EMPLOYMENT

504 Help Wanted Office-Clerical

★ ACCOUNTING CLERKS

Permanent & temporary positions available for experienced accounting clerks. Computer skills a must. Lotus a plus! Call

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

ACCOUNT PAYABLE CLERK
Full time. Downtown Ford. Prior clerical experience necessary. Lotus, Wordfeet & 4-Base desired. Full benefit package plus a 401(k) & profit sharing. Forward resume, including references to Box 1038.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE/CLERICAL
Entry/Experienced. Detailed, heavy work, for person with a high volume paper flow. Excellent benefits. Send resume and salary requirement to Office Manager, 15101 Claat, Plymouth, MI Box 870

ACCOUNTS PAYABLE & general office, entry level. Full time position open in Livonia area. Non-smoking office. Payroll experience necessary. Salary Open. 442-1234

ACCOUNTS PAYABLE CLERK
Full time. Several years experience with a computerized environment necessary. Typing required. Send resume to: ASI, Accounts Payable, 24435 Halsted Rd., Farmington Hills, MI 48335

ACCURATE TYPIST - for record keeping. Busy cemetery office in Livonia. Full time. Image benefits. Send resume to PO Box 49331, Livonia, MI 48152

ACT NOW
Word Processors
Up to $10/hr.
Immediate assignments available for experienced word processors throughout Metro area. All software needed. Call Today!
CORPORATE PERSONNEL SERVICES
261-1120
EOE NO FEE

ADVERTISING SECRETARY
Beautiful office, interesting people. Use your good typing & word processing skills in one of this leading companies. $18,000 to start plus great benefits. Call Bernice 464-0909
SKILLING PERSONNEL SERVICES

ADVERTISING SECRETARY
Experienced person wanted for Administrative/Secretarial role in Canton based office. Must have typed 70 + wpm. Hybridized MS Word 1164, 5820 Canton Center Rd., Canton, MI 48187

ADMINISTRATIVE Assistant - Ad-e Information Technologies a national computer services firm in Southfield is seeking an Administrative Assistant. Responsibilities include, resume & report preparation & associated personnel tasks. WordPerfect, Lotus 1-2-3 and PC experience required. Send resume & salary requirements to Ade Information Technologies, Dept AA, 29792 Telegraph, Southfield, MI 48034
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for experienced individual with strong organizational skills, character & perseverance to achieve results. Must know WordPerfect & dictaphone skills. Employee benefits are available & main portion to detail a staff. Property Manager responsibilities. Growth potential with salary starting at $27K. Send resume stating available compensation to Mr. Paul Ryder, 250 Martin St., Suite 201, Birmingham, MI 48009-5383

ADVERTISING SECRETARY
Fast paced Bloomfield Hills advertising agency has persistent individual with comprehensive computer experience and WordPerfect. Must be detail oriented, highly organized and have excellent client communication skills. Send resume to P. O. Box 2002, Bloomfield Hills, MI 48303

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The qualified candidate must have shorthand, WordPerfect 5.1 and exceptional organizational skills. Please send resumes to:
Administrative Assistant, Box 784,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
WordPerfect and Lotus required for task change assignment with international firm. Harvard Graphics a plus. $9.50/hr. Call Sharon at
UNIFORCE 473-2931

ADMINISTRATIVE/EXECUTIVE SECRETARY
WordPerfect experience preferred. Permanent. Benefits
To $25,000/Year.
PSI 459-1106

ADMINISTRATIVE SECRETARY
Temporary but able to type 60 words per minute. Exceptional organizational and telephone skills. Must be able to deal with the public.
Send resume to
Secretary Position
Peachwood Inn
3100 W. South Blvd.
Rochester Hills, MI 48309

Attention
WORD PROCESSORS
Currently in need of experienced word processors to fill a variety of long & short term positions
• WordPerfect 5.0, 5.1
• MicroSoft Word/Works
• Windows
Please Call for more information & a great assignment
528-8454
Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

AVAILABLE
DATA ENTRY
operator needed for afternoon shift in Auburn Hills/Palace area. 750CPH a must. Long term assignment, possible permanent. Excellent pay.
TEMPORARY RESOURCES
737-1711

AVO has a full time CUSTOMER SERVICE and a part time CLERICAL position available. Good communication and clerical skills a must. Computer experience required. Benefits. Send resume, indicate specified position, to AVO, Attn: Personnel Manager, 41133 Vincent Ct., Novi, MI 48375

BOOKKEEPER/FULL TIME
Experience necessary.
Hasnet Accounting, 20411 W. Nine, Southfield, MI. 352-5320

