504 Help Wanted Office-Clerical

AUTO DEALERSHIP

Expanding dealership has several full time positions with general office experience now open. Accounts payable, car billing, posting of car deals. Apply in person or send resume to: Office Manager

Don Massey Cadillac Inc.
40475 Ann Arbor Rd at I-275
Plymouth, MI 48170

AUTO FLEET ADMINISTRATOR: To assist in contract negotiations for fleets and dealers for quotes. Knowledgeable in auto insurance, ability to take claims, work with repair shop on maintenance. Keen updated and accurate records. Know condition of 150 car fleet. Computer knowledge required. Duties to include other general office responsibilities. High energy self starter, good communications skills and ability to get along with others and meet resale. 1-7 P.C. P.O. Box 3004. Livonia MI. 48150 Att J.S.

AVAILABLE ACCOUNTING POSITIONS

It's tax season again!
We have several openings at a variety of levels.

PAYROLL CLERK
2 to 4 week assignment

RECEIVABLE/PAYABLE CLERKS
10 key experience

PAYROLL SUPERVISOR
3 to 4 month assignment

Top Pay - Benefits & more
Call now for an appointment

TR Temporary Resources
737-1711
Livonia - Farmington Hills
Southfield
Troy 552-0319
Toledo 885-9210
An Equal Opportunity Employer

BEGIN THE NEW YEAR WITH A NEW CAREER OPPORTUNITY!

Many positions available in the Westland, Taylor & Garden City areas.

- General clerical: 35 wpm w/data processing experience
- Typists: 50 wpm plus w/data entry experience

AT FUTURE FORCE, Temporary Help Services, we offer flexible schedules, full time work & long term assignments. Call Lennore now for an appt.

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

BILLING CLERK
responsibilities will include, assisting in daily and end of the month billing, customer contact, resolving billing problems. Elected candidate must know the ins and outs of billing, must be a self starter. Computer experience, Word Perfect, and Word Perfect. Send resume to: Personnel Department, Realtron Corp. 32455 5 Mile Rd, Redford MI 48239

BILLING CLERK
Koenig Artists Supply - Detroit is currently seeking applications for a full time Commercial Billing Clerk. Ideal applicant should have billing experience utilizing an IBM or compatible computer system. Wage commensurate with experience. Medical, dental & life insurance benefits, paid holidays, vacations & personal days. Please call Mrs. Long for an appt., Mon. thru Fri., after 10am. 833-9616

BOOKKEEPER/OFFICE Assistant
Experienced full cycle accounting, General Ledger thru Trial Balance, Payables, Receivables, Payroll, Accounting System. Salary commensurate w/experience. 451-7200

BOOKKEEPER
Accounts receivable, accounts payable, computer knowledge. Bloomfield area. 851-6220

BOOKKEEPER - experienced thru trial balance & P/L reports. Must have background with mfg facility and experience with computers. Livonia area.

BOOKKEEPER for restaurant chain in Livonia. Send resume to: Great American Cookies Co., 31209 Schoolcraft, Livonia, MI. 48150.

BOOKKEEPER for construction industry. Will be responsible for general ledgers, accounts receivable & accounts payable. Competitive salary and benefits. Forward resume and salary requirements to: 34505 W. 12 Mile Rd., Suite 185, Farmington Hills, MI. 48331.

BOOKKEEPER full charge through financial statements with computer background for medium size restaurant. 335-8306

BOOKKEEPER
Full charge for small manufacturing company in Livonia. Full or part time. 261-7211

BOOKKEEPER
Full charge, thru monthly financial statements. Computer experience a must. 3 years accounting experience with references. College level education preferred.
Call 12:30-4:30pm. 559-7000

BOOKKEEPER
Full time for micro-computer firm. Send resume & salary history to: Microtab, 23751 Research Dr., Farmington Hills, MI. 48024

BOOKKEEPER: Full time, full charge, thru trial balance. Must have experience with computerized accounting. Call Mrs. Long at 851-122, helpful. Resume with salary requirements to personnel: 32660 Dequindre, Warren MI. 48092.

