CLASSIFIED ADVERTISING

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CLASSIFIED DIRECTORY

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504 Help Wanted Office-Clerical

BOOKKEEPER Full-Charge
7 Oakland County locations. Bookkeeping to trial balance. Supervisory experience required. Good upward mobility. Salary To $25,000
ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

BOOKKEEPER/RECEPTIONIST
Full-time Candidate will have the following abilities:
- EXPERIENCE working with manual as well as automated books thru trial balance.
- WILL organized to handle more than 1 set of books, in addition to some receptionist responsibilities.
Competitive salary. Lovely working environment.
Send resume with salary requirements to Personnel 32600 Dequindre Warren, MI 48092

BOOKKEEPER/SECRETARY
Responsibilities include: Accounts Payable & Receivable, Payroll & Taxes, General Ledger, phones, & typing. Small busy office. Downtown Farmington. Send resume & salary requirements to: Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Troy manufacturer has an immediate opening for a full charge bookkeeper. Applicants must have a well diversified background in all areas of accounting. Excellent salary & benefits package. Nice benefits. If interested please send work history and salary requirements to: Box 526, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING/CLERICAL
For Southfield CPA office. Experience with financial statements & journals preferred. Good fringes. 350-2600

GENERAL OFFICE/CLERICAL
with accounting background. Send resume to: TIL, 28350 Van Born, Dearborn Heights, MI 48125

Clerical

BOOKKEEPER/ SECRETARY
Handles general bookkeeping, assists with weekly payroll, handles organization of paperwork and numeric records, light reception and secretarial duties. Part-time position with small subsidiary of larger corporation located in Southfield. Approximately 24 hours per week/ Tuesday, Wednesday and Thursday. Interested applicants may forward resume with salary requirements to:
Box 494
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

CLERICAL
Full time. Typing, light bookkeeping. Small office, Farmington Hills. Call 477-1540

CLERICAL
Looking for a bright individual for entry level position. Duties include typing, filing, answering phone, learning mail, etc. Submit your resume or letter to:
Mobitronics
Attention: Office Manager
31075 John R
Madison Heights, MI 48071

Clerical

INSURANCE CLERK
UNIVERSAL UNDERWRITERS GROUP, a well established national company, is currently seeking an individual to join the Underwriting Department of our Michigan Regional office.
This is an excellent opportunity for an individual who possesses at least one year of general office experience, basic office skills and an interest in learning the insurance industry. Applicants for this position must have strong written and verbal communication skills, excellent math and detail aptitude, CRT skills and the ability to type 35-wpm. Education beyond high school is preferred.
UNIVERSAL UNDERWRITERS GROUP offers excellent benefits including an in-house education program, tuition reimbursement, major medical, dental, paid life and disability insurance, a 401(k) thrift plan and much more. For further information, please call Brenda at (313)553-5530. Equal Opportunity Employer M/F.
UNIVERSAL UNDERWRITERS GROUP

CLERICAL OPENING
for national company located in Southfield. Good math skills necessary. Flexible hours, full or part time. Call Diane 351-8915
An Equal Opportunity Employer

CLERICAL - PART TIME
If you enjoy customer contact, have good mathematical skills & a proven knowledge of business machines, apply First of America Plymouth, 535 S. Main.
An Equal Opportunity Employer

CLERICAL POSITION - PART TIME 25-30 hours per week. Order Entry, typing, and filing. Non smoking office. Hours flexible. Please apply in person only at: Hesstoph, 22790 Heslip Drive, Novi (N. of 9 mile between Novi & Meadowbrook Roads).

504 Help Wanted Office-Clerical

CLERICAL ADMINISTRATIVE ASSISTANT
5 days per week, 3-4 hours per day. Flexible hours. Phone & customer service experience helpful. Paper work accuracy. Simple ledgers. Basic office organization. Please Call Rita Coppetta 540-3377

CLERICAL ASSISTANT - full time, permanent position for Birmingham based property developer. General office. Secretarial skills required plus some site research & deliveries. Must have own car. Salary plus benefits. Call Patty 433-1100

CLERICAL ASSISTANT
Position available for an energetic, motivated self starter in Purchasing Dept. in Livonia. Filing, light typing, phone work. Good phone presence a must. Interested parties contact Steve Bat 261-2100

Clerical Assignments Are Waiting for you at
SNELLING TEMPORARIES
We need dependable people to work in all areas. If you enjoy a flexible working schedule - you'll love being a temporary!
$150 BONUS
TOP PAY
INSURANCE
HOLIDAY PAY
OVERTIME PAY
Livonia, 464-2100
Southfield, 557 5700
NEVER A FEE