BOOKKEEPER - FULL CHARGE
Experienced in multi location environment, needed for rapidly expanding company. Requirements include excellent PC skills, knowledge of automotive dealerships, sales tax records, and other routine tax returns and accounts payable. Some travel may be required. Send resume and salary requirements to L. Nanny, P.O. Box 513, Southfield, MI 48037-0513

BOOKKEEPER
Large southfield based property management company needs accurate, detail-oriented Bookkeeper. P. O. Box 5071, Southfield, MI, 48086

BOOKKEEPER/PART TIME
Experienced only need apply. Apply in person: Gimbols Nursery, 9145 Ford Road, (4 Miles W. of 275, Southside), Canton. 495-1700

BROKERAGE OPERATION - firm looking with brokerage community seeks an individual with minimum 3 years operations experience. Send resume to Box 1036, Bloomfield Hills, MI 48303

CLERICAL- Customer Service & Data Entry. Plater motivation & initiative. Full or part-time. Scott Stuart, Inc. Bloomfield Hills. 642-0070

504 Help Wanted Office-Clerical

BROKERAGE SALES ASSISTANT - firm working with brokerage community seeks to enrichment with minimum 3 yrs operations experience. Send resume to: Box 1038, Bloomfield Hills, MI 48303

CAREER OPPORTUNITY
"People Person" needed for busy Livonia Chiropractic office. Good typing and office skills. Varied duties. Group insurance. On-the-job training. Please call for appointment 422-7755

CASE RECORDS CLERK
Full time, high school diploma, minimum 2 years experience, detail oriented, typing 40 wpm. EEO/AAE. Resumes only:
Human Resources
Grand Rental Company Center
2000 Grand Rd. Suite 250
Farmington, MI 48335

LIVONIA BASED transportation co. needs clerical and office help for 3rd shift. Typing and letter skills a must. $6.50 per hour plus benefits & paid holidays. Only motivated individuals need apply. Send complete resume to: F.O. Inc., P.O. Box 35284, Detroit, MI 48235
An Equal Opportunity Employer

CLERICAL JOB
Temporary but able to type 60 words per minute. Exceptional organizational and telephone skills. Must be able to deal with the public.
Send resume to
Secretary Position
Peachwood Inn
3100 W. South Blvd.
Rochester Hills, MI 48309

Attention
WORD PROCESSORS
Currently in need of experienced word processors to fill a variety of long & short term positions
• WordPerfect 5.0, 5.1
• MicroSoft Word/Works
• Windows
Please Call for more information & a great assignment
528-8454
Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

CLERICAL POSITION
at CPA office. Must type and have own transportation. 13 Mile & Northwestern Highway. 855-3902

CLERK - RECEPTIONIST
Birmingham law office, answer phones, heavy filing, previous office experience desirable. Health insurance available. Free parking. Send resume 877 So. Adams, Suite 302, Birmingham, MI 48009

CLERK/TYPIST
Detroit based firm seeks entry level Clerk Typist. Candidate should possess a minimum typing speed of 40wpm. Good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration please forward resume to:
CLERK TYPIST
P.O. Box 779
Detroit, MI 48231

COLLEGE STUDENTS
Spring/Summer office positions available. Hours evening. Position includes answering phones, greeting people, typing & general duties. Apply at: 26300 W. 8 Mile, Southfield.

CONTROLLER/OFFICE MANAGER
3-5 yrs experience in computerized accounting system including general ledger, payroll, accounts payable & receivable. Prefer individual with experience in automotive industry. Send resume to Personnel Dept, 30111 Schoolcraft, Livonia, MI 48150

COORDINATOR- Temporary nursing agency seeks energetic, detail oriented person to schedule nurses/home aides with facility & private clients. Full-time. Ann Arbor & Southfield. Call Deb 357-7081

CREDIT INVESTIGATOR
Leasing company looking for energetic person for entry level credit investigation. Finance related experience helpful but willing to train. Send resume to P.O. Box 9066, Farmington Hills, MI 48333

CUSTOMER SERVICE - Data entry, typing, proofreading & pleasant voice. Excellent benefits. $8/hour. Send resume to: Office Manager, 15101 Claat, Plymouth, MI 48170

CUSTOMER SERVICE REP
For high volume automotive distributor. Experience helpful, but not necessary. Salary commensurate. $200 WEEK. Permanent part time. Basic office skills necessary.
Send resume or letter to P.O. Box 33035, Bloomfield Hills, MI 48303

CUSTOMER SERVICE CLERK
Major insurance company seeks personable candidates with excellent people skills. Unique opportunity for your computer experience. $6.50/hr. Call Dyna at 357-0641

CUSTOMER SERVICE REPRESENTATIVE - for automotive distributor located at Crooks, I-75 area. Requirements include strong telephone & math skills. Prior automotive background. This is an entry level position with excellent benefits. Resumes to: 5600 Crooks Rd., Suite 200, Troy, MI 48098

