EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Innovative training and development company has employment opportunity for full-time entry-level accounts payable clerk. Responsibilities include processing and inputting vendor invoices, mailing vendor payments, preparing daily deposit, and other clerical duties. Should be computer literate. Some accounting experience and/or education preferred. Competitive salary and benefits package. Send resume and salary requirements to:
Human Synergistics
39819 Plymouth Rd C-8020
Plymouth, MI 48170
Attention: Personnel
No phone calls please

ACCOUNTING CLERK: Needed with experience in payables & inventory, other duties. Full-time for casual office. Resumes: OFFICE MANAGER, 78191 Joy Rd. Westland MI 48185.

ACCOUNTS PAYABLE/PART TIME
General bookkeeping & bank reconciliation. Knowledge of computer accounting required. Currently use DAC Easy. Country Charm, 884 Penniman, Plymouth. 455-7717

ACCOUNTS RECEIVABLE
full time, Plymouth area. Must have experience in cash receipts, posting, & account reconciliation. Call Mrs. Burns before 2pm. 453-6604

ADMINISTRATIVE ASSISTANT
Busy W Bloomfield office requires experienced Secretary with PC skills. WordPerfect 5.1 a must. Salary $18K plus benefits. 855-5757

Administrative Assistant
Birmingham investment firm is seeking detail-oriented individual with excellent secretarial & communication skills to assist Portfolio Manager. Figure aptitude & securities experience required. Resume to P.O. Box 3043, Birmingham, MI 48012-3043

ADMINISTRATIVE ASSISTANT
Troy based international company seeks individual with professional telephone etiquette, light typing, good organizational skills and willing to learn the computer. This position includes various clerical responsibilities. Send resume to:
P.O. Box 7030B, Troy, MI., 48084.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Associate Degree in Office Administration preferred. Strong experience in WordPerfect, knowledge of DOS & Lotus helpful. Answering Telephone, general clerical duties, bookkeeping related activities. Organized self starter, can work with limited supervision. Birmingham. Non smoking office. 644-4514

ADMINISTRATIVE SECRETARY
Out-patient mental health/substance abuse organization seeks a secretary to provide clerical support to it's upper level staff. Duties include: Minutes, data gathering and special projects. Excellent wordprocessing and typing required. Prior experience in the field preferred. Send resume to:
Administrative Coordinator,
P.O. Box 1097, Bloomfield Hills, MI. 48303 An Equal Opportunity Employer

ADMINISTRATIVE Assistant/Stenographer
Full time position available with negotiable salary and work schedule. Excellent benefit package. Must have Gregg shorthand or court reporting 120 wpm. Typing/wordprocessing 70 wpm. Nice office environment in 13 Mile/Telegraph area. Send resume and salary history to:
Personnel Manager
30700 Telegraph, Ste. 4601,
Birmingham, MI. 48010 An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Prestigious suburban firm needs your experience. Word Perfect or Wang a plus. To $8.50/hr.
Call Sandra at UNIFORCE 357-0034

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for mature individual with character, perseverance & undaunted willingness to achieve. Must retain excellent WordPerfect and dictaphone skills. Strong organizational aptitude and attention to detail a must. Office & Property Manager responsibilities. Growth potential with salary starting at $27K. Send resume stating available commencement date to: Personnel Director, 250 Martin St., Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATOR- part-time, 24/hr. wk. Experience/knowledge in office procedures, computers, bookkeeping & PR. EOE. Send resume by Feb. 3, 1992 to: Wayne County Soil & Water Conservation District, 35084 Chestnut, Wayne, MI. 48184.

ADVERTISING SECRETARY
Fast-paced Bloomfield Hills advertising agency seeks bright, energetic advertising secretary. Computer experience and client communication skills a must. Send resume to:
PO Box 2002, Bloomfield Hills, MI 48303, or contact Office Manager at: 540-0680

AFTERNOON SHIFT (3:00-9:00), 4 days per week, excellent working conditions, learn some computer but person should have a background with people, some business helpful and a desire to understand mortgages and real estate
Omega Mortgage Corporation
471-6000

ALERT
Wixom office has full time positions for both secretarial and phone sales (not telemarketing). Pay commensurate with experience. Many benefits. Call Mr. Adams, 348-4708
UNITED AMERICAN INDUSTRIES

BEGIN THE NEW YEAR WITH A NEW JOB!
We need experienced clerical personnel to fill a variety of positions throughout Metro Detroit
Currently seeking
- Secretaries
  - Typing 60 wpm
  - Word processing
  - (WordPerfect and/or Lotus)
- Telemarketers
  - Service & sales
- Receptionists

Call our Troy location now for more details. We will try to place you as close to home as possible

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

BENEFITS SECRETARY
Big 3 affiliate has position for applicant with word processing & typing of 50 wpm & some office experience. Temp to perm. To $8.50 to start. Call Dawn at UNIFORCE 357-0036

BIRMINGHAM OFFICE needs pleasant person to arrange by telephone speaking engagements before service clubs. Call 642-8797

BOOKKEEPER/CASHIER
part time, experienced person with accounts payables, accounts receivables and inventory knowledge, computer experience necessary. Call for appointment 645-8913

BOOKKEEPER - Full or part time. Experienced only to work for landscape contractor. Apply at:
CRIMBOLI LANDSCAPE
50145 Ford Rd., Canton
4½ mi. W. of 275, south side.

BOOKKEEPER - FULL CHARGE
Temporary position. Knowledge needed of Accounts Payable/Receivable, net charges, reconciliation, trial balance. Southfield area, good working conditions. Contact: Lakritz-Weber & Co., between 8:30-5:30. 353-9494

504 Help Wanted Office-Clerical

BENEFITS SECRETARY
Big 3 affiliate has position for applicant with Word Perfect and typing of 50 wpm. Some office experience. To $8.50/hr. Call Sue at UNIFORCE 357-0644

BILLING CLERK/ RECEPTIONIST
Clerical position in Dearborn area. Mature individual with organizational skills needed to work in small office. Must be able to type & file. Transportation or computer experience helpful. Good pay + benefits. Send resume to: CTS, 15011 Michigan Ave., Dearborn, MI. 48126.

