504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
SUBURBAN POSITION
Highly professional & energetic individual with 1+ years experience is sought by this well-established, growing firm. Superior secretarial skills a must. WordStar, Lotus & shorthand helpful. Salary is open. Full benefits. Call Arthur Thomas Executive Search: 355-4148

ADMINISTRATIVE SECRETARY
On of the nation's largest research and consulting firms is looking for a bright, ambitious individual to assist top management.
Individuals applying should be computer literate with Micro Soft Word or WordPerfect.
We offer a full benefit package. You would be working out of our new offices located at Northwestern Highway and Middlebelt in Farmington Hills.
Send resume in confidence to
Dolores Allor
Market Opinion Research
243 W. Congress
Detroit, MI 48226

ADMINISTRATOR
A service oriented company seeks full time Administrator. Responsibilities include the organization & coordination of all administrative functions supporting the service group. Administrative & computer experience preferred. Competitive salary & benefits. Call Dorothy 354-5210

ADVERTISING AGENCY - word processor assignments, will train DW IV or WP 5.0 / 5.1 Call Jean at UNIFORCE 646-7661

ASSISTANT SECRETARY
$280. week No fee
Excellent opportunity for person with 2 yrs. office experience.
Modern Southfield office! Great benefits! Generous raises! Need 45 wpm. Word processing experience. HBS ASSOCIATES AGY. 540-4130

ASSISTANT TO Customer Service manager for marketing co. 13 Mile/Southfield Rd. area. Responsible, no health benefits. Call Pat at MicroMarketing 540-5000

Attention
College Students!
Home for break? We have short term clerical assignments available for you! Call for your appointment now!
ENTECH
SERVICES, INC.
FARMINGTON
737-1744

ATTENTION!
NEW CAREER
OPPORTUNITIES
GENERAL OFFICE $13,000
Good typing, light bookkeeping & general office duties plus good communication skills
SECRETARY $19,000
Good secretarial skills including shorthand, word processing & stable work background
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 352-9900
An Equal Opportunity Employer

ATTENTION
WORD PROCESSORS
Immediate openings available. We are seeking individuals for word processing positions. If you have a strong knowledge of any of the following systems, call today for an appointment:
• LOTUS 1-2-3
• MICROSOFT WORD
• MULTI-MATE
• WORD PERFECT 4.2/5.0/5.1
• WORD STAR
FOSTER-DAVIS
Temporary Personnel Inc
559-2700

AUDITING CLERK
High volume office seek a person to audit daily sales & receipts from our retail stores. Will also perform other office duties. Full time plus benefits, non smoker 489-0557

AUTOMOTIVE
OPPORTUNITIES
Several exciting & challenging opportunities exist for top-notch clerical & administrative personnel. Immediate assignments available working on-site at major automotive companies! Send your resume to: Top-notch Clerical & administrative personnel
General Office/Clerical
Data Entry
Executive Secretaries
General Office
Receptionists
Database Specialists
•Word Processors
•Special emphasis on Word Processing with knowledge of Microsoft Word. It likes Free Lance Excel Software Living and short term assignments available. Generous wages/benefits. Please call
TECHNICAL ENGINEERING CONSULT
THE EMPLOYMENT CONNECTION
485-3900

BIRMINGHAM REAL ESTATE OFFICE seeking an experienced closing secretary. Must be knowledgeable in closing procedures, documents & bookkeeping. Call Dave 645-3800

WE ARE ONE of Southeast Michigan's largest local accounting & consulting firms. We are looking for time bookkeeper. Qualified candidates must be able to do all aspects of bookkeeping including preparation of the general ledger, monthly financial statements. Must have computer experience & the minimum 2 yrs. bookkeeping experience. Salary commensurate with experience. Qualified candidates should send resume to Personnel Dept., M.S.W. 27350 Grand River Ave., Ste. 200, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

BOOKKEEPER
Full time. Knowledge of Peachtree Software preferred. Western Wayne County area. Call 459-5300

BOOKKEEPER
Part time position, 24-30 hrs./wk. Experience required. Starting pay $7.00/hr. Wisom area 684-6363

