# EMPLOYMENT

## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Computer background a must. Peach tree experience preferred. 722-4600

### ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent Job search. Assignments available now & coming in! daily.

We offer: Temp - Med Insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE/(Receivable) Administration. Small, friendly marketing company. Non-smoking office. Southfield/13 Mi. No health benefits. Call Ann 540-7558

ACT NOW!!
RECEPTIONIST/SECRETARY ($18,000)
High energy, good typing, WordPerfect plus 5 years experience for front desk position in plush suburban office.

SECRETARY $21,000
International firm seeks experienced secretary with top word processing skills to work for V.P.

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Troy: 585-2720

ADMINISTRATIVE ASSISTANT
International/Domestic time sensitive opening for Wordperfect 5.1 with Word, Lotus a plus. To $10/hr. Call Sheila at 646-7562
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Part time, to work closely with District Manager & clients. Previous office experience a must. Please send resume: 105 Financial Bervices, 900 Wilshire Dr., Ste. 255, Troy, MI 48084. Att: Kathe

A PART TIME OFFICE ASSISTANT
Light typing, computer knowledge and organizational skills essential. Livonia area. Call 522-2247

BILLING ASSISTANT
Typing 50wpm. Full time. Bloomfield Hills. Call Diane 645-2222

ADMINISTRATOR
We are Michigan's leading Steelcase furniture dealership seeking a motivated, organized individual to support our sales staff. Excellent communication skills are a must for lots of customer contact by telephone, Computer and general office experience required for variety of duties, including order entry and acknowledgement. Will train on product knowledge. Full-time with excellent benefits. Please send resume and salary requirements to:

Contract Interiors
Attn: Human Resources Dept.
10 Oak Hollow
Southfield, Mi., 48034

ARBOR NEEDS
- RECEPTIONISTS
- SECRETARIES
- WORD PROCESSORS
  Wordperfect
  MS Word
  All Spreadsheets
- DATA ENTRY CLERKS

We have long/short term & temp-to-perm positions available.

ARBOR TEMPS 459-1166

## 504 Help Wanted Office-Clerical

### ADMINISTRATIVE ASSISTANT

A growing mortgage company needs an experienced Administrative Assistant reporting to Senior Vice President. Excellent follow-up, attention to detail, and strong organizational skills required. We need a computer-literate person; prefer experience in Word Perfect for Windows and Aldus Page Maker. Some overtime is also needed. Competitive salary and benefit package. Please send resume to:

S. Clark
P.O. Box 2716
Farmington Hills, MI. 48333

ADMINISTRATIVE ASSISTANT
Full time position for professional, organized person in a busy Troy CPA firm. Applicant must have office experience with excellent typing skills including an aptitude for detail work. Knowledge of WordPerfect required. We offer excellent salary and working environment. Send resume and salary requirements to: P.O. Box 723334, Berkley, MI 48072

### ADMINISTRATIVE SUPPORT

- Receptionist/Light Typing
- General Secretary

We are looking for professional candidates please call if you qualify.

WOLVERINE STAFFING
Southfield, 358-4270
Troy, 879-9070

### AVAILABLE??

Word processing secretary needed for long term engineering department assignment. Need experience with Word for Windows, WordPerfect 5.1 & Excel. Need to handle busy phones. Southfield location. Top Pay. Call today.

TEMPORARY RESOURCES
737-1711

BOOKKEEPER - experienced, full charge computerized bookkeeping for busy Westland office. Competitive wage & benefits. Send resume to Box #208.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/PART TIME
Bookkeeping, data entry, office duties, & experience required. Call: 471-1047

BOOKKEEPER - part time, flexible hours, for small construction office. Knowledgeable in areas of payroll & cost analysis, etc. 437-1409 Or, 473-4550

BUSY MADISON HTS. office needs dependable person for misc. duties. Some minor lab work (will train). Accuracy a must. Full and/or part time. 585-6923

