504 Help Wanted Office-Clerical

ATTENTION!
- Word Processors
- Typists
- Data Entry Operators
- Receptionists

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

Norrell Services
553-5861

AUTO-CLERICAL
Looking for bright person to assist in the cashiers office and other clerical duties. Must be able to type 40 wpm and run a calculator.
Joe Parsian Chevrolet, 28111 Telegraph, Southfield. 355-1000

AUTO SERVICE DEPT. needs Switchboard/Cashier/Clerical/Cashier experience helpful. Must be self-Starter to be able to work with public. Apply in person, 9am-4pm. Westwood Dodge, 32850 Ford Rd., Garden City.

BILINGUAL WORD PROCESSOR
Proficient Word Processor needed to type & translate materials in Spanish. Must be fluent in Spanish & experienced on Word Processor. Top pay! Call: 559-0500

BILLER
MEDICAL RECORDS
Good organizational skills are a must! Immediate full time opportunity exists for a highly-motivated, non smoker who is willing to work as a team player. Previous medical billing experience with knowledge of third party reimbursement procedures is necessary. Responsibilities include: Billing, Posting insurance, Accounts Receivable, Collections, and analyzing medical accounts and records.
Excellent fringe benefit package includes health insurance and profit sharing. Salary is commensurate with well respected, rapidly expanding rehabilitation services organization. If you are interested in joining a leader in the healthcare field, please send your resume in confidence to:

MEDI-SPEECH
Outpatient Rehab Agency
Personnel Manager
755 W. Big Beaver, Ste #404
Troy, Michigan 48084

BOOKKEEPER - for law office, experienced through trial balance, payroll, payroll tax returns, benefits, utility. Southfield. 351-2382

BOOKKEEPER for non-smoking investment firm. Must have bachelors degree, Fast moving, pleasant atmosphere. Must be able to work through financial statements. Computer, experience helpful. Please send resumes to 3537 Walridge, W. Bloomfield, MI. 48322.

BOOKKEEPER for busy Livonia contractor needed immediately. Position requires computerized General ledger, accounts payable, payroll and receivable with strong construction background. Please call 522-7424.

BOOKKEEPER FULL CHARGE to 35 and Ann Arbor area. Accounting for a small industrial distributor. Must have knowledge of a computerized system. Top salary. Send resume to: General Manager, 3243 Normandy Ct., Royal Oak, MI 48073

BOOKKEEPER
FULL CHARGE
Experienced with computers for accounts receivable, payables, etc. Steady employment, excellent fringes. Eaton Steel, Oak Park. Call Al Goodenow, 968-3434

BOOKKEEPER
Full and Part Time
Ask for Lisa
455-8793

BOOKKEEPER - Full charge bookkeeper, Experienced, Small but growing multiple office dental practice. Bookkeeping experience, financial statements. Computer experience necessary. Call Ellen at: 459-2328

BOOKKEEPER
Land contract-mortgage servicing company, 10 Mile & Southfield Rd area, has opening for experienced, accurate, self-motivated bookkeeper. Typing and computer experience helpful. Northwestern office. Argo Realty 569-1200

BOOKKEEPER
Large property management company located in Southfield has opening for experienced bookkeeper to handle accounts receivable, Typing and computer knowledge helpful. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48076

BOOKKEEPER
Mature, experienced with some computer skills. 30-40 hrs. weekly (flexible). Plymouth area. 455-9494

BOOKKEEPER
Need a person with basic bookkeeping knowledge to learn the business. Experience in billing, receivables, payables, and payroll and related taxes. Opportunity for advancement to handle other diversified accounting functions. Northwestern office. Argo Realty 569-1200

BOOKKEEPER
Large property management company located in Southfield has opening for experienced individual to handle accounts receivable. Typing and computer knowledge helpful. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48076

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Mature, experienced with some computer skills. 30-40 hrs. weekly (flexible). Plymouth area. 455-9494

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BOOKKEEPER
Large property management company located in Southfield has opening for experienced individual to handle accounts receivable. Typing and computer knowledge helpful. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48076

BOOKKEEPER
Permanent part time for large, fast paced insurance company located in Troy. Must have excellent math skills, dexterity and a strong sense of responsibility. Call Office Manager for an interview at 362-2220

BOOKKEEPER
Prepare monthly financial statements for major division and have a knowledge through adjusted trial balance. Experienced through adjusted trial balance, heavy computer experience preferred. A B A or equivalent degree necessary. Associates Degree or equivalent experience required. Competitive salary & A-1 benefits package. Send resume to: Jim Hagberg Pd., Farmington Hill, MI 48024 attn: Lynn