BOOKKEEPER
Small Birmingham law firm needs competent bookkeeper with some computer experience (Dualec) to handle light bookkeeping part time. Ask for Bobbi at 644-3366

BOOKKEEPER
$16,900-$20,000
FEE PAID BY COMPANY
Enjoy a relaxed atmosphere in a growing Company. Some typing and full charge experience a must. Call Sally 399-3450

SNELLING & SNELLING
CHRISTMAS
MONEY
Flexible hours, great pay, and unique opportunities! We are accepting applications for the following positions:
WORD PROCESSORS (all software)
DATA ENTRY OPERATORS
RECEPTIONISTS
SWITCHBOARD OPERATORS
CLERKS
LEGAL/MEDICAL
SECRETARIES
TYPISTS
BENEFITS: TEMP-MED INSURANCE; HOLIDAY PAY; CASH BONUSES; OVERTIME & PAY!!!
Livonia, 464-2100
Southfield, 352-1300
SNELLING
TEMPORARIES
NEVER A FEE
CITY OF WESTLAND
CLERICAL POSITIONS
ANNUAL RATE $17,399 TO $21,749
The City of Westland is accepting applications for clerical positions such as Secretary I, Account Clerk, Switchboard/Radio Operator for its new Civil Service Eligibility List in order to qualify for the Civil Service Examination. An employee must possess a 35 wpm typing test.
The positions require light typing, use of computer terminals, some knowledge of business math, and modern office practices as well as a high school diploma.
There will be a written and oral examination. The deadline for applications is January 2nd, 1991. Make application in person at City Hall (Personnel Department), 36601 Ford Rd., Westland, MI 48185
An Equal Opportunity Employer

CLERICAL -
ADMINISTRATIVE ASSISTANT
Workbench Furniture is looking for a part time clerical person. Flexible hours, 15-25 per week. Job duties are: Paperwork analysis, Simple accounting, Responsible for cash drawer, Phone assistance, Ordering office supplies. If interested, please call Rick Sopinska 540-3577

CLERICAL POSITION
Entry Level position, Southfield based insurance company. Previous experience helpful but not necessary. Good math and writing skills required. Typing 40 wpm. Send resume to: Clerical Position, P.O. Box 300, Southfield, MI. 48037.

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced environment. Candidate must be able to work accurately under pressure, able to work with little supervision, and have hands-on Word Star &/or Word Perfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a complete salary & benefit package. Qualified candidates forward resume in confidence to
Clerical Support
P.O. Box 779
Detroit, MI 48226

CLERICAL - 6:30am - 2:30pm, expanding department, clerical duties, adding machine, accounts receivable, typing, accounts payable, for wholesale tire products company. 8634 Fenkell, Detroit. 864-4456

CLERK/BOOKKEEPER
maintain financial records of social services agency, some A/P, good organizational ability, Lotus 123 & word processing preferred.
Send resume in confidence to
Arthur Allyand, Lutheran Social Services 20700 Greenfield, 2400, Oak Park, MI. 48237

CLERK, - typing, typing and some billing high school graduate able to type and operate calculator. Full time days with benefits. Call Thurs. or Fri. before 2pm 642-5038

CLERK wanted (male or female) for law firm, 40 hours per week, must have drivers license. Contact Mr. Schussler 537-8400

CLERK TYPIST
Our growing company has a need for professional experienced Clerk Typist. Must type 55 wpm plus have 5+ mos. office experience.
Call 528-8100

CUSTOMER SERVICE
Mature attitude. Good with people, telephone & figures. Accurate. Organized & detail oriented. Send resume to Personnel Dept. M.S.W. 27350 Grand River Ave., Ste. 200, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

CLERICAL/RECORDS STAFF
For Counseling program. Must type 60-70 w.p.m., have word processing and file management experience. Excellent phone etiquette a must. Medical records experience helpful. Apply at: McDonald Ford, 11000 Northline Road, Northville

GENERAL LEDGER BOOKKEEPER
for Wholesale Distributor in Medical Center - Wayne State area. Payroll & computer experience necessary. Send resume to: Box 834 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - CONSTRUCTION
Dearborn. Must have construction background, computer literate, back-pound $25K range. No fee.
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER
Full time. Knowledge of Peachtree Software preferred. Western Wayne County area. Call 459-5300