### CLERICAL

Farm Bureau Mutual Insurance Company has a clerical opening in our Plymouth office. Duties will include public contact, filing, typing, and computer terminal work. Typing ability of 45 least 50wpm and previous clerical and public contact experience required. Microsoft Word and insurance knowledge beneficial. Qualified candidates send resume to:

FARM BUREAU INSURANCE
9389 Haggerty Rd.
P.O. Box 300
Plymouth, MI 48170

An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

DOOKKEEPER
Experienced thought trial balance for small 2 person office. Must be non-smoker and have good computer & office skills. A knowledge of the automotive parts industry is a plus. Send resume with salary requirements to: International Logistics Group, 6145 Lindt D Wall Street, Sterling Hts., MI 48312

### BOOKKEEPER

FULL CHARGE
for multi locations restaurant, minimum 2 yrs experience required & prior restaurant experience preferred. Candidates must have computer accounting knowledge & be able to work independently. Response in confidence including salary requirements to: Box 250
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER (PART TIME)
2-3 days/week, must be computer literate & familiar with Lotus. Dependable & experienced thru financial statements. Resume to: P.O. Box 1466, Royal Oak, MI 48068

### CALLING ALL EXPERIENCED

Data Entry
Secretaries
Word Processors

SIGN UP AND WIN!

Your skills can land you an exciting, well paying position and a chance to enter our "SHOPPING SPREE" CONTEST. Don't delay, contact ends March 31st. Call the office nearest you for more information.

SOUTHFIELD 557-7444
LIVONIA 261-3830
PONTIAC/TROY 682-4510

INTERIM PERSONNEL
Contestants must qualify to win.
Never a Fee EOE

PLYMOUTH INSURANCE agency looking to fill full time CLERICAL POSITION.
Experience helpful 453-5800

CLERICAL
Full time general office work for Southfield apartment complex. Call Mon.-Fri. 9am-5pm. 352-8517
An Equal Opportunity Employer

### CLERICAL

Long term temporary positions in the Bloomfield Hills & Troy areas. $3.25-$7.50. Call for appointment
NO FEES E.O.E. M/F/H
Employment Group
583-1919

### CLERICAL

Office position available in Livonia branch of major stock brokerage firm. High school diploma required. Prior experience a plus. Benefits available. For consideration, please forward resume to: Olde Discount Brokers, Attn: Mrs. Lynn, 30 Ave. Rd., Livonia, MI. 48152
For further information contact Pat, McGorisk at 313-525-9000.

CLERICAL PART TIME.
General office duties, computer knowledge helpful. Approximately 16-20 hours per week. Resume to: Cheryl Wilson, 1100 Owendale, Ste B, Troy, MI 48083

### CLERICAL-TYPIST

Southfield area & surrounding environment firm, seeking full time clerical typist. Send qualifications to: Personnel, PO Box 721116, Berkley, MI 48072

## 504 Help Wanted Office-Clerical

CLERICAL
Full time entry level position available in Southfield business office conveniently located off the Lodge. Accurate typing and clerical skills a must. Minimum 45wpm. Equal Opportunity Employer. Please call for appointment. 827-3580 Ex.208

CLERICAL HELP
Energetic, good phone skills a must. Will train. Long hrs. Apply in person, 23100 Telegraph, Southfield, Mi.

Clerical - Part-Time
FLEXIBLE HOURS

We are looking for that unique individual to provide right hand support to our Sales Team. We are American's leading gourmet food company.

- Good Personality
- Ability to get along
- Detail Orientation

Please call Miss Miller to set-up an interview at 1-800-933-9230
Mon. thru Thurs. 11 am–6pm

### CLERICAL SUPPORT

Sales office seeks detail oriented individual with good math skills. Must have data entry skills, 2 years general office experience & ability to handle multiple responsibilities. Good benefits, pleasant working environment, and delightful co-workers.

Send resume to:
VAL-PAK ADVERTISING
28180 SCHOOLCRAFT RD.
LIVONIA, MI 48150

### CLERKS

General office & 10 key positions available. Excellent opportunity. Call/come in today.