★ DATA ENTRY CLERK
Full time position available with large medical lab. Attractive shift. Advancement potential. Benefits. Apply in person, or send resume to Citation Clinical Lab, 23775 Northwestern Hwy., Southfield, MI 48075

DATA ENTRY
CLERK
National Health Laboratories Incorporated is seeking a detail focused Data Entry Clerk to work part-time, midnights. The ideal candidate will be accurate, dependable and detail oriented as well as self-motivated. A minimum of 1-2 years data entry experience the ability to type 40 strokes per hour and medical terminology background are preferred. As one of the largest clinical laboratories in the nation, NHL can offer a competitive salary & a generous shift differential.

Interested and qualified candidates can apply in person or by sending a resume to:
NATIONAL HEALTH LABORATORIES
33250 Northwest
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY
Leading national service firm needs your experience, accuracy and productivity. To 24-30/hr.
Call Darlene at UNIFORCE 473-2932

DATA ENTRY
Needed for long term positions. Good pay. Alpha and Numeric experience a must. Lotus 123, WordPerfect, or Dbase helpful. Experience a plus. Call for an interview time
425-9090
BENCHMARK
Temporary Help

DATA ENTRY - non-smoking Southfield company seeks detail oriented individual. Must enjoy working with numbers, good typing, math and organizational skills necessary. 10 key experience a plus. Send resume to Data Entry Auditor, Department P.O. Box 300, Southfield MI 48037

DYNAMIC SERVICE Organization in Livonia has openings available for people experienced in Accounts Payable, On line/10 key required. Audit or payroll related experience a plus. Must be a team player.
Call for appointment, Tuesday-Friday, 9am-3pm only 525-4547

EXECUTIVE ASSISTANT
Varied international and its family of businesses has emerged as a leader in the North American Automotive Stamping industry. Continuous growth has created the need for a professional Executive Assistant reporting to the president in our new Troy, MI, Corporate Headquarters.

As an Executive Assistant, you will be responsible for supporting the President's clerical & organizational needs as well as some product coordination duties including assisting in the administration & coordination of a complex international corporate communication program.

We will also consider advanced secretaries with exceptional skills who are re-entering the job market and are in need of computer training.

Apply at our Downtown Detroit or Auburn Hills offices, Monday-Friday, 10:00 am - 3:00 pm, or send a detailed resume to: Comerica Incorporated, ComeriTEMP, Dept. DJS, Detroit, MI 48275-2203. All new hires will be tested for substance abuse. Equal opportunity employer. M/F/V/H

Comerica
Where the bottom line is you.

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP/Programmer - Pagelist the leader in the paging industry is searching for a customer service rep/programmer to join our team. This fast paced position includes direct customer contact, incoming & outgoing customer inquiries, time sensitive & contact with internal departments. Applicants must have excellent communication techniques; data entry skills & be detail oriented. Technical research & salary history/requirements to: Personnel, 29350 Telegraph, Rte 100, Southfield, MI 48034. Attn: Customer Service Manager. No phone calls.
An Equal Opportunity Employer

DATA ENTRY
Fast paced environment needs 10,000 keystroke/hr operator only in Troy/Auburn Hills
To 5.50/hr. Call Dianne at
UNIFORCE 646-8501

DATA ENTRY -
Immediate openings for day, evening plus midnight shifts. Candidates must have prior data entry experience and be able to work in downtown Detroit. Call DYE Management at 963-2004

DATA ENTRY
Leading national service firm needs experience, long term assignment. Exclusively. To $8.50/hr.
Call Darlene at UNIFORCE 473-2932

CLERICAL POSITION
Immediate openings with major marketing firm in Detroit. Long term temporary assignments. 75 wpm current work experience. Production speed minimum 10,000 KPH required. To schedule an interview call
TEMPEXCHANGE
557-5600

DATA ENTRY - WordPerfect 5.1 experience necessary. Assistant to corporate executive. Excellent background required. 965-5600

EXECUTIVE ASSISTANT
Immediate opening for skilled, experienced individual to support the division of leading national company. WordPerfect & dictation required. Troy/Southfield. Up to $18/hr.
Call Susan at UNIFORCE 357-0034

EXECUTIVE SECRETARY for assistant manager. Assistant to President. Excellent typing, shorthand, WordPerfect skills required. Legal experience helpful. Full time. Send resume to: Personnel, 29350 Woodward, Suite 204, Bloomfield Hills, MI 48304

EXECUTIVE SECRETARY
Very prestigious position organizing and managing personal, social and business affairs. $30,000 +
Call I.C.C.
358-2189