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Part time position, 24-30 hrs./wk. Experience required. Starting pay $7.00/hr. Wisom area 684-6363

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SNELLING & SNELLING

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Flexible hours, great pay, and unique opportunities! We are accepting applications for the following positions:
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DATA ENTRY OPERATORS
RECEPTIONISTS
SWITCHBOARD OPERATORS
CLERKS
LEGAL/MEDICAL
SECRETARIES
TYPISTS
BENEFITS: TEMP-MED INSURANCE; HOLIDAY PAY; CASH BONUSES; OVERTIME & PAY!!!
Livonia, 464-2100
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TEMPORARIES
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504 Help Wanted Office-Clerical

FULL CHARGE BOOKKEEPER
Personnel and Office Management skills required. Computer literate. Medium size Manufacturing Plant in Sterling Heights. Excellent Salary and benefits.
Send resume to Edgar Paytar Co
4000 Town Center, Suite 1040
Southfield MI 48075

GENERAL OFFICE - Full time for Southfield Management Co. Light typing & bookkeeping skills needed. $5/hr. Call Mary 569-4003

GLASS CO. in Troy, looking for a part time, experienced person, to do accounts receivable & payables. Typing required. Must be detail oriented. Wages based on experience. Call Mr. Auto Glass 879-3110

IMMEDIATE OPENING. Entry Level Office/Clerical position. Livonia High School Graduate. Computer skills desirable. Full time job, good salary, benefits. Send resume to T.E.C. 33300 5 Mile, Suite 104, Livonia, 48154

IMMEDIATE OPENING for a receptionist/typist. Experienced preferred. Must possess accurate typing skills with working knowledge of a typewriter. Call Wed., Dec. 12, between 10am-12noon, to schedule an interview. 425-1080

JINGLE BELLS
JINGLE BELLS
Here that jingle in your pocket. We need temps for Christmas!
• Secretaries
• Word Processors
• Typists (Typists)
Call now for an appointment
TEMPORARY
RESOURCES
737-1711
Livonia - Farmington Hills
Southfield
Troy 552-0319
552-6210
An Equal Opportunity Employer

KEY DISC KEYPUNCH
Experienced Data Entry Operators Day & Afternoon shifts. Full & part time. Good Operators make $300-$400 per wk. Call Mr Hardman 569-3700

KEYPUNCH OPERATORS
Experience operators needed for the following shifts: Day, Night, Weekend. Call today for an appointment
FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

DO YOU LIKE PEOPLE? If so, Gardner Wren is the place for you. Job includes cashier, scheduling deliveries, light inventory control and filing. For interview call 337-1380

EAGER, HARD WORKING? Call S.E.T. Inventory Control to $17,000. Financial Clerk to $19,000. Accounts Receivable $15,000. Eligible Oakland County residents only. 334-9187

ENERGETIC OFFICE ASSISTANT for small title agency in the Bern Nolan area. Call between 8:30am-5pm 646-9070

EXCELLENT OPPORTUNITY for computer operator. Expanding Southfield technical AS 36 or AS 400 Call Alice at UNIFORCE 646-7661

EXECUTIVE
SECRETARY
$19-$24,000
FEE PAID BY COMPANY
This Company seeks someone with an outgoing enthusiastic personality. Many administrative responsibilities available. Typing and Word Processing a must. Call 644-4600
SNELLING & SNELLING

EXPERIENCED receptionist/switchboard operators. Expanding high-tech office. Salary to $8/hr. Call Margie at Uniforce 646-8501

FARMINGTON COUNSELING Clinic seeks accurate typist w/ good communication skills, general office experience. Call Barn-Sorn 477-0107

FILE CLERK - Birmingham Law firm needs dictaphone typist/secretary, good clerical skills required. Good pay with excellent benefits. Call Steve Muller, 645-2440

FILE CLERK, highly organized individual referred by Southfield mortgage company. Call Craig McCrack, Pres. Bankhead Property, 557-3300