BILLING SPECIALIST
Growing automotive OEM supplier has an immediate opening available. Position involves billing & clerical responsibilities in pleasant office environment. Accuracy with numbers & computer experience required. Please send resume, salary history to:
PSC
2807 Samoset
Royal Oak, MI., 48073
Attn.: Office Manager

BILLING CLERK
Magazine dept. of international company has an opening for detail minded organized individual. Word processing needed. To $7.50/hr. Call Dorinda at UNIFORCE 357-0037

Bookkeeper - Full Charge
Employee benefit administrators in Birmingham area seek full time person with 3-5 years work experience and associate or bachelors degree in accounting. Must maintain multiple sets of records through general ledger and financial statements, both manual and computerized. Knowledge of tax reporting required. Salary negotiable. Excellent benefits. Send resume and salary history to: Personnel Manager, 30700 Telegraph, Ste. 4601, Birmingham, MI. 48010 An Equal Opportunity Employer

BOOKKEEPER
Full charge bookkeeper for the Birmingham corporate office of our multi-location manufacturing company. The successful candidate will be a dedicated, reliable career oriented individual. Responsibilities include general ledger through consolidated financial statements, ADP payroll, accounts receivable/payable, some college level accounting courses desirable but not required. Must have Lotus 1-2-3 experience, familiarity with Peachtree a plus. Send resume and salary history to: Office Manager, Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Large Southfield based property management company needs accurate oriented Bookkeeper. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI., 48086.

BOOKKEEPER - Livonia area accounting firm is seeking full time bookkeeper. Experience preferred. Must type 55 wpm. Call. 442-4880

BOOKKEEPER/SECRETARY
wanted. Flexible work situation.
851-7963 or 626-3942

BOOKKEEPER
to maintain Accounting of Golf Manufacturing Company. Must be Macintosh friendly and experienced in Great Plains Accounting Program. Competitive salary and benefits. Resume to: P.O. Box 2556, Southfield, MI., 48037.

BOOKKEEPING ASSISTANT
Position requires a minimum of 6 months experience with PLATINUM GL/AP/AR Accounting Software on a PC. Retail experience preferred. Send resume to Pam Freeman at: CTSC, 33027 Schoolcraft Rd. Livonia, MI. 48150.

CALL TODAY!!!
29
Data Entry Clerks
&
25
Telephone Surveyors
Are Needed!!
Part-time evening and weekend hours are available in the Plymouth/Canton area.

GReat for students and those re-entering the job market. Call Today!

CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

CAREER OPPORTUNITY
Detroit area corporation in need of an out-going, organized secretary to fill a long term position.
Must be experienced in:
- Data entry
- Full-charge bookkeeping
- Accounts payable/receivable
- Maintain file system
- Familiar with financial statements & quarterly reports
- Computer proficient
- Type 60 wpm

If this sounds like the challenge you've been looking for, contact our Troy location NOW for an appointment to be interviewed.

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICE
NEVER A FEE

CASHIER
Marriott Corp. is looking for cashiers to work in Auburn Hills Mon thru Fri, 1-9pm. Benefits.
Call Mike Rosel, 370-5015

SUBSTITUTE CLERK/TYPIST
Scheduled in advance as needed, may include day, evening & weekend hours. Qualifications: High school equivalency, must be at ease with computers, positive public service orientation, typing 50 wpm desirable. Salary: $8.74. Immediate opening, apply in person during regular business hours to:
Plymouth District Library
223 S. Main
Plymouth, MI. 48170
Written test required. Application deadline Friday, January 31, 1992.

CLERICAL ASSISTANT Part time. Flexible day hours. With experience in word processing and general office functions. Send resume to:
Bunzl - Detroit
111 Corporate Drive
Auburn Hills, MI 48326
Attn: K. Ronan
(No phone calls, please)

CLERICAL
Fast paced company needs part time order entry person. Novi. Please call Simone, 344-4990

COLLECTIONS CLERK
Detroit stock brokerage firm seeks motivated individual to work in Collections Dept. Candidate should possess good math & writing skills. Verbal & record keeping skills a plus. This full time position includes full benefits package. Qualified candidates please send resume to:
Collections Clerk
P.O. Box 778
Detroit, MI 48231

COMMUNICATIONS COMPANY RECEPTIONIST
Great position for a poised front desk professional! Nice variety includes typing. $13,520 to start. Plus fabulous benefits. Hurry!
Call 464-0909.
SNELLING PERSONNEL SERVICES

COMPUTER ENTRY
International advertising services company needs detail minded individual. Two shifts. $8.75/hr.
Call Doris at UNIFORCE 473-2932

504 Help Wanted Office-Clerical

CLERICAL HELP
Full time temporary clerical help wanted through April 15th. Must be able to work late nights & Saturdays. Start Feb 3rd. $5.75 per hour. Ask for Colleen 626-2400

CLERICAL HELP needed part time in the Novi area. Please call Mr. Green at 348-5640

CLERICAL JOBS AVAILABLE NOW!
Temporary/Long term assignments. Call EmploymentGroup 543-1919
An Equal Opportunity Employer

CLERICAL - part time
Filing, switchboard substitute, light typing, general clerical duties for growing Southfield lawfirm. Call Susan 9am-3pm. 352-5040

COLLECTIONS
Self motivated individuals will find unique opportunity with major expanding financial institution. $7.50/hr to start. Call Colleen at UNIFORCE 646-8500

CONTROLLERS ASSISTANT
Unique opportunity for degreed accountant. International company needs dependable individual
Call Dona at UNIFORCE 357-0036