EXECUTIVE SECRETARY
Major Southfield based president needs your flexible experience. Financial experience preferred. Call Raymond Raymond at
UNIFORCE 646-7661

EXECUTIVE SECRETARY - Troy, excellent typing, shorthand 90 wpm, experience required. 500 commencement, benefits - $24,500. Fee paid.
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
Busy executive of fast-paced data communications company requires an Executive Secretary. The successful candidate for this position will possess a minimum of 5 years experience with the last 2 years serving in the capacity of a secretary/administrator. Exceptional organizational and communication skills and hands-on IBM/Multiplan computer experience required. If you are a self starter who is able to handle sensitive and common sense and are not afraid of a challenging environment, we have the challenge of this job. Excellent salary and benefits are offered. Only resumes with attached cover letters indicating reason for changing employment in the last two years will be considered. Interested candidates forward resume to: DataGenx, Inc., 27542 Halls Tech Dr., Farmington Hills, MI 48331. Attention: M. B. Sauter.

EXPERIENCED RECEPTIONIST
Real estate law firm in Southfield. Word Perfect 5.0. Send resume, salary requirements to: KFM, PO Box 1294, Birmingham, 48015

FARMINGTON COUNSELING Clinic seeks accurate typist w/good communication skills. Medical office experience. Between 9-5. 477-0107

FAST PACED NEW COMPANY
NEEDS THE FOLLOWING PEOPLE

SECRETARY - at least 1 year's experience, must take dictation, know word processing, shorthand a plus, must be able to handle phones. Work with customers, vendors, accounts.

RECEPTIONIST - need someone who can handle phones and matters, have typing skills and answer high volume phones.
Resumes to: Box 1040
Personnel Dept
Home Depot, Inc.
2579 E. Grand Blvd
Detroit, MI 48211
An Equal Opportunity Employer

FULL CHARGE
BOOKKEEPER/CLERICAL
One person office. Strong accounting background & computer skills required. Construction industry experience helpful. Send resume & salary requirements to: 1607 Allen Drive, Suite F, Troy, MI 48083

FULL TIME
RECEPTIONIST POSITION
AVAILABLE
Wanted for busy Southfield law office. Must be personable with strong interpersonal skills, able to multi-task and have the ability to handle heavy telephone traffic. Light typing and other skills desired. Would like motivated individual seeking long term position. Excellent fringe benefits. Please submit resume and salary requirements to: 829
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE - Flexible hours in Southfield. Apply in person only after 9am at 2424 Beech Daly Rd., 1 mile S. of Michigan Ave.

GENERAL OFFICE For an accounts payable/payroll forms, some bookkeeping. 15-25 hours. Tax season full time. Experience preferred. Livonia. Call anytime 464-3660

GENERAL OFFICE/RECEPTIONIST
Answering phones, light typing, bookkeeping, light typing. Part-time. Call 261-8626

GENERAL OFFICE
Troy area. Excellent with typing and math aptitude. Flexible hours, seeking 1-5 Call 583-9440

GENERAL OFFICE
Major advertising agency needs detail oriented, high energy assistance. To $7/hr. Call Georgeanne at UNIFORCE 646-8108

GENERAL OFFICE - Farmington Hills. We need a self motivated, dependable individual who is advance through a fast moving company. Jobs in Production Control & Office Support. Call today: 474-8300 Ex.14

GENERAL OFFICE - Experienced clerical people needed for Wedding Reception Hostess. Requires excellent skills in A/P, A/R & all general office procedures. Computer knowledge necessary. Pleasant, non-smoking environment. Send resume w/salary requirements to: Personnel Manager, 7001 Orchard Lake Rd., Ste. 204, W. Bloomfield, MI 48322 or fax 313-737-4588

INSURANCE
Immediate openings for part time personal lines Customer Service Representatives. Must be experienced in auto & home owners rating & typing skills. Contact Mrs. Hoyt or Mr. Hulbert.
357-2130

KEYPUNCH OPERATORS
WE are currently accepting applications for full time days/afternoon positions at our Livonia drive location. Please call between 8-3 for an application
Linda Corp
422-8002

504 Help Wanted Office-Clerical

HIRING In Oak Park and Southfield, full time, part time, long term assignments! Computer and Clerical fields. Call immediately 293-0909

HUMAN RESOURCES
CLERK
Southfield office is looking for a clerk with 2 years office experience preferably in a human resources setting. Accurate typing skills of 55 wpm and WordPerfect experience must be able to handle multiple duties including screening of applications, coordination of testing, placement of ads and extensive phone work. This position offers growth and advancement opportunities. Salary $7.00 - $8.00/hr. Complete benefit package offered. Applicants will be tested.

