504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR Birmingham investment firm is seeking detail oriented individual with security or brokerage industry background. Must possess excellent word processing, secretarial & communication skills to assist Portfolio Manager. Resumes to: Attention Account Administrator, PO Box 3043, Birmingham, MI 48012-3043

ACCOUNTING

JR. ACCOUNTANT - Top Detroit law firm seeks entry level Jr. Accountant Temp to Perm. Salary: mid to high teens. Accounting or finance degree & Lotus required.

ACCOUNTS PAYABLE - Permanent part-time position in western suburb for full function payables clerk. 20 to 25 hours per week. Salary to $10.00 hourly. Call Today!

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS RECEIVABLE Full time position. PC, calculator & math skills necessary. Fringe benefits available. Salary depends on experience. Complete application or submit resume to: Mr. Tom, Lifetime Doors, 30700 Northwestern Hwy, Farmington Hills, MI 48334 851-7700

ACCOUNTS RECEIVEABLE CUSTOMER SERVICE A nice opportunity with a well established company offering security and great benefits. Experience on a computerized system. Hurry! Call 464-0909. SHELLING PERSONNEL SERVICES

AD AGENCY SECRETARY $21,000 An immediate opportunity with a leading firm. Automotive accounts, good skills including Macintosh and Always. Hurry! Call Bernice. 464-0909. SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT/ PROPERTY MANAGER Fast paced Birmingham Development firm offers challenging position for individual with strong administrative, organizational & communication skills. WordPerfect 5.1 & dictaphone required. Ability to learn quickly & attention to detail a must. Growth potential to Property Manager. Starting salary for this demanding position is $30K with benefits. Please send resume stating professional goals along with available commencement dates to Ms. Clarke, 250 Martin St., Ste. 201, Birmingham, MI. 48009-3383.

ADMINISTRATIVE ASSISTANT TO $34,000 Major corporation seeks secretary for downtown position. $3,500 day care benefit available. Call Arthur Thomas, 355-4140

ADMINISTRATIVE ASSISTANT Rapidly growing Auburn Hills/Troy company has immediate short and long term. Multi Mate a +. Experience necessary. Susan 646-7661 Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT For Birmingham area CPA firm. Responsibilities include time & billing entry & internal bookkeeping, computer experience, secretarial skills & a professional phone manner required. Knowledge of computer accounting preferred. Excellent compensation for qualified individual. Respond in confidence including salary requirements to: Mellen, Smith, & Pivoz 30600 Telegraph, Ste. 1131 Bingham Farms, MI 48025

ADMINISTRATIVE ASSISTANTS
- WordPerfect
- Microsoft
- Lotus
- Excel

$ TOP PAY $
Long and Short Term Assignments
Call Margaret
SYNERGY STAFFING
489-0700

ADMINISTRATIVE ASSISTANT
- Temp to Perm positions available
- Must have working knowledge of Microsoft Word, Excell or WordPerfect
- Troy, Waterford, Southfield, and Livonia areas.

Call today for an appointment
CORPORATE PERSONNEL SERVICES
Troy 362-9698
Livonia 462-3990
NO FEE EOE

ADMINISTRATIVE ASSISTANT Livonia based construction/property management company has an immediate opening for a part time Administrative Assistant. Responsibilities will include light bookkeeping, secretarial support, & special projects. Must be well-organized & computer literate. Starting salary commensurate with experience, with excellent potential. If interested, please respond in strict confidence to: Jim Rutkowski, HR ONE INC., 25180 Lahser, Suite 251, Southfield, MI 48075 (313-355-0030) HR One Recruiting For An E.O.E.

ADMINISTRATIVE ASSISTANT needed for busy office. Proficiency in WordPerfect 5.1 required. Lotus 1-2-3 desirable. Good communication & organizational skills a must. Send resume & salary history to: Health Decisions, Inc., 409 Plymouth Rd., Suite #220, Plymouth 48170

ADVERTISING RECEPTIONIST Fast paced Bloomfield Hills ad agency has immediate opening for a receptionist to operate switchboard. Must have a pleasant telephone manner & some computer skills. Send resume to: P O Box 2002, Bloomfield Hills, MI 48303 or call 540-0660

ALL SECRETARIES WORD PROCESSORS TO $10/HR.
- WordPerfect • MS Word
- Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

A TEMPORARY SERVICE in Livonia has a position available lasting 2 to 3 months. Must enjoy working in a fast paced environment. Duties include interviewing applicants & job placement. Must have office experience. Call for interview: 477-0613

AVAILABLE IMMEDIATELY! Great opportunity for person good with numbers for a property management firm. Part time, 5 days 10-3. West Bloomfield location. Resume to: P.O. Box 250129, West Bloomfield, MI 48325-0129

