$15,000 FEE PAID
Join this super growth company now! With outstanding potential for advancement, this company also offers excellent benefits including 401K profit sharing. Call 649-5900 for a dynamite opportunity.
SNELLING & SNELLING
OF TROY

COMPUTER OPERATOR
Clerical skills required. Immediate opening. Livonia
427-3720

COMPUTER OPR.I
FEE PAID - $16-$20,000
NORTHWEST AREA - college degree not necessary but must have minimum of 2 yrs. experience on IBM or IBM mainframe #370 and 3090. Great benefits.
649-6787 or 962-0563
DOROTHY DAY
PERSONNEL, INC.

CONSCIENTIOUS detail oriented person desired for full time data processing office. No experience necessary. Approx. 10 to 12 hrs/week. Plymouth Canton area. 451-7658

CONSUMER
LOAN CLERK
Full time entry level clerical position exists at our Hamtramck office. Candidate must have a minimum of 1 year office experience with efficiency on all office machines, accurate typing skills and the ability to handle the pressure of daily responsibilities in a professional and dependable manner. This position offers opportunity for advancement and an excellent benefit package. Qualified candidates should call our personnel Dept. during regular business hours at 362-5000, Ext. 218
An Equal Opportunity Employer

CORPORATE AFFAIRS
SECRETARY
A growing Farmington Hills service organization seeks an experienced live Secretary for a high energy very creative Public Relations Dept. Duties are diverse and require high skills of 55 wpm required & word processing experience preferred. Previous public relations exposure helpful. Excellent benefits package. Position is full time with an excellent fringe benefit package. Send resume to: Box 872, Observer & Eccentric Newspapers, P.O. Box 9072, Farmington Hills, MI 48333-9072

CREDIT ANALYST
For leading Southfield real estate. Good basic typing skills, pleasant phone personality & good math skills. Lotus a must! Experience preferred. Salary negotiable. Send resume to: P.O. Box 2458, Southfield, MI. 48037-2458, Attn: Credit Manager.

CREDIT AND COLLECTION position available for self motivated, individual with 2 yrs. experience in general bookkeeping experience a plus. Non smoking firm. Please send resume and salary requirements to:
Mr. Gregory, 57 Park Dr., Troy, MI 48083-1206

CREDIT CLERK - Permanent full time position available immediately at Livonia & Sterling Heights offices. Candidates must have knowledge of basic office procedures and be familiar with computers. Submit resume with salary requirements to: C. Epps, 37810 Schoolcraft, Livonia, MI 48150.

CUSTOMER REPRESENTATIVE
Large insurance company has a variety of office functions related to cable television. Business reporting Dept. 8, 1989, to: Maureen & Hunter Cable TV, 31841 Parsh, Garden City, MI., 48135.
An Equal Opportunity Employer

CUSTOMER SERVICE
Farmington copier dealer needs person with professional phone manner, good typing skills and experience for dispatch position. Contact Lisa at 553-8000, Ext. 315

CUSTOMER SERVICE/
RECEPTIONIST
Fast growing manufacturer's co. with busy office looking for bright individual with excellent communication skills. We are looking for personable individual who will not be intimidated by phones, typing, detail oriented. Apply by resume or in person. Mon-Fri, 9-4pm. Manager, Pagenet, Suite 100, 25330 Telegraph, Southfield, MI 48034

504 Help Wanted Office-Clerical

COURIER/CLERICAL -
A Troy based insurance agency is seeking an individual to work full time on our office services department. Duties include all aspects of internal and external mail pick up, processing and delivery, distributing supplies, moving files, typing and running errands as requested by supervisor. Some clerical duties may be required with use of personal vehicle. Good driving record is a must.

Applications available at:
PROCTOR HOWLER WARREN, INC.
2100 W. Big Beaver Rd.
Troy, MI 48084

COURIER/CLERK needed in fast paced, downtown Detroit company. Auto & insurance required. Flexible part time hours available. Respond in writing to: Office Manager, 2000 N. Woodward, Suite 100, Bloomfield Hills, MI 48013.

CREDIT REPORTING AGENCY
In need of full and part time office typing, good math skills necessary. Typing required. Flexible hours. Farmington Hills. Please call 478-6923

CUSTOMER SERVICE REP
Take orders, assist customers, etc. Apply at: 11000 Brush (between Fenkell & Farmington, N. of Plymouth)

CUSTOMER SERVICE
Mature, reliable, friendly people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Box 840 Observer, 36251 Schoolcraft Rd., Livonia, 48150

CUSTOMER SERVICE
FEE PAID - $25-$30,000
SOUTHFIELD: This customer service rep. position is for an experience in Commercial Property Casualty insurance. Call today.
649-6787 or 962-0563
DOROTHY DAY
PERSONNEL, INC.