BOOKKEEPING & ACCOUNTING knowledge experience necessary. Must have computer experience. Excellent pay & benefits package for the right person. Send resume to 550, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 attn:

BOOKKEEPER/
SECRETARY
Individual to work full time processing payroll, sales taxes, invoicing, journal entries and handle customer service orders. Must have good phone personality, type 60 wpm, and use dictaphone. Minimum 5 years experience in bookkeeping, preferably office of a small internationally known engineering firm. Send resume to:
MARRIOTT WALKER CORP.
975 E. Maple Rd.
Birmingham, MI. 48009

BOOKKEEPING ASSISTANT
Immediate position with Troy-based communications company. 2 days per week. Basic bookkeeping & computer skills required. Must have previous job experience in bookkeeping. Please respond with a resume and cover letter to: Kim Powell, 1073 Rankin, Troy, MI 48083

Bookkeeping
Partial Listing of positions

FULL CHARGE	To 22K
BOOKKEEPER	To 18K
ACCOUNTS RECEIVABLE	To 18K
COLLECTIONS CLERK	To 15K
ACCOUNTING CLERK-DATA ENTRY	To 14K
FULL CHARGE-BOOKKEEPER	To 27K

HALF
Robert Half of Michigan, Inc.
28168 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part or Full Time
Financial Placement Network

BOOKKEEPING, Typing filing & data processing. Part time, flexible hours. 478-0688

504 Help Wanted Office-Clerical

BILLING CLERK
Troy ad agency has entry level position available in the Billing Dept. Must be detail oriented, and organized, good math aptitude & have basic clerical skills. Job requires a great amount of data entry on Wang computer system (will train). Must be able to work at a fast pace. Send resume & salary requirements to: Deborah Graves, Accounting & Data Processing Manager, 100 E. Big Beaver, Suite 1000, Troy, MI. 48083-1277. No phone calls please.

BOOKKEEPER
Experienced, double entry Bookkeeper is needed for property management company. Computerized accounting experience is necessary, preferably with a real-estate/property firm. Work hours are 9-6 Mon-Fri. If you are interested in working in a busy office & meet our qualifications, send your resume to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

Bookkeepers
Accounting Clerks
Data Entry
Short-Term Long-Term
Call to find out how accountemps can put you to work!
357-TEMP
357-8357

accounTemps
The specialized temp service
28588 Northwestern Hwy., #250
Southfield, MI 48076
Subsidiary of
Robert Half of Michigan, Inc.

BOOKKEEPING CLERK-Entry level, full time position in Southfield CPA office. 350-2640

CLERICAL - Accounts Payable, phone answering, filing, some typing. Computer experience. Send resume & salary requirements to: P.O. Box 40642, Redford, MI 48240 An Equal Opportunity Employer

CLERICAL FOR CARPET STORE
Alert responsible person for general office duties! Full time position, evenings/weekends. Must have reliable transportation. Apply in person: New York Carpet World, 29953 Orchard Lake Rd., Farmington Hills.

CLERICAL
FRETTER, INC. currently has several employment opportunities within our inventory and accounting departments due to recent expansion. General computer experience and good math aptitude required. Individuals should be detail oriented and have good interpersonal skills. Full and part-time positions available. Send resume to:
FRETTER, INC.
35901 Schoolcraft Rd.
Livonia, MI. 48150
Attn: Inventory Control Dept.
No phone calls please.

CLERICAL
Full time position with Troy insurance company. General office duties, (telephone, typing and filing. Previous insurance experience helpful.

We offer top wages, paid vacation in the first year, a liberal educational assistant program and an innovative medical benefit package that offers such options as: The ability to pay your employee expenses with untaxed dollars, a 401K & much, much more.

Send resume in confidence to:
Sue Marinico, Personnel Rep.

ST. PAUL INSURANCE COMPANY
P.O. Box 3024, Troy, MI. 48007
An Equal Opportunity Employer

CLERICAL
Immediate Openings Available
- File Clerks
- Console Operators
- Data Entry Clerks
- Typists (45wpm)
- Word Processors

Top Pay - Benefits - Long & short term assignments. Call Today!
VICTOR
INTERIM SERVICES
474-6722
Equal Opportunity Employer M/F/H

CLERICAL
Innovative fast paced computer services company in Livonia has an immediate full time or large shift opening for an entry level clerical position. Duties include document handling, coding, highlighting, microfilming & batching. We offer good pay, benefits, excellent working conditions & plenty of growth opportunity. For more information, call 261-8220