CLERICAL
Full time General office duties. Must know word processing.
Troy area. 362-4955

CLERICAL-Mature person, answer phones, accurate typing a must, general office. Plymouth based firm. Resumes only to: P O Box 416, Plymouth, MI 48170

CLERICAL
Part time, 3 days a week for in person office. Strong numerical skills necessary. 553-4411

Clerical

The Perfect Part-time Job...
1-2 Days/Week?
The Farmington Hills office of Kelly Services has positions for:
- Secretaries (with or without word processing skills)
- Data Entry Operators
If you can work 8-16 hours/week, then we're looking for you!
Farmington Hills 471-2050

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

CLERK - PART TIME
Permanent part time position. 20-25 hours per week. Filing, telephone receptionist & general clerical duties. Please send cover letter & resume to: Stratton-Canaseman Management Company. Attention Adrienne Hughes, 6733 Telegraph, Suite 199, Birmingham, MI 48012

CLERK TYPIST
Experienced in WordPerfect 5.0, full or part time. Farmington Hills. 553-[illegible]

CLERK TYPIST - for fast paced high volume Southfield banking office, strong communication skills, analytical & math skills required. Ability to work well with minimal supervision. Detail oriented. College degree preferred. Typing 50 wpm. Salary commensurate with experience, excellent fringes.
Send resume to Box 4436, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Nationally recognized home equity lender in Livonia looking for outgoing personality. Flexible hours. Typing skills essential. Job responsibilities are diversified. Bank or finance company experience helpful, but not required. For appointment call Kim Chilcott: 313-462-2399

CLERK TYPIST/PART TIME
Energetic assistant to busy sales group. Variety of duties. Friendly work environment. Growing national co. needs Clerk/Typist. Light typing & organizational skills required. Flexible schedule of 25 hrs. per week. You write your schedule. Respond in writing or call Scott Specialty Gases, 1290 Combermere St., Troy, MI 48083 689-9950

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P. O. Box 779
Detroit, MI 48226

COMMERCIAL LOAN CLERK
If you enjoy variety, this is the job for you. Requires computer experience, balancing skills & accurate typing. First of America is Michigan's second largest holding company with many opportunities for advancement. Apply at First of America, Plymouth, 535 So. Main.
An Equal Opportunity Employer

COMPUTER experienced Secretary Wordperfect 5.0 essential. Jobs available - opportunity to learn new software programs. Demonstrated office skills. Variety of work in a team oriented, medical environment. Competitive salary & benefits. 493-6440

CONSTRUCTION SECRETARY
Experienced in the construction industry, word processing and Lotus. Send resume to: Box 8 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERK/TYPIST - national firm seeks a clerk/typist to assume transcription responsibilities in the sales/marketing dept. of its modern corporate headquarters. Excellent communication, proof reading & typing skills required. Knowledge of computer, data base application & word processing software preferred. Competitive wage & benefit package provided. Apply in person or send resume to: Personnel Dept., Leica Corp. PO #5005, 1700 W. Hamlin, Rochester, MI 48306-5005 652-0557

COMPUTER/ACCOUNTING CLERK
Ferndale Builders Office, prefer person familiar with PRO-MATION/ System. Accounts Payable/Receivable & Typing. Closings background. Send resume to Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Southfield area. Heavy phone work to direct field staff. 8:30am-5pm. No health benefits. Call Pat at IntroMarketing 540-8010

CUSTOMER REPRESENTATIVE & general clerical. Part time, Eves. & weekends. Apply within, Art Van, 8300 Wayne Rd. Westland

CUSTOMER REPRESENTATIVE
Full time. Excellent benefit package. Must be able to work afternoons & weekends. Apply within: Art Van Furniture, 27775 Hoyt Road
348-6922

CUSTOMER Service Representative. For small Printing Co. in Redford. With Experience in printing. Computer skills helpful. Call 9am-3pm 531-6242

CUSTOMER SERVICE - Secretarial. Need ambitious person to answer phones, type, help customers, and handle freight routing. Experience preferred. Wixom area. Call 684-6363

CUSTOMER SERVICE REP
for Troy based Cable company - full time. Hours, Mon. thru Thurs., 11am-8pm, Fri., 9am-5pm. College students welcome to apply. Call Erica 362-2390

