504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE - Computer entry, experience, detailed, neat & willing to work in a high volume flow. Excellent benefits & wages. Send resume & salary requirements to: Office Manager, 31101 Cleat, Plymouth, MI 48170-0098

ACCOUNTS PAYABLE: Bookkeeper, Expanding mergers and acquisitions Co. has immediate and challenging inchange position available. Computer skills and experience required. Non smoking office. Resume with salary requirements to Acrodyne Corporation, 7001 Orchard Lake Rd. Suite 220C, W. Bloomfield MI. 48322.

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
CLERKS

Entry level with computer experience needed for temporary positions. Available immediately.

Call or send resume

354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy., Suite 202
Southfield

ACCOUNTS PAYABLE & RECEIVABLE CLERKS
We are a distributor of pre-recorded music & due to expansion we need dependable, detail oriented individuals who are seeking long term employment, possess the ability to work well with others, & possess necessary common sense to perform a variety of tasks in our Accounts Payable or Accounts Receivable Dept. We will be training those who have these qualities. Apply in person, we are open 8am-4pm.
HANDLEMAN COMPANY
500 Kirts Blvd., Troy
(First stoplight N. of I-75 Maple W. of Livernois)
An Equal Opportunity Employer
Affirmative Action Employer

ACCOUNTS RECEIVABLE CLERK-CREDITOR
Excellent opportunity for a mature aggressive individual to handle all collections for a growing retail distributor located in Troy. Must have strong finance. Send resume to: Personnel, P.O. Box 987, Troy, MI. 48099

ACCOUNTS RECEIVABLE & Collection entry level position available with the accounting office for a national transportation company. Full time, permanent, full time openings with benefits. Computer & telephone skills helpful. Send resume with wage requirements to: P.O. Box 35118 W. Michigan Ave. Wayne MI. 48184

ADMINISTRATIVE ASSISTANT
New Farmington Hills brewery is seeking a temporary/temp position for accounts payable, accounts receivable and inventory control. Must possess excellent organizational skills and be detail oriented. Computer experience necessary Call 855-0040

ADMINISTRATIVE ASSISTANT
We are a rapidly growing largest local accounting firm, looking for an administrative assistant for our 70 person office. The applicant should have the following qualifications: Exceptional interpersonal and organizational skills and be proficient on WordPerfect. Accounting experience with experience. Qualified candidates would send their resume to:
Personnel Dept., MSW,
26580 Orchard Lake Rd., Suite 200
Farmington Hills, MI 48018

ADMINISTRATIVE SECRETARY
Birmingham corporate office seeking experienced secretary/clerk. Detail oriented full time position. Above average typing, initiative, follow through, & excellent communication skills a must. Competitive salary & benefits. Call 646-1150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
A mature self motivated & energetic individual with word processing, (Wordpro), medical terminology a plus. Strong organizational & interpersonal communication skills a must. Play a key role in a nursing consulting firm. Salary commensurate pay to: Box 100 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
ASSISTANT
$18,000

Marketing Department of major corporation seeks professional Secretary with word processing for fast paced executive. Benefits include dental, tuition, 401K, stock plan. Call 344-6700 or Send Resume to
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Suite 114
Novi, MI 48050 All Fees Co. Paid

ADMIN. SECT'Y
FEE PAID - $20-$23,000
Southfield: Asking for organizational skills, good grammar, phone manner with excellent typing and WordPerfect. A great opportunity! Benefit package. 649-6797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

AD specialty firm, in Southfield seeks a full charge bookkeeper with 3 yrs. minimum office experience including computer. Excellent benefits, $18,000 plus benefits.
Call anytime 557-8583

ADVERTISING ADVISORS
handling large volume of incoming/outgoing phone calls. Must type 45wpm. Above average salary plus good commissions. Call Rosalind & Image Consulting plus profit sharing & 100% tuition reimbursement programs. Nice local office. Call for directions 476-7355

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - for Birmingham property management firm. Qualifying individual must have good organizational, math & phone skills. Salary commensurate with experience. Non smoker 645-2121

ADMINISTRATIVE word processor Macintosh helpful, 50 wpm plus. $18,000. Call Ann at Uniforce.
646-7664