FILE CLERK - permanent part time wanted in the Plymouth area. Flexible hours, excellent pay. Send resume to L. Armstrong, P.O. Box 525, Southfield, MI 48037

FILE CLERKS
Dependable persons wanted for Medical and Light Phone Work. Wal Train 355-1503

FILE & MAIL CLERK
National bonding and insurance company seeks responsible individual to handle all file and mailroom responsibilities including light typing. Full time position 8 15am to 5:30pm. Full benefits package. Salary commensurate to ability. Send resume in confidence to: The Fidelity & Deposit Co. of Maryland, 30200 Telegraph, Suite 401, Bloomfield Hills, MI 48010. Attention Personnel Dept

FINANCIAL CLERK
Immediate opening in small Bloomfield Hills Mortgage office. Experienced legal secretary. Must have WordPerfect. Responsible for accounts receivable, payable, payroll, communication skills, desire to assume responsibility. Knowledge of this busy law practice. Highly competitive salary & benefits. 258-6020

LEGAL SECRETARY
UP TO $25,000
Highly professional firm seeks experienced Legal Secretary with superior skills. Litigation, personal injury and/or medical malpractice background preferred. Shorthand a definite plus. Excellent benefits. Send resume to Arthur Thomas, Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4148

LEGAL
SECRETARY
$23,000 FEE PAID
This top law firm is looking for a person skills for an exciting position in probate. Call Sally Rose today. Typing of 65 wpm, word processing and shorthand will make you the job for this great job with excellent perks and benefits. Call 649-5900 or fax 649-3528
SNELLING & SNELLING OF TROY

LEGAL
WORD PROCESSOR
$21,000 FEE PAID
3 weeks vacation. Great opportunity for advancement in this top firm. 1 yr. experience needed. Full (Excellent) benefits. Call 649-5900 or fax 649-3528
SNELLING & SNELLING OF TROY

MANAGEMENT
SALON COORDINATOR
Progressive hair salons seeking individual to support its marketing & operational goals. Liberal salary, benefits. Experience in retailing, office management or general business helpful. Send resume, salary requirements to: Employment Position, Box #846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANPOWER
Has several positions available for
• Word processing operators
• Data entry operators
• Typists
• General office clerks
Free word processing training avail able if qualified, excellent fringe benefits. Call today
LIVONIA - 462-0024

SOUTHFIELD LAW FIRM HAS immediate openings for the following positions
LEGAL SECRETARY
2-5 years law firm experience. Litigation experience required
RECEPTIONIST
Law firm experience desired but not required. Must be flexible and have reliable transportation.
Please send resume to
Office Administrator
3000 town Center
Suite 1100
Southfield, MI 48075

OFFICE/Data Processing Manager. Experienced in multi-million dollar based construction manufacturing company. Experience required in: Accounting, Data Processing, Sales, Payroll, Purchasing, Personnel. Salary commensurate with experience. Send resume to: Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MAJOR advertising agency needs strong word processor. Begin by $10.50/hr. Call Sue at UNIFORCE 646-7661

MEMBER SERVICES TRAINEE
Large suburban based HMO seeks Member Services Trainee to respond to written or telephone contacts from enrolled or potential members and employee representatives. Position requires flexibility, tact, and highly developed verbal and written communication skills. Minimum two year college degree or equivalent. Two years in health services administration, and four years experience in related customer service. Computer literacy and bilingual ability preferred. Excellent salary and benefits. Respond in confidence to:
HUMAN RESOURCES/MAST
P.O. Box 2043
Southfield, Michigan 48037
An Equal Opportunity Employer

MICROFILM clerk with experience in advertising agency. $5.50/hr. Call Doreen at UNIFORCE 646-7662

OFFICE CLERICAL full time immediate opening for insurance office W Bloomfield. Will train. Non smoker. Call for appointment 626-2652

OFFICE MANAGER Marketing firm seeks person with background in accounting, office procedures & computer literacy. Send resume to P.O. Box 3425 Farmington Hills MI 48334

PART TIME CLERICAL Assistance to Executive Secretary. 1 day per week. Detail oriented typing & filing required. Occasional phone work & small projects. Call Carol at 559-8040

