504 Help Wanted Office-Clerical

ADMINISTRATIVE ASS'T
Dynamic self-starter needed. Duties include all accounts receivable, general ledger, Worldperfect 5.0. Full time position. EXPERIENCED ONLY. Call between 9am-12noon, Mon.-Thur.: 313-362-3461

ADMINISTRATIVE/EXECUTIVE SECRETARY
WordPerfect experience preferred. Permanent Benefits
313-525-0077ext

PSI 459-1166

ADMINISTRATIVE SUPPORT COORDINATOR
Firm over 50 years of solid success behind us. It has come where it is today because of the people who are among the best in their fields. If you're seeking a new situation to enhance your career, social outlook and are an experienced administrative support coordinator, consider this exciting position with a leader in the electronic marketing and shipping industry. Join Accent.

You will be responsible for administrative support of the sales and marketing staff, including travel arrangements, etc. Qualifications should include at least 2 years of administrative experience, well organized, self motivated, excellent skills. Some computer and previous experience in a sales office would be helpful.

For immediate consideration, send your resume with confidence in: Ann Accent, 35830 Grand River at Shiloh, Farmington, MI 48336

AUDIT CLERK
Corporate Auditor firm is seeking a detailed and valued to audit stores throughout Metro Detroit. Must ability to work in high volume office environment & 10 key skills a must! Competitive salary. 477-0551

BILINGUAL EXECUTIVE SECRETARY
$14 + PER HR.
- Immediate long term assignment - western suburbs!
- Knowledge of Japanese almost!
- Excellent word processing skills - Microsoft Word!
- Must have previous office experience!
- Typing 50 wpm!
- Resume required!

Call Debbie at Accent
OLSTEN Temporary Services
SOUTHFIELD
354-0555
EOE M/F/H/V NO FEE

BOOKKEEPER - Full charge/Payroll. Mature person. Resume required. P.O. Box 456 Royal Oak, MI 48068

BOOKKEEPER - Full time. Experienced with computers, accounts payable & salary requirements to P.O. Box 563 Walled Lake, MI 48390

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY/ASSISTANT
Is needed for a busy Dearborn based company. Experience is necessary and word processing a must. Excellent benefits! Great work environment & competitive salary. Please send resume or requirements and resume to: Director of Personnel, P.O. Box 1243 Dearborn, MI 48120

ALL FEES COMPANY PAID
Specializing in:
- Secretaries
- Bookkeepers
- Legal
- Word Processing
- Receptionists
- General Office
- Data Entry
- Typists

PERMANENT STAFF
Farmington 737-5750
Troy: 585-2720

ASSISTANT TO MARKETING DIRECTOR
Seeking bright, energetic person. Duties: Supervising clerical staff, good typing skills, responsible for maintaining program mail records, corresponding, preparing charts, filing, typing. Minimum 3 years. Minimum 6 months in sales environment. Salary commensurate with experience. Send resume to: Marketing Director, P.O. Box 300, Ypsilanti, MI 48197

BILINGUAL (JAPANESE) SECRETARY
Fast growing company in Farmington Hills seeks an individual with minimum 3 yrs. experience in accounting, word processing, telecommunications, computer literate, able to work independently. Call 661-1911

BOOKKEEPER - Growing Dearborn area company seeks an experienced bookkeeper. Typing and 10 key skills required. Excellent communication & organizational skills a must. Knowledge of Lotus, Word Perfect experience helpful. Competitive salary & benefits. Call Bookkeeper Search, 559-0450

CLERICAL - Immediate opening for an entry level clerical position. Send resume & financial requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

Clerical

Office Clerk
Part Time

We are a leading producer of commercial printing has opening an entry level motivated individual to provide clerical support in a fast paced office. Duties include entering 24 hour work logs and assisting phones, processing customer orders, invoicing and other duties as assigned. Applicant must have 1 year office experience.

For immediate consideration, send resume or letter to:

Sun Chemical
General Printing Ink Division
1777 Maplelawn
Troy, MI 48084
Equal Opportunity Employer
Minority/Female Encouraged

CLERICAL
Part time position. General office duties including typing, answering phones, filing, etc. Apply in person at Nolte Craft, 41107 Jo Dr., North of Grand River, 1 block west of Haggerty Rd. in the Vincent Industrial Park.