CLERICAL
Min 1 yr. experience. 45-65wpm. Word Processors, Receptionists, Data Entry Clerks & Typists. Long & short term assignments. Call now

ARBOR
23077 Greenfield, #182
Southfield, MI 48075
313-569-4848 or 313-532-1944

CLERICAL - part time. Assisting insurance agency bookkeeper with various tasks, duties include computer data entry, filing, answering phones, typing letters & mailings. Previous office experience required.
Accounting skills or experience helpful. Applications available at Proctor Homer Warner, INC., 2100 W. Big Beaver Rd. Troy, MI. 48084

CLERICAL PART TIME, afternoons 1pm-5pm, filing, typing, and some skills. Southfield area. Call Jill at 357-3600

CLERICAL
Part time or full time. Must be able to work flexible hours. Apply in person: Interiors by Gardner Furniture, 35323 Plymouth Rd., Livonia.

CLERICAL POSITION, full time, good benefits, pay commensurate with experience.
Call Cecelia, 557-3344

CLERICAL POSITION LAW OFFICE
Entry level, full time, entry and receptionist positions available. Resumes to P.O. Warner, 3370 Penobscot Building, Detroit, MI 48226

CLERICAL POSITIONS AVAILABLE
Individuals needed for Clerical positions in the Southfield area. Typing 50-60wpm, computer experience preferred. Good telephone skills. Professional appearance a must. Call DPR for an interview today at 443-0056

CLERICAL/RECEPTIONIST
needed for Troy ad agency. 1 yr. office experience required. Typing 40 wpm. Send resume with salary requirements to: Personnel, Suite 2500, 755 W. Big Beaver, Troy, MI 48084.
An Equal Opportunity Employer

CLERICAL/SWITCHBOARD - part time, knowledge of switchboard AT&T, Misc. typing, clerical duties 12 noon - 5pm Mon. thru Fri. Plymouth area. Call Mr Kibedis 455-3200

CLERICAL with basic accounting knowledge, full time, computer facility, 10 key ability, detail-oriented and a small accounting firm in Belleville. Call Carlene. 697-8000

COMPUTER OPERATOR
For shipping department. Experience required. Send resume to Box 558 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
Dearborn Office seeking individual with strong statistical abilities, PC knowledge, interpersonal skills, typing skills (45 wpm), and organizational skills. Great working conditions and benefits. For an appointment call Lisa 9-11am at.
277-6671, ext. 314
An Equal Opportunity Employer

CLERK/TYPIST
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. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 779,
Detroit, MI. 48231

CONSTRUCTION BOOKKEEPER
LIVONIA - Full charge.
Construction experience. $25K range. Benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Full time permanent position for film/mylar/film based property developer. General office & secretarial skills required. Some sales research & analysis. Must have own car.
Call Patty at 433-1100

CLERICAL - DATA ENTRY
8a.m. - 12p.m. Schoolcraft and Middlebelt, Livonia, is looking for 2 people. You should possess 2 years office experience. Duties will include telephone answering and office work. Good typing and organizational skills needed. We provide medical insurance, pension and profit sharing and pleasant working conditions. If you are looking for a job with a variety of duties, call or send resume to:
VAL-PAK ASSOC., INC.
27380 W. Nine Mile
Southfield, MI 48034
355-3600

CLERK/CASHIER
For 8 hitched Lee Firm. Job entails interoffice duties and some receptionist work. No typing or office experience necessary. Switchboard experience a definite plus. Messenger work in this position so dependable automobile is essential. Good benefits. Send resume to: Personnel Manager, Attn. Kim, Box 508 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerks

30
Clerks
Immediate
Openings
Kelly Services can put you to work immediately as a clerk or clerk typist under a temporary assignment in Farmington Hills. Full and part-time assignments are available.

Kelly offers good pay and benefits, so call us today.

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

CREDIT ANALYSTS, for large national bank affiliate. Good basic typing skills, pleasant phone manner, and good business sense are a must. Experience preferred. Salary negotiable. Day & evening positions available. Send resume to: P.O. Box 2428, Southfield, MI. 48037-2459, Attn: Karen Gilley

Customer Service
Credit, banking or finance background preferred by firm specializing in collections. Detail person with dynamic personality and detail flair. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CUSTOMER - service rep for major company in Southfield. Good communication skills & keyboard knowledge, Work 4 hr. shifts available. $453/mo. Call Allison at Uniforce 646-7664

CUSTOMER
SERVICE
REP'

Position available in the customer service oriented Credit Division of our Plymouth headquarters. We seek individuals with some clerical experience, attention to detail & outstanding communication skills, customer service experience desirable.

