504 Help Wanted Office-Clerical

ASSISTANT to Administrative Assistant. Livonia based office moving to Troy. Career to expand with company. Professional phone manner, develop rapport with client. Hectic place in industry entertainment, assist in handling auto shows. Typing skills, computer literate, full time. Starting salary Cynthia 427-8300

ATTENTION SECRETARIES
$16,000
We have several openings for experienced secretaries with the following requirements
• 2 Plus years experience
• WordPerfect or Wang
• Typing of 60 wpm
• Excellent communication skills
Various locations & position responsibilities Call for interview appointment. Evening appointments available.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

BACK-UP RECEPTIONIST needed on an ON-CALL basis to fill in for current receptionist. Light Miscellaneous. Send resume to Box 1716 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLER
MEDICAL RECORDS
Good computer skills required. Must immediate full time opportunity. Must be detail oriented, high energy, non smoker who is willing to work as a team player. Previous medical billing experience preferred. Salary 3rd Party reimbursement procedures is necessary. Responsibilities include but are not limited to: Accounts Receivable follow-up, analyzing medical accounts and reports.
Excellent fringe benefit package includes health, insurance & profit sharing. Qualified candidates will be interviewed, rapidly expanding rehabilitation services company. If you are interested in growing with a leader in the Healthcare field send your resume in confidence to

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

• BILLING CLERK
Entry Level position. Excellent position available in the Billing Dept. Must be detail oriented, well organized, good math aptitude & have basic clerical skills. Job requires a great amount of data entry on Wang computer system (edit train). Must be able to work with a high volume of resume & salary requirements to Personnel Accountant & Data Processing Manager, 100 E. Big Beaver, Suite 1000, Troy, MI 48083-1275. No phone calls please.

BILLING - Time record keeping & billing. Computer knowledge mandatory. Wayne law firm. Contact Office Manager 722-5300

BIRMINGHAM CPA FIRM
Needs Bookkeeper with knowledge of Peachtree Accounting & Data Processing. Manager, 100 E. Big Beaver, Suite 1000, Troy, MI 48083-1275. No phone calls please.

Birmingham Law Firm - Immediate opening, entry level position. Must have word processing. Word Perfect helpful. Call 382-1470

FARMINGTON HILLS CPA FIRM needs Bookkeeper with light secretarial duties. Full time position. Preferred. Compensation & benefits negotiable. 651-0770

BOOKKEEPER ASSISTANT - Multi-national computer rely experienced on Mac & Microsoft Word. Call Livonia area. Reply to Box #668 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

BOOKKEEPER
Exploring opportunity with experienced F/C bookkeeper to join our rapidly expanding data processing group. Applicant must have at least one year experience with PC's and serial accounting software. Ideal applicant will have good people skills and a desire to work in a professional environment with excellent salary and benefits. Please send resume and salary requirements to

Follmer Rudzewicz & Co.
28200 American Dr. Sale
Southfield, MI 48076

BOOKKEEPER For an Accountant's office. Experienced on computer (bank reconciliation, journal entries, some typing. Only qualified persons need apply. Must have at least one year experience. Farmington Hills. Call 553-2429

BOOKKEEPER for distribution industry knowledgeable thru trial balance. Familiar with typing, phones PC skills, excellent with phone, competitive salary & fringe benefits. Send resume & salary requirements to Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Law office/real estate management company. Experience required, organized and computer time & billing skills. Mainly software preferred. Mature, self starter. Full time, plus benefits. Please forward resumes and salary requirements to Box 700 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

BOOKKEEPER
Large property management company located in Southfield has opening for a bookkeeper (general individual to handle accounts receivable, payable, G/L and other bookkeeper helpful. Send resume to Box 7000 Observer & Ec. P.O. Box 5011 Southfield MI 48086

BOOKKEEPER
Need a person with basic bookkeeping skills who would like to be the business. Experience in billing, receivables, payables, payroll and related taxes. Opportunity for advancement to handle other duties and accounting assignments. Corporate Moving Systems, 23 Cresent Court, Dr. Farmington Hills, 10 Mile/275 area. Call for appointment after 8:30am 477-4270

BOOKKEEPER
Progressive bank in Troy seeking a full time bookkeeper. Must have bookkeeping experience. Knowledge of computers helpful. Salary dependent on experience. Send resume to Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
for CPA office. Experience preferred. Salary based on experience 354-4044