PART TIME - Electronics firm looking for mature individuals with good computer literacy skills to do data entry. $6 to $7 hr. Send resume to Manufacturer Representative 24901 Northwestern Hwy. Suite 207, Southfield, MI 48075

PART TIME Receptionist position Southfield law firm. 12-5pm. Mon-Fri. Salary negotiable. 358-4095, ask for Nick

PAYROLL CLERK, experienced. Send letter of application and resume by Fri., Dec. 14, 1990, to

CRESTWOOD SCHOOL DISTRICT
Business Office
15011 N. Beech Daly
Dearborn Heights, MI 48127

PERSONNEL
Interviewer/Supervisor
Agency experience preferred interviewing, reference checking, placements, customer services benefits
ARBOR TEMPS
459-1166 761-5252

PURCHASING CLERK
Immediate opening for a full time Purchasing Clerk. Responsibilities include data entry, inventory records and Canadian export paperwork. Have 50 wpm typing ability of PC's or Lotus a plus. Please send resume or apply in person to
FEDERAL APD
24700 Catalpa
Farmington Hills MI 48335
Attention K. Logan
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Progressive Northville CPA firm seeks individual experienced in all aspects of public contact, general secretarial responsibilities. Word processing experience required. Prior public accounting experience helpful. Please forward resume and salary requirements to
Scott Lowery CPA
16600 Northville Rd. Suite 100
Northville, MI 48167-1842

RECEPTIONIST/switchboard/data entry. Light typing. Pleasant demeanor. Up to $6.50 hr to start. Call Mary at UNIFORCE 473-2934

RECEPTIONIST/BIRMINGHAM
For an insurance agency. Pleasant telephone manner. Light typing. Salary Non-smoker 646-6457

RECEPTIONIST/TYPIST
Mature, reliable individual for full time administrative back-ground for corporate attorney. Apply Stark, Reichert, Finney, 117-3300 W. Long Lake, Ste 202 Troy 48090

LEGAL SECRETARY
Defense litigation experience required, WordPerfect. Resume in-confidence to 3231 W. Big Beaver, Suite 222 Troy, MI 48084

LEGAL SECRETARY TO $24,000
Corporate law firm seeks experienced. Must wordstar fluent. Pleasant atmosphere. Medical benefits, independent coverage, 35 hour week. Call Ann at Staff Mark 557-7500

LEGAL SECRETARY - Experienced for new Birmingham branch office of established firm. Must have commercial, litigation, experience preferred. Call 647-9300

LEGAL SECRETARY - Experienced 3 attorney law firm in pleasant Farmington Hills office park. Requires minimum person WD 1 exp. word processing ability, benefits $7.50-$8.50 per hr. 553-8010

LEGAL SECRETARY
With good skills and pride in work needed for receptionist to P.O. Box 4268, Troy, Mich., 48099

LEGAL SECRETARY - Birmingham law firm seeks large organized individual with minimum 3 yrs prior work experience. 540-1232

LEGAL SECRETARY
Immediate opening in small Bloomfield Hills Mortgage office. Experienced legal secretary. Must have WordPerfect. Responsible for accounts receivable, payable, payroll, communication skills, desire to assume responsibility. Knowledge of this busy law practice. Highly competitive salary & benefits. 258-6020

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UP TO $25,000
Highly professional firm seeks experienced Legal Secretary with superior skills. Litigation, personal injury and/or medical malpractice background preferred. Shorthand a definite plus. Excellent benefits. Send resume to Arthur Thomas, Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4148

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$23,000 FEE PAID
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SNELLING & SNELLING OF TROY

LEGAL
WORD PROCESSOR
$21,000 FEE PAID
3 weeks vacation. Great opportunity for advancement in this top firm. 1 yr. experience needed. Full (Excellent) benefits. Call 649-5900 or fax 649-3528
SNELLING & SNELLING OF TROY

MANAGEMENT
SALON COORDINATOR
Progressive hair salons seeking individual to support its marketing & operational goals. Liberal salary, benefits. Experience in retailing, office management or general business helpful. Send resume, salary requirements to: Employment Position, Box #846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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504 Help Wanted Office-Clerical