We offer a good starting pay rate & well rounded benefit program including dental & prescription drug coverage. To explore further, call Mrs. Gobert at
451-5227

Winkelman's
An Equal Opportunity Employer

DATA ENTRY
Afternoons or Midnights
Community EMS is accepting applications for full time Data Entry position. Excellent benefits & wages. For further information contact:
Lisa McKenna at 344-1990

DATA ENTRY/CLERICAL
$5.00 Per Hour To Start
Fitness USA Health Spas has immediate entry level openings in our Sales Department for enthusiastic, aggressive individuals who possess a pleasant telephone manner and exceptional data entry and organizational skills. Qualified applicants must have accuracy in record keeping, report typing & filing. Call Mr. Sotter for a telephone interview which may lead to a personal interview at 737-7200
FITNESS USA HEALTH SPAS

Data Entry/Clerical
Growing, high-tech firm in Farmington Hills seeking individuals with excellent clerical skills for data entry and clerical skills. Candidates should be articulate, well organized and have a professional appearance. These positions are for a professional person who is highly motivated & enthusiastic. We offer a salary reflecting your experience, competitive benefits package, tuition reimbursement and an attractive environment. Send resume & salary requirements to:
PERSONNEL DIRECTOR
P.O. BOX 2909
FARMINGTON HILLS, MI. 48333
OR CALL 553-8355
An Equal Opportunity Employer

DATA ENTRY-Individual needed for inventory control and data entry. Full time with benefits. Reply to: Attn: Marsha, Hercules Paint Brush Corp., 34901 Amrhein, Livonia MI 48150

DATA ENTRY person - with strong numeric experience, must be self motivated, punctual & flexible. We work for major corp. in Plan Con. Occasional overtime, $16,640. Call Sophie at Interim at 548-7040

DATA ENTRY
Short and long term assignments in Western Wayne County.
ETD Temporary Service 425-6228

DATA ENTRY - Wet Iron, Good typing skills required. $5.00 an hour. 40 hours per week. Mr. The - Redford Call Sondra, 255-2225

DATA ENTRY - 3 yrs experience necessary, all phases Wordperfect Wordstar knowledge. 565-5600

DISPATCHER
Emergency medical service is seeking a professional & dedicated dispatcher. This full time positions offers excellent wages & benefits. Please mail qualifications to: P.O. Box 472 Redford, MI 48240
An Equal Opportunity Employer

Data Entry/
Typist
Excellent opportunity for someone with fast and accurate typing ability to enter the field of computer data entry. Beautiful suburban environment. Outstanding working conditions. Full time position with fringe benefits.
Send resume to:
Ann: Leonard W. Wydeko, Jr.
PARK WEST
GALLERY
29408 Northwestern Hwy.
Southfield, MI 48034

504 Help Wanted Office-Clerical

DATA ENTRY CLERK II
Part time, 2 yrs. data entry, good accuracy and keyboard skills. Medical experience preferred, excellent salary, full time after Jan. 1.
968-5300

DATA ENTRY
Farmington Hills corporate office is seeking experienced data entry person. Full time/benefits. Non-smoker. Call 553-5250

DATA ENTRY OPERATOR
Progressive, high tech firm in Southfield, is seeking an individual for On-Line computerized Data Entry. The ideal candidate will have recent Computer Data Entry experience. Word Processing experience is helpful but not a requirement. Send resume, including salary requirements, to: Data Entry, P.O. Box 431, Lathrup Village, MI. 48076

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

15 high input data entry operators needed for a special project. Day shifts available. You must have experience in data entry style keying with 10,000+ key strokes per hour.

For more information, please call our Kelly office today.

Livonia 522-4020
1-96 Offcenter
33133 Schoolcraft

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

10
Data
Entry
Operators
Needed
Now!
If you have data entry skills and experience, Kelly Services has a 2-4 week plus assignment working for a large health care company. This assignment is Monday - Friday, 8:00 am - 5:00 pm and is located in the Farmington Hills area. Other data entry positions are also available.

Kelly offers good pay and benefits. Call us today for further information.