BANKING OPPORTUNITIES
Temp To Hire
10,000 Keystrokes
Must Pass Credit Check
Livonia Area
CALL
SPENCER PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

504 Help Wanted Office-Clerical

ASSISTANT TO BUYER....$18,000 Great opportunity for professional individual with 3 years office experience. Typing 60 wpm & word processing. Exciting environment. COMPANY PAID FEES PERMANENT STAFF Farmington Hills: 737-5750 Troy: 585-3720

ATTENTION ALL
CLERKS
DATA ENTRY
RECEPTIONISTS
TYPISTS

CALL TODAY for an appointment to register. Long and short term assignments available, some permanent.
SYNERGY STAFFING 489-0700

AUTO DEALERSHIP Immediate opening for Switchboard Operator. Hours are: 8:30-6pm Tues, Wed., Fri.; 12-9 on Thurs. and 8-4pm on Sat. Benefits available. Apply in person at Jack Cauley Chevrolet, 7020 Orchard Lake, Rd., West Bloomfield.

BILLING CLERK A major credit reporting company has an immediate full time opening for our Billing Clerk position. Duties will include Accounts Payable, Account Reconciliation, General Ledger & daily billing. Light clerical duties will also be required. Good working knowledge of LOTUS 1-2-3 and typing speed of 45 w.p.m. are required. Pleasant, non-smoking office with full benefits package including medical. Please send resume and salary requirements to: General Manager 30600 Telegraph Rd., Suite 4135 Bingham Farms, MI 48025 An Equal Opportunity Employer

NON-PROFIT school seeking full time, full charge Bookkeeper with approximately 5 years experience. Send resume with salary requirements to: PO Box 2044, Southfield, MI 48037. Attention Victor.

FARMINGTON CYCLE WORLD is looking for an experienced bookkeeper. Must have auto dealership experience & a strong accounting background. Some job duties are: deposits, daily sales, accounts payable, accounts receivable. If you qualify for this position, please contact Rachel at 313-478-8200

BOOKKEEPER/ACCOUNTANT - Looking for mature person with background in real estate development & property management. Experience with Skyline & spreadsheet helpful. College graduate preferred. Flexible hrs. possible to accomodate domestic responsibility. Send resume to Box #864. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER, experienced, part time. 2-3 days/week. Grosse Pte. area for retail operation. Ask for Peter, Mon.-Fri. 882-1454

BOOKKEEPER - experienced, full time, 9-5. One person office. Computerized. Send or drop off resume & reference, Sam's Jams, 279 West 9 Mile, Ferndale, 48220

BOOKKEEPER full time, experienced thru trial balance. Computer proficient, WordPerfect 5.1, Lotus. State salary required. Resumes to: PO Box 725388, Berkley, MI 48072

BOOKKEEPER full charge who runs 1 person office for small construction company. Secretarial & computer experience a must. Salary negotiable. Resumes: 14201 Schaefer, Ste. B, Detroit, 48227 or call 11-2 Mon.-Wed only, 272-8770

BOOKKEEPER FULL CHARGE thru trial balance for property management. Experience in tenant receivables, CAM billings, month end closing and Lotus. Send resume Attn: Personnel, P.O. Box 3089 Farmington Hills, MI 48333-3089.

BOOKKEEPER/GENERAL OFFICE Northwest Detroit area company requires an individual thoroughly experienced in office procedures to do bookkeeping (pegboard system), invoicing, inventory control. Good telephone personality & typing skills required. Resume to: Employment, Dept. EC, P.O. Box 250457, Franklin, MI 48025

BOOKKEEPER - Must have excellent organization & writing skills. Full time position. Redford area. 255-6226

BOOKKEEPER - Office Manager for small manufacturing company in Oak Park. Send resume to: E.K., 5400 S Piccadilly Circle, W Bloomfield, MI 48322.

BOOKKEEPER, PART-TIME, flexible hours, for Southfield deli. Call Sid or Harry: 352-7377

BOOKKEEPER & SECRETARY needed for business office in Livonia area paint & deco/restoration company. Experience includes computer data entry, payroll, accounts payable & accounts receivable & typing. Secretary's duties include monthly & quarterly taxes. Call 421-7555

BOOKKEEPER Senior bookkeeper with at least 7 yrs. experience, MAC/Great Plains, literacy preferred. Send resume to: Bookkeeper P.O. Box 2303 Livonia, MI 48151-0303