BOOKKEEPER - full time for small retail store. Experienced in cash receipts and disbursements, payroll, and basic computer skills needed. Medical benefits, vacation and salary based on experience. Call Noreen 9am.-4pm., Mon.-Fri. 464-3090

BOOKKEEPER
Full Charge Bookkeeper. Need mature individual with organizational skills to work in small office in Downtown area. Some clerical skills required. Transportation background helpful. Good salary + benefits. Send resume to: Box 5000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Immediate opening for Bookkeeper. Girl Friday, 40 hrs. plus. IBM, PC experience helpful. Send resume to PO Box 5000, Southfield, 48037

BOOKKEEPER needed for Southfield temporary services company. Payroll, AR, AP, computer skills helpful, required, full or part time. 552-0405

CAMP SECRETARY - Excellent office skills. 2-3 days per week, now thru June, 4-8 PM, June-August, 8 AM - 4:30 PM. Contact Director of Summer Day Camp, P. O. Box 229, Bloomfield Hills, MI. 48013.

Bookkeeping

Partial listings of positions

FULL CHARGE	to $25K
BOOKKEEPER	to $21K
ASSISTANT BOOKKEEPER	to $18K
PAYROLL	to $18K
ACCOUNTING CLERK	to $18K
ACCOUNTS PAYABLE	to $15K
SALES/USE TAX	to $23K

Have A Happy and Prosperous New Year from your Staff at:

Robert Half of MI
26588 Northwestern Hwy. • #250
Southfield, MI 48076
358-2330
An Equal Opportunity Paid Part of World's Largest Financial Staffing Network

BROKERAGE POSITIONS

Commission clerk	$15-$17K
Sales Assistants	$15-$16K
Bank Reconciliation	$11-$13K
Clerk	$8-$9K

Employer paid fee - Send resume to: MARKET MATE RESOURCES, Inc
P.O. Box 2000
Rochester Hills, MI. 48309-0066

BOOKKEEPER
for Southfield CPA firm. Must have at least (3) yrs. experience, be able to prepare Payroll Tax Returns & have computer aptitude. Opportunity for advancement. Send resume to: Personnel Manager,
29100 Northwestern Hwy., Ste. 250, Southfield, MI. 48034

BOOKKEEPER - part time, growing, successful business needs competent individual to be responsible for payroll, accounts payable, & billing. Knowledge of Wordperfect & Peachtree software a definite plus. Position offers scheduling flexibility & pleasant work environment. Contact Christine Barry between 9am-4pm 425-3133

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firm, looking for a full time 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 2 yrs. bookkeeping experience. Salary commensurate with experience. Qualified candidates please send your resume to: Personnel Department, M.S.W., 25500 Grand River Ave. Suite 200, Farmington Hills, MI 48018.

BOOKKEEPING ASSISTANT
Farmington Hills. Part time position with medical office. Computer accounts payable, payroll & general ledger, 12 noon-5pm, Mon. thru Fri. pleasant surroundings/good benefits. Call Peggy for appt. 855-4700

BOOKKEEPING position available in small friendly office. Approximately 25-35 hours per week. Some experience in general bookkeeping required. Please apply at Wayne Jewelers, 29317 Ford Rd. Garden City.

BUYER/ CLERK

Guardian Industries has an opening in its Purchasing Department for a Buyer/Clerk. In this new position, you will be entering purchase requisitions in our on-line purchasing system. In addition, you will be placing and expediting purchase orders. The candidates selected will have excellent verbal and written communication skills. Prior data entry/typing experience required. Spread sheet knowledge helpful.

Please forward a resume to:

Robert Merrick
Department A
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI. 48167

CASHIER/SWITCHBOARD
Experienced for motorcycle dealership in Farmington Hills. Full or part time. Apply in person at 34600 W. 8 Mile, W. of Farmington Rd.

CHOICES...

That's what you get with Kelly Services. Our jobs pay well and offer benefits. We're now hiring:

- Receptionists
- Typists
- Switchboard Operators

Positions are located in Troy, reliable transportation required. Call today to set up an appointment.

Troy 362-1150

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

CHRISTIAN HEATING CO. - seeks a bright conscientious person for their office. Bookkeeping helpful. Call for appointment 421-0500

CINTAS CORPORATION
The Reliable Number One Uniform Supplier is seeking full time General Office/Clerical Help to staff its new Westland Office. Please call between 9am-12noon 525-7930 ext. 33

FULL TIME CLERICAL
position, W. Bloomfield area.
Call 737-7040

CLERICAL AIDE - full time entry level person needed to maintain files & provide clerical support. Organizational skills required. Car necessary. Contact Sylvia Gleason Mon. thru Fri. between 9-12 noon. 353-4646

CLERICAL ASSISTANT part time for health agency. Word processing and or data entry experience helpful. Send resume and references to Michigan Parkinson Foundation, 3990 John R, Detroit, MI 48201

Clerical

Choose your next job with Kelly

Start earning good pay today in one of these temporary assignments through Kelly Services.