CUSTOMER SERVICE REP
Team-oriented position in service department. Must be self motivated individual. Process phone orders & problem solving. Must be patient with customers. Candidates should have computer experience. Some warehouse party insurance & medical product knowledge a plus. Employee stock ownership company. Send resume to: Janel McPhearson, P.O. Box 2125, Livonia, MI 48151

DATA ENTRY CLERK
Immediate opening for full time data entry clerk position at our Farmington Southfield area. Must have experience. Good benefits. Send resume to: P.O. Box 5134, Southfield, Mich. 48076-5134, Attention: Donna

DATA ENTRY CLERK
Entry level position for the billing department of a small company located at 13 Mile and Telegraph. Successful candidate will be able to work a minimum of 40 hrs/wk, be self-motivated & organized. College accounting 2 years preferred. Salary commensurate. Call between 1-4pm: 642-5050

DATA ENTRY CLERK
Bookkeeping background required. Ask for Diane at 851-2100

DATA ENTRY/CLERICAL
Troy firm. Send resume stating salary to: Box 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK - needed for Southfield based dental plan. Must have 1-2 yrs. CRT experience & willing to work 5:30 to 9pm. Qualified candidates should send resume to: Personnel, 25000 Telegraph, Suite 2200, Southfield MI 48075.
An Equal Opportunity Employer

Data Entry Clerk
Entry Level
Our growing Quality Assurance Dept. has 2 openings for Data Entry Clerks. These positions require an experience in charting & graphic data, usage of IBM PC and knowledge of symmetry & spreadsheets helpful. Please submit resume WITH SALARY REQUIREMENTS or apply in person at:
Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

DATA ENTRY - Immediate entry level opening with Southfield manufacturer. No experience necessary. Light typing preferred. Excellent working conditions & benefit package. Please submit resume to PO Box 2020, Southfield MI 48037-2020
An Equal Opportunity Employer

DATA ENTRY
OPERATORS
We are recruiting quality personnel for long & short term assignments in the Detroit & Livonia areas. Top pay & benefits. Call today for an appointment.
CORPORATE
PERSONNEL
SERVICES
DETROIT 965-0287
LIVONIA 478-1010
PLYMOUTH 454-4810
TROY 643-7840
WARREN 751-1050

DATA ENTRY SUPERVISOR
Full-time position. Southfield location. Previous experience in supervising a data entry department. Ability to 10 key calculator/data entry skills required. Ability to communicate well with experience. Send resume and salary requirements to: Attn: Personnel, P.O. Box 5091, Southfield, MI 48075

DATA ENTRY
YEAR-ROUND
PART-TIME
Permanent part-time evening position available. Must be 10-key qualified. Good salary. Call the Recruiter from 9 AM to 12 Noon only.
ROADWAY
PACKAGE SYSTEM
313/335-6591
Mon.-Fri. 9-12
313/255-1021
Tues-Thur.
Ext. 3

ENTRY LEVEL
Entry level full time Messenger/Typist position available in our Farmington Hills Corporate Development company. Good benefits. Non smoking environment. Call Karen at 553-8200

ENTRY LEVEL
Immediate full time opening for individual with good clerical skills. We will train. Ideal for someone in a position involving varied duties including filing, mail processing and phone work.
Excellent employee benefits and promotional opportunities with a growth company and advance quickly.
Mort Town Center location. Call Vicky Bates for appt 349-8000
Liberty Mutual Insurance Group
Equal Opportunity Employer

ENTRY LEVEL SECRETARY
Southfield office seeks high school graduate for full time position. Typing, filing, data entry, will train. Pleasant working environment. Send resume to: Box 884 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENTRY LEVEL
TYPIST
$11,700 FEE PAID
A great starter job in Troy, Large company offers great benefits and room to move up. If you type 45 wpm. Call 649-6787
SNELLING & SNELLING
OF TROY

EXCITING CAREER OPPORTUNITY
Our rapidly expanding computer sales office in Farmington Hills is looking for a person that has minimum 1 years clerical experience with accounts receivables, billing, order processing, Growth potential. Good salary, benefits, and profit sharing. Non-smokers call 553-9250

504 Help Wanted Office-Clerical

DETAILS CLERK
Redford company seeking person for full-time clerical position. Must solve good organizational, communication and typing skills. Attention to detail required. Call Carrie 10am-12noon or 2-5pm at 937-3648

EMPLOYEE ORIENTED
COMPANY
Is looking for a friendly Word Processing Secretary. Good benefits. To $16,000. Fee paid.
399-3450.
SNELLING & SNELLING

ENTRY LEVEL
Nationally known firm in Southfield is in need of a file clerk on a long term basis. Lifting involved.