NORRELL
TEMPORARY SERVICES
617-2689

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage, $4.50/hr. with regular increases. 855-5562

COMPUTER ENTRY
Major financial headquarters needs attention to detail and 8,000 keystrokes. Accounts payable/receivable a plus. To $7.50/hr. to start. Call Diane 646-8500
Uniforce Temporary Services

Computer Programmer/Office Manager. Mature person for tool distributor. Send resume: NTS, 20729 Sunnydale, Farmington Hills, 48336

CUSTOMER RECEPTIONIST
Major international corporation needs your multiple line experience and energetic personality. To $8/hr. Call Irene at 473-2934
Uniforce Temporary Service

DATA ENTRY
Fortune 500 firm needs your 10,000 keystrokes and recent experience. To $7/hr. Call Diane at 357-0644
Uniforce Temporary Services

DATA ENTRY - Accounting Assistant, permanent, full time, 30/wk. Lotus 123, Peachtree accounting or other accounting software experience. Good math skills & 60 wpm typing required. Hartworker, $9/hr. Send resume to:
3000 Town Center, Ste. 2645,
Southfield, 48075. Attn: Mrs. Light.

Data Entry Clerks
20 WPM or better to 60WPM plus key strokes is needed for assignments in Livonia & surrounding area. Call for an appointment.
591-1100
ACRO SERVICE CORP.

## 504 Help Wanted Office-Clerical

COMPUTER
TECHNICAL SUPPORT
ENTRY LEVEL
Will train person with background in data processing to handle service calls. Mon. - Fri., 9am-6:30pm. Applications accepted at 28998 Northwestern Hwy., 10am-3pm, Monday thru Friday.

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Dept. Some knowledge of basic office functions helpful. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3689

DATA ENTRY/GENERAL OFFICE POSITION - must be accurate & dependable. Call Fri. Jan. 29, & Sun. Feb. 1 between 2 & 4:30pm only. Ask for Liz. 355-5458

DATA ENTRY PROCESSOR
Immediate opening for a full time data entry processor for a Southfield based dental plan. Must have 1-2 yrs. CRT experience & good organizational skills. Minimum high school graduate with proficiency in typing/operating computer terminal & ability to work under minimal supervision. Send resume & salary requirements to: Data Entry/Personnel, 2000 Town Center, Ste. 2200, Southfield, 48075
An Equal Opportunity Employer

### DATA ENTRY

We have temporary assignments in the Farmington & Troy areas. Must have experience in Alpha/Numeric. $8.50 & up for those who qualify.
NO FEES E.O.E. M/F/H
Employment Group
583-1919

DATA ENTRY
With some general office. Full time for Westland office. Computer experience required, Lotus 1,2,3 experience preferred. Send resume to: Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

### DATA ENTRY 10 KEY

Full/part time

Temporary to Permanent

Livonia Area

Call Today!!

Work Tomorrow!!

SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

DISCOVER THE ADIA ADVANTAGE
Accepting Applications now.
- Receptionist
- Typist
- Word Processor
- Data Entry

313-722-9060, or 313-352-2342

ENGINEERING OFFICE CLERK
Filing, Blue Prints, Typing, Errands, Etc. Experienced with WordProcessor, CAD experience a plus.
Call, 1-3pm. CPI ENGINEERING Canton, Mi.
313-454-1090

ESCROW PROCESSOR
TITLE INSURANCE
Must be experienced with typing and people skills. Send resume to: Great Lakes Title, 17197 Laurel Park Dr., Suite 218, Livonia, MI 48152. No phone calls please.

