504 Help Wanted Office-Clerical

Accounts Payable Clerk
(Part-time, 4 days)
Part-time position available in our corporate headquarters. Individual will assist various clerical duties in our Accounts Payable department. Must possess aptitude for detail & figure work. Job requirements include: preferred hours 8:15am-4:30pm, Mon-Fri; Ability to
ACCOUNTS PAYABLE CLERK
P O BOX 2227
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE CLERK
Full time for busy retail office involved in order taking, data entry, vendor interface, detail oriented. 10 key & computer skills preferred. Send resume to
THE CLARMORE Group
7229 Woodward
Birmingham MI 48009
Attn: Margret
642-7755

ACT NOW
Full & part-time positions available thesaurus typing. Must be Microsoft Word for Windows. Word perfect 5.1 required. Pagemaker also a plus. Top pay. Call for details.
TEMPORARY RESOURCES
Farmington Hills: 737-1711

ADIA has IMMEDIATE OPENINGS for
- Word Processing Secretaries
- Clerks
- Receptionists
- Telemarketers (Livonia ONLY)

Long & short term temporary positions available.
Livonia/Plymouth area $25-$30/hr
Farmington/Novi area $4.2-$7.00/hr
ADIA Personnel Services
EOE Never A Fee

ADMINISTRATIVE ASSISTANT
Full charge person for property management firm. Strong computerized bookkeeping & word processing experience required. Reply to 30201 Orchard Lk. Dr. 123, Farmington Hills 48334

ADMINISTRATIVE ASSISTANT
Friendly cheerful person wanted to provide administrative support for professional staff at new corporate fitness center. Must have strong typing skills. Work with people, organizational and people skills. Experience with business systems and medical or health settings is a plus. Auburn Hills 370-2903

ADMINISTRATIVE ASSISTANT
The president of a growing manufacturing company is looking for a well-rounded individual to be Administrative Assistant. Excellent typing & organizational skills are a must. Knowledge of Lotus 123 & Word Perfect helpful. Accounting background extremely helpful. Please forward resume & salary requirement to: Personnel 2819 Bond Rochester Hills, MI 48309

ADMINISTRATIVE ASSISTANT
Long-term growth position with prestigious manufacturer. Graphic arts background. 35 WPM. Call Sue at UNIFORCE 646-7681

ADMINISTRATIVE
International firm is seeking strong Word Perfect 5.1 secretary. Part time position in word processing. Ability to work independently on special projects for this major company.
Diversified Recruiters Co.
344-9700 or 344-9704

ADMINISTRATIVE ASSISTANT
Local beverage firm seeking assistant controller with desire for advancement. Must have proficient secretarial skills, 35 words per minute, board experience, dictation helpful. Benefits available. Send resume & salary history to
Coordinator/HR
P O Box 5345
Plymouth MI 48170
an Equal Opportunity Employer

ADVERTISING/SALES ASSISTANT
Ad Writer/Graphic Arts/Marketing position. Note on Omnimedia with Harvard Graphics a plus. To $9.50/hr. Call Shelley at UNIFORCE 357-0036

ARE YOU proficient in PageMaker or Corel Draw? Call Sue at UNIFORCE. We are a growing temporary service & offer long, short & transport to Detroit assignments with excellent pay. Call
ETD Temporary Service
an Equal Opportunity Employer

ATTENTION Starting Pay $9.50/hr for Word Processing Secretaries. Starting pay $7.50/hr Data Entry (10,000 keys per hour). Starting pay $6.50-$7 for Receptionist. Jobs Unlimited
Looking for qualified reliable, experienced people.
EMPLOYERS TEMPORARY

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Dynamic growth has required top person in our office. Accounting/computer background required. People pleasing attitude is a must. Submit resume to Vanoucen Systems Inc. 30663 Amherst, Livonia MI. 48150-1103

ADVERTISING OPENING
Full time. Major medical & fringe benefits. Life insurance, disability, profit sharing available. Must type 35-40 wpm & have excellent phone voice. Face local office. Will train the right people. 476-7355

ARBOR TEMPS NEEDS:
SECRETARIES
WORD PROCESSORS
$9-$10/HR
EXECUTIVE LEGAL
ACCOUNTANTS DATING
MEDICAL ENGINEERING
ARBOR TEMPS
459-1166

x

ATTENTION!!
Dynamic RECEPTIONIST needed for Fast-paced Oak Park office
Ideal candidate:
- Multi-line telephone experience
- Human relations skills
- Good telephone ability
- Flexibility
- Motivated individual needed for INTERVIEW position. We screen, interview and test applicants.