PERMANENT PART-TIME
20 hrs. - 33 hrs. NO FEE
Great opportunity for homemaker. Easy, easy! Need data entry, some typing. Excellent benefits. Interesting & generalized clerical work. PRO ASSOCIATES AGY., 540-4100

504 Help Wanted Office-Clerical

BOOKKEEPER
Computer software company is seeking an experienced bookkeeper to work in a professional service free environment. Duties include: Receivable, payroll & general ledger. Job distribution & billing. Custom & royalty contracts. Office Manager. Send resume to Angela Gemsinger Associates, 5700 Crooks Rd Ste 212, Troy, MI 48098

BOOKKEEPER/FULL CHARGE
At least 5 years experience with computerized accounting. Able to work independently. Competitive salary. Send resume and salary requirement to: MKG Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/PERPETUAL CHARGE
To work & supervise properly management books keeping department. Computer knowledge & experience necessary. Excellent salary & benefits. 1317 Newgate. Send resume with salary requirements to: Scott Stevens Firm and Associates 2000 Talbot Centre, Suite 3400, Birmingham, MI 48009

BOOKKEEPER
Large, Southfield based property management company needs accurate detail-oriented bookkeeper to maintain 15 to 20 properties. P.O. Box 5071 Southfield, MI 48086

BOOKKEEPER - Wholesale seeking candidate to complete computerized accounting systems. Minimum two years experience. Knowledge of Macintosh, Quickbooks & accounting procedures a plus. Fax resume to: Data Management, P.O. Box 300 Southfield, MI 48037

BOOKKEEPER - Growing Dearborn area company seeks an individual with minimum 3 yrs. experience in accounting, word processing, telecommunications, computer literate, able to work independently. Call 661-1911

CLERICAL
Immediate opening for an entry level clerical position. Send resume & financial requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

CLERICAL
Immediate opening for a data entry clerk. Send resume & financial requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

CLERICAL
Immediate opening for a Dearborn based company. Data entry and general office duties. Excellent communication & organizational skills. Typing 40 wpm. Word Perfect experience helpful. Competitive salary & benefits. Call Bookkeeper Search, 559-0450

CLERICAL - Immediate opening for an entry level clerical position. Send resume & financial requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

CLERICAL
Immediate opening for a data entry clerk. Send resume & financial requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

CLERICAL
Immediate opening for a Dearborn based company. Data entry and general office duties. Excellent communication & organizational skills. Typing 40 wpm. Word Perfect experience helpful. Competitive salary & benefits. Call Bookkeeper Search, 559-0450

CLERICAL/GENERAL
Nation's largest non-profit financial counselors. Send resume to Personnel Secretary for their Farmington Hills office. Must have typing skills and excellent phone & math skills & be able to work with stressed. Computer experience helpful. Send resume & salary requirements to:
Credit Counseling Center
27750 Novi Rd. Ste. 250
Novi, MI 48377-3189
An Equal Opportunity Employer

CLERKS - needed for our Dearborn Office for mailing projects and packaging advertising materials. Must be able to lift 40 lbs. Ideal for high school graduate, College student or retired working hours and days vary depending on work load.

Salary $5.00/hr. no benefits. Must be dependable, presentable, and a team player. If interested please call 313-436-8810 or
Tuesday, May 19
Wednesday, May 20,
9:00 - 8:00 pm ONLY

CLERK TYPIST
computer experienced helpful. Word Perfect 5.0, 5.1, transportation necessary. Southfield area. 357-6559

COLLEGE STUDENTS
Immediate Openings for summer, part time & date night shifts. Full time, student opportunities in all areas. Call O.E. 528-8100

COLLEGE STUDENTS
Immediate Openings for summer. Call O.E. Work part time during school. Full time, student opportunities in all areas. Call O.E. 528-8100

COMPUTER ENTRY
National company needs your accurate key strokes and recent experience. Use this skill to your advantage. To 35.50/hr. Call Diane at
UNI FORCE 352-0644

CUSTOMER SERVICE - Data entry typing, word processing & pleasant phone manner required. Call Sandy Fields between 9-11 for Office Manager. 15101 Oleta Plymouth, MI 48170.

CUSTOMER SERVICE REP.
For wholesale paper distributor. Excellent opportunity but not necessary.