TR
Temporary
Resources
737-1711
Livonia-Farmington Hills-Troy
Southfield
An Equal Opportunity Employer

ENTRY LEVEL SALES ASSISTANT
Bright candidate should have knowledge of computer and software. Send resume to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

Excellent Opportunities!
TSI Office Services is in need of professional and highly motivated individuals. Excellent growth, word processing experience, type 40+ WPM, & knowledge of office clerical duties. We offer a foot in the door to major corporations in Southfield and Farmington Hills Area. Free Word Processing training for qualified applicants.
TSI
Office Services
489-6900
(never a fee)

EXECUTIVE ASSISTANT
A growing Farmington Hills service organization seeks an Executive Assistant for a high energy, very busy Corporate Executive. Typing of at least 55 wpm, plus excellent hand, word processing & organizational skills required. Include also professional secretarial experience on an executive level. Position is located under pressure & a lead a professional profile. Position offers a high and an excellent fringe benefits package. Send resume, with salary history, to: Personnel Department, P.O. Box 9072, Farmington Hills, MI 48333-9072

EXECUTIVE ASSISTANT
International Sales Company seeks an executive assistant to the Vice President of Sales. Position requires accurate typing/word processing at 70wpm. Minimum of 3 years experience in a secretarial or clerical level. Knowledge of Multimate helpful. Excellent benefits, salary, and hand experience required. Comprehensive salary & benefit package. Non smoking building. Send resume to Box 916, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXECUTIVE LEGAL SECRETARY
For Senior partner of growing law firm. Experienced, articulate & well educated. Corporate, real estate & civil litigation. Administrative tasks & supervisory responsibilities. Excellent WordPerfect, top salary, full benefits.
626-5000

EXECUTIVE SECRETARY
Immediate full time position. Answer phones, prepare proposals, invoices & packages for mailing. IBM word processing experience required. References. Non-smoker. Office in private home in Northville. Salary based on qualifications. 348-3630

EXECUTIVE SECRETARY with word processing experience needed for an ETD Temporary. Excellent salary with benefits. Call
425-5225

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Must have 5 yrs. of verified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours. Must be dependable and organized with attention to details. Send resume to: P.O. Box 300, Southfield, MI 48037

EXECUTIVE SECRETARY
Southfield firm seeks outstanding professional with experience to work for Director. Position requires strong written, verbal & organization skills. Must have 55 wpm typing and shorthand of 80-90wpm. Salary $18-$20K. Full benefits.
Contact Sherita
AMERICAN/SCI
649-2010

EXECUTIVE
SECRETARY
ASSISTANT
Immediate opening in small national wholesale distribution firm. Duties include typing, confidential, catalogue layout and other related responsibilities. Secretarial experience, maturity and stability required. From $18,000 per year plus benefits depending upon experience and stability. Located in New Center Area, Detroit, Reply to:
Dept. A, P. O. Box 32562
Detroit, MI 48232

FAST PACED Livonia office looking for a team player to pitch in with diversified duties. Interviewing, answering phones, filing. Typing skills rating are all part of this diversified position. Pleasant working in an industry experience a plus. Call now for appt. 437-7622

FILE CLERK/FULL TIME
Needed for Southfield law firm. Variety of duties including typing, phone, etc. Send resume or apply at: 4000 Town Center, Suite 690, Southfield, MI 48075 332-9080

FILE CLERK - Needed for law firm. Northville/Novi area. Prior working experience desired. Position requires good spelling, light typing, organizational skills, attention to detail. Dependability & reliability mandatory! 40 hrs/week including 9-12 on Saturdays. Call Ann, 349-3980.