Customer Service Representative
Excellent opportunity for recent college graduate or a high school graduate with extensive experience in a public relations capacity. The individual will investigate & arbitrate consumer complaints & compose letters regarding disposition of complaints. Excellent letter writing capabilities, CRT & typing skills. Must be strong negotiator. Excellent benefit package. Send resume to:
PERSONNEL
P.O. BOX 2221
SOUTHFIELD, MI 48037

DATA ENTRY/ACCOUNTING
Position, for fast paced office. Accuracy a must! Some experience helpful but will train. Send resume to: Unique Restaurants Inc. Attention Michelle. 30100 Telegraph Rd. Suite 430, Birmingham MI 48010

DATA ENTRY and/or Word Processor for Southfield CPA's. WordStar preferred. Excellent benefits. Call 357-5000

DATA ENTRY
Assignments in Wayne County 45 wpm. Good pay. No fee. ETD Temp Service 425-6228
An Equal Opportunity Employer

DATA ENTRY CLERICAL
Southwestern Wayne County rubber manufacturer has part-time opening entry level data clerk with light clerical duties. Experience desirable, 20 - 25 per week, flexible hours. Send resume to: P.O. Box 309, Belleville, MI 48111.
An Equal Opportunity Employer

DATA ENTRY
National company located Southfield is hiring data entry clerk. Flexible hours, full or part time. Call Diane 351-8915
An Equal Opportunity Employer

DATA ENTRY OPERATOR
experienced, for full time entry level position with specialty health care benefits company in Southfield area. Send resume to: P. O. Box 547, Lathrup Village, MI 48076

DATA ENTRY OPERATOR
Now company needs experienced data entry operator. Hours 8am-4:30pm. Excellent fringe benefits. Call Judy at 313-478-9700

DATA ENTRY operator, 10,000 numeric, International financial. $1225/mo. Call Terry at Uniforce 646-7662

DATA ENTRY/Processing Person
For National Micro Computer Manufacture. Entry level. Flexible shift assignments. Send resume & salary history to: 23978 Freeway Park Dr., Farmington Hills, MI 48024

DENTAL ASSISTANT
Cher Side, Four-Handed experience Wayne Rd./Mich. Ave. Tues. & Thurs. No evenings, 1 Sat. per mo. Salary Open. Benefits. 722-1148

DESK TOP Publishing Operator. Xerox or Macintosh experience preferred. Keyline background helpful but not required. Nancy 478-9100

EDITORIAL SECRETARY
Technical society (old Redford area), is looking for an editorial secretary (non smoker). Requires ability to work independently. Keeping tract of work in progress. As department secretary, must be able to set priorities. Requirements include: accurate typing, spelling & grammar skills, proficient in word processing, organizational skills a must. Send resume & salary requirements to: ACI Personnel Coordinator, P.O. Box 18346, Detroit MI. 48219-0150

Office Clerical
One of the Midwest's leading home improvement center chains has excellent opportunities for a mature individual. Must have good typing and computer skills, be able to communicate well with customers, teammates and management, be well organized, and have good math skills.
For consideration send resume and salary requirements to:
HANDY ANDY'S FOREST CITY
13507 Middle Belt Road, Livonia, MI 48150
Attn: S. Owen
equal opportunity employer

TSI OFFICE SERVICES
is accepting applications for:
- SECRETARIAL
LEGAL SECRETARIES
WORD PROCESSING
DATA ENTRY
GENERAL CLERICAL
NBI OPERATORS
TELEMARKETERS
GENERAL LABOR
TSI offers great pay, health/dental benefits, paid vacations/holidays and tuition reimbursement. Long or short term and full or part time assignments available immediately. To apply please call the branch office close to you.

TROY	589-7088
FARMINGTON HILLS	489-8990
AUBURN HILLS	373-7161
DETROIT	393-1890

equal opportunity employer

504 Help Wanted Office-Clerical

DATA ENTRY
Immediate openings for experienced data entry operators! Long and short term positions in the Farmington/Southfield areas.
WE PUT EXPERIENCE TO WORK.
ENTECH SERVICES, INC.
737-1744

DATA PROCESSING CLERK
Foland's, a fast paced department store, has an immediate need for a part time, mature, entry level data processing clerk in our Livonia corporate office location. Must be organized, accurate, adaptable, have typing, 10 key and computer skills. Experience helpful. Willing to train. Apply in person.
FOLAND'S
Corporate Office
29753 Plymouth at Middlebelt
Livonia, MI

DOCKETCHER
For commercial/industrial air conditioning and heating contractor. Must be computer literate. Standard corporate benefits available. Mechanical background preferred but not mandatory. References required. Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd Livonia, Michigan 48150