ADMINISTRATIVE
ASSISTANT
Excellent opportunity for experienced secretary with high business communication skills, an ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity. If qualified and willing to work. Salary commensurate with ability and performance. Send resume to: Personnel, P.O. Box 300, Southfield, MI. 48037

Administrative
Assistant/Inside Sales
Village Green, a growing property management company, is looking for an immediate opening for a full time administrative assistant, to join our new corporate office. The ideal candidate will be a well organized self-starter who thrives in an extremely busy environment. Must have excellent phone manner & good clerical skills. IBM PC experience helpful. We offer excellent benefits & potential for advancement. Qualified applicants call Mon-Fri.
356-8200

ADMINISTRATIVE
CORPORATE SECRETARY
An industry leader is seeking a high energy, organized, articulate professional to assist the Human Resources manager and vice president. Required: 2 yrs. secretarial experience, computer literacy, word processing experience, typing 60 wpm, ability to do multiple tasks and projects with little supervision. Prefer experience in Personnel. A great career opportunity for a positive flexible team oriented individual who enjoys a fast pace and challenge. $7 - $9 an hr., benefits. Non smoking office, drug screen required, only qualified need reply to
Human Resources Manager
P.O. Box 987, Troy, MI. 48099
An Equal Opportunity Employer

ADVERTISING SALES SECRETARY
Needed to perform typing, word processing for general manager, sales manager and sales staff. We offer a pleasant working atmosphere with strong typing, telephone and organizational skills. Send resumes only (please no phone calls) to: Wayne Industrials, Continental Exhibition, Advertising, 21900 Melrose Avenue, #8, Southfield, MI. 48075
An Equal Opportunity Employer

ADVERTISING SECRETARY
Troy publishing firm has a part time clerical opportunity in a telemarketing environment. Send resume & salary requirements to: George Watkins, PRP, 2145 Crooks Rd., Suite 103, Troy, Mich. 48084

ADVERTISING
SECRETARY
$14,500 FEE PAID
New position in growing company for secretary to work good letter set up and word processing. Full benefits. Call Gayle at 649-5800.
SNELLING & SNELLING
OF TROY

A GREAT PLACE TO WORK
GENERAL OFFICE
Looking for a mature person with light typing & filing skills. Real estate back ground preferred.
REAL ESTATE ONE, INC.
326-2000

A/P, A/R
Immediate High, needed computer experience. Good natured. Willing attitude. Excellent Salary/Benefits. 963-0350

ASSIST DIRECTOR!
FEE PAID - $19-$20,000
VARIETY PLUS - From taking minutes at meetings to compiling and editing newsletters there's never a dull month. Will assist with contests and workshops, typing and file shorthand needed. Excellent benefits.
649-6797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

ATTENTION
GENERAL CLERICAL
Numerous positions available in the Westland, Taylor & Garden City areas

- General Clerical - 35 wpm plus data processing experience required
- Typist, 50 wpm plus data entry experience required

Don't miss this opportunity to put your skills to work in a rewarding & challenging positions. Call now for appt.
728-6770

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

AUTO
DEALERSHIP
Expanding dealership has several full time positions with general office duties available. Must type, payroll, payable, car billing, costing 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

504 Help Wanted Office-Clerical

A/R Collections
Village Green Management Company, a leading national property management firm, headquartered in Farmington Hills has an immediate opening for an individual with a minimum of 2 years collections experience. This position is very demanding & requires an organized, assertive individual with working knowledge of Lotus & Wordperfect helpful. Strong oral & written communication skills also required. Please forward your salary requirements to: Human Resources, Village Green Management Company, 30833 Northwestern Hwy., Suite 300, Farmington Hills, MI. 48018 or call Sheryl at 851-9600, ext. 142.
An Equal Opportunity Employer

ASSISTANT
Prominent Chicago group wholesaling office furniture seeks responsible word processor. Able to handle executive level clients, direct work output, and monitor telephone. Salary Fee Paid
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

ATTORNEYS SECRETARY
$24,000 No fee
Prestigious Troy firm offers top benefits, generous raises, beautiful office. Family oriented firm seeks 2-5 yrs. legal experience. Real estate law helpful but not required. RBS ASSOCIATES AGY. 540-4130

AUDITOR/CLERK
Service Corporation seeks hard-working individual for Auditor/Clerk position. Responsible for auditing and maintaining computer generated records. Good math skills required. Send resume to: P.O. Box 300, Southfield, MI 48037.