RECEPTIONIST - Our Southfield property management company is interviewing for a Receptionist/Data Processor. Successful candidate will receive a great employment package including health, dental, disability insurance, tuition reimbursement, 401K, etc. Professional appearance a must. Word processing experience a plus. If you are looking for a stable position and are both energetic and dependable, please call Property Manager, 29548 Southfield Rd., #200, Southfield, 48076

RECEPTIONIST
Corporate offices of a nationwide health care consulting firm in Farmington Hills seeks a dependable individual for the position of receptionist. This visible position will involve telephone operations, scheduling of employees schedules, opening and distribution of incoming mail, processing errands, meeting arrangements, and other duties as assigned. In addition to a minimum of 2 years experience as a receptionist/clerical, a successful candidate will possess excellent verbal skills, word processing skills, and be detail oriented. Send resume with salary requirements to: Human Resources
Superior Consultant Co., Inc.
31731 Northwestern Hwy. - 250W
Farmington Hills, MI 48334
Attn: Mrs. Lynn Smith, R.P.C.

SALES SECRETARY
Entry level position for mature individual. Typing 50wpm & ability to work well with others in a fast paced Southfield environment. Position offers excellent opportunity to be a team player & assist in all areas including: 1 year training a week & occasional Saturdays. Send resume with salary requirements to Sales Secretary, P.O. Box 300 Southfield, MI 48037

SECRETARIAL POSITION
Professional Troy firm is looking for a hard-working individual.
Responsibilities include:
Accounting, Typing and excellent Basic Accounting Skills a MUST. Word processing needed. Send resume to Secretary, P.O. Box 33061, Bloomfield Hills, MI 48301-3061

SECRETARY
Area Sales Department of 8 is in need of a very organized individual. At least candidate must be efficient in typing 70wpm, proficient in opening office supplies & greeting clients. They must be proficient in MicroSoft Word and have a good working knowledge of Lotus 123 or other spreadsheet programs. Our health plan going with 2 weeks vacation after 1 year of employment. If you do not meet all of the above mentioned requirements, you should not apply. Qualified applicants must send resume, salary requirements to Human Resource Manager, P.O. Box 487, Farmington Hills, 48333-2467

SECRETARY
A world class manufacturer with headquarters in Plymouth is looking for a permanent part time secretary with strong skills. Hours are 1-2-3 days, who knows how to organize and prioritize. If you meet the above requirements and are available for a full time position send your resume to Box 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd. Livonia, Michigan 48150

SECRETARY - Birmingham Law Firm has opening for a Secretary, Part time possibility, Must be strong first of the year. Knowledge of WordPerfect 5.0 helpful. Salary commensurate. Ask for Ann 540-3557

SECRETARY/BOOKKEEPER
Southfield Manufacturer of Commercial Security. Possessing word processing skills, maintaining accounts receivable, cash receipts transactions, payroll & payroll tax responsibilities. Send resume to: Secretary/Bookkeeper, B14, 12400 Gratiot Dr. W., Detroit 48235

SECRETARY - BOOKKEEPER
Troy area. Part time position. Generous hours. Light bookkeeping. Call telephone work, light typing. Call between 9-3 daily. Fri. 328-3816 weekends

SECRETARY
Challenging opportunity with advertising company in western suburb. Must be self motivated, possess exceptional secretarial skills.
Call 528-8100

SECRETARY
Detroit based financial institution has an opening for a full time, hard working self-starting person with strong skills in Word Processing, word processing experience preferred. Ability to take on various responsibilities and have excellent verbal skills. Candidate should have the potential for advancement and growth within the company. Salary negotiable. Send resume to Box 838
Observer & Eccentric Newspapers
36251 Schoolcraft Rd. Livonia, Michigan 48150

SECRETARY EXECUTIVE
with work experience. Full time & Part time positions.
Leonard & Associates 287-6020

SECRETARY, for small law firm, phone work, knowledge of word processing a plus. Must be organized & able to follow through on projects. Salary commensurate with qualifications to Shetterly & Silverman, 400 Galleria Officentre, Suite 117, Southfield, MI 48034. No phone calls please.