Send resume and salary requirements to:
RECRUITER
2151 I 75 Ave
Sterling Heights, MI 48310
An Equal Opportunity Employer

INPUT ANALYSTS
National company needs your accurate key strokes and recent experience. Long term assignments. To $6.50/hr. Call Dolores at
UNIFORCE 357-0644

LEGAL SECRETARY
2 plus years divorce and family law. Excellent salary and benefits. Farmington Hills. Contact Pam, 855-5770

LEGAL SECRETARY - Full time. Southfield. Minimum 3 years legal experience. Proficient with WordPerfect. Call Mary, 827-4100

LEGAL SECRETARY
Experienced, part time, for small Bingham Farm law firm. Telecopier/13 Mile area.
LEGAL SECRETARY
Needed for downtown Birmingham law firm. Litigation experience helpful. Good salary, Good benefits.
Call Ann 646-6292
An Equal Opportunity Employer

LEGAL SECRETARY - Part time. Flexible hours. Farmington Hills. Contact Audrey (anytime) - 851-7218

LEGAL SECRETARY for Troy law firm. Must have 2 yrs experience in litigation. Med-mal background helpful. 649-1330

LEGAL SECRETARY for small Troy law firm. Previous experience and references required. Word Perfect preferred. Send resume with salary requirements to: Box 1039, 660 W. E Big Beaver, Suite 101, Troy, MI 48083

LEGAL SECRETARY - for partner of Farmington Hills law firm. Civil litigation/corporate law practice. Minimum 3 years experience, Word-perfect. Non-smoking. Excellent compensation package. 626-5000

LEGAL SECRETARIES
MICHIGAN CORPORATION
We are seeking 2 legal Secretaries for long term assignments (Day 16-Sept 11) $12 per hour. Call Arthur Thomas. 355-4140

LEGAL SECRETARY
MICHIGAN CORPORATION
Ultra professional sought by Michigan Corporation. Must have 5 years legal sought. Competitive salary and benefits. Call Arthur Thomas. 355-4140

LEGAL SECRETARY
3 POSITIONS
Major Michigan firm has 3 positions available for polished professional with 2-5 years litigation background. Top skills required. Medical, dental, optical, 401K. Call Alice Gaines. 355-4140

LEGAL SECRETARY
for Bloomfield Hills Birmingham law firm. Must have 4-5 years of legal secretarial experience. Preferably corporate, with typing speed of at least 65wpm. Dictaphone transcription. Word processing. Organizational skills. Please contact Barb Gregory 642-8000

LEGAL SECRETARY, TO $25,000.
Major Oakland County firm, 3 years medical malpractice experience. Great atmosphere.
LEGAL SECRETARY, $24,000
Challenging and diversified duties. Litigation experience & good skills required.
Legal Word Processor, $20,000
Afternoon shift. Must know Word Perfect 5.1, plus Westlaw Firm Benefits.
All Fees Company Paid 772-6160
SKILLING PERSONNEL SERVICES

LOOKING for a self-starter detail person with good Secretarial skills to assist real estate broker. Some bookkeeping. Definitely a team type business. Flexible weekday hours Call Dale 644-9898

MACINTOSH SECRETARY
Unique executive support opportunity with leading advertising agency for Microsoft Word on a Mac.
To $8/hr. Call Sharon at UNIFORCE
646-7663

MARKETING SECRETARY
Harvard Graphics a plus for this secretarial position. To $8.50/hr. Call Stanley at UNIFORCE
646-7664

MEDICAL/LEGAL SECRETARY
Experienced, permanent part time No smoking. Word Perfect 5.1
335-1727

OFFICE ASSISTANT/Receptionist
for busy AAA insurance agency. 40 hours 20-25 hours a week. No eves or weekends. Days
347-0968

OFFICE HELP
Clerical, typing, and good communication skills. NW Detroit. Part time to start.
838-7430

OFFICE HELP - PART TIME for fast paced electronic job office. Typing skills a must. Good phone skills. Call for interview.
855-3466

OFFICE MANAGER/Bookkeeper - computer skills a must. Accounting includes, general ledger, payroll, bank reconciliation, etc. Experienced in Dealer/CPA interface. Dealership management experience. Small dynamic office. Hours negotiable. Call Co. Immediate Salary, benefits, fax resume.
641-5669

OFFICE SERVICES CLERK - (part time) for national company located in attractive suburban office. Duties include, copying, preparation of mailings, etc. Required Some experience, typing skills and word Perfect of Multi Mate knowledge. Hours are Fri., 12 to 5pm. Send resumes to: Office Services Clerk, Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ONE PERSON OFFICE needs temporary Secretarial replacement. Will train. Call Kim for details at
532-4066