## 504 Help Wanted Office-Clerical

CUSTOMER SERVICE/
TELEPHONE
$7/HR. To Start

Immediate, high visibility position available at our West Bloomfield headquarters for an outgoing, aggressive individual to join our incoming call/customer service department. Requires good typing and word processing experience necessary. Spanish speaking helpful. A good credit rating is a must. Deluxe benefit package includes health care coverage, paid vacations, tuition reimbursement and much more. Send resume, apply in person or call from 10 AM - NOON
855-1550

NATIONAL CREDIT CORPORATION
7051 Orchard Lake Rd., at 14½ Mile
West Bloomfield, MI 48322

DATA ENTRY/GENERAL OFFICE
Expanding Farmington Hills corporation has new openings. Possible overtime. 8 hours. 473-2933
Uniforce Temporary Services

### DATA ENTRY

Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY - 35wpm accurately. Lotus D-base knowledge helpful. Good support skills, good phone skills, self starter, good math skills & possible student. Full time. $7 per hour plus benefits. Send resume to: Southfield Employment & Training, 26000 Evergreen, Southfield MI 48075.

DESK TOP PUBLISHING - part time 20-30 hrs. per week. Typing & telephone skills are important to this dynamic Clarkston office. Call 10am to 5pm. 399-6370

ESTABLISHED, growth-oriented company looking for a full time Accounting Assistant. 1st & 2nd year accounting student credentials. Experience is not required. This individual should be aggressive, hard-working and career minded. Send resume to Department 101, P.O. Box 1795, Troy, MI. 48099

EXECUTIVE ASSISTANT
International Farmington Hills corporation needs your Word Perfect experience. $9.50/hr.
Call Susan at 479-2932
Uniforce Temporary Services

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has an opening for a secretary with WordPerfect and Lotus experience. To $7/hr.
Call Stacy 357-0036
Uniforce Temporary Services

EXECUTIVE Assistant/Dispatcher
Southfield Property Mgmt. Co. offers opportunity for sharp, motivated organizational. Must have experience & strong communication, accounting & computer skills. In Wordperfect, Lotus & Libra.
Call Diane at PO Box 808,
Birmingham MI. 48012.

EXECUTIVE ASSISTANT
Plymouth office seeks efficient, well organized, dependable, individual for varied duties. Must be proficient with WordPerfect & Lotus, excellent grammar & communication skills, able to handle time, 30/wk. flexible. Must be energetic with a desire to learn. Send resume to: Calesa Corp., Attention Gina, 377 Amelia St., Plymouth, MI 48170.

EXECUTIVE ASST./SECRETARY
Are you looking for a position that is varied & challenging responsibilities?

Do you want to work in the office of a respected Builder/Developer with a stable company?
Do you want to be paid well for the work you do? Are you good with people?
Do you have good office skills? Are you honest and dependable?
IF YOUR ANSWER IS YES THIS IS THE JOB FOR YOU!
Send resume with your education, experience, and salary history to:
Box 234
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SALES & CATERING SECRETARY
Immediate opening, Northpointe Hotel in Plymouth. Responsibilities include: Assist booking banquets, bus tours, large group room blocks, preparing and tracking contracts, secretarial duties. Excellent wage and benefit package, must have excellent typing skills. 453-1532

EXECUTIVE SECRETARY
Large medical office seeks mature individual with experience capable of working with direction or independently. Job duties include: correspondence, manuscript preparation & transcription. Computer literacy with knowledge of word processing, spreadsheet and/or Database software highly desirable. Bookkeeping skills helpful. Send resume & salary requirements to:
J. Greene, 29275 Northwestern, Ste. 100, Southfield 48034

EXECUTIVE SECRETARY
Immediate opening with fast growing company located in Southfield. Need experienced individual with shorthand and word processing skills. Individual must be organized, dependable and able to work independently. Automotive background a plus. Hourly rate plus company paid benefits. Resume to: Box 228,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
SUBURBAN
TO $22,000
Our client seeks outstanding skills and broad spectrum office background. Shorthand helpful. Flexible hours. Professional work environment. Benefits/bonuses. Call Anne Thomas. 355-4140

EXECUTIVE SECRETARY
Immediate opening for experienced executive secretary. Must be proficient in WordPerfect 5.1, Lotus 2.3, shorthand/speed writing & possess excellent phone skills. Individual must be organized, dependable & able to work independently. Only qualified candidates need apply. Salary & benefits. Send resume & cover letter with salary requirements to: Personnel Dept. 25200 Telegraph #410, Southfield, MI 48034