CUSTOMER SERVICE Representative/Office, flexible schedule, evenings & weekends. Only mature persons should apply. Scott Shupline 349-0044

CUSTOMER SERVICE/OFFICE MANAGER for expanding progressive floral company. Must be organized, articulate & a people person. Send resume to
N. Sah, c/o Blossom, 2338 Coolidge Hwy., Berkley, MI 48072

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Customer Service, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE
Weekends only. Choice of Saturday schedule. Call Clare at UNIFORCE 473-2935

CUSTOMER SERVICE
Creative department needs your experience interacting with major clients. $5/hr. Call Cora at UNIFORCE 357-0641

CUSTOMER SERVICE
Novi firm in need of detail oriented person with excellent organization and math skills. Experience helpful. Call Thurs-Fri, 5pm-7pm. 348-8000

CUSTOMER SERVICE REPRESENTITIVE
A major credit information company has 2 immediate full time openings for customer service representatives. Typing speed of at least 45wpm and previous phone experience, preferably in financial services such as banking, retail or credit information required. Pleasant work environment and non-smoking office. Benefits package offered. Please send resume and salary requirements to
Ms. Frey
CBR, INC.
31700 W. 13 Mi. - Ste 112
Farmington Hills, MI 48334

TEMPORARY DATA Entry positions available. Flexible hours. Minimum typing 60wpm required. Southfield, Farmington Hills area. Please call 352-0590

DATA ENTRY
A major credit information company has an immediate full time opening for a data entry person. Typing speed of at least 50wpm required, previous work exprience with credit reports helpful. Pleasant work environment and non-smoking office. Benefits package offered. Please send resume & salary requirements to:
Ms. Frey
CBR, Inc.
31700 W. 13 Mi - Ste 112
Farmington Hills, MI 48334

DATA ENTRY CLERKS
Qualified individuals must have a minimum of 10,000 keystrokes/hr. and a working knowledge of Lotus. 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY CLERK
Immediate entry level position available for a concientious, self-motivated individual. Speed on the keyboard is not critical but accuracy is a must. $5.00 an hour to start with full benefits. Forward resume to Human Resource Department, Medar, Inc., 38700 Grand River Ave., Farmington Hills, MI 48335
An Equal Opportunity Employer
Affirmative Action Employer

DATA ENTRY CLERK
National Health Laboratories is seeking Production Orientated Data Entry Clerks to work part-time evenings. We are seeking accurate, dependable, detail oriented, individual with team attitudes skills. Minimum 1-2 years data entry experience and ability to key 10,000 strokes per hour REQUIRED. Medical terminology background is a plus. NHI offers a competitive salary and a generous shift differential. For immediate consideration, send resume to or apply
NATIONAL HEALTH LABORATORIES
13250 Northend
Oak Park, MI 48237
NO PHONE CALLS PLEASE!!
Equal Opportunity Employer
M/F/V/H

DATA ENTRY & FILE CLERKS
Needed for long term positions. Good pay. WordPerfect experience a plus. Call to arrange an interview appointment. Don't miss this outstanding opportunity.

421-3448

BENCHMARK
Temporary Help

EXECUTIVE SECRETARY
International advertising agency needs your excellent skills and WordPerfect experience. To $9/hr. Call Sara at UNIFORCE 646-7661

EXECUTIVE SECRETARY
Established, growth-oriented company looking for an Executive Secretary. Qualifications for the position are a bachelor's degree and 2 years work experience. The individual should be well organized, hard-working and have excellent communication skills. Send resume to: Department 202, P.O. Box 1795, Troy, MI., 48099.

FARMINGTON AUTO DEALER
has immediate opening for an office person to handle filing, logging and light paperwork. Full time position, 40 hours per week, $5.50 per hour. High school grad, we will train, no experience necessary. For details contact Frank Buban, Sales Manager. Apply in person only.

Bob Dusseau
Lincoln Mercury
31625 Grand River
Farmington

HARD WORKING, self motivated individual to perform accounting, secretarial & general office duties. Pay commensurate with ability. 451-8790

GENERAL OFFICE
Temporary position for approximately 2 months. Call 531-2050

GENERAL OFFICE CLERKS
FULL-TIME
Marketing services firm in Farmington Hills seeks entry-level general office personnel. Please respond if you possess the following ...
- High school diploma.
- Pleasant phone manner.
- Strong verbal and math skills.
- Data entry experience
- Salary $10,800 per year.
- Hours - 8am-5pm.

If you have thee qualifications, contact:
CAROLYN MUSSER 488-3225
between 10am-4pm,
Monday thru Friday.

504 Help Wanted Office-Clerical

FAST GROWING Novi firm needs part time clerical help. Some accounting & data entry experience preferred. Flexible hours. Send letter or resume to: 40400 Grand River, Unit H, Novi, MI 48375

FILE CLERK
Novi company needs file clerk; duties include filing, mail and general clerical. No experience necessary. Excellent fringe benefits. Call Judy at 313-478-9700

FILE CLERK/OFFICE ASSISTANT
For 12 attorney firm in Bloomfield Hills. Experience required. Salary based ability. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48304

TITLE INSURANCE COMPANY
Located in Bloomfield Hills seeks motivated, mature individuals with at least 3 yrs office experience & excellent mathematical skills. Good benefits package. Contact
Mr. Rondeau at 333-1999
An Equal Opportunity Employer

GENERAL OFFICE - We're growing! Entry level position available with in Novi. Duties include; mail distribution, filing, light typing & more. Interested candidates reply to Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE WORK
Part time 20-30 hrs/week. Typing, filing and order entry. Textron Corporation. Livonia. 591-2244

INSURANCE PART TIME
Commercial lines customer service rep. 3 days a week. Must have experience. Sound insurance product knowledge and computer experience. Call Frank Hand Agency 478-1177