BOOKKEEPER To manage accounting and general office functions for rapidly expanding specialty retailer headquartered in Westland. Ideal candidate will demonstrate strong organizational skills and be computer literate in accounting and word processing software. MAS 90 a plus. Resume only to 1725 South University, Ann Arbor, MI 48104. An Equal Opportunity Employer

BOOKKEEPER TRAINEE Experience preferred, but will train right person. Good math ability required. Permanent position. Interesting & diversified work, pleasant working conditions, office located in Farmington Hills. Starting salary $850/month + monthly incentive plan after training. Call: 478-7447, extention 120

BOOKKEEPER TRAINEE For property management firm in Bloomfield Hills. Computer/strong math skills a must. Experience preferred but will train the right person. Non smoking office. 4-5 days per week. Call Maryann at 645-2111

CASHIER Full time, Troy area. Computer & accounting experience helpful. To apply call Roz, 9am-5pm 643-6900

CASHIER needed for Amoco Food Shop & full service. Part time, nights or weekends. Apply in person at the 8 Mile & Middlebelt Amoco Station.

CLERICAL/Accounts Payable - Office/computer/strong typing required. Self-starter. Non-smoking office. Milford area. Call: 684-1215 Ext. 236

CLERICAL ASSISTANT to Sales Manager and Sales Staff needed to help with various administrative and clerical tasks. Typing skills are a +. JAGUAR-SAAB OF TROY 643-6900

CLERICAL People with recent credit union experience needed for long term positions with suburban clients. Good people skills. Word processing or data entry a plus. Call Carol 357-0644 or 848-8500 Uniforce Temporary Service

CLERICAL Well established automotive supplier has opening for qualified office person. Experienced computer & typing. Hours, Mon.-Thurs., 6:30AM-5PM. Detail oriented. Pontiac location. Resume to: Box 978, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERKS A LARGE COMPANY in Livonia has immediate openings in their Check processing department for days, midnights, and afternoon shifts. Interviews will be conducted on Wed., Aug. 18, between 10-3 PM. at the Hampton Inn, 20600 Haggerty Rd., Northville, MI., Room #108. No experience necessary. Call Snelling Personnel Services if more information is needed on Tues, between 8-5. Call: 682-8006.

504 Help Wanted Office-Clerical

CHIEF EXECUTIVE SECRETARY - Walled Lake, good typing. WordPerfect 5.1, knowledge of accounting. Benefits. To $26,000. Fee paid

MARKETING SECRETARY - Detroit, outgoing, professional working for executives of company, Microsoft Word with Windows, WordPerfect 5.1, benefits. $9.50/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

CLERICAL Computer talented, sales oriented person. Reply to P.O. Box #7271, Bloomfield Hills, MI 48302

CLERICAL PART TIME W Bloomfield. Must have typing skills & experience with Microsoft Windows. For interview. 669-5600

CLERKS - CLERKS Needed for part & full time assignments in Livonia area. Good math skills a must. Data entry a plus. Retirees welcome. Call immediately for more information: 591-1100 ACRO SERVICE CORP.

CLERKS/ DATA ENTRY
- Long and short term positions
- Troy, Madison Heights
- Livonia, and Southfield area
- Call today for an appointment

CORPORATE PERSONNEL SERVICES
Troy: 362-9698
Livonia: 462-3900
NO FEE EOE

CLERKS Entry level positions available for persons with good communication & clerical skills. Send your resume to: Personnel Administrator 315 E. Eisenhower, Suite 12 Ann Arbor, MI 48108

CLERK/TYPIST Growing software development firm located in Bloomfield Hills seeks professional individual to perform word processing, misc. clerical & switchboard duties. Excellent communication skills & typing 50 wpm required. Experience with word processing packages helpful. Position is full time, with benefits. Call or send resume to: ADR, 450 Enterprise Ct., Bloomfield Hills, MI 48302, Attn: Dawn. 313-253-7400

COMPUTER SKILLS/customer service. 8-5, Mon. thru Fri. Apply at: 150 Elizabeth Lane, Rochester, MI. 651-1333

CONSUMER MARKET ANALYST Seeks a talented individual to fill THE key client relations position in our firm: RECEPTIONIST. You need a pleasant voice, professional manners & appearance, typing of 40 WPM & some WordPerfect experience. Full time position. Benefits included.