OPENING FOR full time staff position in a state farm insurance agency. Located in N.W. Farmington Hills. Prior insurance experience helpful. Salary history - Attention Personnel, 21630 Haggerty Tavern Dr. B., Southfield, MI 48075

PONTIAC FIRM seeking mature responsible person for full time position in Accounting Dept. Book keeping experience a must. Typing. Starting wage $6.50/hr. Send for interview, call from 9-5. 338-1333

JOBS! JOBS! JOBS!
ORDER ENTRY CLERK
FULL TIME
Temporary to permanent position
Madison Heights location
CONTEMPRA
583-9500
BENEFITS NO FEE

PAYROLL CLERK
Detroit based company seeks capable, motivated individual for this position. Previous experience is desirable. Excellent opportunity for right individual. Competitive benefits plus full benefits. For consideration send resume to
PAYROLL CLERK
P.O. Box 779
Detroit, MI 48231

RECEPTIONIST/SECRETARY
Southfield law firm seeks full time receptionist for Weekend office. Please call Jeannine at
353-3600

504 Help Wanted Office-Clerical

OFFICE PERSONNEL - COLLEGE STUDENTS WELCOME!
We are accepting applications for the following office positions
WORD PROCESSORS
(any software)
RECEPTIONISTS/SWITCHBOARD
TELEMARKETING (AM & PM HRS.)
DATA ENTRY OPERATORS
SECRETARIES/TYPIST
Call today for an appointment!
TOP PAY, OVERTIME PAY,
HOLIDAY PAY,
TEMPORARY INSURANCE
Livonia 464-2100
Southfield, 352-1300

SNELLING
TEMPORARIES
NEVER A FEE

PARALEGAL - Southfield insurance company seeks experienced professional. Must be detail oriented, able to work with corporate counsel. Involved in preparation for court proceedings, working closely with executive secretary. Salary commensurate of 60 wpm. Send resume with salary requirements to: Box 1041, PO Box 300, Southfield, MI 48037.

PAYROLL SUPERVISOR
Growing company has an immediate need for experienced payroll supervisor. Must have 3 years payroll experience & personnel systems. 1 year of supervisory experience preferred. Excellent benefits. Please send resume with salary requirements to:
UNIVERSAL STANDARD
MEDICAL LABS
21705 Evergreen
Southfield, MI 48075
Attn: HRD

RECEPTIONIST, excellent phone skills a must, working knowledge of Word Perfect, Lotus & Paradox. Apply in person or send resume to: 29777 Telegraph, Livonia, MI 48150 Ask for Michele

RECEPTIONIST
Part time, Monday/Thursday 5-9pm, Saturday 9-1pm, minimum 2 years experience. Pleasant, stable job work - independently. EEO/AAE. Resumes only:
Human Resources
Grand Rental Counseling Center
2000 Green Rd. Suite 250
Livonia, MI 48150

RECEPTIONIST/Delivery. Person immediate opening. Full time. Farmington area. Must have valid DL, reliable car necessary. Ask for Joan, Nancy or Dawn ONLY 477-8200

RECEPTIONIST/SECRETARIAL
for Rochester Hills finish/medical/CPA consulting firm. Full time position 56 and 60 wpm. Own transportation. Duties include phones, filing, deliveries and clerical. Computer experience beneficial. Send resume to Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
Entry level, 1-2 yrs experience. Full-time & part-time. Farmington Hills. $6.50/hr. Farmington Hills Call. 489-5840

RECEPTIONIST/EXPERIENCED
for fast paced Bloomfield law firm. Good benefits. Call Steve Mueller at.
RECEPTIONIST, TYPIST
Experienced, full-time. Salary $12,000. Plymouth & Merriman Rd. Law firm seeks a self starter. 477-2200

RECEPTIONIST/SECRETARY
for job share. Light to medium skills. Call 10 am - 2 pm. Farmington Hills area/private. Resume to 18822 Beech Daly, Redford, MI 48240

RECEPTIONIST
With pleasant personality, to answer phones, light typing and filing. Typing and filing. Typing rate. Please call
Rebecca at. 642-7797

RECEPTIONIST
Responsible person for Westland office, part time including Sat. for reception, general office duties and some typing. Send resume to
P.O. Box 9111, Westland, MI 48150

RECEPTIONIST - N.M.C. Home Care - a fortune 500 company needs a bright, detail oriented, multi-task person. Strong typing & communication skills required. Medical exp. preferred. Contact Donna 261-0482

RECEPTIONIST TYPIST
in Birmingham office for a commercial mortgage company. Requires computer skills, typing 60wpm, good phone skills. Pleasant work environment, good benefits. Will train for advancement. Salary commensurate with experience. Please write Office Manager, 5005 Bingham, Ste 315, Bloomfield Hills, 48301