We require:
- Excellent communication skills
- Working knowledge of recruiting restrictions
- Looking for self starter

Send cover letter, salary requirements & resume to
P O Box 2102
Southfield, MI 48037

Bank of Bloomfield Hills is seeking professional detail oriented individuals for the following full time positions

Executive Secretary
Successful candidate must possess strong typing & shorthand skills and have experience with Word Perfect 5.1 & Lotus software. Excellent organizational & communication skills required. Previous bank experience a plus.

Receptionist/General Office
Enthusiastic individual required to greet customers & handle telephones. General office duties including filing & light typing also required. Previous experience preferred.

Please forward a resume with salary requirements to: Personnel Manager, 505 N. Woodward, Suite 1300, Bloomfield Hills, MI. 48304
An Equal Opportunity Employer

BOOKKEEPER
Career oriented, full charge, part time. Computer skills. Pay commensurate with ability. Resume 7716 Cooley Lake Rd. Waterford, 48327

BOOKKEEPER - SECRETARY
for Plymouth CPA. Self starter, computer experience, general ledger and payroll tax knowledge. Send resume to Kerrigan & Co. 350 N. Main Plymouth MI 48170

BOOKKEEPER - Full charge experienced. Knowledge of Lotus & Quattro has required. Must have references. Please send resumes to: PO Box 7424, Romulus, MI. 48174-0424

BOOKKEEPER, FULL CHARGE
Commercial services firm requires knowledge goods inventory and payroll experience with Lotus 123 preferred. Call Betty at UNIFORCE 357-0684

BOOKKEEPER FULL-TIME Immediate opening in southwest office. Experienced, this position requires payroll. Basic computer knowledge required. Send resume only. ATTN: CONTROLLER 26999 Central Park Blvd Ste 200, Southfield, MI 48076

BOOKKEEPER/FULL CHARGE
EXPERIENCED
For Birmingham interior design firm. Must have excellent computer skills as well as knowledge of payables, receivables, collections, cash flow, budgeting related payroll taxes. Responsibilities also include accounting duties also a high priority. Send resume to
Rose Hooper, 211 North Woodward
Birmingham, MI 48009

BOOKKEEPER - general office auto dealer, Troy. Experience preferred, full time. Blue Cross & other fringes. ERA system. Call for appt. Vicki Printz 643-8211

BOOKKEEPING OPPORTUNITY for top notch part time (take charge) Bookkeeper/Secretary on Northwestern. Real estate or legal experience preferred. Send resume to: Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CASHIER/FILING CLERK
Full time position. Benefits. Apply in person at North Brothers Ford 33300 Ford Rd., Westland

ENTRY LEVEL Clerical, Receptionist for sales office. Pleasant phone manner & knowledge of word processor required

Please send resume to
L S STARRETT CO
Precision Optical Division
27280 Haggerty Rd Suite C-8
Farmington Hills MI 48331

504 Help Wanted Office-Clerical

CAREER OPPORTUNITY
Our Southfield Organization is seeking a dedicated, hard-working individual for this fast-paced, challenging position. We need a people person with a strong service orientation. Good telephone manners and organizational skills. Part time, 15/20 hours per week, ideal for a homemaker. Apply in person, Wednesday or Thursday, 12-4:00 Steve Hagopian & Co. 21421 Hallagan, just 16 left & east of Telegraph, north onto Bridge St., north on Hallagan

DATA ENTRY CLERK
Expanding Farmington Hills corporation has need for candidate with data entry with Lotus experience. 10 key 55 TS/hr. Call Donna at UNIFORCE 473-2923

DATA ENTRY/CLERICAL Assistant
Accuracy a must. IBM System 36 familiarity a plus. Full benefits. Call CLIPS & CLAMPS INDUSTRIES
Plymouth, MI 48170

DATA ENTRY CLERK Part-time. Requires excellent key board skills, (65wpm plus) with working knowledge of Lotus 123, WordPerfect and adaptable to custom software packages. $6-$7 per hr. Send resume to Principal Mutual Life Insurance, 3001 Lahser, Bloomfield Hills MI 48301