BANK CLERK
$250 week to start No fee
Entry level position with good benefits. Advancement need 6 months in bank setting. Call recruiter at RBS ASSOCIATES AGY. 540-4130

BIG THREE
AUTOMAKER
- Top pay, (To $11 hour)
- Full benefits
- Holiday pay
- Long term assignments
- Free training

WE NEED EXPERIENCED:
- WORD PROCESSORS DISPLAY WRITE IV
- WANG
- WORDPERFECT
- DECMATE
- ACCOUNTING CLERKS
- SECRETARIES
- LEGAL SECRETARIES
- TYPISTS, 55 wpm.

SNELLING
TEMPORARIES
CALL TODAY
Troy Detroit
528-5122 871-2700

BILINGUAL (German) - Administrative Assistant to President. Top secretarial skills, WordStar, Lotus, Spreadsheet & Basic. $30K minimum. Full corporate benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

BILLING CLERK
responsibilities will include, assisting in daily and end of the month billings. Computer literate, needed billing problems. Elected candidate must have 3 yr experience in billing, must be a self starter. Computer experience, Lotus 123, and Word Perfect. Send resume to: Personnel Department, Realtron Corp. 24065 5 Mile Rd. Redford MI 48239

BILLING CLERK
Full time for home health agency. High school grad, 2 yrs. experience in medical billing required, accurate typing, computer experience preferred, excellent salary & benefits. Renaissance Health Care 968-5300

Bloomfield Hills
Waterford
Commerce Twp.
- 10 Data Entry Clerks Needed
- Long term assignments
- Excellent salary
- Fridays pay

SNELLING
TEMPORARIES
528-5122

AUTO DEALERSHIP needs experienced Accounts Receivable clerk for full time position. Contact Beth for interview between 9am-4:30pm. 425-8500

BOOKKEEPER/OFFICE ASSISTANT
Experienced in Payroll, Sales Tax, General Ledger thru Trial Balance, Payables, Receivables, Deadline Accounting System. Salary commensurate experience. 451-7200

BOOKKEEPER
for Sterling Heights law firm. Must have computer skills to process payments, checks and do month end procedures. Send resume to 38800 Van Dyke, Sterling Heights, MI. 48077.

BOOKKEEPER
Full charge, Must have monthly financial statements. Computer experience a must. 3 years accounting experience with references. College level education preferred.
Call 12:30-4:30pm. 559-7300

BOOKKEEPER
Full Charge Bookkeeper. Need mature individual with organizational skills to work in small office in Deer-born area. Some clerical skills required. Transportation background helpful. Good salary + benefits. Send resume to: Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Full charge responsible for general ledger, payroll, monthly reports. Immediate. Excellent salary & benefits. Resumes only: Matt Foods, 17515 W. 9 Mile, Ste. 900, Southfield, 48075

504 Help Wanted Office-Clerical

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, Ste 183, Farmington Hills, MI. 48331.

BOOKKEEPER
Fokmar, Rudzewicz & Co., one of Michigan's largest independent CPA firms currently has several clients in the Metro Detroit area seeking to hire experienced Bookkeepers. Some positions require F/C and/or supervisory experience. If interested, please send complete work and salary history in strictest confidence to.
HCK
Fokmar, Rudzewicz & Co.
26200 Northwestern Drive
Suite 500
Southfield, MI. 48034
An Equal Opportunity Employer

BOOKKEEPER. Full time, full charge, thru trial balance. Must have experience with computerized accounting. Knowledge of Lotus 123, helpful. Resume with salary requirements to personnel 32560 Dequindre, Warren MI 48092.