GENERAL OFFICE - Full time. Permanent position. Light clerical duties. Send data entry, some typing. Excellent benefits. Interesting & generalized clerical work. PRO ASSOCIATES AGY., 540-4100

CUSTOMER SERVICE
CLERK - Major insurance company needs person with customer service experience. Computer experience helpful. Unique opportunity for your customer experience $6.50/hr. Call Sylvia at
UNI FORCE 357-0641

CUSTOMER SERVICE
To $17,000
Our client seeks an experienced customer service rep. Ideal candidate will have 1 year customer service experience with computer experience. Medical or manufacturing background desired.
Diversified Recruiters Co.
FAX 344-6704 644-6700

Customer Service
(Part-Time)
We are seeking an individual with previous training or telephone customer service experience to work out of our Customer Service Dept. Responsibilities include responding to over 100 incoming telephone inquiries per day, data entry, and other duties as assigned. Good written communication skills preferred. Must be available Tues., Wed., Thurs. Schedules are hours a date.

Mon. Hours Fri. 10am & 6pm

Qualified candidates should apply Mon. Fri. 8am-4pm.

Human Resources
SOURCE ENGINEERING SERVICES CORPORATION
33663 Farmington Rd.
Farmington Hills, MI 48336
Equal Opportunity Employer M/F/H

DATA ENTRY
Fast paced Farmington office needs 10,000 key strokes per hour experienced. Top Pay. Automatic to $7.50/hr. Call Diane at UNI FORCE 352-0644

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, Auditing Department, P.O. Box 300, Southfield MI 48037

DATA ENTRY
Operators needed for afternoon shift in Auburn Hills/Rochester area. 1500/hr a week. Long term assignment possible permanent.
Kelmenson

TEMPORARY RESOURCES
737-1711
588-9210

DATA ENTRY - Part-time hourly position. Experience helpful. Flexible daytime hours. Farmington Hills area. Call 10-3pm 477-7782

DATA ENTRY
Rapid growth division of service firm needs your experience and attention to detail. $5.50 hr. Call Express staff to FORCE 473-2932

DATA PROCESSING OPERATOR/PROGRAMMER
Associate Degree or equivalent computer science, MS-DOS & MS-DOS PC WordPerfect 5.1 Supervisory experience preferred. Send resume by April 20, 1992 to: Dr. Kenney, Hartford Union High School District 17439 Beech Daly, Redford, MI 48240

DENTAL RECEPTIONIST
Progressive Livonia office is looking for the right person in its dynamic front desk. If you are a professional that has type 40 wpm has excellent medical skills, pleasant manner in dealing and has an excellent employment record please call 591-3040

ESCROW SECRETARY
$22,000 FEE PAID
Put your title and pacific experience to better use. Outstanding benefits & with advancement opportunities. Suburban Northwest. Call Mark at 645-9300, or fax resume to 645-3726.
SNELLING PERSONNEL SERVICES OF TROY

EXPERIENCED RECEPTIONIST/TELEPHONE OPERATOR
For busy Downtown Detroit law firm. Pleasant working conditions. Medical insurance. Competitive salary and benefits. Send resume to: MKG Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

CLERICAL PART-TIME
General insurance agency and/or bookkeeping experience preferred. Send resume to P.O. Box 2468, Livonia, MI 48151.

CLERICAL
Real estate office seeks experienced clerical person. Advanced typing & communication skills a must. Call 313-455-4000

CLERICAL RECEPTIONIST
Experience preferred. Some sales helpful. Flexible hours. Call between 10am-noon ONLY 591-6522

CLERICAL SUPPORT SECRETARY
Amicare Hospice Services, Inc. is seeking a qualified individual for the position of Clerical Support/Secretary for our Washtenaw County office.

In this position you will be responsible for typing minutes of branch meetings, maintaining branch material and distributing minutes to designated personnel, maintaining branch policy manuals, typing reports and maintaining files for branch records and performing other duties as assigned and designated by the Director.

The successful candidate will be a high school graduate with a minimum of two years of secretarial duties. Medical or other secretarial experience preferred. A minimum of two years of typing experience required, demonstrated word processing and transcription skills of dictation preferred.

To apply, please send your resume or letter of application to: Human Resources Manager, Hospice of Washtenaw, 800 Arborel Blvd., Ann Arbor, MI 48103. Advertising Agency Screening Through Alternative Action. Equal Opportunity Employer

CLERK/SECRETARY
Nation's largest non-profit financial counselors. Send resume to Personnel Secretary for their Farmington Hills office. Must have typing skills and excellent phone & math skills & be able to work with stressed. Computer experience helpful. Send resume & salary requirements to:
Credit Counseling Center
27750 Novi Rd. Ste. 250
Novi, MI 48377-3189
An Equal Opportunity Employer

CLERICAL
Data entry, typing, some bookkeeping. Light clerical duties. Pleasant working environment. Call Ann at 557-7700

GENERAL OFFICE
Full time. Typing, filing, bookkeeping. Will train. Flexible hours. Call Sharon 557-8373