- Receptionists
- Data Entry Operators
- Switchboard Operators
- Word Processing Operators
- Typists
- Clerks

Kelly can place you in the position that's right for you with advertising, communications and manufacturing companies. Call Kelly today and find out more about these jobs.

Farmington Hills 471-2050
Southfield 352-5220
Bloomfield 642-9650
Pontiac 338-0338

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
Experience with CPA firm preferred but not required. Flexible hours. Salary open. Mr. Estes, 357-5000

CLERICAL
Farmington Hills location. Responsibilities include auditing, filing, accuracy is numbers and some computer experience. Non-smoker. Salary plus benefits. Call 489-0557

CLERICAL - FULL TIME
Typing & light bookkeeping. Should have some computer knowledge. National Boatland 476-5740

CLERICAL - Full time. Dictaphone, Word Perfect experience a must. Office located in Madison Heights. Call between 8-4pm. 545-9390
An Equal Opportunity Employer

CLERICAL HELP - FARMINGTON
Mature responsible person needed for general office duties in our carpet store. Part time position evenings and weekends. We have reliable transportation. Call Jackie for appointment 737-1902

CLERICAL/MAILROOM
Some typing. Entry level position with a growing firm. Great benefits. Send resume to: Personnel, P.O. Box 5077, Southfield, MI. 48086.

CLERICAL SECRETARY - part time, basic knowledge of WordStar 2000 word processing, call between 10-2 Mon. thru Fri. 559-5005

Clerical Temps

Long Term Assignments
Immediate openings for experienced word processors with Dictaphone, Mac, Major corporation in Troy. Excellent pay. Great working conditions. Full time employment. Call Sue at DPR. 443-0056

504 Help Wanted Office-Clerical

Clerical Help Wanted

We need experienced individuals for Secretarial & Receptionist positions in Metropolitan Detroit areas. Typing 50wpm plus basic computer skills needed. Long & short term assignments are available. No pay from company's. Call Sue or Shelley at DPR 443-0056

CLERICAL POSITION Farmington Hills location, data entry & general office work, full time, excellent benefits. Ask for Mr. Blank. 471-5300

CLERICAL
Troy based company looking for reliable, self motivated individual with skills essential. Call Tracy between 9-5pm 689-2638

CLERICAL

Wonderful opportunity for male or female person with good office skills to provide clerical support functions in our sales order operation on the midnight shift. Full & part time available. Personnel will be responsible to handle varied paperwork functions. Modern office, pleasant & friendly work environment. Excellent benefits. Apply in person, Frank W. Gibson, 43155 W. 9 Mile, Novi.

Clerical

Word Processor/ Typist

Growing national firm seeks problem solver. Word Processor/Typist for our Detroit/Troy branch. Candidate must be accurate and possess a proficient typing speed (65-100wpm). Word processing knowledge a must as well as ability to work independently in a fast-paced environment. Excellent salary, benefits and salary commensurate with ability. Please contact:

General Rehabilitation Services, Inc.
3001 Big Beaver Rd., Ste. 304
Troy, MI. 48084
Attn: Sophia Stempien.
An Equal Opportunity Employer

CLERK RECEPTIONIST - Needed for typing, billing and computer work. Must have own transportation, will train. Send resume to: Gloria Kay, 23657 Southfield Rd., Southfield, MI 48075

CLERKS - for large Troy/Auburn Hills financial institution, light typing, data entry skills, communication, $250/wk. Call Connie at Uniforce 646-7663

CLERKS

Large accounting firm desires highly organized and motivated individuals for temporary/P.R. 35 thru April 15 full-time positions. Some overtime required. Work involves quality control on tax returns, light typing and general office duties. $6.73 an hour. If interested, please contact Ms. Gedda BETWEEN 10AM AND NOON at 352-2500, Ext. 336 or Send resume to: Ms. Gedda, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

DATA ENTRY - Computer Operator trainee for distribution company. Excellent benefits, attention to detail, no smoking. Send resume to: B.G. Mill Supply Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Expanding Rochester Hills firm seeking experienced data entry for full time. Must have 2 yrs. experience with a minimum of 5 years with accuracy. Excellent organizational skills, detail oriented and have experience with Word Perfect. Salary to $11-$12 an hour. Send resume to: Market Mate Resources, Inc.
P. O. Box 090066
Rochester Hills, MI. 48309-0066
Attn: DTS Manager
313-852-7200

DATA ENTRY for Fortune 500 company, day & night shifts, $300/wk. Call Denise at Temporaries Inc. 646-6166

Data Entry Inventory Control
Full time, Southfield location. Must have excellent math ability and calculator skills. Previous office experience preferred. Send resume to: Kaiser Enterprises/Dana Corporation, 40500 Grand River, Novi, MI 48096. Attn: Shirley Trombetta

DATA ENTRY OPERATOR
Reliable, efficient, neat appearance for fast-paced office. Small business. Call Debra, 855-0474.