INVENTORY/INSIDE SALES COORDINATOR
OEM supplier located in Plymouth is looking for a hands on individual to work as a liason between our customers & plant to insure timely shipments & maintain inventory availability & records. Must have strong communication & computer skills. Knowledge of EDI for customer ASN & release requirements a plus. Sales experience helpful, but not necessary. Excellent benefits. Send resume to Box #917, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JOIN OUR TEAM
Are you an experienced PL Customer Service Representative, with a stable work history, recently transferred into the area, whose present office has closed or who is re-entering the work place? We have a career opportunity available in our insurance agency for a detail-minded individual who enjoys problem solving. We offer continuing training, an above average salary and benefits package and friendly, professional work place. Phone or stop by:
INSURANCE ONE
23865 Michigan Avenue
Dearborn, Michigan
277-2700

KEYPUNCH OPERATORS
Start the New Year out right at Indata Corp. We are now accepting applications for full time positions on our afternoon shift in Livonia. Please call & schedule an appt. 422-8002

LAWN SPRAY SERVICE - office manager. Computer - will train. Good phone skills necessary. $5.50 an hr. Call Stuart at 946-1943

SENIOR PARTNER seeks experienced Legal Secretary, excellent salary & benefits. Southfield
354-2500

LEGAL
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

PERSONNEL AT LAW
Mail or Fax your resume in confidence to
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX # (313) 358-0235
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4661

LEGAL SECRETARY needed, temporary full time, to cover maternity leave. Small personal injury law firm. Mid February through the end of May. Ask for Debbie 354-5990

LEGAL SECRETARY
2-3 years experience. Word processing a plus. Farmington Hills lawfirm Kathy 476-8900

LEGAL SECRETARY - PART TIME
For Troy insurance defense law firm. 2 days per week. 1 year legal experience. Call, 649-1330

LEGAL SECRETARY - Southfield area law firm requires individual with wordprocessing and secretarial skills. Light experience required. Shorthand helpful 540-4100

LEGAL SECRETARY
for Ren-Cen law firm. We're looking for a highly organized individual with 2 years legal experience. Must have excellent typing and communication skills. Call Administrator, 259-8300

LEGAL SECRETARY - minimum 5 years experience Wordperfect. Shorthand. Excellent typing & organizational skills required. Farmington Hills law firm offering benefits & excellent working conditions. Call Jo Dickinson 855-6500

LEGAL SECRETARY - Minimum 5 yrs. experience, WordPerfect 5.0 required, experienced in corporate & estate plan document preparation preferred. Very good pay & benefits. Send resume & salary requirements to: Box #900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Farmington Hills law firm. Must be self starter, 5/yrs minimum legal experience. Shorthand & WordPerfect 5.0 required. Salary commensurate with experience. Reply in confidence to Box #884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Experienced
Flexible hours-Birmingham office
645-6236

LEGAL SECRETARY
part time, experienced, for Farmington Hills law office, flexible hrs.
855-8808

LEGAL SECRETARY
General office duties. Small office. Word processing 855-0480

LEGAL SECRETARY needed for Birmingham law firm. Must have corporate & litigation experience. Good salary & benefits. Call Donna 646-8292
An Equal Opportunity Employer

LEGAL SECRETARY - minimum 5/yrs experience in corporate law with knowledge of litigation for 18 attorney Southfield firm in Prudential Town Center. Ideal secretary will be a poised, professional with excellent skills. Firm has nice offices & offers health insurance, life insurance, disability insurance, profit sharing, sick days & vacation. Call Kim 356-2090

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
BLOOMFIELD HILLS-FULL TIME
Expanding firm seeking 2 secretaries. 1- less than 2 yrs in legal & 1- more than 2 yrs in litigation. WordPerfect helpful. Submit resume & salary requirments to: Kallas & Henk PC, 1471 Woodward, Ste 200, Bloomfield Hills, MI 48302

Legal Secretary
DOWNTOWN LAW FIRM seeks legal secretary with at least 3 years corporate experience. Experience with computer helpful. We offer competitive salary & benefits. Send resume & salary history to: Office Administrator, Berry, Moorman, King & Hudson, 600 Woodbridge Place, Detroit, MI 48226. No phone calls please.

LEGAL SECRETARY
Must have Personal Injury Litigation and Word Perfect experience. Non smoker. Farmington Hills area. Ask for Mark. 737-8400

LEGAL SECRETARY
General corporate practice. Experience necessary. WordPerfect 5.1. Other computer experience helpful. Salary commensurate with experience. 647-4440

LEGAL SECRETARY - Small law firm in Troy seeking dedicated individual to fill secretarial position. Must have excellent phone skills and knowledge of word processing. 528-3930 641-8943

LEGAL SECRETARY
Partner in downtown Litigation firm seeking experienced secretary. Must have WordPerfect knowledge. Salary commensurate with ability. Reply to: Personnel Manager, 2200 Buhl Bldg, Detroit, MI 48226

LEGAL SECRETARY/Receptionist
For Bloomfield Hills law firm. Minimum of 3 years legal secretarial experience. Knowledge of WordPerfect required; good interpersonal skills, grammar and proofreading abilities a must. Prefer non-smoker. Call 642-4585

LEGAL SECRETARY - Law office experience preferred but willing to train the right person. WordPerfect 5.0 skills required. Salary commensurate with experience (plus benefits). Send resume to: Robert S. Pavlock P.C., 27777 Franklin Rd., Ste 1540, Southfield, MI 48034

LOAN PROCESSOR
Minimum 1 yr. experience
Will train.
Call 474-6470

MATURE PERSON - Friday, secretarial duties, light bookkeeping, purchasing, Livonia firm. Full time hourly position. Send resume & salary history to Box #868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL CLAIMS ADMINISTRATOR
Entry level position available at flexible benefits firm in Troy. Resume to 900 Wilshire Dr., Suite #304, Troy, MI., 48084, attn Cindy.