FILE CLERK/TYPIST - a growing company is seeking an individual to work full time in our office. Duties will include typing, data entry, filing, answering phones, switchboard relief, assisting in opening, sorting & distributing mail. Previous clerical experience helpful. Apply: Vons Jewelers, Inc. 2100 W. Big Beaver, Troy, MI. 48084

FILING CLERK NEEDED
for Farmington Hills medical office. Call
474-5575

FINE TRAINING - on Word Perfect, Display Write 4, for word processors with 6-12 mos., hands-on experience. Decmaxx or NBI experience a plus. Many openings, large corporations. $5,500. Call Sandy at Unforce
546-7663

FULL TIME Office Position for busy Livonia office. General office background & basic telephone phone manner necessary. Computer knowledge a plus. Call Ann at 953-9750

FULL TIME RECEPTIONIST
required. Law office.
859-3830

GENERAL CLERICAL
Part time, Bloomfield Hills.
Insurance agency. $5/hr. to start.
Call
644-8061

GENERAL OFFICE
Mature person for Bloomfield area. Light experience. Located in Livonia. Call for appointment: 425-8201

GENERAL OFFICE
Southfield company has full-time, entry level position for reliable individual. Computer skills and CRT experience helpful but will train. Pleasant working environment. Starting salary $183 wk. 353-8630

GENERAL OFFICE/PART TIME
Mature person, 3 days for small business. Maple-Livernois. Sort, phone, file. Will train. Call
1-4 pm, 362-3737

GENERAL OFFICE
Troy manufacturing facility has full time opening in our accounts receivable department. Computer knowledge a plus.
280-0300

504 Help Wanted Office-Clerical

GENERAL OFFICE - permanent part time days, 20 hrs., good communication skills a must. Work process preferred. Troy. 641-6895

GENERAL OFFICE-Insurance.
Mature person 2 days a week. Some computer experience desirable. Independent agency, Farmington Hills
553-7370

GENERAL OFFICE help needed for Marketing Dept. at their Detroit area office. Mon-Fri, 9-4:30. $4.50 per hour. Contact Beth 10AM-11AM only. 534-2278

GENERAL OFFICE - PART-TIME
Accurate typing, excellent phone manner, ability to handle a variety of tasks. Able to work intermittently from 1 day to 1 week on and one week off. Must be able to work vacation and busy times. Great Farmington Hills office atmosphere. Call Barbara 9 to 5 daily: 473-7530

GENERAL OFFICE
Entry level position for large mfg co. in Livonia. Part & full time positions available. Apply at Sterling Market St. Near Plymouth & Levan.

GENERAL Office for manufacturers rep firm. Typing, data entry, word processing, bookkeeping, good phone skills, detail-oriented, non smoker. Must speak English. Personnel, 12792 Currie Court, Livonia, 48150

GENERAL OFFICE - Mature person for busy fast paced environment. Fast paced office. Need to be self starter with good phone voice. Send resume to: P.O. Box 5336, W. Bloomfield, MI., 48003

GENERAL OFFICE - SOUTHFIELD
Word 51M word processor.
Diversified duties. $18K Range.
Paid benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

GENERAL OFFICE - part time available for a mature person experienced in general bookkeeping duties including payroll. Work 12-15 hours per week. Previous bookkeeping experience helpful. Call Ann at Detail Consultants, 24700 Northwestern Hwy., Suite 200, Southfield, MI 48037

GENERAL RESPONSIBILITIES -
Secretarial/Administrative position for Southfield law firm. Must have pleasant phone manners. Computer experience with word processing and ability to learn new software. Good benefit package. Salary commensurate with experience. Send resume with salary history/requirements to: P.O. Box 2180, Farmington, MI 48332

IF YOU HAVE Bookkeeping, Accounts Payable/Receivables, and Computer skills, we want to talk to you! This position requires organized and exceptional skills.
Call Norma, 478-2278

IMMEDIATE OPENING for organized, detail oriented individual for full time secretarial position at small Southfield, Michigan based oriented computer consulting firm. Extensive data entry & phone contact; client support, problem solving. Micro computer experience required. 945-2000 Linear word processing. Knowledge of automotive industry helpful. Salary negotiable. Non-smoking office. Call 533-9700

IMMEDIATE
OPENINGS
Word Processors
Typists
Data Entry Clerks
Receptionists
File Clerks
Light Industrial

We are accepting applications Mon. - Fri., between 9-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield

SNELLING
TEMPORARIES
LEVEL 1 & 2

IMMEDIATE POSITIONS available coding research questionnaires, phone office observations in Southfield. Call Ann at 559-4110

LEGAL SECRETARY
$24,000
An extraordinary opportunity to greeting you at this prestigious law firm. A good sense of humor and you ability to do the job with minimal supervision would be an added attraction. Fee paid. Call Marian, 353-9000.
SNELLING & SNELLING

LEGAL SECRETARY
Mid sized law firm in Western Wayne County is accepting applications for a legal secretary. Word Processing & dictaphone experience required. Top salary and benefits. Please send resume with salary requirements to Box 8902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIGHT
INDUSTRIAL
IMMEDIATE OPENINGS
We are accepting applications on Tuesday, Sept. 5, 8-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield.