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

DOCTOR'S OFFICE: Full or part time. Mature, positive minded, individual. Experience preferred. Will train. Wages negotiable. 274-0841

$ $ $
Earn extra income by working with TEMPORARY RESOURCES.
Positions available for:
- Word Processors
- Data Entry Operators
- Receptionist/Switchboard
- Typists
- Clerks
- Light Industrial

Top Pay, Benefits & more

TR
Temporary
Resources
737-1711
Livonia - Farmington Hills

Southfield 353-7505
Troy 588-8210
An Equal Opportunity Employer

EXECUTIVE SECRETARY
needed for rapidly expanding renal care company in Farmington Hills. Knowledge of computer, basic accounting & excellent typing skills required. Call Ann at 626-8800 for any requirements to: Annex House, 2100 E. Maple, Suite 300, Birmingham MI 48009. Attn: Murray Rubin

File Clerk - Needed part-time for busy doctor's office. Flexible hours. Call Melanie on Mon., Tues., Thurs & Fri. 3-6pm only 425-5218

FILE
CLERKS
Full-time positions available in our Accounting Department for File Clerks. High school graduate. Must be organized and detail-oriented with good spelling and math skills. We offer competitive salary and benefits. For consideration, please send resume to:
Vlasic Foods, Inc.
Humphrey & Maple
26777 Halsted Rd.
Farmington Hills, MI 48331

Applications will also be accepted on Mon. 8am-3pm. No phone calls, please.

An Equal Opportunity Employer

FILING/
GENERAL OFFICE
Busy property management office in Southfield seeks energetic and accurate individual to maintain files and perform other general office duties. Please send resume including salary history to: Director of Office, P. O. Box 5071, Southfield, MI., 48076.

GENERAL OFFICE
Need energetic, self-starter for various office duties. Southfield area. Full time. Call for details. 356-8430

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Looking for mature person with organizational & administrative skills, located for executive assistant position. Starting pay $25,000 + benefits. Business located in Waterford area. Please send resume to: David Mahlberg, 8443 Ranch Estates, Clarkston, MI. 48016

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Outstanding candidates must be willing to work flexible hours, be self motivated, and organized with attention to detail. Send resume to: P.O. Box 300, Southfield, MI., 48037

FARMINGTON HILLS State Farm insurance Agency is looking for a mature service representative. Client and secretarial duties. Insurance experience preferred. 851-5050

FILE CLERK/TYPIST
Part time, duties include typing, data entry, filing, answering phones, switchboard relief, sorting and distributing mail. Previous office experience required. Applications available at Proctor Homer Warner, Inc. 2100 W. Big Beaver, Troy, MI. 48084

FULL-TIME Receptionist/Secretary for Southfield Commercial Real estate office. $6 per hour, word processing/typing, experience preferred. 262-1150

GENERAL OFFICE - part time, flexible hours, ideal for retired female mature person with basic clerical skills & good phone manner. Must have own transportation.
Call between 10am & 4pm 358-2727

GENERAL OFFICE
Typing, filing, basic math, phone voice, some computer experience helpful. Non smoker. Apply only at:
National Tool & Die
North Goldman Design, 6421 Industrial Drive, Westland, MI 48185

GENERAL OFFICE - permanent position for person to do filing & various other duties. Must be dependable, Attention to detail & accuracy a must. 8 Mile/Lahser area. Mon.-Sat. 9-6pm.
Call 353-0180, ext. 40

GENERAL OFFICE - part time. Bloomfield Hills. Excellent working conditions. Typing required. Will train on computer, hours flexible but must be available for 8am-1pm or 4pm-7pm. Please reply in writing to: PO Box 7267, Bloomfield Hills 48302-7267

GENERAL OFFICE - SECRETARY
for small downtown Plymouth office. Organizing and computer capability helpful. Mature, self-starter, excellent telephone manner. Call 451-2775 or send resume to: Mid-Western, 890 Fralick, Plymouth, MI. 48170.

GENERAL OFFICE
Diversified office duties include typing, phone contact, basic office math/calculator. Medical office located near Livonia Mall. Reply to Box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE-Entry level position. Process purchase orders, microfiching. Filing, distribute reports, set samples from vendors, and process credits. Learn PBX switchboard, data entry, word processing and computer applications. Must want to learn and grow with our fast paced company. Send resume to: Mr. Amec, P.O. box CN 3335, Livonia MI 48151

GENERAL OFFICE/ACCOUNTING
Livonia area firm needs experienced individual with working knowledge of Accounting for General Offices. Must have good business background with above average mathematical skills. Accuracy very important. Send resume to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL OFFICE - phone & typing experience, full or part time.
Bassett Realty 542-4700

GENERAL OFFICE - permanent part time, Wordperfect experience preferred, 8:30am-3pm, 3 days a week.
549-9951

GENERAL OFFICE
Part time, 20 hrs or more than that. Southfield Jewelry Store needs enthusiastic person for good math skills & penmanship. Must be dependable & excellent growth potential.
Call 10am-1pm. 559-5323