DATA ENTRY/ GENERAL OFFICE
$17,000 FEE PAID
Convenient suburban location for your office and accurate computer skills. IBM PC desired, full benefits. Call 649-5900 or FAX resume to 649-3526
SNELLING PERSONNEL SERVICES OF TROY

DATA ENTRY OPERATORS
10,000+ key depressions per hour. Part time hours only. Livonia area. Call Mon-Fri. 8-5 at 464-2700 or send resume to Manager, P O Box 33074 Detroit MI 48232
An Equal Opportunity Employer

DATA ENTRY/RECEPTIONIST
Office busy software company seeking for commercial heat treater. Responsibilities will include data entry (10 minimum experience preferred), phone receptionist, light bookkeeping, filing, light books keeping & purchasing duties. Will train. Full time position. Salary based on experience. Knowledge of Word Perfect 5.1 helpful. Send resume pro & Decasy helpful
Call for interview 459-8514

DISPATCHER for customer service company in Dearborn. Knowledge of geography for detail and a high 45 wpm. Hours will be 10:30-7. Send resume with salary requirements to: Computerland, 15010 Commerce Drive South, Ste 509, Dearborn, MI 48120 Attn Supervisor

DISTRICT SECRETARY
Fast paced local sales/service office of a national corporation needs a self starter with good organizational skills. Proficient typing and knowledge of WordPerfect. Rev $1 for transcription of correspondence & proposals. Familiarity with Gem Draw a plus. Excellent phone skills are required. Duties include a variety of clerical duties. Competitive salary & excellent benefits. Send resume to: Salary history to Jan Symonds, Octo-Air Corp. 31731 Grand Greenfield Ste A, Oak Park, MI 48237

ENERGETIC individual for small office. Good phone personality, accurate typing & math ability. Bookkeeping knowledge a plus. Send resume including salary requirements to MCMD, 2628 Puritan Ave, Detroit, MI 48238

ENTRY LEVEL
People-person needed for an entry level position in our Southfield office. Duties include phones, filing, interviewing and employment placements. Must be available for overtime as well as weekend weekends. Please send resumes to
16680 Middlebelt
Livonia MI 48154
Attention Lisa

EXCEPTIONAL OPPORTUNITIES

504 Help Wanted Office-Clerical

CUSTOMER SERVICE/ OFFICE HELP
Busy Southfield Service organization needs mature, neat individual for customer satisfaction (all facets inc selling) and misc office duties. Must have a strong phone manners and organizational skills. Part time, 15/20 hours per week, ideal for a homemaker. Apply in person, Wednesday or Thursday, 12-4:00 Steve Hagopian & Co. 21421 Hallagan, just 16 left & east of Telegraph, north onto Bridge St., north on Hallagan
353-1938

DATA ENTRY/Clerical Assistant
Accuracy a must. IBM System 36 familiarity a plus. Full benefits. Call CLIPS & CLAMPS INDUSTRIES
Plymouth, MI 48170

DATA ENTRY CLERK Part-time. Requires excellent key board skills, (65wpm plus) with working knowledge of Lotus 123, WordPerfect and adaptable to custom software packages. $6-$7 per hr. Send resume to Principal Mutual Life Insurance, 3001 Lahser, Bloomfield Hills MI 48301

DATA ENTRY/ GENERAL OFFICE
$17,000 FEE PAID
Convenient suburban location for your office and accurate computer skills. IBM PC desired, full benefits. Call 649-5900 or FAX resume to 649-3526
SNELLING PERSONNEL SERVICES OF TROY

DATA ENTRY OPERATORS
10,000+ key depressions per hour. Part time hours only. Livonia area. Call Mon-Fri. 8-5 at 464-2700 or send resume to Manager, P O Box 33074 Detroit MI 48232
An Equal Opportunity Employer

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16680 Middlebelt
Livonia MI 48154
Attention Lisa

EXCEPTIONAL OPPORTUNITIES

504 Help Wanted Office-Clerical

FILING/MAIL CLERK
Company located in Van Buren Twp., has immediate full time opening for person with good Math, typing and communication skills. Other duties will include Faxing, typing, and switchboard relief. $6 an hour to start. Health and life insurance provided. Send complete resume in confidence to Box 788
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FRONT DESK - TWO
FEE PAID - $17,000
Contemporary lobby, benefits and job security. AT&T system.
Call 649-8787 Fax 649-2496