MESSENGER/FILE CLERK, light typing & switchboard relief, for Farmington Hills law firm. Must have reliable transportation, mileage reimbursed. Please call 851-6000

NEEDED Part Time Legal Secretary, experienced, for small law firm in downtown Birmingham. Hours flexible. Call Mrs Bowser 644-1202

OFFICE ASSISTANT
Energetic office is looking for an individual to do telemarketing & assist manager in day-to-day operations. Ideal candidate will have basic office experience, along with good communication & organizational skills. This is a 30-40 hour, Mon-Fri position. Apply in person at American Laser Plotting, 32900 Capitol, Livonia. Off of Farmington Rd., S. of I-96

OFFICE CLERICAL
Entry Level, Clerical/Data Entry, full or part time. Requires attention to detail-organization, computer training provided, typing test administered. Troy area. Please call, ask for Rebecca between 9-5pm. 435-4141

!! OFFICE MANAGERS !!
- TRAINING NOW
- AMBITIOUS, ENERGETIC
- IMMEDIATE OPENINGS
- $4000 PLUS, PER MONTH
373-6568

OFFICE POSITIONS
with entry level, full time.
Livonia location. Must have excellent math ability & 10 key calculator skills

RECEPTIONIST
Excellent communication skills are necessary. Must type 30-40 wpm. Word processing experience helpful.

WAREHOUSE OFFICE ASS'T
Detail oriented.
Send resume including salary requirements to P.O. Box 5091, Southfield, MI 48086

PARALEGAL - PART TIME
Experienced in insurance work. 18930 W. 10 Mile, Southfield, MI 48075. 557-1888

PART TIME mature person needed for podiatry office. Typing & light secretary work & assisting doctor with patients. Send resume to:
Podiatry Office, 29538 Orchard Lake, Farmington Hills, MI 48334

PART TIME TELLER
Mon., 9-1:30, Fri., 10:30-5:30, plus 2 full days, (pay days per month). Provide high-quality customer service, perform transactions, such as, deposits, withdrawals, payments, open new accounts, sell and cross sell credit union services. For more information, call 313-435-8663
An Equal Opportunity Employer

PAYROLL CLERK
A major supermarket chain is seeking an individual with recent payroll experience with a knowledge of time card auditing essential. Personal computer experience desirable. General office skills helpful. 10-key calculator experience a must. Competitive salary & full benefit package offered. Send resume in confidence to Box 898, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 478-7355

RECEPTIONIST/TYPIST
Needed For Birmingham law firm. 1-2 years experience preferred. Ask for Stephanie. 647-8590

RECEPTIONIST
Birmingham area law office. Hrs: 1pm-5:15pm, Mon-Fri. No typing. Please call 540-0678

RECEPTIONIST/SECRETARY
part time, for Southfield CPA firm. Flexible hrs. Call for appt. 355-4479

RECEPTIONIST/ SECRETARY
Personality-plus a must for Southfield sales office. Answer phones, schedule appointments and greet clients. Must be organized and have good skills to handle responsibilities of demanding 1 person office. Call between 11am & 3pm 358-2727

RECEPTIONIST/SECRETARY
Immediate full time opportunity. Organizational skills a must! Responsibilities include: answering busy, multi-line Merlin telephone system & clerical duties. Must be non-smoker, bright, high energy personality, possess excellent communication skills & ability to work as a team player. Excellent fringe benefit package includes master medical, optical, dental & profit sharing plan. We are a rapidly expanding rehabilitation services corporation.
If you are interestd in growing with a leader in the health care industry, send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehab Agency
Personnel Department
755 W. Big Beaver, Ste. 404
Troy, MI 48084-4903

504 Help Wanted Office-Clerical

RECEPTIONIST - part time, busy law practice. Light typing, filing, answering phones, maintaining court schedules. Non smoker & license driver. Southfield. 559-5993

RECEPTIONIST/SECRETARY
needed with good typing skills and a pleasant personality to receive questionnaires over the phone for a Southfield Mortgage Company.
353-4555

RECEPTIONIST SECRETARY
part time, for Birmingham lawfirm. Send resume & salary requirements to Randazzo & Dow, 3000 Town Center, Ste 1350 Southfield, MI. 48075

RECEPTIONIST - Full time for Farmington Hills mortgage company. Requires excellent phone skills and light typing abilities. Experienced individual preferred. Professionalism a must. For interview call Bob or Sue, Mon.- Fri., 737-7020

RECEPTIONIST/SECRETARY
Experience with computer/word processor & dictephone required. Good telephone & typing skills a must. Understanding of real estate contracts a plus! Contact
Lakritz-Weber & Company, between 8:30-5:30pm. (313) 353-9494

RECEPTIONIST for medium sized Southfield law firm. Some data entry & light typing, competitive salary & benefits. Send resume to: Receptionist, Suite 49, 19785 W. 12 Mile, Southfield, MI. 48076

RECEPTIONISTS - needed to work assignments in and around the Livonia area. Experience with multi-line phones a must! Typing 45+ wpm. WordPerfect helpful but not necessary 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Manufacturing firm seeks experienced receptionist/secretary for 8-5 work. Telephone & typing skills, and dependability a must. Computer skills a plus. Good benefits. Please send resume or apply in person to Lindsay & Pavelich, 8595 Ronda Dr., Canton, MI 48187

RECEPTIONIST SECRETARY
Full time for fast paced Birmingham talent agency. Good clerical skills & pleasant phone personality a must for this people oriented business. Must be organized & flexible. Send resume to. Secretary, 30600 Telegraph, Ste 2181, Birmingham, MI. 48025

RECEPTIONIST
Growing training & development company based in Farmington Hills is accepting applications for a front office receptionist. Duties will include telephone & client reception, typing & general office work. Macintosh experience preferred & a professional appearance a must. Salary commensurate with experience

Send resume & salary requirements to Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/ OFFICE ASSISTANT
Needed for a Fortune 500 manufacturing company located in Farmington Hills. Qualified candidate should possess excellent phone skills, has data entry experience and manufacturing background. WordPerfect, spread sheet and accounting experience a plus. Non-smoking environment. Competitive benefit package. Send resume & wage requirement in confidence to
PERSONNEL DEPT.
35526 Grand River - Suite 163
FArmington Hills, MI 48335

RECEPTIONIST/TYPIST
We need that special person who sets the tone in our busy Corporate Office. The qualified candidate will have a great phone manner and customer service attitude, proficient in Word Perfect, dictaphone and business correspondence, self organized and detail oriented. Knowledge of handling travel arrangements for conferences helpful.