DATA ENTRY: Operator, experienced for fast-paced office. Attention, with specialty health care benefits & perks. Near The Southfield area. Send resume to PO Box 547, Lathrup Village, MI. 48076.

DATA ENTRY OPERATORS

Immediate openings in Detroit and Suburban areas. Must type a minimum of 35 wpm. Must be willing to work swing shift. Paid holidays. Call 9am-3pm for appointment.

METROSTAFF
Temporary Personnel Services
425-8368 569-8700
EOE NO FEE

DATA ENTRY
person for micro-computer firm, full time. Send resume & salary history to Microtab, 23751 Research Dr., Farmington Hills, MI 48024.

DATA ENTRY/receptionist position available in our office. Duties include client math skills, knowledge of accounts payable and ability to learn quickly. Good benefits and opportunity for advancement. Call 272-3801

Data Entry

Start the New Year With Kelly

A Kelly job can help you earn extra money.

- Word Processing Operators (Displaywrite 4 & WordPerfect)
- Data Entry Operators (High production 10,000 KPH)

Livonia 522-4020
I-96 Officenter
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

$6.00 PER HOUR

Full-time positions open in our Telemarketing Dept. for handwriting Data Entry Clerks. Minimum 6 months clerical experience needed. You must have excellent proven typing skills and enjoy working in a quick-paced environment.

Call now for an immediate interview.

FITNESS USA HEALTH SPAS
737-7800

DICTAPHONE CORP., a Pitney Bowes company, is the worldwide division available in our sales/service office, Responsibilities include billing, collection, data entry, typing, filing & heavy phones. Excellent benefits. For immediate consideration, send resume & salary requirements to:

Dictaphone Corporation
21750 Drake Road, Suite A
Oak Park, MI 48237
Attention: Jackie
No phone calls please.
An Equal Opportunity Employer

ENTRY LEVEL SECRETARY needed for Executive Assistant in rapidly growing Bloomfield Hills office. Must have good typing skills, Word Perfect. Call Judith, 10AM-5PM. 258-2880

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Plymouth based commercial design and manufacturing firm seeking a full time Customer Service position. Requirements include: typing, strong communication skills and the ability to handle quickly in a fast paced atmosphere. Experience helpful but will train. Full time benefits. Salary commensurate with experience. Forward resume and salary requirements to: Box 969 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE Representative. Outgoing person with telephone capabilities and mannerisms to handle in and outgoing calls. Approx. 20 hrs. week. One on One Athletic Club. Please contact Jeremy.

CUSTOMER SERVICE CLERK
LOF, a leader in the glass replacement industry, has an immediate need for one additional customer service clerk to join our service center in Livonia.
This position is responsible for taking customer orders, entering data, and performing misc. office duties. The selected individual will have a customer service background with high school diploma or equivalent. LOF offers a good base pay, excellent benefits and a friendly working environment.
To learn how you can join the LOF team, please call 313-462-9380

Equal Opportunity Employer

LIBBEY-OWENS-FORD CO.

DATA ENTRY CLERK
Entry level position with major medical supply company in Canton area. Includes payables & purchasing duties. Opportunity for advancement in these areas. Call Art at 454-1202

DATA ENTRY/CLERICAL
Position now available in Downtown Detroit Insurance Agency. Entry level. Must have good clerical skills, typing or data entry skills a must. $4.75 an hour. If interested, please contact Ms. Gedda BETWEEN 10AM AND NOON at 352-2500, Ext. 336 or Send resume to: Ms. Gedda, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

DATA ENTRY - Computer Operator trainee for distribution company. Excellent benefits, attention to detail, no smoking. Send resume to: B.G. Mill Supply Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Expanding Rochester Hills firm seeking experienced data entry for full time. Must have 2 yrs. experience with a minimum of 5 years with accuracy. Excellent organizational skills, detail oriented and have experience with Word Perfect. Salary to $11-$12 an hour. Send resume to: Market Mate Resources, Inc.
P. O. Box 090066
Rochester Hills, MI. 48309-0066
Attn: DTS Manager
313-852-7200

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Full time, Southfield location. Must have excellent math ability and calculator skills. Previous office experience preferred. Send resume to: Kaiser Enterprises/Dana Corporation, 40500 Grand River, Novi, MI 48096. Attn: Shirley Trombetta

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Immediate openings in Detroit and Suburban areas. Must type a minimum of 35 wpm. Must be willing to work swing shift. Paid holidays. Call 9am-3pm for appointment.