GENERAL OFFICE - Typing, filing & various duties. Full time. Fast paced office. Macintosh DE, knowledge helpful. Send resume with salary requirements to: Personnel Dept.
Hammond Music, Inc., 15630 Middlebelt, Livonia MI 48154

GENERAL OFFICE
Southfield company has a full-time entry level position for reliable individual. Some typing and some CRT experience helpful but will train. Pleasant phone personality a must. Starting salary $200 a week. Call Mon.-Fri 8:30am-4pm 353-6620

GOLDEN
OPPORTUNITY
For Secretary/Receptionist with word processing skills. Gorgeous offices. To $18,000. Benefits. Fee paid. 293-3450
SNELLING & SNELLING

GOOD PLACE TO WORK!
Nice environment, friendly people. Ground floor opportunity. Light typing. Shipping & receiving. Full-time, Mon.-Fri. Salary dependable. Is part-time phone answering.
Bloomfield Hills 334-4990

IMMEDIATE OPENING - 1 year placed job? Lathrup Village manufacturing company seeks mature person, full time, high, low skill, problem solver, customer service oriented, like diversity & most important be dependable. Will train. $5/hr.
424-8400

IMMEDIATE OPENING for cheerful & outgoing person, who is service oriented to assist with busy production environment. For a personal interview call
Plymouth 459-4400

PART-TIME HELP WANTED
Canton area. Non-smoker preferred.
Call Sharon, 454-4040

INSURANCE AGENCY In Northville needs person with bookkeeping experience helpful. Must type. Call Jan. 349-2600

INSURANCE AGENCY - REDFORD
Personal Lines CSR
Full or Part Time
537-7410

JUNIOR SECRETARY
Full time position entry level - Southfield office. Typing and math skills necessary. Good math ability & calculator skills needed. Salary to commensurate with experience. Send resume, including salary requirements to: P.O. Box 5091, Southfield, MI 48086

KEYPUNCH KEYTAPE
operators. Experience required. Day and afternoon shifts open. Farmington area. 474-1150

KEYPUNCH OPERATOR
clerical experience a must. 16 Mile & Crooks area. Some overtime will be benefits. Great working conditions. Flexible hours. 582-9640

504 Help Wanted Office-Clerical

GREAT TYPING Position available in small friendly office. Approx. 25-30 hrs. per week with flexible schedule. Minimum requirement of 45 wpm. Please apply in person:
Orin Jewelers, 29317 Ford Rd., Garden City.

HUMAN RESOURCES CLERK
TRAINING CLERK
We are looking for individuals with excellent clerical skills & interest in human resources or training. Entry level positions with growth potential. Word processing experience required. Lotus 1,2,3 helpful, typing minimum 50 wpm.
We offer excellent salary, benefit, & working condition plus free parking. Please send resume to:
HUMAN RESOURCES
INVETECH COMPANY
1400 NEWHOFF BLD.
DETROIT, MI. 48216
An Equal Opportunity Employer

LEASING/MANAGER
New 120 unit apartment complex in Rochester Hills area needs Leasing/Manager. Must have clerical experience. Send resume to P.O. Box 3076, Birmingham, MI 48009 or call Patty at 433-1100

LEGAL
BOOM!
There is a BOOMING demand for Legal Secretaries & Legal Assistants & Paralegal Professionals

Want new Perm Work? We've got the leads! Want short or long term temp action? Call Now! We've got openings with Law firms, both big & small! We've got openings with this area's finest corporations! Selection is broad, selection is varied! The choices are yours!

If you are ready for something new - either Temp or Permanent - call our Legal Specialists today!

Isn't it great to be in demand?

PERSONNEL
AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075
358-0060

One Kennedy Square, Suite 1632
Detroit, MI 48226
964-2909

LEGAL SECRETARY - full time. Bloomfield Hills area. Real estate experience helpful. Please submit resume & salary requirements to Law office, 33150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY - needed for Birmingham law firm, must have 2-5 yrs. experience. Must have knowledge of computer & Word Perfect a must. Excellent benefits. Contact Judy 540-8282

LEGAL SECRETARY, experience for 5 attorney firm in Birmingham Corporate & real estate practice. Send resume & salary requirements to: Law Firm, 380 N. Woodward, Suite 210, Birmingham, MI 48009
Or call Diane 645-0306

LEGAL SECRETARY
full time, must have some experience, legal knowledge is helpful but not necessary, typing 65 wpm. Ask for Lorraine between 9am & 12 noon. 398-1334