DAY
Personnel, Inc. #118
3001 W. Big Beaver, Troy, MI 48084

FULL TIME HELP needed for 2 man office, typing skills & some computer experience required. Must be bonable. Contact Betty at 649-1055

GENERAL OFFICE HELP
Part time
Now and
Call 534-4080

GENERAL OFFICE
Farmington Hills Real Estate Company needs part-time assistant help. Flexible hours 23-35 hrs per wk. Familiar with general office duties. Real Estate experience helpful. Call John Ross 855-9000

GENERAL OFFICE position for small busy Contractor. Experienced person with good attitude to perform variety of duties including typing, answering phone, and mailing. Full time, benefits, good pay. Quality work environment. Call before 10pm 348-8511

GENERAL OFFICE - full time
Busy Troy DBOYN - Experience not necessary. Benefits. Karen 643-7520

GENERAL OFFICE - full time, varied duties. Typing, some computer experience necessary. 2 company sites Northville/Novi. 344-2511

GENERAL OFFICE CLERK
We are an industry leader in the multi-billion dollar business forms industry. Computer support role. Entry with an excellent entry level opportunity at our Livonia office

Good typing and organization skills. 5 strong work ethic for detail and a high level of accuracy are required along with a High School diploma. Previous office experience a plus

This growth opportunity offers a competitive salary and outstanding benefits including medical dental coverage.

Please (313) 462-2011 or mail or FAX a resume to Jeff Grayson, Walace Computer Services Inc., 17197 N. Laurel Park Dr., Suite 207, Livonia, MI. 48152. FAX (313) 462-1273
Equal Opportunity Employer M/F

WALLACE Computer Services

INSURANCE OFFICE - Clarkston area. Insurance experience desired. Responsible friendly person for an entry level position in our Clarkston office. Responsibilities include answering phone, sorting mail, typing & customer service. Training is potential for advancement. Resume to PO Box 90419, Pontiac MI 48058

JOBS! JOBS! JOBS!
EXPERIENCED
- Word Processing Secretaries
- Data Entry Clerks
- Receptionists
- Switchboard Operators

Long & Short Term
Southland Trips 1 Dearborn
CONTEMPRA
BENEFITS 543-8500
NO FEE

504 Help Wanted Office-Clerical

GENERAL OFFICE - PART TIME
Fast paced office, heavy filing duties required. Must have own transportation. $5.00 Call Brenda at CTSC, 33027 Schoolcraft, Livonia. 525-1501 ext 102

IMPORT COMPANY in Taylor seeks full time office help, must be customer service oriented, have excellent telephone manners, typing 50 wpm, math skills, non smoking building. 3 person office 295-0014

INSURANCE AGENT looking for an analyzing person with property & casualty experience to assist agent in Southfield. State Farm agency. Ask for Agent 353-1600

INSURANCE AGENCY
seeking part time CSR for commercial lines. Please call
543-9150

JOBS! JOBS! JOBS!
Temporary & Permanent positions available
- General Clerks
- Typists
- Receptionist

Experience a plus
Call today for an interview
WOLVERINE STAFFING SERVICES
358-4270

LEGAL SECRETARY - Experienced WordPerfect 5.0, P.I. & domestic relations. Call Ann Marie Sobel 723-3940 Farmington Hills 851-7054

LEGAL SECRETARY
Professional corporation in Bloomfield Hills has need for a legal secretary. Preference will be given to applicants with 3-5 years legal office experience. Proficient typing and secretarial skills, strong organizational skills, PC/computer skills and experience, self starter, experience in Microsoft Word, Word Perfect, excellent communication skills, organizational skills and a pleasant manner. We offer a competitive hourly wage & excellent benefits. Resume & salary requirements to Box #754
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - 2 yrs litigation experience. WordPerfect 5.1 a must. Send resume & salary requirements to Office Manager, P O Box 3008, Southfield, MI 48037-3008

LEGAL SECRETARY - Part time Southfield office. Flexible hours. Send resume to P O Box 3008, Southfield, MI 48037-3008

LEGAL SECRETARY
Needed for Farmington Hills law firm. Must be highly organized and have excellent grammatical skills, proficient with WordPerfect 5.1, and have 2+ years experience in corporate and litigation matters. Please contact Ann at 313-442-0510

LEGAL SECRETARY
Farmington Hills law firm has opening for person with salary and 3+ years experience in plaintiff personal injury. Must be highly organized and word processing skills. Ability to prioritize and work independently. Send resume to Office Manager, 28540 Orchard Lake Rd. Farmington Hills, MI 48334