METROSTAFF
Temporary Personnel Services
425-8368 569-8700
EOE NO FEE

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person for micro-computer firm, full time. Send resume & salary history to Microtab, 23751 Research Dr., Farmington Hills, MI 48024.

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- Word Processing Operators (Displaywrite 4 & WordPerfect)
- Data Entry Operators (High production 10,000 KPH)

Livonia 522-4020
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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

FINANCIAL CONSULTANT ASSOC
Advance your secretarial or bookkeeping skills in our office. Assistant position assists consultant in setting up client financials on computer. Experience in finance and computer a must; willing to travel the 4 county area. Ability to interface with people, income based on hourly billing. Call Mrs. Hoffman, Associate, 1338 Chestnut Circle, Rochester Hills, MI 48309

FOR PERSONNEL OFFICE to family owned manufacturing facility, has immediate opening for full time individual to handle all order processing and customer service. Position requires computer compatability, accuracy with details and pleasant telephone manners and good competitive wages. Substantial office experience required. Livonia area. 522-4370

FULL-TIME SECRETARIAL/Receptionist position available with Farmington Hills Commercial Real Estate firm. Candidates must possess good telephone manners, 45 wpm, Word Perfect, Lotus 1-2-3 knowledge, excellent office skills. Micro-soft Word knowledge, a Plus. Call 661-3000

GENERAL CLERICAL
for national Credit Reporting Corp. 45-50 wpm, entry-level, high transaction processing. Good benefits, Day or evening hrs. EOE.
TRW, Attn: Jen Heck,
26935 Northwestern Hwy., Ste. 110,
Southfield, MI. 48034

504 Help Wanted Office-Clerical

DEPENDABLE PERSONS needed Days or Afternoons. Must have 40 WPM typing. Please contact Mon-Fri. 11am-3pm 471-1081

DMC WOODLAND Health Care Centers

ADMINISTRATIVE SECRETARY - 2 years experience in medical insurance processing; experience necessary. Experience in health care setting a plus.

EXECUTIVE ASSISTANT - 3 years experience required. Shorthand and word processing experience necessary. Lotus 1-2-3 and experience in health care setting a plus

ACCOUNTS PAYABLE CLERK

GENERAL ACCOUNTANT

Send resume to

Robert Merrick
Department A
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI. 48167

FINANCIAL SECRETARY needed for church office. Part time. Flexible hours. Computer experience or willingness to learn. Call for information. 476-8550

GENERAL CLERICAL
Part time, flexible hours.
Ages 14 & 123 would be a big plus
Plymouth area 455-1144

GENERAL CLERK: $1,150 month. Typing 35 wpm. Good phone ability. Call Don today! 643-8590

GENERAL OFFICE/PART TIME
Flexible hours. Some experience helpful 681-6655

GENERAL OFFICE
Full & part-time mature person with basic office skills needed for busy office Redford area Chris 255-0450

GENERAL OFFICE and Accounting Clerks wanted. Full and part time. Competitive wages. Apply at: 29777 Telegraph Rd., Suite 2031, Southfield, MI. 352-8110

GENERAL OFFICE
Mature person. Must be willing to learn 10 line switchboard and other various office functions. Call Donnie 553-4250

GENERAL OFFICE/RETAIL
For picture frame shop. Be accurate with numbers & experienced. Reliable & personable. Approx 30 hours per wk. Between 10am - 3:30pm. 348-2920

GENERAL OFFICE/TELEPHONE
major financial institution requires career oriented individuals who possess good communication skills. Excellent salary & benefits. Call Mr. Stevenson, 368-1142

GENERAL OFFICE
Good typist. Excellent working conditions. Several positions available. Light requirements, to Detroit Door & Hardware, 1800 E. Lincoln, Madison Hts., MI 48071

GENERAL office-Farmington Hills area needs a experienced, reliable & personable person. Light typing, telephone & some errands. (car necessary) Mon-Fri, 8-5pm. Salary commensurate with experience655-9617

GENERAL OFFICE
Must know how to type. General office duties: filing, answering phones, light bookkeeping. Call Mr. Davis, 12407 Stark Road, Livonia. Located in Applebee's Restaurant