Please send resume and salary history.

Eileen Soumers
REHABILITATION NETWORK, INC.
30100 Telegraph, Ste. 420
Bingham Farms, MI 48025

RECEPTIONIST/SECRETARY
We seek an experienced receptionist for our organization. Qualified candidates will have word processing skills, typing speed above 50 wpm, and a pleasing personality both on the telephone and for greeting incoming clients.

We offer a competitive salary and employee benefits including a 401(k) program. Applications should be sent to:

Human Resources
D&N Bank, fsb
Commercial Lending Dept.
215 E. Big Beaver Road #100
Troy, MI 48083
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST
Full time. Must be well dressed professional with good phone & typing skills. Call Mike 348-4300

RECEPTIONIST, SECRETARY for Bloomfield Hills lawfirm. Tues & Fri. only. Must have good phone skills, knowledge of WordPerfect 5.1 & dictaphone experience. 647-4440

RECEPTIONIST
Major design firm desires your front desk experience with Rolm or Dimension and energetic personality. To $7.50/hr. Call Ruth at UNIFORCE 646-7664

RECEPTIONIST
For 12 attorney firm in Bloomfield Hills. Experience required. Salary based ability. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48304

RECEPTIONIST/TYPIST
needed part time for a voc rehab firm. Must type 50-60 wpm, phone experience helpful. Salary based on experience. Send resume to: W B. Rehabilitation, 26011 Evergreen, Ste. 300, Southfield, MI 48076, Attention: Clerical Dept

RECEPTIONIST
Approx. 20 hrs /wk. Mon. 1-6, Wed.: 1-8, Fri., 1-7:30pm. Please apply in person. Peter's Place for Hair, 847 E. Maple, Birmingham.

SOUTHFIELD LAW FIRM
needs Secretary with legal experience, good skills, wordprocessing, non smoker. Please inquire Mrs. Lieberman 357-3550

504 Help Wanted Office-Clerical

RECEPTIONIST
1 full time or 2 part time positions needed for busy Birmingham office. Phones, some typing, mail and other duties. WordPerfect experience a plus. Must be mature and dependable. Send resume and salary requirements to: Anatec, 30300 Telegraph, Suite 200, Bingham Farms, MI., 48025, Attn: T.N.

RECEPTIONIST/SECRETARY
We seek an experienced receptionist for our organization. Qualified candidates will have excellent Word-Perfect 5.1 and Lotus skills, and a professional personality both on the telephone and for greeting visitors. We offer a competitive salary and complete benefit package including a 401K Plan. Please send resume to: FUJI DIETEC CORP., 37878 Enterprise Ct., Farmington Hills, MI., 48331.

RECEPTIONIST
We are seeking a mature receptionist to handle a busy switchboard. Experience with Word-Perfect 5.1 a must. We are a mid sized manufacturing company headquartered in Plymouth. Salary will commensurate with experience. Excellent benefits package. Please send resume to:
Link Engineering Company
43855 Plymouth Oaks Blvd.
Plymouth, MI. 48170.

Receptionist/c Switchboard Operator Needed
Kelly Temporary Services is currently looking for Receptionists/Switchboard Operators with a minimum of 6 months experience. Long and short term assignments available. Candidates must have the following.
- Typing minimum of 35 wpm.
- Excellent phone manner
- Assignments in Livonia, Plymouth and Canton
- Able to handle multiple line consoles

For more information call
Livonia 522-4020
I-96 Officenter
33133 Schoolcraft

KELLY Temporary Services
Equal Opportunity Employer M/F/H

RUNNER/CLERK for small Oakland County law firm. Part time. $6 hour. Inquires call Pam. 355-0600

SOUTHFIELD LAW firm seeks full time, non smoking, experienced secretary. Must have excellent spelling & grammar. Typing, transcription & proofreading abilities, Word-Perfect 5.1 proficiency. Salary up to $21,000. No insurance. 557-8900

PERFECT FOR HOMEMAKERS, part time secretarial, 2-3 evenings and every other weekend. Call Suzy 855-3030

SECRETARIAL POSITION
full time for large real estate firm in Troy. WordPerfect & excellent typing skills a must. Send resume & salary requirements to: attn: Patricia, Farbman & Stein, 820 Kirts, Suite #100, Troy, MI., 48084.

SECRETARIES needed to work long, short and temp-to-perm assignments in Livonia, Westland and Farmington Hills. Excellent pay. Call today to begin an exciting assignment with ETD Temporary Service 464-7078
An Equal Opportunity Employer

SECRETARY FLOATING
Guardian Industries, located in Northville, is seeking a part-time, floating Secretary to provide on-call secretarial support to various departments within the corporate headquarters. Position will fill-in for regular secretaries during times of absence, on a daily or weekly basis. The successful candidate will be proficient in WordPerfect, possess excellent oral and written communication skills, be able to meet deadlines under pressure, and be available to report to work on short notice. Please forward a resume with salary requirements to.

Cynthia Webb
GUARDIAN INDUSTRIES
43043 W. Nine Mile Rd.
Northville, MI., 48167

SECRETARY
For Troy automotive parts distributor. Immediate opening for energetic enthusiastic person. Typing, filing, computer knowledge. Lotus 1-2-3 helpful. Send resume to: John R. Spring Co. 1757 Larchwood St. Troy, MI. 48083. Attention Vicki.