LEGAL SECRETARY
Busy Southfield law firm has an immediate opening for a full time medical Secretary with several years of responsible legal experience. We are looking for a dependable productive and hard-to-ruffle person with good typing and organizational skills. Experience with litigation support, grammar, punctuation and verbal & written communication skills are essential. Compensation commensurate with experience. We will consider only qualified applicants. Resumes Ann Kay
Law Firm 354-1140

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Needed for Southfield firm with at least 2 yrs personal injury experience. Must have WordPerfect experience. Top salary & benefits.
Call 352-7777

LEGAL SECRETARY - with 1 to 3 years general litigation experience for Farmington Hills law firm. Knowledge of WordPerfect a must. Send resume and salary requirements to: Office Manager, 33300 Northwestern Hwy. Suite 250, Farmington Hills, MI 48334

LEGAL SECRETARY wanted for Birmingham law firm. Must have litigation experience & knowledge of WordPerfect. Send resume to 325 Bo Woodward, Birmingham MI 48009

LEGAL SECRETARY
Bloomfield Hills law firm needing highly motivated, professional, detail-oriented legal secretary with 5 years litigation experience. WordPerfect experience and 70 wpm required. Submit resume to
PO Box 829
Bloomfield Hills MI 48303-0829

LEGAL SECRETARY - QUALIFIED with min 3 yrs law office experience necessary for small real estate corp. Knowledge of Lotus, computer, dictaphone transcription & administrative skills. Initiative & resourcefulness required. Salary, benefits per ability. Call
J.K.N. 31876 Northwestern Hwy., Farmington Hills MI 48334

LEGAL SECRETARIES
Immediate openings in Detroit and suburban areas. Your experience rewarded with top pay and benefits. Call Sharon at UNIFORCE 646-7662

LEGAL SECRETARY
TEMPORARY POSITION
Exclusive legal group seeks 2+ years litigation background for long term assignment. Excellent salary. Call Arthur Thomas 355-4140

LEGAL SECRETARY - Must be detail oriented with Probate & Divorce experience. WordPerfect 5.1 helpful. Only resumes: Send resume & salary requirements to SDG, P.C., 1080 Woodward, Bloomfield Hills, MI 48304. Attn Sandy

LEGAL SECRETARY - part time position. Must have WordPerfect 5.1 & Multimate. Send resume, salary expectations & salary requirements to Box #754
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
$25,000-$30,000
REAL ESTATE/LITIGATION
We are seeking 3 - 5 years experience for key partner position. Must have WordPerfect, excellent work environment, medical, dental, 401K, retirement.
Call Arthur Thomas. 355-4140

LEGAL SECRETARY
Town Center firm needs top notch secretary for medical malpractice attorney. Must have minimum 2 yrs litigation experience & word Perfect. Competitive starting salary. Medical, Dental & Life insurance benefits.
Call 948-0000

MARKETING ASSISTANT
for Insurance Company. Clerical skills required. Training provided. Ask for Mary 362-0370

LEGAL SECRETARY
for the professional legal community
TEMP TEMP TO PERM PERM
Fee paid, exclusives, no charge resume service. 9-5 gets you $$$.00

PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0060

MARKETING SECRETARY
Your word is Word Perfect 5.1 and Lotus are needed by international technology firm. Call Sophie at UNIFORCE 357-0037

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
HI, GOD IS IMMEDIATELY
- Indefinite assignment
- Rate of pay $6.50/per hr
- Clerical experience
- Minimum 1 year experience
- Hours of work 7 am-3:30 pm
- Call Ms. Jones at 557-3300

MANPOWER
TEMPORARY SERVICES
(313) 362-4700

LEGAL SECRETARY, $25,000
Work for Senior partner, product liability or corporate experience. Good organizational skills, 35 hour week. Excellent benefits. Opportunity to advance immediate openings.
LEGAL SECRETARIES, TO $24,000
Defense litigation or medical malpractice experience. Good people skills. Wordperfect 5.1. Westside Independent coverage 772-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
for criminal defense attorney. Qualifications must be able to prioritize legal documents, respond to clients needs, dictation is a plus. Must be computer literate, some receptionist duties are included. Salary negotiable based on experience & skills. If interested, please forward resume to Karaga & Associates, 27300 Providence Dr. Ste 108 Southfield, MI 48075. No phone calls please