BOOKKEEPER - full time for small retail store. Experienced in cash receipts and dispersal, payroll, and general ledger. Competitive salary, benefits, vacation and sick time. Call Ann between 9am.-4pm., Mon.-Fri. 464-3090

BOOKKEEPER
Full or part time for growing CPA firm in Birmingham area. Send resume to Client Marketing, at 16287 W. 14 Mile Rd., Birmingham, MI. 48009 or call 646-5028

BOOKKEEPER
Law Firm
Suburban firm seeks Full Charge Bookkeeper. Minimum 3 yrs. exp. Lotus a must. Wang experience helpful. Competitive salary, benefits, paid holidays, vacation. Benefits & salary $23,000 range. Call or send resume to: Mark Good, Nancy Barr & Assoc., 30836 Telegraph, Bloomfield, MI 48034 352-2810

BOOKKEEPER/SECRETARY
Basic bookkeeping, computer & typing. Full time. Medical Center area. 931-3070

BOOKKEEPER/SECRETARY
for small office in the Grand River/Telegraph Area. Computer skills helpful. Please send resume to: Personnel Manager 40034 Grand River, Novi, MI., 48050.

BOOKKEEPER
We are one of Southeast Michigan's largest tire distributors, has job opening 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 knowledge. Salary commensurate with experience. Qualified candidates should send their resume to: Personnel Department, M.S.W., 26580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018.

BOOKKEEPER POSITION
Available in small, friendly office. Approx. 25-35 hrs. a week. Some experience in general bookkeeping required. Apply at: Orin Jewelers, 29317 Ford Rd., Garden City.

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, related to temporary assignments. Call today to set up an appointment.

Troy 362-1180

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

Clerical

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

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

504 Help Wanted Office-Clerical

Bookkeeping
Partial listings of positions

OFFICE MANAGER	To 30K
ACCOUNTS PAYABLE	To 16K
PAYROLL	To 20K
FULL CHARGE	To 25K
BOOKKEEPER	To 20K
CREDIT MANAGER	To 23K
ASSISTANT BOOKKEEPER	To 18K

HALF
Robert Half of Michigan, Inc.
28580 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of the Robert Half of
Financial Placement Network

CAMP SECRETARY - Excellent office skills. 2-3 days per week, now thru June. 4-6 PM. June-August. 8 - 1:30. Starting Sept. Open to Tuesday Summer Day Camp. P. O. Box 239, Birmingham, MI. 48012.

WEST BLOOMFIELD Medical Center, near Maple & Drake, has opening for a full time CLERK. Some typing & filing required. Must be able to deal with the public. Call Mr. Gale, Administrator, 661-8000

WORK A LITTLE OR A LOT
We have a variety of assignments in clerical & light industrial positions
Typists
Data Entry Operators
General Labor
Kelly Temporary Services
474-8722
Equal Opportunity Employer M/F

Clerical

ACCOUNTS
PAYABLE CLERK
Immediate full-time opening in our Accounts Payable Department for a self-motivated, personable detail oriented individual that enjoys detail accounting responsibilities. Light typing, filing, invoice processing and various clerical duties involved. Computer skills are helpful. Send resume to: Human Resources Dept., 123, Helpful Services, 32500 Concord Drive, Livonia, MI 48150 Equal Opportunity Employer

CLERKS - for large Troy/Auburn Hills financial institution, light typing, data entry, some communication, $250/wk. Call Connie at Uniforce 649-7663

COLLECTION PERSON
Must have strong Accounts Receivable experience. Salary based on experience. Send resume to: Personnel, All - Accounting Dept., 6934 W. Fort St., Detroit, MI. 48209

COLLECTIONS
Local collection agency, pleasant working hours & conditions, has full time positions available in both phone collections & for clerical. Collectors Account Service, 569-6600

CONTRACTOR (Farmington Hills) needs Secretary and/or Bookkeeper, full or part time. Computer experience preferred. Salary plus benefits. Call 553-8484

CPA FIRM has entry level, full and part-time Data entry opportunities. Respond by writing to:
Frank A. Rosenbloom & Co PC
5445 Corporate Drive, Suite 185
Troy, MI 48098