LEGAL SECRETARY, with at least 1 year experience, for small Troy law firm. Knowledge of WordPerfect preferred. Please send resume to Office Manager, 3291 W. Big Beaver, Ste. 222, Troy, MI 48084

LEGAL SECRETARY - experience for small Southfield law firm. Word processing experience helpful. Call Ann at 557-8650

LEGAL SECRETARY
For litigation practice. Must possess strong experience and skills. Excellent salary and benefits. 354-4050

LEGAL SECRETARY for senior partner. Southfield. Executive office, high salary, fringes future & security. Call Jerome at 354-1100

LEGAL SECRETARY - Full/part time. Bingham Farms office. Salary negotiable. Call Ann Marie Sawyer at 644-7474
Ask for Marilyn/Jim. 646-7474

LEGAL SECRETARY-Birmingham area firm seeks experienced Secretary. Salary commensurate. Call Adrienne
645-0339

LEGAL SECRETARY
Are you unsophisticated? Hardworking, we need your Experience in general practice & with Word Perfect. 353-4600

LEGAL SECRETARY for Southfield firm. Experience required. Excellent typing skills & PC experience necessary. WordPerfect a plus. Pleasant atmosphere. Call Donna 352-9580

LEGAL SECRETARY
downtown Detroit law firm seeks experienced, responsible Legal Secretary with word processing skills, benefits. 964-4200

LEGAL SECRETARY
Experienced for busy Southfield firm. Proficient with Word Perfect. Must communicate with experience. Call Mary. 827-4100

LEGAL SECRETARY
experienced in nursing home, familiar bed billing system, word perfect. Good pay. Modern high rise office building in Southfield. Non smoking. Call Pat. 355-5300

LEGAL SECRETARY - part time position for an Estate Planning firm. Use of IBM equipment & Word Perfect. Pleasant surroundings. Must have excellent references.
553-2300

LEGAL SECRETARY - Immediate opening for experienced person in Bloomfield Hills area. Excellent typing & grammatical skills necessary. Wang word processing experience helpful. Please call Office Manager, 645-1450

LEGAL SECRETARY needed for medium size firm in Farmington area. Experience in corporate tax & business transactions helpful. Word Perfect required. Salary commensurate with experience. Call Ann at 851-7000 for call slots. Reply by resume only to: Powers, Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention Carol.

LEGAL SECRETARY for Oakland County firm. 1 to 2 years experience. WordPerfect. Non smoking office. Birmingham. 645-5555

LEGAL SECRETARY
For Royal Oak personal injury law firm. Must have experience in word processing & medical terminology a must. Ann Marie at 545-3500

LEGAL SECRETARY
Southfield law office experience preferred but will train right person. Wordprocessing experience necessary, non smoker. 358-4477

LEGAL SECRETARY
Small Birmingham law firm has opening for receptionist/secretary with 2 yrs experience. Excellent benefits, salary commensurate with experience. Call 645-5205

504 Help Wanted Office-Clerical

LEGAL PLACEMENT
CROSSMATCH
PERSONNEL
25100 Evergreen, Ste 212
Southfield, MI. 48075

SANDY MONROE 462-1987
All Fees Employer Paid

LEGAL
SECRETARIES
Suburban Areas 302-6530
Penobscot Bldg 961-6580

LEGAL SECRETARY, experienced for pleasant Southfield PI firm. Word processing & general clerical skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to Hadley J. Wine, P. O. Box 2200, Southfield, MI. 48037-2207. All replies confidential.

LEGAL SECRETARY
$18-$24,000
Our client, an established, prestigious law firm, is looking for a Legal Secretary with 1 year minimum experience as a Legal Secretary. Must be able to type 65 wpm + and have working knowledge of a dictation machine or shorthand. Excellent benefit package. Flexible scheduling available for interviews.
Arthur Personnel & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

LEGAL
SECRETARIES
Part time Secretary for Bloomfield Hills law firm, 3 days per week, commercial practice.

Birmingham law firm needs part time Secretary for 5 half days (afternoons) per week.

Medium size Southfield law firm, looking for Legal Secretary. Good skills for estate planning opening. Good benefits.