SECRETARY - full-time for small personal practice law firm. Prefer someone who has worked in a fast paced high-pressure environment. Word processing knowledge a + . Pay commensurate with experience. Call Marilyn at 398-7540 Mel Rd. Site 250

SECRETARY - Accounting office. Must type 50-55 wpm & have the ability to work in a fast paced environment. Medical & living duties. Full time. Call Mrs. Ann Arbor, Ann Arbor Accounting 26000 W. 5 Mile Rd. Redford MI 48239 534-0144

SECRETARY
Metro Medical Group has an immediate 20 hours per week (Monday-Friday 1-5pm with occasional day hours) position available for an energetic, self-starter. The successful candidate must be able to type a minimum of 50 wpm, have excellent communication skills. Pleasant healthcare setting around a doctor. We are an excellent employer, salary & paid-related benefits interested applicants forward resume in confidence to:
Human Resource Dept.
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

SECRETARY
Needed for short & long term assignments. 40 wpm. Word processing required.
ETD Temporary Service 644-7078

SECRETARY RECEPTIONIST, with excellent dictaphone typing skills, strong people skills, word processing knowledge & WordPerfect 5.1 to 5.0 preferred. Immediate opening. Call Janet Elmer Call 522-4244

SECRETARY RECEPTIONIST
Executive search firm needs office skills. Typing 70 wpm, word processing, shorthand preferred. For high language skills an asset. Interviewing Farmington, Farmington Hills, Livonia, Redford, Rochester, Rd., Grand Commerce Twp. Send resume with salary requirements to P.O. Box 61 Southfield, MI. 48037

SECRETARY with 2 yrs experience, typing 50 wpm, shorthand, transcription. Exciting position for development company working for top executive. Organized high energy atmosphere. Full benefit pack-age. Send resume with salary requirements to: Attn: C. Wagner, Development 26555 Evergreen #333, Southfield MI 48076
All replies Confidential

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We need
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• Data Entry Operators
• File clerks
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Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SALES
SECRETARY
$18,000
Large national firm needs your secretarial & computer skills to help the sales department. Lotus & Harvard graphics a plus. Full benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

SECRETARY
Gale Research Inc. a major publisher of reference information for libraries & businesses is now in need of seeking a top notch secretary to support the upper management staff in our downtown Detroit location. The successful candidate will possess 1-2 yrs secretarial experience in a professional setting as well as the ability to work independently and interface with all levels of staff. Additional requirements include some experience with word processing, 50 wpm typing & computer typing skills. Excellent written & verbal communication skills are required. For more more information about our application process & to give further information about yourself please call our 24 hr. information hotline 313-961-6515
An Equal Opportunity Employer

Secretary/Receptionist for Birmingham law firm. Part time position. Flexible hours. Negotiable Call 645-5557

SECRETARY/RECEPTIONIST
Prestigious corporate school needs support talent. Applicant must type 60wpm, know word processing, have pleasant appearance & voice & be able to wear many hats. $6.00 per hour plus benefits Call 399-5522

SWITCHBOARD/OFFICE Clerical Part & full time positions available. Must be personable neat and detailed. Accounting background or previous dealership experience helpful. Call for appointment. Page Toyota Jefferson 221-2500

TECHNICAL TRANSLATOR
(JAPANESE) $35-$40K
Oral & written communication skills
Fee Paid Full Benefits
PERSONNEL SYSTEMS
459-1166 761-5252

TELEPHONE OPERATOR
Excellent benefits. 30 hrs. to start 12 Hrs. Pdb. Southfield
Call Ann 557-5956

TELEPHONE RECEPTIONIST/Secretary. Experienced individual for manufacturing company. Full time, computer experience helpful. Excellent fringe benefits. Canton location. Send resume with salary requirements to P.O. Box 409, Plymouth, MI 48170

TRANSCRIPTIONIST for expanding medical clinic. Up to 80 wpm.
Call Trudy at UNIFORCE 646-7662

TYPIST - Full time, needed immediately, but will consider part time. Must be able to type 50-60 wpm and have good organization and phone skills. Good benefits & pay. Send resume and salary requirements to M. Williams, Website Bancorp Mortgage Inc., 32280 9 Mile, Farmington 553-1000
An Equal Opportunity Employer