CUSTOMER SERVICE
Plymouth based commercial design and manufacturing firm seeking to fill full time Customer Service position. Requires computer literate, strong communication skills and the ability to learn quickly in a fast paced atmosphere. Drafting skills helpful but not a must, willing to train. Full company benefits. Salary commensurate with experience. Interested candidates forward resumes to: Box 966 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE
A Walled Lake/Novi area service company has a full time entry level opening for Customer Service Clerk. Customer contact & assorted other office functions. Opportunity for advancement. Call Ms. Mills, 347-3689

Customer Service/
Telemarketers
IMMEDIATE POSITIONS
AVAILABLE
- Bloomfield Hills Area
- Some evenings
- Some weekends
- Good phone voice
- Typing or Clitt

WE OFFER CHILDCARE
REIMBURSEMENT AND HEALTH CARE. For more information contact the Southfield Office

THE BEST TEMPS IN TOWN
WORK FOR:

OLSTEN
TEMP
SERVICES
Dearborn 441-3181
Detroit 962-9650
Ann Arbor 994-0088
Livonia 261-9930
Warren 751-3000
Troy 362-9090
Southfield 354-0558
Troy/Auburn Hills 852-9930
EOE M/F/H/V No fee

Data Base Clerk
Immediate opening for an individual with strong telephone sales training & data base experience. Excellent knowledge of spelling, grammar & punctuation. Typing & word processing desirable. Excellent benefit package & pleasant working environment. Send resume to:
DATA EXPERT
P.O. BOX 2227
SOUTHFIELD, MI. 48037

DATA ENTRY
3 days a week. Basic math skills, a good basic math skills, an eye for detail. Wait train. Call Carol 971-0444

DATA ENTRY
Work shop for developmentally disabled. General office duties, typing 45wpm, spelling, basic math skills, mon. thru Fri. Contact Mike Jones, 9am-12 noon, Mon thru Fri. 422-7300
An Equal Opportunity Employer

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

CLERICAL/SWITCHBOARD (part time) with enthusiasm, good attitude, misc. typing, clerical duties. 12 noon - 5 pm Mon. thru Fri. Plymouth area. Call Mr Kubiak 455-2220

Clerical Temps
Long/Short Term
Individuals needed for long & short term assignments in Detroit Metropolitan area for top, top notch companies. Call Shelley or Sue at DPS, 443-0058

CLERKS - light typing, 40-45 wpm, Filing a must, Farmington, Livonia. Call Dorothy 473-2934

CLERICAL/TYPIST
OLDE DISCOUNT Corporation seeks a sharp, professional, office person for our downtown Detroit office. Duties include light typing (40wpm) light filing, answering phones and some customer contact. Communication includes bilingual. Qualified candidates should send resumes, in confidence, to:
OLDE DISCOUNT Corp.
National Bank Detroit
751 Griswold St.
Detroit, MI. 48226

CLERKS
Large accounting firm desires highly organized and motivated individuals for temporary (Feb. 15 thru April 15) full-time positions. Some overtime required. We offer competitive salary control on tax returns, light typing and general office duties. $4.75 an hour. If interested please contact Mary Gadda BETWEEN 10AM AND NOON at 357-2500, Ext. 338 Or Send resume to: Ms. Gadda, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

CLERK/TYPIST for fast paced northwest Detroit office. Must type minimum of 55 wpm accurately. Located 16000 Dexter, W. of Green-field, N. of I-96. Call Mon, Tues, Thur, Fri between 10-3PM 837-0900

504 Help Wanted Office-Clerical

CLERICAL
Farmington Hills multi-franchise service organization has a job for the following candidates:
PERSONAL ASSISTANT to a highly visible position. Must be experienced in all aspects of business composition and general office procedures

ADMINISTRATIVE SECRETARY for a high energy very creative corporate sales office. Must have 5 years secretarial. Previous public relations exposure is a definite plus.