EXECUTIVE SECRETARY
Needed immediately for employee benefit administrator working with large client base. Must be well organized, self directing & energetic. Typing 70 wpm, WordPerfect experience & shorthand 110 wpm required. Full time position with many liable wages & excellent benefits package. Send resume & salary requirements to:
Personnel Manager
P.O. Box 3039
Birmingham, MI. 48012-3039

### Software Trainer

Go on site to train recent purchasers of updated software. Must have broad knowledge of updated leading software packages. Salary plus benefits.
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

FILE CLERK for law firm, part time, reliable car & computer experience required. Call 334-2500

### FILE CLERKS

Needed for short & long term positions in Livonia & surrounding areas. Call immediately for more info.
591-1100
ACRO SERVICE CORP.

FRONT DESK
Mayflower Hotel is now hiring experience reservation/receptionist, computer experience preferred. Part or full time, excellent wage and benefit package, 453-1532.
Part or full time, excellent wage and benefit package. Experience on Micros or similar reservations system necessary. 453-1532.

## 504 Help Wanted Office-Clerical

EXECUTIVE SECRETARIES
NEEDED
- Seeking professional, motivated individuals. Legal experience in the following:
- Word Perfect 5.1
- Lotus 1-2-3
- Microsoft Word
- Dispatchers

- Top pay, Benefits, 401k
- Positions available in Farmington Hills and Southfield

Call today for an appointment
MANPOWER
TEMPORARY SERVICES
471-1870

FREE COMPUTER/OFFICE
TRAINING & JOB PLACEMENT!
You must be between 21-31 years old and a resident of Western County (not Detroit). Call for more information 464-1660
An Equal Opportunity Employer

FRONT DESK
Join the creative atmosphere of this fast growing advertising agency. $7/hr. Call Pam at 646-9168

### FRONT DESK SECRETARY $18,000 PLUS

Immediate opportunity with a commercial real estate company. If you enjoy variety that includes interacting with people, this could be for you! Good typing and word processing skills needed. Call at least 2 years. Pleasant surroundings & good benefits. Salary commensurate with experience. Send resume to Box 148,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERICAL POSITIONS
GROWING Livonia based medical equipment company seeking to hire 5 full time candidates for office/clerical work. 3 openings for customer service/order entry positions. Candidates must have pleasant personality and phone manner. Must be detail oriented. Ability to work expeditiously & multi. Benefit package available.

Send resume with salary history to: Metro Medical Equipment, 37659 Schoolcraft Rd., Livonia, Mi. 48150. NO PHONE CALLS PLEASE.

OFFICE CLERK needed part time. Temporary position 3 days/wk. Good organizational skills required. Contact Supervisor 591-0847

### Office Manager/Secretary

Small, expanding company involved in leading edge medical technology. We need a flexible, team player with academic or medical background, and good interpersonal skills. Experience in WordPerfect 5.1 & Lotus. Good salary/benefits. Call: 10AM-12PM, 492-8411

PARALEGAL needed for Troy law firm. Experienced in litigation support including research, drafting of pleadings, interviewing of witnesses, organizing & maintaining trial exhibits etc. Send resume to: S. Poed, 1000 Maple Grove Rd., Suite 400, Troy, MI 48084

PART TIME SECRETARY
20 hours, $5.75/hr. Nort office. Please call Tues. only from 9am to 12 noon. 313-348-7356

### PAYROLL CLERK

Our Payroll Dept. is seeking an individual with 1-2 years payroll experience through a temporary to perm. Individual must be proficient in the PC environment, detail oriented, & have excellent communication skills. Experience with Lotus, Professional Write, Professional File, good typing & math aptitude a must. Individual must be able to work under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates please apply Mon-Fri 9am-4pm.