SECRETARY
Needed for a rapidly growing manufacturer in Walled Lake. General office skills, Word Processing, and excellent written/oral communication skills required. Starting salary, mid teens. Dental & Medical benefits upon start. Send resume or apply in person at:
Ryken Tube Mfg
P.O. Box 515
3180 Dellevo Ct.
Walled Lake, MI 48390

SECRETARY/RECEPTIONIST
Advanced Wordperfect 5.0/5.1 a must. Other software beneficial. Business proposals, correspondence & telephones. Respond to: Box # 914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - We are seeking a responsible person with a positive attitude to handle our office activities. These include: Data entry of accounting, disbursement of service calls and [illegible] ice functions [illegible] history to [illegible] Farmington [illegible]

504 Help Wanted Office-Clerical

CORPORATE SECRETARY
Major furniture retailer has immediate opening for a professional secretary for their Farmington Hills administrative staff. Needs strong office skills with WordPerfect & Lotus abilities. Must be a highly organized self-starting individual who can handle multi-tasks concurrently. Requires prior secretarial experience with references. Pleasant work environment with good benefit package. Non-smokers only. Forward resume & salary requirements to: Controller, La-Z-Boy Showcase Shoppes, 23350 Commerce Dr., Farmington Hills, MI 48335.

SECRETARY
Bloomfield Hills based marketing firm seeks professional individual to handle various secretarial & word processing duties. Excellent organizational skills, typing of 50wpm & Wordperfect experience required. Knowledge of Harvard graphics helpful. Professional work environment. Benefits. Send resume or call R.D.A., 450 Enterprise Ct., Bloomfield Hills, MI 48302. Attn. Kathryn. 332-5000

SECRETARY
Excellent opportunity available in our busy Birmingham property management office. Will handle all typing & filing with some computer & phone work. Must have good organizational & people skills. Knowledge of property management preferred. Send resume with salary requirements to: Benecke & Krue, 1800 Woodward, Suite 250, Bloomfield Hills, MI 48304, Attention Marsha
An Equal Opportunity Employer

SECRETARY - For Plymouth Financial Services Firm. Should be personable & dependable, with good typing skills. Salary & benefits. Please send confidential resume to: PO Box #875, Plymouth, MI 48170

SECRETARY - full/part time, secretarial skills, word processing desired, send resume to Temple Israel, 5725 Walnut Lake, W. Bloomfield, MI 48323

SECRETARY - full time entry level. Requires WordPerfect and Lotus 1-2-3 proficiency, typing 30wpm. Starting salary $5.65-$5.85/hr. with benefits. Send resume to: Human Resources Dept., MADONNA UNIVERSITY, 36600 Schoolcraft Road, Livonia, MI 48150-1173 or apply in person at Room 115.
E.O.A.A.E.

SECRETARY
Growing company is seeking an enthusiastic, well organized individual with word processing and minimum 3 yrs. office experience. Potential advancement for the right person. Permanent and full-time with benefits. $14 to $18,000/year. Office moving to Novi mid-summer. Send resume to: Cheryl, 17117 W. 9 Mile, Suite 325, Southfield, MI 48075

SECRETARY needed for small international non-profit organization. $6.50 an hour with parking, paid lunch hour, 9-5 Mon. - Fri. Apply in writing only to: L. Magee, IVC, 200 Renaissance Center, Suite 627, Detroit, MI., 48243.

SECRETARY needed for property management firm. Heavy phones, typing 55 wpm, Word Perfect 5.0/5.1 preferred. Send resume and salary history to: KMC, P.O. Box 864, Bloomfield Hills, MI 48303-0864

SECRETARY
New opportunity for experienced individual with word processing skills needed for growing high tech firm. To $8/hr. Call Gloria at UNIFORCE 473-2931

SECRETARY PART-TIME
for Southfield law firm, no legal experience necessary. Must have good office skills & knowledge of Word Perfect. 355-0600

SECRETARY/RECEPTIONIST
Commercial real estate firm located in Farmington Hills has immediate opening for person with good phone, general office and WordPerfect skills. Call Liz, 539-1700
LUDWIG & KARAS, INC.

SECRETARY/RECEPTIONIST
CPA firm in Southfield seeking experienced individual in secretarial & various office duties including typing & word processing. Reply to: Garmo & Co., 17520 W 12 Mile Rd., Suite 100, Southfield, MI 48076

SECRETARY
Southfield construction/property management company is seeking experienced individual with excellent organizational communication and typing skills. Must be proficient with Word Perfect. Send resume with salary requirements to: Secretary, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY
Southfield real estate firm seeks Receptionist/Secretary with excellent telephone, word processing/typing skills. Send resume to: P.O. Box 70, Southfield, MI 48037-0070

SECRETARY- Spanish Speaking - For medical export company with computer skills. Flex time. Send resume to: M.E.E.L., 54031 Grand River, Novi, MI 48376-7006

SECRETARY -
To assist president of wholesale distribution company. Good secretarial and communication skills. Must be people oriented, non smoking office. Send resume. Secretary, 27150 W. 8 Mile, Southfield, MI 48034

SECRETARY
Two temporary to permanent positions available in Plymouth. Must be proficient in WordPerfect 5.1, Microsoft Word, Excel, Database or Macintosh. Immediate openings

ARBOR TEMPS 459-1166
(FAX: 459-1593)

SECRETARY
5 years experience in industrial environment. Word processing experience necessary. Spread sheet experience helpful. Send resume to: 3000 Town Center, Su. 2640, Southfield, MI., 48075.