RECEPTIONIST SECRETARY for mental healthy clinic in Southfield. Responsibilities include light office operations including typing, phone, scheduling, accounts receivable, computer knowledge, billing. Excellent benefits. Salary is made negotiable. Up to $7 per hour. Full time. Send resumes to: Out Patient Mental Health Clinic, 26000 W. 8 Mile Ste 446 W. Bloomfield, MI. 48322

RECEPTIONIST/SECRETARY
downtown Detroit, excellent telephone voice. WordPerfect 5.0, dictaphone
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST - Rochester Hills firm has an immediate opening for an experienced receptionist/switchboard operator. Ideal candidate must have excellent communication skills, organized and secretarial, a minimum typing speed of 55 wpm and knowledge of Word Perfect & wide variety of clerical duties. Send resume to:
Personnel Manager - O'Neil
Wiley & Associates, 1100 Rochester St.
Rochester Hills, MI 48309
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

JOBS! JOBS! JOBS!
EXPERIENCED
• Receptionist
• Switchboard Operator
• Data Entry Clerks
• Word Processors
Long & Short Term Positions
Southfield, Troy, Downtown locations
CONTEMPRA
583-9500
BENEFITS NO FEE

REPRODUCTIONS OPERATOR
Position available in Rochester Hills firm. Must have good typing, knowledge of reproduction equipment & maintenance, knowledge of copyright laws & patents & contemplations helpful. Must be able to perform other duties as assigned. Excellent benefits package. Send resume with salary requirements to: Box 1042, PO Box 300, Southfield, MI 48037

SALES SECRETARY
for school furniture/audio/visual computer company. An exciting career opportunity in a growth industry. Min. 3 yrs experience in performing sales support functions. Strong clerical & organizational skills a must. Excellent salary & benefits. Send resume with salary expectations to:
STEREO EQUIPMENT
37899 Enterprise Court
Farmington Hills MI 48331

SALES SECRETARY - non smoking company seeks sharp individual with excellent typing and secretarial skills to work flexible hours. Typing 60 wpm, knowledge of word perfect a plus. Send resume to: Sales Secretary, P.O. Box 300, Southfield MI 48037

SECRETARY - SOUTHFIELD area law firm needs individual with good typing, English skills and word processing knowledge 340-4100

SECRETARIAL - Farmington Hills CPA firm needs experienced clerical to run office, statistical typing, Word-Perfect. Full time.
352-1808

504 Help Wanted Office-Clerical

SCHOOLS OUT?
CALL KELLY
Bring your clerical skills to Kelly Temporary Services. Let us help you secure summer employment. We offer:
WORD PROCESSING OPERATORS
DATA ENTRY OPERATORS
RECEPTIONISTS/SWITCHBOARD
COMPUTERIZED ACCOUNTING
(Lotus)
GENERAL CLERICAL
If you have at least 6 months experience in any of these areas, please call for an appointment.
Livonia 522-4020
1-96 Ottawtor
33133 Schoolcraft
KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/H

SECRETARIAL POSITION
in Redford/Detroit area for multi-office real estate firm. Good phone skills, typing, computer experience necessary, WordPerfect, Lotus 1-2-3 helpful. Call Linda 680-4457

Secretarial
Statistical
Secretary
Masco Corporation, a leading diversified Fortune 250 manufacturer, has an immediate position available for a Statistical Secretary.

Working in our corporate pension department, the ideal candidate should possess excellent typing and organizational, statistical, spelling and communication skills. Familiarity with personal computers is helpful.

This full-time position is accompanied by a competitive salary and an excellent benefit package. Please send resume with salary requirement in confidence to:
Masco Corporation
Attn: Human Resources HD/SS
21001 Van Born Rd.
Taylor, MI 48180
An Equal Opportunity Employer

SECRETARIAL
To answer phones, data entry & general secretarial duties. Computer experience required. Operate switchboard system 38, minimum typing 60wpm. Knowledge of Word Perfect & have a pleasant telephone voice. Full time position. Southfield/Farmington area.
352-0590

SECRETARIES
Position available in Southfield area for an experienced secretary. Must have working knowledge of micro software and windows a plus. Typing speed of 45-50 wpm preferred. Call today for an interview!
WOLVERINE
STAFFING SERVICES
358-4270

SECRETARY - answer phones, accident typing skills, 50wpm data entry. WordPerfect 5.1 helpful.
Call Ann 532-5901

SECRETARY - Busy Troy church office needs experienced person to handle phones, data entry, word processing duties. Full time with benefits. Salary Open. Call
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Fast paced New Hudson office needs person with good typing skills. Call Sharon at
UNIFORCE 473-2932

SECRETARY FOR LAW OFFICE
in Farmington. Full time. Must know WordPerfect. Immediate opening.
Call 847-0700