GENERAL OFFICE
Southfield company has full-time, year round position available for individual. General office skills & CRT data entry. Must be neat, well trained, pleasant phone personality, a Must. Starting Salary $200 a week. Call Mon-Fri, 9-4pm. 353-5620

GENERAL OFFICE
Part time permanent position. No experience required. Must be dependable. Apply in person
Mon through Fri.
Pixel Plus
33135 Ford Rd
Garden City

GENERAL OFFICE/COMPUTER
Full time. Must have experience working in busy office doing various office duties such as typing, filing & bookkeeping. Some experience in data entry on computer. Call for appointment. Mr. Kaplan, 559-5900
Lincoln Inc., 1855 Telegraph Rd.,
Bloomfield Hills, Mich. 353-4050

GENERAL OFFICE
Alert, intelligent individual needed for busy Computer Services company. 25 - 35 hours, office & Word Processing skills required in addition. 60-80wpm (Word Perfect is plus); excellent communication and organizational skills; minimum 3 yrs related experience and the ability to work independently with minimum supervision. Send resume to (no phone calls please)
Marvin Karsch Enterprise
BKM & M ADVERTISING
130 S. First St
Ann Arbor, MI 48104

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Professional for small, energetic Engineering Consulting firm specializing in Automotive Industry. Organized, flexible & available for Overtime. Team-oriented. Word Perfect, Lotus & Shorthand preferred. Attractive salary commensurate with qualifications. Send resume to:
Lisa Bussman, 25201 Orchard Lake Rd., Farmington Hills, MI 48018

EXECUTIVE SECRETARY

We have an opening in our Corporate Actuarial Department for an Executive Secretary to assist the Senior Vice President. The ideal candidate will have a minimum of two years executive secretarial experience. Excellent dictaphone and word processing skills are essential in addition to the ability to handle multiple priorities in a fast-paced environment. Strong communication skills are a plus.

For those who meet our high standards, we offer competitive salary and excellent non-contributory benefits.

Send resume or apply to

PERSONNEL
Macabees Life Insurance Company
25800 Northwestern Highway
Southfield, Michigan 48037

An Equal Opportunity Employer

EXPERIENCED Switchboard Operator for long term assignment in Southfield. Good pay and benefits. Apply in person: 24777 Telegraph Rd., Southfield.

FILE CLERK/CURRIER
For Birmingham law firm. Must have reliable car. Salary commensurate with experience. Medical benefits paid. Contact Faye at 642-4585

FILE CLERK - Permanent part time wanted in the Plymouth area. Flexible daytime hours. Please send resume to: DSA, P O Box 525, Southfield, MI 48037

FILE CLERK: $8.60 mo. Excellent entry level opportunity. Call now! Immediate openings. 643-8590

FILING CLERK-Mature adult for law office in Southfield. 20 hrs. per wk. 9am-5pm. Call 352-2110

FINANCIAL CONSULTANT ASSOC
Advance your secretarial or bookkeeping skills in our office. Assistant position assists consultant in setting up client financials on computer. Experience in finance and computer a must; willing to travel the 4 county area. Ability to interface with people, income based on hourly billing. Call Mrs. Hoffman, Associate, 1338 Chestnut Circle, Rochester Hills, MI 48309

FOR PERSONNEL OFFICE to family owned manufacturing facility, has immediate opening for full time individual to handle all order processing and customer service. Position requires computer compatability, accuracy with details and pleasant telephone manners and good competitive wages. Substantial office experience required. Livonia area. 522-4370

FULL-TIME SECRETARIAL/Receptionist position available with Farmington Hills Commercial Real Estate firm. Candidates must possess good telephone manners, 45 wpm, Word Perfect, Lotus 1-2-3 knowledge, excellent office skills. Micro-soft Word knowledge, a Plus. Call 661-3000

GENERAL OFFICE
for national Credit Reporting Corp. 45-50 wpm, entry-level, high transaction processing. Good benefits, Day or evening hrs. EOE.
TRW, Attn: Jen Heck,
26935 Northwestern Hwy., Ste. 110,
Southfield, MI. 48034

504 Help Wanted Office-Clerical

FILE CLERKS - full time. Doctor's office. Assist with phones, other light office duties. No weekends, no nights. New building on Northwestern near 12 Mile Blvd 354-0330

FILE COORDINATOR

Guardian Industries is seeking a File Coordinator for its Engineering Department. Responsibilities include preparing blue prints, filing, ordering supplies, and answering telephones. We require general office experience with blue print experience helpful. Candidates must have excellent organizational and filing skills.