MANAGEMENT ASSISTANT
International Farmington Hills corporation needs your Word Perfect, Lotus and transcription experience. 38 50/hr. Call Susan at UNIFORCE 473-2931

MORTGAGE LENDING
Small fast growing Mortgage Banking company interviewing candidates for the following positions.
Wholesale Loan Processor,
Warehousing Clerk
Customer Service Rep
Insurance Clerk
Loan Processor Trainee
Accounting Clerk
For interview information call Dorothy Robbins, Personnel Dept., Tues., Wed., Thurs. 9am-1pm
827-3390
Equal Opportunity Employer M/F/H

NEEDED IMMEDIately
WordPerfect 5.0 with excellent typing skills. Contact Tony area
CONTEMPRA
583-9500 NO FEE

NEEDED
Patient Co-ordinators. People with home health experience in school, nursing, rehab - TOP $$$. Call Bonnie Cooper 1-800-241-6449

NON-SMOKING 24 HOUR FACILITY
Needs mature, dependable, temporary substitutes for various 8 hour shifts for inter-office & other duties. Call Carol 557-3300

OFFICE Assistant Part-time 2-5PM
Word processing & good telephone skills required. 2 yrs. experience. $6-7/hr. Call before 3pm only 338-9110

NOW HIRING
OFFICE PERSONNEL
Top pay for your office experience immediate full and part time openings in all areas for the following skills

WORD PROCESSORS
ALL SOFTWARE
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
INTERPRETER/TRANSLATORS
MORTGAGE PROCESSORS
Temporary to Permanent
We offer TEM-MED INSURANCE.
HOLIDAY PAY
BONUSES. Call today for an appointment
LIVONIA 464-2100
SOUTHFIELD 352-3300
AUBURN HILLS 373-7500
NEVER A FEE
SNELLING TEMPORAIES

504 Help Wanted Office-Clerical

MORTGAGE SPECIALIST
(Clerical)
Seeking individual with 2+ years mortgage banking experience. Preferably knowledge. Excellent oral communication skills, analytical & organizational skills, and adaptability to fluctuating workload functions are necessary. Responsibilities includes reviewing & processing problem loan packages during the banking process/setting up loan data on systems, communicating problems throughout our entire organization networks & monitoring reportable trends. Overtime required to meet critical deadlines. Qualified candidates should send resume specifying salary requirements or call by Mon. Fri., 3-4pm
Human Resources
SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

OFFICE ASSISTANT
Major international Corporation for Israel is seeking an individual to assist in our Detroit office. Responsibilities include word processing, typing, phones and general office duties. Must be able to handle busy environment.

We are interested in working for Israel and joining a leading organization with a great atmosphere, good salary and excellent benefits including vd to 21 paid holidays, vacation up to 5 weeks, medical, dental, life insurance, and 401K, please send resume to: Attn: Israel 782
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE CLERICAL
20-25 hrs per week. Evenings & weekends. Mature person only. Apply in person. 14245 Beech Daly & Ann Arbor Trail

OFFICE CLERICAL, day shift, full time. Date entry, night shift, full & part time. Apply in person. 23255 Industrial Park Dr. Farmington Hills 10 Mile/Grand River area

OFFICE CLERICAL - Baker needed for general clerical duties. Must be organized, prior dealership billing experience helpful. Must have 3 years accounting/bookkeeping experience. Salary based on experience. Pleasant Jeep Eagle. 38141 Gratiot Clinton Twp., MI. 48036

OFFICE MANAGER
Proficient with WPS1. Must type 65wpm, good organizational skills & attention to detail. Call Ms. Reese 19785 W. 12 Mile Ste 164, Southfield, MI 48076

PART-TIME SECRETARIAL Knowledge of WordPerfect. Flexible-will work around school. Call Birmingham/Troy area 643-8330

PART-TIME ACCOUNTING CLERK
Plymouth engineering firm seeks part-time (flexible schedule) clerical assistant for payroll provisions, payables and the Postage Meter. Approx 50 wpm keyboard skills and knowledge of accounting procedures. LOTUS 1-2-3 helpful. Please send resume to SMI, Inc. 1000 Starkweather Blvd., Plymouth MI 48170