SECRETARY for Southwest Law Office. Good computer, accounting and phone skills required. Must be detail oriented. Send resume to 2939 Lansdown, Troy, MI 48084

SECRETARY - for Birmingham non profit organization for several committees. Excellent typing skills & pay. Send resume to Box 832
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Livonia office needs Secretary - with excellent typing skills. Part time 2 days/week. Possible full time. Call
425-8210

SECRETARY needed for fast paced rapidly growing investigation firm. Fast typing skills, computers a must as well as phone skills. Northwestern Hwy area. Salary $20,000. Call Ann for Karen or Melody: 380-0211

SECRETARY needed for busy Vice President of mortgage company. Must have good typing, word processing, transcribing, filing & phone skills. Knowledge of general clerical helpful. Send resume to
Resource Bancorp Mortgage Inc.
31899 W. 12 Mile Rd., 100
Farmington Hills, MI 48331
Attention Peggy

SECRETARY
Part time, 15-20 hours per week. Word, processing and dictaphone
Call 641-0080

SECRETARY - part time needed for small Rochester Hills accounting office, work at home, IBM PC needed. Must be experienced & reliable. Salary negotiable.
851-2771

SECRETARY - part time position (afternoons) in a professional office with a pleasant working environment. Good office skills & pleasant phone manner required. Typing rate of 50 or 3.1 desirable. Computer skills helpful. Contact Mr. Hoyt or Associates Inc., 38955 Hills Tech Dr., Ste 200, Farmington Hills, 48331
An Equal Opportunity Employer

SECRETARY - Part Time
Bookkeeping experience preferred. 2 days/wk., flexible hrs. Downtown Rochester
651-8260

SECRETARY - PART TIME
with considerable knowledge in computer service for law firm in Bloomfield Hills. 2 days per week. Call 645-1450

SECRETARY, part time position available for computerizing engineering firm. Must have good communication skills, accurate typing skills with WordPerfect 5.1 experience a must. Send resume to G.H. & Associates, 24684 Halfway, Farmington Hills, MI. 48335 or Call 1-800-868-7499 ext 26
An Equal Opportunity Employer

SECRETARY
Prestigious international company needs first class word processing background. Flexible hours $21,000/yr. Call Sloane at
UNIFORCE 646-7661

504 Help Wanted Office-Clerical

JOBS! JOBS! JOBS!
Experienced Word Processing
Operators/Typists
• WordPerfect 5.0
• Profs
• Display Write 4
• Lotus
• Wang
CONTEMPRA
583-9500
BENEFITS NO FEE

SECRETARY - PART TIME
2 days per week. Word Perfect helpful. Farmington. Hourly rate $8-$12.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
for Dearborn suburban accounting firm. Computer and WordPerfect helpful. Send resume to
O.E. Box 3238, Southfield, MI 48037

SECRETARY/
RECEPTIONIST,
POSITIONS
$13,500-$15,600
FEES PAID BY COMPANIES
Use internal sales experience to land one of these outstanding positions! Excellent benefits. Call Jennifer, Company benefits Call 644-4600
SKILLING PERSONNEL SERVICES

SECRETARY
Seeking an experienced and robust individual to join our financial Group. Qualified candidate must work well with others, possess excellent word processing skills, type 60 wpm, able to converse with others & have strong typing ability (Lotus 1-2-3 is helpful). Position involves typing reports, statements in the financial group with various assignments. A competitive benefit package is offered. Qualified candidates may be interviewed Mon-Fri. 9am-4pm or send resume stating salary requirements to
SOURCE ONE MORTGAGE SERVICES CORPORATION
(Formerly Freeman & Frund)
Corporate Headquarters
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

Secretary
To Busy President.
Permanent. Part time 2 days. Bloomfield Hills area on Maccabees Wood. Works. Excellent office skills. Salary for half day.
SECRETARY, To Controller. Part time. Experienced in all phases of office procedures. Part time 2 days, 3-4 days weekly. Send resume to 3000 Town Center, Suite 1780, Southfield, MI 48075

SECRETARY
With computer skills for Bloomfield area Real Estate Firm.
Call 337-3120

SECRETARY, with organizational skills, knowledge of computer, self motivated. 20-30 hours per week. Flexible consultant position in Walled Lake.
624-2443

SECRETARY -
$23,000 FEE PAID
Coordinate, organize and back up executive secretary. Skills: Lotus, word processing/computer and typing 60wpm. Bachelor degree preferred. Full benefits. Call Mary at 649-5900 or FAX resume to
649-5330
SKILLING PERSONNEL SERVICES

SENIOR SECRETARY - with management experience for busy executive, Southfield area. Must be personable, customer service oriented.
Duties include: Support