Interested applicants may forward a resume to

Robert Merrick
Department A
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI. 48167

FINANCIAL SECRETARY needed for church office. Part time. Flexible hours. Computer experience or willingness to learn. Call for information. 476-8550

GENERAL CLERICAL
Part time, flexible hours.
Ages 14 & 123 would be a big plus
Plymouth area 455-1144

GENERAL CLERK: $1,150 month. Typing 35 wpm. Good phone ability. Call Don today! 643-8590

GENERAL OFFICE/PART TIME
Flexible hours. Some experience helpful 681-6655

GENERAL OFFICE
Full & part-time mature person with basic office skills needed for busy office Redford area Chris 255-0450

GENERAL OFFICE and Accounting Clerks wanted. Full and part time. Competitive wages. Apply at: 29777 Telegraph Rd., Suite 2031, Southfield, MI. 352-8110

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Mature person. Must be willing to learn 10 line switchboard and other various office functions. Call Donnie 553-4250

GENERAL OFFICE/RETAIL
For picture frame shop. Be accurate with numbers & experienced. Reliable & personable. Approx 30 hours per wk. Between 10am - 3:30pm. 348-2920

GENERAL OFFICE/TELEPHONE
major financial institution requires career oriented individuals who possess good communication skills. Excellent salary & benefits. Call Mr. Stevenson, 368-1142

GENERAL OFFICE
Good typist. Excellent working conditions. Several positions available. Light requirements, to Detroit Door & Hardware, 1800 E. Lincoln, Madison Hts., MI 48071

GENERAL office-Farmington Hills area needs a experienced, reliable & personable person. Light typing, telephone & some errands. (car necessary) Mon-Fri, 8-5pm. Salary commensurate with experience655-9617

GENERAL OFFICE
Must know how to type. General office duties: filing, answering phones, light bookkeeping. Call Mr. Davis, 12407 Stark Road, Livonia. Located in Applebee's Restaurant

GENERAL OFFICE
Southfield company has full-time, year round position available for individual. General office skills & CRT data entry. Must be neat, well trained, pleasant phone personality, a Must. Starting Salary $200 a week. Call Mon-Fri, 9-4pm. 353-5620

GENERAL OFFICE
Part time permanent position. No experience required. Must be dependable. Apply in person
Mon through Fri.
Pixel Plus
33135 Ford Rd
Garden City

GENERAL OFFICE/COMPUTER
Full time. Must have experience working in busy office doing various office duties such as typing, filing & bookkeeping. Some experience in data entry on computer. Call for appointment. Mr. Kaplan, 559-5900
Lincoln Inc., 1855 Telegraph Rd.,
Bloomfield Hills, Mich. 353-4050

GENERAL OFFICE
Alert, intelligent individual needed for busy Computer Services company. 25 - 35 hours, office & Word Processing skills required in addition. 60-80wpm (Word Perfect is plus); excellent communication and organizational skills; minimum 3 yrs related experience and the ability to work independently with minimum supervision. Send resume to (no phone calls please)
Marvin Karsch Enterprise
BKM & M ADVERTISING
130 S. First St
Ann Arbor, MI 48104

An Equal Opportunity Employer

GENERAL OFFICE HELP
For Southfield company. Full time. Contact Tom 546-0587

GENERAL OFFICE CLERK for manufacturing company. Job schedulling, light typing, data entry, general typing, word processing (word star & lotus a plus). Please submit resume to Joan Kimmich, 35005 Glendale, Livonia MI 48150

GENERAL OFFICE- Full time position available in Administrative office of established west suburban law firm. Ideal candidate will be based on experience & qualifications. Call Mrs. Ann Bell, Employment 1170, Radford, MI. 48239

GENERAL OFFICE

Immediate opening for an individual with good typing ability, 40wpm. Must enjoy telephone contact & possess an excellent telephone personality. Must be detail oriented but not necessarily, will train. Excellent benefits including medical, dental, prescription & tuition reimbursement. Reply to

GENERAL OFFICE
P.O. BOX 2227
SOUTHFIELD, MI. 48037

GENERAL SECRETARIAL-Troy based co. in industry entertainment is looking for an entry level professional with typing skills. Familiar with word processing & excellent phone manner and is flexible. To work in an upbeat, hectic paced office environment. For more information call Cynthia at 660-4700

GENERAL SECRETARY/RECEPTIONIST for Farmington Hills law office. Full time. WordPerfect a must. Call Mrs. Gilbert 855-8410