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

## 504 Help Wanted Office-Clerical

SMALL, ESTABLISHED, Oakland County law firm seeks secretary with solid skills including experience with WordPerfect. Legal experience preferred. Competitive salary. Please call 543-7733

LEGAL SECRETARY TRAINEE
for non smoking law firm in Bloomfield Hills. Secretarial & computer skills necessary. Send resume to: Suzanne, 2150 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY - For Troy law firm. Seeks experienced, mature person with some litigation. WordPerfect 5.1, full time. Send resume to: Office Manager, 801 W Big Beaver Rd., Ste 500, Troy, 48084

LEGAL SECRETARY wanted for downtown law firm. 2 yrs. litigation experience, Word Perfect 5.1, excellent communication/organizational skills. Competitive salary. Send resume w/salary requirements to: Personnel Director, 2200 Buhl Bldg., Detroit, MI 48226

LEGAL SECRETARY
Full/part-time. Strong litigation skills, knowledgable of law, min. 3 yrs. experience, must possess excellent typing, communication & organizational skills. WordPerfect a must, good benefits. Send resume to: 645 Griswold, Suite 3060, Detroit, MI 48226

LEGAL SECRETARY - Experienced in civil litigation & commercial law for Southfield firm. 5+ years experience. Pleasant surroundings & good benefits. Salary commensurate with experience. Send resume to Box 148,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
SUBURBAN
PARTNER POSITION
Major corporation seeks experienced litigation secretary. Top skills required. Shorthand preferred (Wang helpful). Salary/benefits are outstanding. Send resumes to:
Arthur Thomas, 3000 Prudential Town Center, Suite 2333, Southfield 48075 or call, 355-4140

LEGAL SECRETARY
2 POSITIONS
LITIGATION/CORPORATE
Experienced legal secretary sought for litigation/corporate law firm. Partner positions. Must be professional and highly skilled. M/M, pension, 401K. Send resumes to: Arthur Thomas, 3000 Prudential Town Center, Suite 2333, Southfield 48075 or call, 355-4140

### LEGAL SECRETARY
$26,000

Challenging and diversified position with expanding firm. Friendly environment, nice benefits, real new offices, corporate litigation & probate. Good organizational skills. Benefits. 772-6750.
SHELLING PERSONNEL SERVICES

LEGAL WORD PROCESSOR
Part time, 2 days per week (9:30AM-5:30PM). Need 5 years experience as a secretary with word processing skills. Good communication skills and "can do" attitude. Send resume to: Hertzler, Pritwitz & Nance PC, 5800 Crooks Rd., Ste. 150, Troy, MI 48098-2630, Attention: Gail.

### MEDICAL BILLER

Experience necessary 932-2500

MORTGAGE
PROCESSOR/CLOSER
Rapidly growing Birmingham based mortgage company seeking closer and processor experienced in conventional and government residential loans. Salary commensurate with experience. Send resume to: P. O. Box 2108, Birmingham, MI. 48012-2108.

NATIONAL COMPANY in South Lyon, Oakland County, has full time clerical position to process medical information. Typing & super communication skills mandatory. MUST BE WELL ORGANIZED. EOE
Call Marianne or Colleen, 351-8870

NEED TOP NOTCH (temporary) word processing secretarial assistants with WordPerfect or Mac Intosh for active offices. Self-starters, good phone skills, personable, organized/detail/phone experience helpful. Work in Troy, Southfield, New Center areas. Resume to: P. O. Box 2058, Riverview, MI 48192

## 504 Help Wanted Office-Clerical

LIVONIA based transportation company is looking for experienced individuals to fill the following positions:
- Customer Service
- Accounts Payable
- Accounts Receivable/Billing
- Receptionist
- File Clerk

If interested in one of these challenging job opportunities, please forward your resume with salary history to: Box 192,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

### LOOKING FOR WORK?

Do you have clerical skills? We have long term, temporary positions in several companies in the western suburban area. Let us turn your skills into money. Call today for an interview appointment.