All candidates should possess excellent organizational, typing, word processing & telephone skills. Positions are full time and offer an excellent fringe benefit package which includes life, dental, disability, LTD, and 401K/profit sharing. Please send resume indicating salary requirements and position to: Clerical, P.O. Box 9072, Farmington Hills, MI 48332-9072

CLERICAL - PART TIME
Immediate opening for someone sharp individual with good clerical skills. Responsibilities will include various reports, invoicing, filing, and switchboard relief. Great opportunity for college student. For more information call 597-7950 or drop off your resume & salary requirements to: 32825 Northwestern Hwy., Farmington Hills, MI 48018

Clerical

Word Processor/
Typist
Growing national firm seeks proficient word processor/typist for our Detroit/Troy branch. Candidate must be accurate and possess excellent typing skills (55-60wpm). Word processing knowledge a must as well as ability to work independently in a fast-paced environment. We offer excellent benefits and salary commensurate with ability. Please contact:
GENERAL REHABILITATION
SERVICES, INC.,
Attn: Sandra Carpenter
300 W. Big Beaver Rd
Suite 300, Troy, MI. 48084
(313) 649-8825
An Equal Opportunity Employer

CLERKS - for large Troy/Auburn Hills financial institution, light typing, data entry, some communication, $250/wk. Call Connie at Uniforce 649-7663

COLLECTION PERSON
Must have strong Accounts Receivable experience. Salary based on experience. Send resume to: Personnel, All - Accounting Dept., 6934 W. Fort St., Detroit, MI. 48209

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Frank A. Rosenbloom & Co PC
5445 Corporate Drive, Suite 185
Troy, MI 48098

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Plymouth based commercial design and manufacturing firm seeking to fill full time Customer Service position. Requires computer literate, strong communication skills and the ability to learn quickly in a fast paced atmosphere. Drafting skills helpful but not a must, willing to train. Full company benefits. Salary commensurate with experience. Interested candidates forward resumes to: Box 966 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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A Walled Lake/Novi area service company has a full time entry level opening for Customer Service Clerk. Customer contact & assorted other office functions. Opportunity for advancement. Call Ms. Mills, 347-3689

Customer Service/
Telemarketers
IMMEDIATE POSITIONS
AVAILABLE
- Bloomfield Hills Area
- Some evenings
- Some weekends
- Good phone voice
- Typing or Clitt

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WORK FOR:

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Dearborn 441-3181
Detroit 962-9650
Ann Arbor 994-0088
Livonia 261-9930
Warren 751-3000
Troy 362-9090
Southfield 354-0558
Troy/Auburn Hills 852-9930
EOE M/F/H/V No fee

Data Base Clerk
Immediate opening for an individual with strong telephone sales training & data base experience. Excellent knowledge of spelling, grammar & punctuation. Typing & word processing desirable. Excellent benefit package & pleasant working environment. Send resume to:
DATA EXPERT
P.O. BOX 2227
SOUTHFIELD, MI. 48037

DATA ENTRY CLERK
Position now open at suburban Detroit Insurance Agency. Entry level. Must have good clerical skills, typing 45wpm. Experience necessary. Good benefits. Immediate opening. Respond to: Atlas, P.O. Box 2034, Southfield, MI. 48037

DATA ENTRY CLERK
At National Health Laboratories our goal is to provide our customers with quality services and outstanding employees. Here is an excellent opportunity to join our winning team. We are seeking a dependable, detail oriented individual with strong organizational skills. Must have minimum 1 year data entry experience and the ability to key 10,000 strokes per hour. We offer a competitive salary, an excellent benefit package. Apply at:
National Health Laboratories
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY for Furniture 500 company, day & night shifts, $300/wk. Call Dorothy Lynford 540-6188

Data Entry Inventory Control
Full time. Southfield location. Must have excellent math skills and calculator skills. Previous office experience preferred. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI. 48088

DATA ENTRY
Immediate need exists for a data entry specialist to provide support for a fast paced employment service. Seeking someone with prior P.C. experience. Must be accurate, detail-oriented, & a quick study. Ofice environment. Competitive wages/benefits. Please call or send resume to:
Technical Engineering
Consultants
391 Airport Industrial Drive
Ypsilanti, MI 48198
485-9900 or 425-3290
Attn: D. Donatiello

DATA ENTRY
Work based company is seeking a data input clerk. Includes all basic office functions, calculating experience a plus. Send resume to: Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI 48096.
Attn: Shelley Trombetta

DATA ENTRY
person for micro-computer firm, full time. Some typing & salary based on ability. Resume & salary history to Microlab, 33751 Research, Dr., Farmington Hills, MI 48024.