GENERAL OFFICE CLERK
Must be accurate with figures & some knowledge of computer. Also to handle orders & service on phone. Send resume to: Furniture 13500 Middlebelt, Livonia, 525-0030

GENERAL OFFICE SECRETARY - Farmington, Full time, large office. Light bookkeeping. Self motivated person that would eventually move into sales. $15,000 to start. Send resume to: 21005 Farmington Rd., Farmington Hills, MI 48336

GENERAL OFFICE - Wayne Construction firm has an opening for a high school grad, individual with good phone manner & general clerical knowledge. Typing 40 wpm. Benefits generous. Full time, $7 hr. Send resume to: Office Manager, P.O. Box 994, Livonia MI 48154

INSURANCE SECRETARY
Part time, mature person to help Hartford agency. Call Geneva at 533-8778

JUNIOR SECRETARY
Major advertising agency needs your enthusiasm, willingness to learn. To $7/hr. Call Gloria at UNI FORCE 646-6188

KEYPUNCH OPERATORS
WE are currently accepting applications for full time day/afternoon positions at our Livonia office. Please call between 9-3 for an appt. Ask for Linda Corp
422-6002

MID SIZE law firm in Southfield now hiring for a receptionist. Experienced in workers comp, civil defense & WordPerfect. Respectable position & benefits. Send resume to
Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for small Troy law firm. Previous experience and knowledge of WordPerfect required. Send resume with salary requirements to: Dept. INC, P.O. Box 3001, Southfield, MI 48037

LEGAL SECRETARY - for partner of Farmington firm has form Civil Litigation/corporate/business practice. Must have 3 years experience. Word perfect. Non-smoking. Excellent compensation package - 626-5000

LEGAL SECRETARY - for busy Rochester law firm. Personal injury & wrongful death. Must have word processing experience. Excellent benefits, salary commensurate with experience. Call Donna 852-9300

LEGAL SECRETARY, part time, few hours - for Troy law firm. One or more years legal experience preferred. Salary commensurate with experience. Send resume to: PO Box 94728, Troy, MI 48099

LEGAL SECRETARY for a growing Farmington law firm. Salary commensurate with experience. Candidate must have experience in Wordperfect 5.1 and be detail oriented and grammar skills. Contact
Attorney Barbara Ball 645-7700

LEGAL SECRETARY
Experienced. Part time - 2-3 days. Telegraph/13 Mile area. 647-8652

LEGAL SECRETARY
For Troy insurance defense law firm. Must have 2 yrs experience in litigation. Word Perfect 5.1 preferred. 649-1330

LEGAL SECRETARY - for Southfield sole practitioner specializing in personal injury litigation. Must have 3 plus years legal experience. Call 354-4311

LEGAL SECRETARY, experienced for small Eastern Farmington law office. 25-30 hrs per week. Salary commensurate with experience. 476-8484

LEGAL SECRETARY needed for Farmington law firm. Litigation experience preferred. Word Perfect. Send resumes to P.O. Box 1899, Farmington, MI 48332-1899

LEGAL SECRETARY - Southfield law office needs efficient secretary. Word processing experience helpful. Pleasant office, have motivated staff. Call (313) 355-0000 or (313) 728-9242

LEGAL SECRETARY
MICHIGAN CORPORATION
Mortgage corporation seeks 2 years legal experience for corporate litigation position. Highly visible growth potential. Call Arthur Thomas 355-4740

LEGAL SECRETARY
Our client is looking for a highly skilled professional secretary with 2-3 years experience for a challenging position. Will environment salary & benefits are outstanding. Call Sally at
TEMPORARY RESOURCES 352-7009

LEGAL SECRETARY needed by medium sized Southfield law firm to practice primarily in tax & litigation. Shorthand skills required. Salary commensurate with experience. Liberal fringe benefits. Please send resume to: Box 898
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY/PARALEGAL
Established Bloomfield Hills law firm is immediate full time position in Estate Planning Dept. Prerequisite for attorneys is 3 years legal secretary, extensive experience with computers, thorough knowledge of probate and tax planning. Must be organized and detail oriented. Send resume to 200 E. Long Lake Rd. Suite 110, Bloomfield Park, MI 48304. Attn: Personnel

LEGAL SECRETARY
Rapidly growing Troy firm seeks a full time secretary. Must have 1 year legal experience. Salary commensurate with experience. Call (313) 362-9300

LEGAL SECRETARY
Troy insurance defense firm seeks a full time secretary. Must have 2 years experience in litigation. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Ann at