We also need 2 WORD PROCESSORS, excellent WordPerfect 5.1 skills, especially experienced with tables. Minimum typing 65 wpm. Must work well under pressure with little supervision. Salary based on skill & previous experience. Mail resume to: CONSUMER MARKET ANALYST Director of Recruiting 2301 W. Big Beaver, Ste. 411 Troy, MI. 48084 Or call. 637-1434

CONTINUING PART-TIME CLERK Canton Township is accepting applications for the position of Continuing Part-Time Clerk. Minimum 45 w.p.m. $8.18/hr. Applications may be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped envelope to above address to request application form. Job description will be posted at the Township Administration Building. A Canton Township application form must be completed & on file prior to 4pm, Aug. 20, 1993. No phone calls. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

CORPORATE PERSONNEL SERVICES
JOB FAIR OPEN HOUSE
Tuesday, August 17, 1993
9:00 a.m. to 2:00 p.m.
at: 755 W. Big Beaver, Suite 122 (off I-75, top of Troy bldg.)
JOBS AVAILABLE:
CLERKS
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST
TELEMARKETERS
Permanent Positions Available
382-9696
NO FEE EOE

CPA FIRM - in Bloomfield Hills seeks full time Word Processor for report processing department. WordPerfect experience required. Lotus 2.4 & Harvard Graphics knowledge a plus. Good benefits & excellent working conditions. Send resume & salary requirements to: P.O. Box 725, Bloomfield Hills, MI 48303-0725.

CUSTOMER SERVICE PART TIME
- Start 8-18-93
- Good listening skills
- Flexible hours
- Customer Service attitude
- Southfield location

BARTECH SERVICES 271-8454

CUSTOMER SERVICE PART-TIME Dynamic progressive firm looking for a permanent part-time Customer Service Rep. Flexible hours Monday thru Friday. Perfect for homemaker or student! Some office experience necessary. Please call for immediate consideration: (313) 788-8801 or send resume to: Corporate Office Manager P.O. Box 71043 Madison Heights, MI 48071-0043

CUSTOMER SERVICE Full and part time positions available for local company. Must have excellent computer, grammar, and proof reading skills. Polished phone manner and problem solving ability necessary. Recent related experience and college degree a plus.
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES NEVER A FEE

DATA ENTRY CLERKS Needed in Royal Oak to work flexible shifts between 2:30pm-12am. These long term positions are available immediately. Ask about our end of assignment bonuses! Call today for this great opportunity. TODAYS TEMPORARY 649-2936 EOE

504 Help Wanted Office-Clerical

CUSTOMER SERVICE Mortgage Firm seeks Collections Specialist to handle delinquent accounts. Excellent communication skills and collections experience necessary. Competitive salary and benefits. Send your resume to: Personnel Administrator 315 E. Eisenhower, Suite 12 Ann Arbor, MI 48108

CUSTOMER SERVICE REPRESENTATIVE National distributor of gourmet frozen foods has one full time or two part time openings for Customer Service Representative with 1-2 years experience. This non-smoker must possess excellent telephone skills, typing, 10 key & math aptitude. Experience in telemarketing, sales & handling customer inquiries required. Applications will be taken Aug. 18-23, 9am-4pm: Otis Spunkmeyer Inc., 24470 Indoplex Circle, Suite 102, Farmington Hills, MI 48331

CUSTOMER SERVICE We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day & some problem solving. Available shifts:
FULL TIME
Mon-Fri, 10am-6:45pm
Mon-Fri, 9am-5:30pm
PART-TIME
Mon-Tues-Thurs-Fri 10am-6:45pm
We offer a competitive benefit package with these positions. Qualified candidates should 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

CUSTOMER SERVICE REPRESENTATIVE & RECEPTIONIST Pactel Paging, a national leader in personal communications and a subsidiary of Pacific Telesis, has an immediate opening for Customer Service Representative & Receptionist. Responsibilities include light typing, and handling a multi-line switchboard, as well as assisting other departments as needed. Candidates must have 2 years WordPerfect experience and be able to handle a very busy switchboard.

Pactel Paging offers a competitive salary & benefit package, such as medical, dental, 401K savings plan, and tuition reimbursement. Candidates should send their resume including cover letter stating salary requirements to: PACTEL PAGING ATTN: Human Resources 26800 Orchard Lake Rd., Suite 200 Farmington Hills, MI 48334 NO PHONE CALLS PLEASE PRE-EMPLOYMENT DRUG SCREENING An Equal Opportunity Employer

DATA ENTRY CLERKS AM & PM SHIFTS Immediate openings for your data entry skills. We offer: Top pay, Holiday pay, Temp-Med insurance, and bonuses. Call for an appointment today!
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES NEVER A FEE

DATA ENTRY CLERK (ENTRY LEVEL) We are seeking a highly-motivated, detail-oriented individual with strong organizational skills for our accounts payable department. Data entry skills are required. Previous accounts payable experience and knowledge of D&B system is a plus. Responsibilities will include inputting, filing, & responding to inquiries. A competitive benefit package is included. Qualified candidates should apply, Mon-Fri, 9am-4pm at: SOURCE ONE MORTGAGE SERVICES CORPORATION Attn: Human Resources 27555 Farmington Rd. (Corner of 12 Mile) Farmington Hills, MI. 48334-3357 Equal Opportunity Employer M/F/D