504 Help Wanted Office-Clerical

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 Ann at 454-1202

Data Entry Clerk
Large accounting firm desires Data Input Clerk for temporary (Feb. 15 thru April 15) full-time position. Typing or data entry skills a must. 35 hrs. an hour. If interested, please contact Ms. Gadda, BETWEEN 10AM AND NOON at 352-2500, Ext. 338 or Send resume to: Ms. Gadda, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

DATA ENTRY CLERK. 2 yrs. data entry, good accuracy and keyboard skills. Med terminology experience required. Full time for home health agency. Excellent salary and benefits. 968-5300

DATA ENTRY
- must type 45 wpm, short & long term. ETD Temporary Service
423-6229

DATA ENTRY OPERATOR
Reliable, efficient, neat appearance for fast-paced front desk beauty business. Call Debbie 855-0474.

DATA ENTRY
To $7.00 hr. No fee
Major Southfield firm offers great benefits, generous raises & career growth! Need 2 yrs data entry experience & good 10 key skills.
RBS ASSOCIATES AGY. 540-4130

DATA ENTRY
$6.00 PER HOUR
Full-time positions open in our Technology Dept. for hardworking Data Entry Clerks. Minimum 6 months clerical experience needed. You must have strong communication skills and enjoy working in a quick-paced environment.
Call now for an immediate interview.
FITNESS USA HEALTH SPAS
737-7800

Data Processing Clerk
Mastercraft Leather seeks Data Processing Clerk to process shipping, hand working individual to assist president. Duties will be divided between data processing and secretarial skills required. Qualified candidate must be willing to work flexible hours, be self-motivated, and organized with attention for detail. Send resume to P.O. Box 330 Southfield, MI 48037

EXPERIENCED Switchboard Operator, for large Southfield office. Southfield Good pay and benefits. Apply in person 24777 Telegraph Rd., Southfield

FARMINGTON SALES OFFICE seeks a self starter, detail oriented person, some customer & factory phone contact, full time position, benefits. Send resume to Box 8128 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK/COURIER
For Birmingham law firm. Must have reliable car. Filing experience, prior experience. Mileage & benefits paid. Contact Fayez at 642-4585

FILE CLERK Large law firm seeking trained in the Plymouth area. Flexible daytime hours. Will train. Send resume to: P.O. Box 525, Southfield, MI. 48037

FILING CLERK-Mature adult for law office in Southfield. 35 hrs. per week 1pm-5pm $4.50 per hr 352-2110

FINANCIAL SECRETARY needed for small Farmington Hills office. Flexible hours. Computer experience or willingness to learn. Call after 9pm. 476-8850

GENERAL CLERICAL
Part time, flexible hours
Light clerical duties should be a pop plus. Plymouth area 455-1144

GENERAL CLERICAL
Full time position available for office in Walled Lake 669-2900

GENERAL OFFICE
Full & Part time positions with basic office skills, for furniture store office. Redford area Chris 255-0450

GENERAL OFFICE-Farmington Hills. Need mature non smoking person for light bookkeeping, typing, telephone, & some errands. (Use necessary). Mon-Fri, 8-5pm. Salary commensurate with experience 855-9617

GENERAL OFFICE
Southfield company has full-time, entry-level position for reliable individual. General office skills & Clitt experience helpful. Salary DOE. Pleasant phone personality, a Must! Starting Salary is $200 a week. Call Mon-Fri, 9 AM- 353-6620

GENERAL OFFICE HELP
Full time Light bookkeeping
Apply in person
Corner Cherry Hill, Westland

GENERAL OFFICE - mortgage company, good telephone, math skills needed, typing 50 plus. $280/wk. Call Uniforce 473-2933

GENERAL OFFICE HELP
For towing company
full time. Contact Tom
546-0887

GENERAL OFFICE - Part time
Must be good with numbers
Computer knowledge helpful
Send resume to: 580 Alex Dr.,
Madison Hts., MI. 48071