TYPIST NEEDED - up to $500 per week possible. Amazing recorded message reveals details
313-983-1795, department 109

TYPISTS - 40+, expanding Plymouth company. Up to $7/hr.
Call Alice at UNIFORCE 473-2933

WANTED individual with a talent for working with people to join our TEAM
The MEDICAL TEAM has a unique position available for an energetic, creative professional to be the key person to work with health care professionals in Northern Wayne for temporary hospital staffing. You'll be involved in recruiting, training personnel scheduling and community relations. Flexible hours and social activities. Excellent telephone communication skills a must, accurate typing and computer skills also expected. If you enjoy a busy work pace and can't stand to do something the same thing day after day, this may be the job for you. If you like to thrive on chaos, challenge and creativity call Andrea Bartlock, RN 358-2280
Equal Opportunity Employer M/F

WE ARE a CONTRACT Furniture Dealership and we are looking for a dynamic person to work in our purchasing department. Must be self-motivated and have the ability to adapt to a variety of work styles. Must love. We will train you on our system, and must be able to take to you who are up for the challenge.
Please Send Your Resume To:
Box 770, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

WORD PROCESSOR
needed for office in Livonia area. Know how WordPerfect. Light temp assignment. Call 464-7078
ETD Temporary Service

WORD PROCESSOR - with experience. Plymouth, to $22,000/yr.
Call Jane at UNIFORCE 459-2931

WORD PROCESSOR
A national environmental consulting firm is looking for a word processor. Allows average production. Must be detail oriented. Knowledge of Data base and spreadsheet experience a plus. We offer a pleasant working environment and competitive salaries and benefits. Send resume in confidence to: Apply at EnvironTech Midwest, Inc. 39255 Country Club Dr. B-40, Farmington Hills MI 48331

WORD PROCESSORS
$9 PER HR.
• WordPerfect
• Lotus 1-2-3
• Microsoft Word
Immediate work available for long & short term assignments
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YOUR SKILLS
PAY
HOLIDAY BILLS
WORD PROCESSORS
Up to
$10.00/HR
Call Catherine
WOLVERINE
358-4270

504 Help Wanted Food-Beverage

ARE YOU TIRED OF THE RESTAURANT RUN AROUND?
Looking for a dynamic, front of the house person for dining room supervision, management position. Send resume to apply at:
The Heathrewood, 22800 Civic Center Dr., Southfield MI 48034
Attn: Food Service Director

BAR PERSONS WANTED
Full or part time. Call between 12-3pm on Tuesday and Friday.
421-3424

505 Help Wanted Food-Beverage

ASSISTANT GENERAL MANAGERS
KYOTO JAPANESE
STEAK HOUSE
We are a national chain of steakhouses seeking for a top-notch good people to join our "Management Team". This Full time position. Must be ambitious, aggressive, energetic and well motivated. We offer competitive starting salary, excellent earning potential, bonuses, comprehensive benefits package which includes medical, dental and life insurance. For interview, please call Mr. Edward McCracken Mon thru Thurs, 2pm-5pm at
313-649-8340

BARTENDER M/F
Full & part time. Apply 11am-2pm and 5pm-8pm. Joe's Horn, 27235 Ford Rd Dearborn Hts. 563-1331

CHEF POSITION - Full Time. Prep cook, also dishwasher. Apply at MacKinnon's Restaurant, 128 E. Main, Northville

COOK & CASHIER
Experienced cook, short shifts to position for 30-40 hrs per week, 10am-2pm. 471-6586

COOKS/DAYS
Excellent pay, excellent working conditions. Apply in person at Golden Lantern, 33351 S Mile

COOK - SHORT ORDER
Nights 16.00 per hour to start
12 Hr. Pdb. Southfield
353-0611 557-5956

DELI COUNTER PERSON-Full or part time. Experienced or will train. Apply Mon-Fri Troy Beaver 11-3 Call 1-4pm. 643-7755

DINING ROOM & KITCHEN HELP
Luke Aulerich, in Bloomfield, is needed to fill the following posit