SMALL MARKETING RESEARCH company seeks all around person. Must have pleasant telephone voice, good typing skills & computer experience. Must be able to start immediately. Paid health insurance, pay commensurate with experience. Livonia area. 425-6582

SWITCHBOARD/RECEPTIONIST
[illegible]

504 Help Wanted Office-Clerical

SECRETARY
with bookkeeping & computer experience. 1 girl office in Livonia area. References. 261-8250

TELEMARKETING
Part time interviewers and Telemarketers needed for Bloomfield Hills and Rochester Hills. Ideal for homemakers, students and those re-entering the job market. Call
EXPRESS SERVICES
643-8590
NO FEE NO FEE

TELEPHONE RESEARCH
Telephone survey positions immediately available for dependable pleasant people. Accurate typing. Two shifts. $6.50/hr.
Call Carol at UNIFORCE 473-2934

TITLE INSURANCE COMPANY
located in Bloomfield Hills
3 positions available.
- 1 Closing Processor
- 2 Closing Officers.
Excellent benefits package
Contact Mr. Rondeau at 333-1999
An Equal Opportunity Employer

TYPIST - PROFESSIONAL
Westland - Livonia area.
425-4278

WORD PROCESSING SECRETARY
International company requires dependable skills for executive offices. To $9/hr. Call Sharon at UNIFORCE 646-7563

WORD PROCESSING
Hard working, organized person to type correspondence, quotations. WordPerfect & dictation experience required. Good grammar & spelling, typing 60wpm. Good salary, excellent benefits. Send resume to: J. Lee Hackett, 23550 Haggerty Rd., Farmington, MI 48335, Attn: Connie

WORD PROCESSOR - secretary. Executive shared offices group. Experienced and customer service oriented. 3 days/wk. 8:30-5. WP 5.1 required. Southfield 262-1401

WORD PROCESSOR-Receptionist 11am-2pm Daily. Birmingham office. Must be computer literate. IBM WordPerfect. Call Joan 540-4880

WORD PROCESSORS/ RECEPTIONISTS DATA ENTRY OPERATORS
If you have any of these skills and can work an 8 AM - 5 PM. shift WE HAVE IMMEDIATE POSITIONS for you!! We offer GREAT BENEFITS including Temp-Med Insurance, Holiday Pay, Overtime Pay and Cash Bonuses!

Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

505 Help Wanted Food-Beverage

ARA SERVICES NEEDS:
Cashiers, Food Prep & Wait Staff. Troy location. Mon. thru Fri., 8am-3pm. Apply in person (ask for Nancy or Jessica), 2800 Big Beaver, Troy.

ASSISTANT MANAGERS
Dining room and kitchen positions available. Now hiring for Detroit area locations. Send resume to: Mike VanDeest, 37716 Six Mile, Livonia, MI 48152

ATTENTION SERVERS NEEDED
Full & part time. Days & evenings available. Apply Mon.-Fri., 2-4pm at The Ground Round, 30005 Orchard Lake Rd., Farmington Hills.

BARMAID
Some cooking involved. $5 an hour plus tips. Ypsilanti area. Call ask for Sandy 10am-5pm 483-8420

BAR STAFF, WAIT STAFF, COOKS DOORPERSON
Apply within after 6 PM.
Rassers Keyboard Lounge
1870 S. Wayne Rd., Westland
728-0330

BATES HAMBURGERS - 33406 5 Mile, Livonia. 22291 Middlebelt, Farmington. Full & part time, meals and uniforms furnished. Apply in person, 8am to 10am & 2pm to 5pm.

BUDDY'S
FARMINGTON HILLS
Now Hiring
PM PREP
PM DISHWASHER
PM PIZZA COOKS
Competitive wages and benefits. Apply: BUDDY'S at Northwestern & Middlebelt

BUDDY'S - LIVONIA
Now hiring Carry-Out Personnel. Some customer service experience preferred, but will train energetic, service oriented people for the day shift. Please apply in person anytime at 33605 Plymouth Rd.

BUS PERSON
Round Table Club in Plymouth. Must be 18 or older. 453-1832

COOK NEEDED
Daytime hours. Full time.
Gourmet-type food.
Call Jane, 9am-11am. 964-6564

COOKS - Best Pay In Town
Go to work in a great environment. Great benefits Full & part time positions. Apply in person 2-4 daily
Bennigan's Restaurant
40441 Ann Arbor Rd.
Plymouth

COOKS, DISHWASHERS, Prep cooks & Salad bar attendants. Apply in person: Elias Bros., 20800 Haggerty Rd., Novi.

COOKS - EXPERIENCED
Highly motivated, good references. Excellent wages and benefits. Apply in person Jan. 20-24, 10AM-3PM; Pine Lake Country Club, 3300 Pine Lake Rd., E of Orchard Lake Rd.

DAY HOSTESS
Approximately 15 hours per week. Clancy's Bar & Grill, Farmington Hills. Call 477-7177

DINING ROOM SUPERVISOR - Mayflower Hotel in Plymouth. Management experience required. 453-1832

DOOR HOSTESS/HOST. Must be competent, aggressive person, can be flexible with hours, weekends a must. Apply: Diamond Jim Brady's, Novi Town Center [illegible] 380-8460

MOUNTAIN JACK'S
PRIME RIB • CHOICE STEAKS
Metro Detroit's premier steakhouse is soon opening it's newest location in AUBURN HILLS, at Opdyke and University and we are now hiring opening crew!
We have openings for Metro Detroit's finest:

Lunch Wait Staff	Assistant Bar Manager	Dish Machine Operators
Dinner Wait Staff	Preps	Utility Person
Service Assistants	Cooks	Maintenance
Assistant Dining Room Supervisor	Sous Chef	Host/Hostess
Bartenders	Assistant Kitchen Manager	Dining Room Managers
Cocktail Servers	Buspersons	Assistant Managers

Flexible schedule, full & part-time.
Advancement opportunities with a growing organization.
Two years of experience preferred.
Apply in person at:
MOUNTAIN JACK'S
Opdyke and University
Adjacent to I-75