Many Other Openings Available. Permanent & Temporary Call today.
HILLSTROM & ROSS
626-1188
ALL FEES EMPLOYER PAID

MARKETING ASSISTANT
needed for Canton Insurance Agency. Part time mornings.
Call 459-2023

MARKETING COORDINATOR/
SECRETARY - 1-10 Clerical/Press releases, market research, Word Perfect. $20-$25K range. Benefits. Fee Paid
B. HAMIL PERSONNEL
424-8470

MEDICAL SUPPLY
General office, Dearborn. Full time. Must be versatile with good communication skills. Medical insurance experience helpful, but will train. Excellent benefits. Send resume to:
Fantasia Home Medical Supply
22411 Michigan Ave
Dearborn, MI 48124
Attn Office Manager

MORE THAN A
SECRETARY
$16,000 PLUS
Opportunity is knocking at your door with a growing company where everyone makes what happens happen. If you like working with the public, type well and enjoy computers then call Mariam at 353-2090.
SNELLING & SNELLING

MORTGAGE
LOAN ORIGINATORS
Needed for Bloomfield, W. Bloomfield office and our Warren office. Minimum 1 year originating experience or 3 years real estate selling experience required

BONUS
- Paid to Originators with a following
LIBERTY MORTGAGE CORP.
358-2345

NATIONAL LEASING CO. seeks to fill position for Credit Investigation with general and administrative skills. Emphasis on typing & communication ability. Send resume to: Americorp, 37777 Franklin Rd., Southfield, MI 48075

NATIONALLY recognized 2nd mortgage company in Livonia looking for bright, personable individual include Good typing skills essential. Job responsibilities are diversified. Mortgage or finance company experience helpful but not required. Salary & benefits commensurate with exp. 313-462-2299

NATIONAL PAYROLL company has immediate positions in the administrative office. Mature individuals with outgoing personality needed. Responsibilities include: Accounts receivable and collection experience helpful 2 years office experience desired. Excellent benefits available. Please send resume to: Peaches, 6960 Orchard Lake Rd., Suite 110, W. Bloomfield, MI 48322 or call Ann Williams for an appointment, Mon. thru Fri., 9am-4pm

OFFICE ASSISTANT-Full time, good typing skills, computer experience helpful. General office work. Opportunity for advancement. $5-6 per hr to start. Call 642-0165

OFFICE CLERICAL- Full Time position available for individual with excellent typing skills. We are willing to train someone interested in assuming a new career in the field of Medical Billing. Minimum Clerical experience. Call Kathleen G. 525-0927

OFFICE CLERK
Leasing company has opening for general office person. Typing skills & phone etiquette required. Send resume to: LAC, Attn Cathy, 30955 Northwestern Hwy., Farmington Hills, MI 48018.

OFFICE CLERK
Part time for Southfield office. Candidate must be organized, neat, and outgoing. Please forward resume to: Beverly H. Kaplan, Educational Director, 16250 Northland Dr., Southfield MI. 48075-5205 Attn Beverly

OFFICE CLERK - PART TIME
Canton retailer is looking for a mature, responsible person to work part time (evenings & weekends) in a friendly office atmosphere. Accurate typing, filing, and cashing invoices, handling phones. Call Lisa, 11am-4pm. 728-9000

OFFICE HELP
needed. Misc. duties & filing.
Call Lisa, 656-0070
Rochester Office.

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Computer manufacturer seeks an energetic person for order entry, light bookkeeping and other duties. Resume to: Microdot, 23751 Research Dr. Farmington Hills, 48024.

OFFICE
ASSISTANT
Sinai Hospital has an immediate full time opening available in our Rehabilitation Medicine Department for an Office Assistant to work at the W. Bloomfield location.

Candidates must possess typing of 50-60 wpm and office clerical experience in a medical atmosphere.

We will offer an excellent wage and benefit package including tuition reimbursement and CPTD (combined paid time off).

Interested applicants contact
Margaret McCallum
Manager
6450 Farmington Rd
W. Bloomfield
661-9400

OFFICE MANAGER (DR 2 attorneys, 18 staff office. Experienced Excellent managerial skills Computer literate, knowledge of financial & personnel matters. Take charge person. Immediate opening. Excellent fringes. Salary equal to ability. Reply in confidence with resume and salary requirements to Box 412, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
One person office, full time, interior design studio. Bookkeeping/typing/general office duties. Computer experience necessary. Salary negotiable. Non-smoking environment. Mail calls. Send resume and cover letter to: Nick Goldman Design, 6421 Industrial Drive, Westland, MI 48185

OFFICE MANAGER
Advertising photography studio seeks well organized individuals for interesting and varied responsibilities: creative, accurate, dependable, billing, light dictation, typing and office management. Must be personable and able to work without supervision. Salary negotiable. 588-1030

OFFICE POSITIONS - Full time entry level. Must have minimum 1 year previous office experience. Must have math ability and calculator skills needed. Excellent benefits. Send resume including salary requirements to