GENERAL OFFICE, 25-30 hrs weekly in a Southfield office. Days & hrs flexible. Must have light bookkeeping skills as well as basic computer knowledge. Pleasant phone voice & personality. Call 355-2140

GENERAL OFFICE work for one girl office. Knowledgable, typing, filing & phone. Computer experience helpful. Romeo area. Send resume to Box 1000, Romeo, MI 48065, Hamburg, MI 48139

GENERAL OFFICE - PART-TIME
Flexible hours, approximately 25 hrs. a week. Must have good typing & grammar skills. Basic PC experience preferred. For further details, call Barbara Green, 525-5660

GENERAL OFFICE/COUNTERPERSON
Full time. Must have experience working in a busy office. Bookkeeping, billing, ordering, receiving, receivables/payable. Call for appointment. Mr. Mufflers, 30000 Hoover Rd., Warren, MI. 1805 Telegraph Rd., Bloomfield Hills, MI. 353-4050

GENERAL OFFICE position available for experienced, mature person in the Livonia area. Strong typing & phone skills with PC computer experience. Send resume to: box 8128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE- Excellent opportunity to learn & advance. Start by learning general clerical duties in Farmington Hills insurance office. 2 yrs of college or equivalent experience required. Full benefits package, including 401K. Call Yvonne for appointment. Insurance experience helpful but not necessary. Flexible hours. Starting salary $6.50. Call Jeanette for an appt. 350-2645

GENERAL OFFICE
Part time permanent position. No experience required. Must be dependable. Apply in person Mon. through Fri.
Kwik Print Plus
33150 Grand River
Garden City

GENERAL OFFICE CLERK
Full time, Light typing experience required. Data entry experience. Accounts receivable experience. Pleasant phone voice and personality. Good math skills. Send resume to: Delman & Upton, 807 Woodward, Rochester, MI. 48063.

GENERAL OFFICE
Receptionist, typing, general office, bookkeeping helpful to work for medium sized engineering/manufacturing firm located in Livonia. Send resume to: Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/BOOKKEEPER
For distributor of construction materials. For computer operator, accounts receivable, general ledgers, through trial balance, bank reconciliations, payroll. Good wage benefits, salary commensurate with experience. Send resume to: P.O. Box 536, Novi, MI. 48050

504 Help Wanted Office-Clerical

ENTRY LEVEL
SECRETARIES
TO $13,000 FEE PAID
Light accurate skills needed for this growth oriented advancement and benefits. Please give us a call at 649-5900.
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OF TROY

EXCUTIVE assistant - presidential or CEO working experience, heavy international scheduling & administrative duties, excellent typing & shorthand. Reply to Box 8200 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
We have an opening in our Corporate Executive Department for an Executive Secretary to assist the Senior Vice President. The ideal candidate will have a minimum of five 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 must

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
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Southfield, Michigan 48037

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SNELLING & SNELLING

EXECUTIVE SECRETARY
Southfield Service Company seeks bright, hard working individual to assist president. Duties will be diversified and include secretarial & clerical. Qualified candidate must be willing to work flexible hours, be self-motivated, and organized with attention for detail. Send resume to P.O. Box 330 Southfield, MI 48037

EXPERIENCED Switchboard Operator, for large Southfield office. Southfield Good pay and benefits. Apply in person 24777 Telegraph Rd., Southfield

FARMINGTON SALES OFFICE seeks a self starter, detail oriented person, some customer & factory phone contact, full time position, benefits. Send resume to Box 8128 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK/COURIER
For Birmingham law firm. Must have reliable car. Filing experience, prior experience. Mileage & benefits paid. Contact Fayez at 642-4585

FILE CLERK Large law firm seeking trained in the Plymouth area. Flexible daytime hours. Will train. Send resume to: P.O. Box 525, Southfield, MI. 48037

FILING CLERK-Mature adult for law office in Southfield. 35 hrs. per week 1pm-5pm $4.50 per hr 352-2110

FINANCIAL SECRETARY needed for small Farmington Hills office. Flexible hours. Computer experience or willingness to learn. Call after 9pm. 476-8850

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