GROWING FINANCIAL services company seeks an energetic office assistant to handle administrative duties, route sorting mail, inventory control of office supplies, working with mail & phones & typing 35 wpm. Ideal candidate will be organized, have a flexible schedule, be able to work alone and cover letter to: Personnel Manager, PO Box 7011, Troy, MI. 48007-7011
An Equal Opportunity Employer

INSURANCE

SECRETARY/ASSOCIATE
Auto, life, bra and health insurance experience helpful. Normal office duties necessary. Must be able to talk effectively in person, by mail and by phone. Must be a Michigan bus agency in the Detroit area, with a nationally known company, looking for a professional person to support agent sale's activities 533-1387

Lan Icrocomputer Administrator
Major Downtown law firm seeks an LAN/Microcomputer Administrator for a full- time position. Some of the major responsibilities will include day-to-day operations and support of IBM PS/2 microcomputers providing support to the system users; and staff training. Specifically, this individual must have one year experience working with IDM or IBM networks and microcomputers, and possessing knowledge of the MS/DOS operating system. The ability to analyze and diagnose problems and arrive at workable solutions; and strong written and verbal resource skills. We offer an excellent benefit package. Please send resume to: L. Ingell, c/o Renaissance Center Station, P.O. Box 43126, Detroit, MI 48243

LEGAL ASSISTANT
Large downtown law firm is seeking qualified legal assistant graduates for a challenging position in Bankruptcy. High level responsibilities with diversity. Entry level or experienced, depending on qualifications. Please send resume to: Ms. Roush, Kitch Saubier, One Woodward Ave, Detroit, MI 48226

504 Help Wanted Office-Clerical

GENERAL SKILLS for billing office. Flexible hours. Farmington Hills area 737-1820

HIRING NOW!

NORRELL SERVICES is looking for dependable employees for the following jobs:

- GENERAL CLERICAL
- CLERK TYPIST
- DATA ENTRY OPERATORS
- WORD PROCESSORS

CALL FOR AN APPOINTMENT

NORRELL SERVICES
553-5858

HOTEL SALES SECRETARY needed. Good typing and phone/receptionist skills. Knowledge of computers helpful. 35-38 00/hour. Please send resume to: Sheraton Inn Detroit, Twelve Mile Rd., Farmington Hills, MI 48018. Attention: John Wall

INSURANCE CLAIMS/Typing experience. Flexible hours. Resume to PO Box 186, Birmingham, MI. 48012

KEYPUNCH OPERATORS - Start the New Year off right at Intelle Corp. We are looking for keypunch encoding operators at our Livonia location. Work week and benefits are excellent. Call 522-8007

KEYPUNCH OPERATOR
experienced only. Telegraph & 6 Call Nancy, 534-4440

LEASE DOCUMENT PROCESSOR for expanding Southfield company. Office experience necessary. Good typing, a Must. Resume to: Box 108, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL ASSISTANTS

A very major local employer is seeking several ABA approved Legal Assistants. Responsibilities include a solid litigation experience are of paramount importance. Degree or Alabama Degree required. Great work environment, experience & pay. These are very long term assignments. Salaries may lead to permanent positions.

SUBURBS - 358-0060
DETROIT - 964-2909

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075

LEGAL PERM/TEMP

CORPORATE IT	TO $24,000
FLOATER	TO $20,000
GENERAL	TO $22,000
CIVIL LIT	TO $22,000
LIABILITY	TO $22,000
MED MAL	TO $19,000
REAL ESTATE	TO $21,000
DEFENSE	TO $20,000

Many other opportunities to choose from. No fees to you ever.
Call or write this week.

SUBURBS - 358-2000
DETROIT - 964-2909

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075

LEGAL SECRETARY - experienced in small Bloomfield law firm. Automobile Hits. Competitive salary.
851-8787

LEGAL SECRETARY - With 1-2 yrs. experience needed for Clawson department. Salary commensurate with experience. Non smoker preferred. Call Lynn at 588-7704

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments. Excellent
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY for partner of Southfield defense firm. Excellent benefits. 356-4141

LEGAL SECRETARY - For troy law firm. Experience with corporate and corporate. Display Write 3 preferred. Please call Jan 643-7460

LEGAL SECRETARY - For senior partner in personal injury law firm. Executive duties, top salary, fringes, future and security. 354-2300

LEGAL SECRETARY - wanted, for sole practitioner, salary & benefits commensurate with experience. Great place to work. 557-8500

LEGAL SECRETARY to work in Southfield office of Accountants. Experience required. Pay negotiable. Call evenings or leave message. 737-9103

LEGAL SECRETARY

$25,000
This suburban law firm with a progressive atmosphere will appreciate your skills and experience. Don