PART-TIME SECRETARY
Plymouth engineering firm seeks part-time (flexible schedule) clerical assistant for payroll provisions, payables and the Postage Meter. Approx 50 wpm keyboard skills and knowledge of accounting procedures. LOTUS 1-2-3 helpful. Please send resume to SMI, Inc. 1000 Starkweather Blvd., Plymouth MI 48170

PART-TIME SECRETARIAL POSITION
B & V Construction, Inc is currently accepting resumes. Must have computer literate skills and knowledge of reporting requirements for Workers Comp. Must know wage benefits & MESC. Send resumes to P O Box 40700, Redford, MI 48240
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BILLING CLERK
PART-TIME
Flint Ink Corporation, the largest American-owned printing ink manufacturer in the U.S., is in need of a Billing Clerk on a part-time basis at our corporate office in Redford (near Schoolcraft and Telegraph Roads).
Requires individual who has ability to work with a computerized order and billing system (knowledge of Lotus and word processing preferred), can deal confidently with customers on the phone and a good figure aptitude. Billing experience would be a plus. Working hours are flexible.
Interested candidates should submit their resumes to:
FLINT INK CORPORATION
33105 Schoolcraft Rd.
Livonia, MI 48150
Attn: Human Resources Dept.
Equal Opportunity Employer

Secretary
DISTRICT SECRETARY
A retail district office is looking for a district Secretary. You must be experienced with Word-Perfect, Lotus 1-2-3, possess excellent written and verbal skills, enjoy working under pressure, be able to decipher "executive sanskrit" and have an excellent sense of humor.

Interested candidates please send resume to:
Box #794
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer M/F

SourceOne
Mortgage Services Corporation
formerly "Furman's Fund Mortgage Corporation"
CLERICAL FULL TIME TEMPORARY OPPORTUNITIES
We have several entry level temporary positions available for individuals with general clerical skills. The assignments will last approximately 2-3 months. Qualified candidates must be intelligent, dependable and able to work in a fast paced environment. Please apply Mon.-Fri., 9 am-4 pm at:
Human Resources
SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

WIN FOUR TICKETS
To The Michigan State Fair
The Fair = Families + Fun!

The whole family can "Be Country Cool" from August 28th to September 7th at the 1992 Michigan State Fair. Just look at what's in store for you and your kids:

- The Country Life Festival will feature historical demonstrations and activities including barn building, corn husking and butter making. Folk music entertainers will perform every day at noon and 6:00, and square dancing will be held daily.
- Fun-filled events include amazing alligator wrestling, radical racing pigs, a terrific truck tractor show, and a lumbering lumberjack spectacular.
- A stilt walker, juggler, and balloon sculptor will be on hand daily to entertain and amuse.
- The Children's Theater – always a favorite – will be performing the classic fairy tale, Hansel and Gretel, twice daily.
- There are loads of other activities, too like puppet shows, animal exhibits, children's workshops, and different contests every day!

If your family is looking for fun, the solution is simple. Check out the Fair!

Buy one – get one free advance tickets courtesy of Kroger at Kroger stores August 10-27, or at TicketMaster outlets, or call-for-TIX (313) 645-6666.

Kroger
TICKETMASTER CALL-FOR-TIX (313) 645-6666

MICHIGAN STATE FAIR
AUG. 28 - SEPT. 7 1992
BE COUNTRY COOL

Here's how you can win 4 passes to the Fair

Send your name and address – including your zip code – on a postcard addressed to:
STATE FAIR
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road, Livonia, MI 48150

Only one postcard per family please

We'll impartially draw names for winners from your entries. Watch your hometown newspaper Classified sections, where we will print winners' names.

If you find your name among the classified advertisements, call 953-2153 and claim your State Fair passes. It's as easy as that!

Monday winners must call by 5 p.m. Tuesday. Thursday winners must call by 5 p.m. Friday.

Passes will be mailed to all winners.

The 1992 Michigan State Fair
Location: State Fairgrounds at 8 Mile and Woodward Ave., Detroit
Hours: 10 a.m. to 10 p.m. daily
Admission: Adults $5.00
Children 6-12 $2.00
Under 5 free
Plenty of lighted, secure parking available for just $4.00.

Observer & Eccentric
CLASSIFIED ADVERTISING
644-1070 OAKLAND COUNTY
591-0900 WAYNE COUNTY
852-3222 ROCHESTER-ROCHESTER HILLS

Deadlines: 5 p.m. Tuesday for Thursday edition
5 p.m. Friday for Monday edition