MAINTENANCE
SECRETARY
Needed for luxury apartment community in Farmington Hills. Person must be detail oriented and possess a warm, personality. Excellent compensation and benefit package. Please send resume to: Human Resources, 24689 Muirwood Dr., Farmington Hills, MI., 48331.
Attn: Julie Woodward

MARKETING
SECRETARY
Work closely with VP of marketing and sales. Dynamic growing company needs your outgoing personality and good skills. Word processors needed. Good benefits. $15,000. Call Carol at 353-2080.
SNELLING & SNELLING

MEDICAL BILLER/PART TIME
Must have experience, afternoons and Saturday is required. Office in Livonia, Call Kate 478-1350

MESSENGER for Troy firm/rm. Work 5:30pm. Mon - Fri. Own car. Call Personnel Director at
362-4752

Mortgage Banking

Closer Trainee
(FULL TIME/PART TIME)
Fireman's Fund mortgage corporation is seeking motivated individuals to learn the exciting closing process of mortgage banking.

FULL TIME - Position involves preparing loan closing packages. FHA & Conventional. Marketing packages. Will also be responsible for data entry. Ability to enter loans & to prepare mortgage documents for loan closings. (Benefits included).

PART TIME - Position involves printing & mailing limited documents. Ability to learn to handle more & branch offices. Training will include operating from the computer & a daily transmission run. Hours are: 4:15pm-8pm (no weekends). This will be offered a starting salary of $6-$7 per hour.

Experience is preferred, but not a must. If you possess good math skills, excellent communication skills and the ability to work under pressure, we invite you to apply Mon-Fri, 9am-4pm.

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

OFFICE
ACCOUNTING ASSISTANT
Leading computer software development firm seeks person to assist accounting personnel in our growing organization. Responsibilities include data entry, accounts receivable, Contract Processing and Accounts Payable functions. 1-3 years of business experience required. Excellent benefits package and compensation offered for qualified and motivated individuals. Send resume to:
LWA
Attention Mark Muench
14492 Sheldon Road, Suite 300
Plymouth, MI. 48170

504 Help Wanted Office-Clerical

JR. SECRETARY
Livonia based firm seeks outgoing, flexible person for variety spot. Requires good office skills, knowledge of WANG word processing. Excellent salary & benefits.
554-4030

LEGAL SECRETARY
For medium-sized Southfield law firm. Multigation experience required. WANG word processing. Excellent salary & benefits.
554-4030

LEGAL SECRETARY
Experienced, for Birmingham law office. Word processing experience required. Please call.
642-9300

LEGAL SECRETARY for Southfield law firm. Personal injury, & general practice experience required. Salary commensurate with experience.
Call Jeannette, 353-3500

LEGAL SECRETARY
Experienced, for Small Southfield firm. Probate and commercial litigation. Excellent salary & benefits.
Call
949-1330

LEGAL SECRETARY
For expanding Troy insurance defense law firm. 2 years experience.
Call
949-1330

LEGAL SECRETARY
General practice. Minimum 2 yrs. experience. Excellent benefits & salary. Bloomfield Hills, Mi.
644-2266

LEGAL SECRETARY, experienced, for Southfield Personal Injury Law firm. Word Perfect required. Excellent salary.
644-8666

LEGAL SECRETARY: Experienced, for small Bloomfield Hills firm, with good phone manners. Word processing and communication skills important. Pleasant working atmosphere with much responsibility and variety.
Call
647-7200

LEGAL SECRETARY
Experienced for Southfield firm that specializes in corporate, business and commercial real estate. Must be a fast and accurate typist and have knowledge of court rules. Salary negotiable, depending upon experience. Contact Ann at 358-2090

LEGAL SECRETARY
Medium size Southfield law firm seeks person with good typing ability with good skills including shorthand to work in the corporate & tax department. Call Ann Schoenherr at Box #958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary at expanding South Oakland County law firm. Heavy typing including transcribing/communication/typing with court filing procedures. Detail oriented, good grammar/spelling desired. Salary commensurate with ability.
Call Jan
644-4433

LEGAL SECRETARY
Prestigious suburban law firm seeks legal secretary with substantial typing 70 wpm, shorthand 80