BOOKKEEPER-Small office. Flexible schedule, part time. Experienced with bank reconcilement. Send resume to LS Management Inc., P.O. box 8068, W. Bloomfield MI 48305

BOOKKEEPER Small manufacturing company has a position open for a bookkeeper who will also handle some personnel duties. Posting of payroll, benefits, workers' compensation & preparing financial statements are a few of the requirements. This is a newly created position & offers challenge, growth, and excellent salary & benefits. Please send resume to

Mac Valves Inc
Attention GLR
P.O Box 111
30569 Beck Rd
Wixom, MI 48096

BOOKKEEPER, Salary
Take-charge type individual with Accounts Receivable/Payable background. Major software, good attitude. We will train. Madison Hts area. Call Jim. 544-4144

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firms and are looking for a part time in-house bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger, up through financial statements, must have computer experience and a minimum of 3 yrs bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Department, P.O. Box 2068 Southfield Rd., Bldg. 200, Bloomfield Hills, MI 48016.

504 Help Wanted Office-Clerical

BOOKKEEPER
Experienced double entry Bookkeeper is needed for property management company. Computerized accounting experience is necessary, preferably with a multi-company format. Work hours are 9-4 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!
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337-8367
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The specialized temp service
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Southfield, MI 48034
Subsidiary of
Robert Half of Mich. Inc

BOOKKEEPER
Southfield CPA office requires experienced person with bank reconciliation, payroll taxes & bookkeeping through trial balance. 350-2600

BOOKKEEPER WANTED with computer experience. Accounting or being accepted Thurs & Fri evening. Saturday daytime 349-1022

BOOKKEEPING/ACCOUNTING
Full-time. Livonia. Accounts Receivable/Payable experience. Immediate opening. Jim. 464-8282

Bookkeeping
Partial listing of positions
ACCOUNTS PAYABLE To 15K
BOOKKEEPER To 20K
ACCOUNTING CLERK To 17K
OFFICE MANAGER To 22K
FULL CHARGE To 22K
ACCOUNTS RECEIVABLE To 18K
HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy., #250
Southfield, MI 48034
358-2300
A Fee Company Paid
Part of World's Largest
Financial Placement Network

BUSY TRAVEL AGENCY needs mature woman to do direct calls file, some typing to keep office organized. Call Wendy, Southfield. 353-8600

CHURCH SECRETARY
15 hrs. per week, $5 per hr. Secretarial & office management skills, computer skills preferred. Apply at Baptist Church, Livonia 475-0450

CITIZENS INSURANCE CO. of AMERICA is seeking top flight candidates who are eager to utilize there analytical abilities, make independent decisions, & absorb the complexities of auto insurance. Our Personal Lines underwriting positions hold the potential for further advancement within the company for the person with strong skills & initiative.
- Citizens is a progressive growth oriented co. offering competitive salaries & an excellent, flexible benefit package, including dental, profit sharing & education reimbursement.
- Experience strongly preferred. High school grad or equivalent.
- If you eagerly accept a challenge, have strong typing skills, & accuracy is one of your attributes send resume & salary requirements in confidence to

Citizens Insurance Co. of America
Attn: Mary Jane Wolda
Staffing Representative
845 - W Grand River
Howell, MI. 48843
Equal Opportunity Employer M/F

AMBITIOUS INDIVIDUAL needed for full time clerical position in busy Livonia office. General office background & pleasant phone manner required. Computer knowledge plus Call. 478-1563

CLERICAL ASSISTANT
Full time permanent position for Birmingham based property developer. General office & secretarial skills required. Some sale research & deliveries. Must have own car.
Call Patty at 433-1100

CLERICAL ASSISTANT
Our company has an immediate opening for a well organized selfstarter. General clerical skills including accurate typing and computer experience necessary. Ability to handle multiple tasks necessary. Please send resume with salary requirements or apply in person

Human Resource Department
AMERICAN YAZAKI CORPORATION
• 6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

CLERICAL - Flexible hours Farmington Hills area. Answer phone, some typing, filing. Send resume to Mc Williams Machinery, 23900 Freeway Park Dr, Farmington Hills, MI. 48024 Attention Service

CLERICAL HELP
Clerical help for carpet store, Plymouth area. Full time position, flexible schedule. Days/evenings/weekends. Phone for appointment ask for Stephanie. 522-3410