DMC - WOODLAND
HEALTH CARE CENTERS
ADMINISTRATIVE SECRETARY - 2 years experience required. Word processing experience necessary. Experience in health care setting a plus.
EXECUTIVE ASSISTANT - 3-4 years experience required. Shorthand, word processing, Lotus 1-2-3. Experience in health care setting a plus.
Send resume to
Human Resources,
41935 W. 12 Mile Rd.,
Novi, MI. 48050
Affiliated With
The Detroit Medical Center
An Equal Opportunity Employer

ENTRY LEVEL
Southfield based firm, seeking to fill a general office position. Week days. 557-9140

EXECUTIVE LEGAL SECRETARY
For Senior Partner of growing law firm. Experienced, articulate and well educated. Corporate, real estate and civil litigations. Administrative and supervision. Fabulous office Farmington Hills. WordPerfect. Top Salary, benefits 626-5000

EXECUTIVE SECRETARY
TROY AREA
Immediate opening for detail oriented Secretary with outstanding secretarial skills including shorthand. Good communication and business writing skills. Word processing experience necessary. We offer a competitive starting salary and a comprehensive benefit program. Send resume & salary history to: P.A.M., P. O. Box 306, Troy, MI 48099

EXECUTIVE SECRETARY
A diversified health services corporation based in Southfield is seeking an experienced Executive Secretary. Position requires a mature, non smoking, assertive and detailed individual to provide administrative assistance to a small group of key corporate executives. Must be extremely organized and have superior PC skills with WordPerfect 5.0 a must. Shorthand with dictaphone experience desirable.

RECEPTIONIST
We also have a position opening for a bright, capable Switchboard Receptionist. The candidate will have 1-2 years experience handling of minimum 10 line phone system. Must have professional appearance & conduct. Excellent telephone manner & solid typing skills (45 wpm). Knowledge of WordPerfect preferred, but will train the right person. This position offers a complete & competitive wage/benefit package.
Contact Kathy Mobley at: 352-7530 or send resumes with salary history to: Kathy Mobley 28777 Central Park Blvd., Suite 200, Southfield, MI, 48076.

EXECUTIVE word processor, University Dean, Word Perfect 5.0, NBI 4000, Decmate, $1733/mo. Call Gerry at Uniforce 646-7661

EXPERIENCED LEGAL SECRETARY: For Southfield Defence Firm. Word Prfect skills required. Salary commensurate with experience and ability. Call 353-7960

FILE CLERK - PART TIME
Westland medical office, immediate opening. Flexible hours. Perfect for student or homemaker. Will train the right person. Please contact, Nora 525-2555

FULL TIME OFFICE: Answer phones, typing, light bookkeeping. Royal Oak area. For appointment call 548-4330

GENERAL OFFICE/File Clerk. Approximately 20 hrs. per week, for non-smoking office. Flexible hours. Troy area. 589-0063

MATURE individual, approximately 30 hrs. wk. General office, includes medical insurance billing. Southfield area. Good hrs. Good pay. Send resumes to: Box 530 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Westland. Data entry, filing, order processing in computer, typing, pleasant working conditions. Experience necessary. Call 447-2220.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Birmingham Real Estate Group needs experienced professional with residential mortgage closing background and good term position in the Farmington/Southfield areas.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

File Clerk (s)
Horizon Health Systems, Southfield based healthcare organization has immediate openings for temporary File Clerks. Responsibilities include alphabetical filing of reports, processing of mail and other related duties as assigned. Interested applicants may call
746-4369
Between 9am-4pm
An Equal Opportunity Employer

GENERAL OFFICE
Answer phone, data entry on computerized system. Full time. Send resume to: Tri-State Beverage, 4740 E. Nevada, Detroit, MI 48234

GENERAL OFFICE POSITION available in busy Southfield property management office. Excellent filing & phone skills required. Word processing knowledge helpful but not necessary. Send resume with salary history to: General Office, P.O. Box 5071, Southfield, Mich 48086

GENERAL OFFICE
Southfield based export company seeking self-motivated individual for shipping/order processing department and general office work. Typing 50 wpm, word processing knowledge, good communication skills and detail oriented required. Good benefits. Weekdays.
GENERAL SECRETARY
Must have prior office experience, light filing, typing and answering phone. Some word processing experience helpful. Call Bridget.
591-1110
ACRO SERVICE CORP