473-2111
N S SERVICES

MATURE INDIVIDUAL for 1 person office near Southfield. Customer service, order taking, WordPerfect 5.1. Send resume to Box 172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISANT
Position available for office assistant 2-3 yrs. experience or equivalent.
- Computer proficient in Windows and Lotus
- Detail oriented, some bookkeeping knowledge
- Distinct voice and good phone manner

Please call: 547-1600

OFFICE CLERICAL POSITIONS
GROWING Livonia based medical equipment company seeking to hire 5 full time candidates for office/clerical work. 3 openings for customer service/order entry positions. Candidates must have pleasant personality and phone manner. Must be detail oriented. Ability to work expeditiously & multi. Benefit package available.

TWO ASSISTANTS needed to assume a variety of miscellaneous responsibilities. Experience in monitoring medical equipment, accounts payable and light medical billing helpful. Excellent organizational skills required. Ability to work independently a must. Benefit package available.

Send resume with salary history to: Metro MedCut Equipment, 37659 Schoolcraft Rd., Livonia, Mi. 48150. NO PHONE CALLS PLEASE.

OFFICE CLERK needed part time. Temporary position 3 days/wk. Good organizational skills required. Contact Supervisor 591-0847

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Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

### TAKE CONTROL OF YOUR FUTURE!

If you're a dynamic and success-oriented individual with solid people skills, self-motivation, a strong work ethic, and a genuine desire to grow in the route sales field, we want to talk to you.

Schwan's Sales Enterprises, a leader in the frozen foods industry for over forty years, can give you all the tools for success, as well as the freedom to earn as much as you are capable of. We offer competitive commissions and excellent benefits, including insurance, profit sharing, and paid vacations, all with no investment. Our starting salaries are between $375.00 and $500.00 weekly, based on experience.

If you are at least 21 years of age, have a good driving/employment record, and want to take control of your future, we'd like to meet with you. For more information, call 1-800-336-7569.

Schwan's Sales Enterprises
Time Foods
An Equal Opportunity Employer M/F


FOR YOUR Valentine

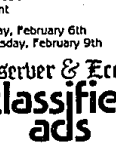
Sweetheart SPECIAL

Touch Their Hearts With
VALENTINE LOVE LINES
Thursday, February 11, 1993

Send that someone special in your life a message of love this Valentine's Day Weekend.
The sentimental memories it will create will last much longer than flowers or candy!
Create your Valentine's Day Love Line message on the lines provided.

Cost is just $2.00 per line

SAMPLE ♡♡♡Lauren, I just want you to know that my days would be grey without the sparkle your smile gives. Love, Jeff


MARSHA
As the years pass and our love grows, I realize how much I need you and how happy I am being with you. My heart and soul belongs to you now and forever. Love, Michael

ADD A PHOTO ...
A photo will add 12 lines to your Valentine Ad and must be in our office by Monday Feb. 8th.

There are five average words per line with a minimum of three lines

Send check or money order with your Love Lines to:
Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150
Attention: Classified Department

Your deadline for mailed messages is Saturday, February 6th
You can place your ad by phone until Noon, Tuesday, February 9th

CALL TO PLACE YOUR MESSAGE OF LOVE TODAY
644-1070 Oakland County • 591-0900 Wayne County • 852-3222 Rochester

Observer & Eccentric classified ads



Max & Erma's
RESTAURANT • BAR & GATHERING PLACE
FARMINGTON HILLS
14 Mile & Orchard Lake Road
NOW HIRING

Our Managers are professionals at making sure...
The Atmosphere is always fun,
The Food is always fresh,
The Service is always good,
The Schedule is always set and
The Training is designed to let you shine.

"But, it's the people who work here that make it a fun place."

If you are an energetic, enthusiastic team player looking for a fun, fast-paced environment then come Join US!

The following positions are currently available:
- Hosts/Hostesses
- Servers
- Bussers
- Fry Cooks
- Grill Cooks
- Pantry Cooks
- Broiler/Saute Cooks
- Dishwashers