CLERICAL mortgage company in Southfield seeks full time entry level office clerks, typing required, good benefits, call Fran or Fame 353-5700

Clerical
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:
Southfield 352-5220
Farmington Hills 473-2050
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 PERSON
needed to answer phones. Light typing & computer input. Flexible hours. Some experience required. Call for interview. 422-3095

CLERICAL - part time. Assisting Insurance agency bookkeeper with various tasks, duties include computer data entry, filing, answering phones, switchboard relief and typing. Previous office experience required.
Applications skills or experience helpful. Applications available at: Proctor Homer Warren, INC. 2100 W. Big Beaver Rd. Troy, MI 48084

CLERICAL POSITION, full time, good benefits, pay commensurate with experience.
Call Cecelia. 557-6344

504 Help Wanted Office-Clerical

CLERICAL
Min. 1 yr experience 45-55wpm Word Processors, Receptionist/Data Entry Clerks & Typists. Long & short term assignments. Call now
IMS
23077 Greenfield, #162
Southfield, MI 48075
313-569-4848 or 313-552-1944

CLERICAL POSITION available in loan servicing dept. of Southland mortgage banking firm. Experience preferred, will train if necessary. Call Tom Perzynowski 827-3390

CLERICAL POSITION - Full time. Experience in Accounts Receivable and some computer background. Must include some switchboard/typing experience and have clerical duties. Call Jodie Thomas, Jewish Family Service at 559-1500

CLERICAL
Retail office is seeking an energetic & personable permanent part time clerical person with the opportunity for advancement. Typing & light typing is required along with a good personality & excellent work habits. Excellent opportunity for a dependent. Join a team of professionals & become part of a fast growing communications field. For more information, please call 557-7360 or apply in person at 32825 Northwestern Hwy. Farmington Hills, just South of 14 Mile Road.

CLERICAL SECRETARY part time for Southfield based chemical firm. Word/Star 2000, word processing. Call 10 15am-3pm. 559-5003

CLERICAL SUPPORT
Corporate Office for Pontiac
Position available in Detroit's new center area in the fast paced world of corporate relocation. The ideal candidate will have some real estate knowledge, excellent typing & word processing skills, the ability to work under pressure, a degree or equivalent work/personal & organizational skills are a plus. Some college preferred. Please submit your resume & salary requirements to: PO Box 3200 Troy MI 48084 Attn: D. Collins

CLERICAL/SWITCHBOARD - part time, switchboard experience. Must be available during 12 noon - 3pm Mon. thru Fri. Plymouth area. Call Mr Kibbels 455-2200

CLERICAL
To $17K
Beautiful corporate office seeking individual with 2 years experience to handle phone lines and clerical duties. Full benefits include tuition reimbursement. Call Jean 348-3300
DIVERSIFIED RECRUITERS CO
27760 Novi Rd., Ste 104
Novi, MI 48050

CLERK
immediate opening for clerk at the traffic dept of large food manufacturer located in Farmington Hills. Duties include, payroll, some customer contact & clerical work. Willing to learn & grow with the company. Call Jane Sumetto Rick Traft P.O Box 38250 Detroit, MI 48238

CLERK
Multi-state organization with corporate offices in Farmington Hills has a full time salary general office position. Ideal candidate will have some office experience. Position involves accounting duties. Applicants will have some computer and/or typing experience along with the ability to adapt to our office setting. Job includes filing, computer, switchboard relief, mail room coverage, filing and some data entry. Send resume stating salary requirements to: Personnel Department MAIL P.O Box 1600 Farmington Hills, MI 48018

CLERK/TYPIST
Detroit-based firm has an Entry-level Clerk/Typist. Candidates should possess a pleasant telephone manner, 40 WPM, good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a competitive salary & benefits package. If consideration please send resume to

CLERK TYPIST
P.O. Box 779
Detroit, MI. 48231

CLERK TYPIST for well placed NW Detroit office. Must type minimum 35 wpm accurately. Typing skills & enjoy working with public. Location: 16500 Fullerton, exit W off Grand River, call 491-8100 837-0900

CLERK/TYPIST
We have both full time & contingent positions available at our private Southfield office. Call Beverly in HOLLAND Requirements include 55 wpm typing, familiarity with word processing & at least 2 yrs general office experience. To apply contact Recruiting
Michigan Health Care Corp.
7430 2nd, #500, Detroit MI 48202
874-5043
An Equal Opportunity Employer