GENERAL OFFICE
experienced, willing to accept responsibilities for a multitude of duties, comfortable with high-volume mail. Apply Steel Crete Co. 43700 W 12 Mile, Novi. 349-7600

GROWING CONSUMER finance company has an immediate opening for a people oriented person with good office skills in our Livonia location. Excellent starting salary and fringe benefits. Send resume to P.O. Box 52517 Livonia, 48152
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE
Mature person needed part time Mon. & Thurs., 8:30-5 Plymouth Rd. & Schaefer Rd. area. Please call Pat Thurs. or Fri., 1-365-5 533-1696

GENERAL OFFICE - Part time. Typing, 10-key, word processing, good math skills and neat writing required. Call Valerie, Mon-Fri, 8:30am-3:30pm. 424-9418

GENERAL OFFICE/SECRETARY
Full time position. Professional phone manners and accurate typing essential. Computer skills a plus. Competitive salary and benefits. Send resume to:
PO Box 9298, Livonia MI 48150

GENERAL OFFICE - Cows, part time switchboard, automotive, Farmington, $667/mo. Call Lisa at Uniforce 473-2930

GENERAL OFFICE - $4.50-$5.00 an hour, part time, Mon-Fri 1-5pm. Answer incoming calls. Misc. office duties. Phone experience necessary. Clarenceville area 563-2945

INSURANCE AGENCY in Northville, needs mature, personal lines person. Must type. Call Jan 349-2000 or 474-1810

INSURANCE AGENCY located in Birmingham has an immediate opening for an experienced personal lines customer service representative. Excellent benefits package. Salary negotiable, contact Chuck Wichers at 645-6300

504 Help Wanted Office-Clerical

KEYPUNCH operator, Southfield automotive, 2000 transactions plus, 2 shifts, Nixdorf helpful, $6-$7/hr. Call Heather at Uniforce 357-0648

INSURANCE
Large Insurance Agency is seeking a Qualified Professional Insurance Staff, due to our continued growth

STAFF ACCOUNTANT
2 yrs. Accounting Experience. Company trained. Experienced in Lotus 1-2-3 and Computer Skills

Excellent Benefits Available

NON SMOKING OFFICE

Please send current resume with letter outlining salary history

DONNA ECONOMO
MEADOWBROOK INSURANCE
24376 NORTHWESTERN HWY.
SOUTHFIELD, MI. 48075

JR. Bookkeeper
Associate degree required. Will train to do payroll & light bookkeeping. Salary to $14,500.
ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

504 Help Wanted Office-Clerical

INSURANCE - CLERICAL
Full time. Looking to fill Clerical position in small office. Computer WordPerfect skills & good communication needed. Livonia. 464-2121

INSURANCE CUSTOMER SERVICE REPRESENTATIVE
for commercial and property/casualty agency needed. Good clerical skills & previous agency experience required. Call 971-2398

LEGAL SECRETARY
Experienced for busy Southfield law firm. Excellent benefits. Legal background preferred. Carol: 358-4400

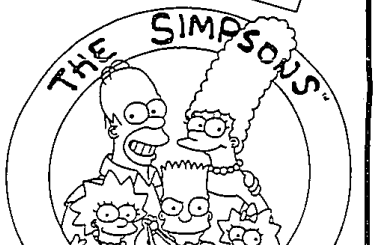
INSURANCE SECRETARY - full time, with benefits, Farmington Hills location, word processing & insurance knowledge a must. Career advancement opportunity for an ambitious individual. Call 737-6989

LEGAL ASSISTANT position available. Must have minimum 3 yrs. plaintiff personal injury experience. Send resume to Patti Trenkel, Bloom & Kavanaugh, 39040 W. 7 Mile, Livonia, MI 48152

LEGAL SECRETARY-Experienced legal secretary with word processing, shorthand, excellent typing and organizational skills for growing Southfield law firm. Benefits and excellent working conditions. 358-4900

LEGAL SECRETARY - Experienced Plaintiff law firm seeks Skilled. Knowledge of WordPerfect. Salary commensurate w/experience 358-0100

Come and Meet the Simpsons
This Summer. Boblo Island is Open Now Through Labor Day!



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WIN TWO FREE PASSES TO BOBLO ISLAND!

Send your name and address -- including your zip code -- on a post card addressed to
BOBLO ISLAND
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road Livonia, MI 48150
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We'll impartially draw names for winners from your entries. Watch your hometown newspaper Classified sections, where we will print winners' names.

If you find your name among the classified advertisements, call 591-2300, extension 404, and claim your Boblo Island passes. It's as easy as that.

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