COMPUTER DEPARTMENT
Downtown Birmingham non-profit organization seeks part time bookkeeper knowledge necessary. Data processing experience. 644-3632

COMPUTER OPERATOR
Part-time to full time, experience preferred but will train. Send resume to Mr. Williams Machinery, 23900 Freeway Park Dr, Farmington Hills, MI. 48024 Attention Service

CLERICAL HELP
Clerical help for carpet store, Plymouth area. Full time position, flexible schedule. Days/evenings/weekends. Phone for appointment ask for Stephanie. 522-3410

CLERICAL mortgage company in Southfield seeks full time entry level office clerks, typing required, good benefits, call Fran or Fame 353-5700

Clerical
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:
Southfield 352-5220
Farmington Hills 473-2050
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
The First And The Best
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

DATA ENTRY
Full time position. Experienced in order entry in a manufacturing environment a plus, but will train the right individual. Call between 8 30am-1pm Monday-Friday 557-8229

DATA ENTRY-Individual needed for inventory control and data entry duties with benefits. Reply to Box 1, Marsha, Herschel Corp. P.O. 38901 Ambert, Livonia MI 48150

DATA ENTRY
Invoicing and light filing. Some overtime required. Data entry experience a must. Submit resume and salary requirements to Box 6784 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

DATA ENTRY OPERATOR
Progressive high tech firm in Southfield, is seeking an individual for 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 stating salary requirements, to Data Entry, P.O Box 451, Lathrup Village, MI 48076

DATA ENTRY OPERATORS
Immediate openings in Downtown Detroit & Suburban Areas. Professional appearance required, excellent phone skills required. Must type 60-65 wpm, shorthand a plus. Call 8am-3pm for appointment

METROSTAFF
Temporary Personnel Services
425-8368 569-8700
No Fee EOE

METROSTAFF
Temporary Personnel Services
425-8368 569-8700
NO FEE EOE
Data Entry Operators
A Kelly job lets you access opportunity
If you know your way around a computer, come to Kelly Services. We specialize in Kelly Services jobs, interesting assignments available with some of the leading companies in the area.
With Kelly Services, you'll earn good pay, vacation pay and bonuses. And Kelly Services can help you upgrade your professional skills.
For more information on the advantages of joining the company that is the leader in temporary help, call the Kelly Services office closest to you.
Farmington Hills 471-2050
Downtown 642-9650
Pontiac 338-0138
KELLY TEMPORARY SERVICES
The "Kelly Girl" People
The First And The Best
Equal Opportunity Employer M/F/H

DATA ENTRY/OPERATORS needed at Livonia printing facility. Day and night shifts available. Clean, friendly environment. Call for interview, 8am-3pm. Deluxe Corporate Printers EOE 525-8423

DATA ENTRY-part time flexible hours typing computer experience required. Troy based company Call Steve 643-7187

DENTAL HYGIENIST for three B-3 Wm. estate-shed family practice. Farmington Hills. Good hours, good pay. Call today 476-2255

DOCTOR'S OFFICE, full or part time. Mature positive minded individual with good typing skills & pleasant Wayne magazine negotiable 274-0641

ENJOY PEOPLE?
HATE MONDAYS?
Then Work Tues.-Sat!
Southland Area
Nursing service seeks personable energetic individual for scheduling patient visits & light typing. Benefits. This is a position of responsibility. For experienced person with mature understanding of people & needs.
Can accurately maintain detailed records.
Can work positively despite frequent phone interruption.
Enjoy working with people.
Can speak EVERY SAT.
Interested in working for a company whose excellent reputation is a direct result of the staff.
Can about this unique opportunity.
354-0010

ENTRY LEVEL CLERK
Full time position available in Northville area. Clerical experience helpful, ability to work 40-50wpm, also expect to work 1 to 2 Saturdays. $4.75 per hour. Ask for Dean
332-8700, ext. 218

ENTRY LEVEL POSITION Requirements good typing & clerical skills & desire to learn a new profession. Send resume to Computrader, 12640 Burt Rd. Det. Mich. 48223

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to handle secretarial duties. Excellent verbal and challenging. Excellent opportunity for a self-motivated. Qualified candidates must be willing to work five hours be self motivated and organized with attention to detail. Send resume to P.O Box 300, Southfield, MI. 48037