DATA ENTRY Many temp to perm openings. Multiple shifts. Fast growing financial corporation. Top pay. Call Donna at 473-2934 Uniforce Temporary Services

DATA ENTRY (NUMERIC) 20 people needed for temp to perm positions located in Livonia. Midnight shift/top pay. CONTEMPRA 583-9500 - Madison Hgts 563-5900 - Dearborn

DATA ENTRY OPERATORS Needed. Day & afternoon shifts. ADIA The Employment People (313) 722-9080

DATA ENTRY OPERATORS Marketing services company in Livonia seeking experienced data entry operators to fill full time day & afternoon positions. High degree of speed & accuracy a must. Good pay & benefits awaits qualified candidates. To set up an appointment to test, please call after 2pm, 261-8220

DATA ENTRY OPERATORS Experienced only need apply. All shifts. Great benefits, advancement opportunities. Call for appointment, Utica area: 254-1910

DATA ENTRY/TYPIST Needed for Southfield publishing company, immediate full-time position. Resume to: Pick, Inc. Attn: Sean/24151 Telegraph, #280, Southfield, MI 48034

DATA ENTRY - 6 OPENINGS LIVONIA/CANTON 8500 KPH, immediate first shift. Accuracy a must 737-1711 TEMPORARY RESOURCES

DICTAPHONE/TYPIST - with WordPerfect & legal experience. Full time. Good benefits. Call Mike Muller at 645-2440

DIRECT CARE instructor. Part-time afternoon shift. $5/hr. Southfield area. Immediate openings. Contact Lourie or Kim 557-3840

EXECUTIVE SECRETARY NW suburban headquarters has long term opportunities. Full and part-time. WP 5.1 necessary. Top salary. Call Sue at 473-2931 Uniforce Temporary Services

EXECUTIVE SECRETARIAL WORD PROCESSORS MICROSOFT WORDPERFECT 5.1 Openings in Downtown Detroit, Southfield and suburbs. MUST type 45-65 wpm, have on-the-job word processing experience, excellent communication skills. PREVIOUS office experience required. Call 8am-4pm for appointment. METROSTAFF Temporary Personnel Services 569-8700 425-8368 NO FEE EOE

EXECUTIVE SECRETARY Part-time, 20 hours per week. 5 years related experience. Must have excellent communication & clerical skills. Typing of 60wpm & shorthand. Send resume to: Teresa Schwartz, Jewish Vocational Service, 29699 Southfield Rd., Southfield, MI 48076

504 Help Wanted Office-Clerical

DATA ENTRY - WordPerfect 5.1, Quicken experience. A1 office skills required. Accounts payable & receivable, payroll. Only qualified should apply. 565-5600

DATA ENTRY 10 people needed for temp to perm positions located in Livonia. Reverse 10 key alpha/nume.c. Afternoon shift. Top pay. CONTEMPRA 583-9500 - Madison Hgts. 563-5900 - Dearborn

ENTRY LEVEL SECRETARY
Bloomfield Hills Area
Assistant To Secretary
Strong Word Processing Skills In Windows Environment
CALL
SPENCER PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

EXECUTIVE SECRETARY downtown Birmingham location. Health benefits. WordPerfect 5.1 required. Call 433-0600/fax resume 433-0615

EXECUTIVE SECRETARY Mature individual with 3-5 years experience in shorthand, typing, & WordPerfect 5.1. Excellent organization & communication skills. Send resume to: MCH, 30671 Stephenson Highway, Madison Hts., MI 48071

EXECUTIVE WORD PROCESSING SECRETARIES Immediate openings for top notch executive word processing secretaries for leading financial institution in the Troy area. Typing 60 wpm, WordPerfect for Windows. Minimum 1 year experience. Call immediately for appointment 799-6000 FOSTER DAVIS Temporary Personnel, Inc. An Equal Opportunity Employer

FILE CLERK Full time. Troy area. To apply call Roz, 9am-5pm at: 643-6900

FRONT DESK California based company needs branch Meet'n'greet person 9-5. Call STACY at 643-6797 DAYTEMPS, INC.

FRONT DESK/ SWITCHBOARD Interact with clients in the creative atmosphere of this major advertising agency. Recent multi-line experience. Rose 646-6168 or 473-2934 Uniforce Temporary Services

FULL TIME General Office worker. Some computer knowledge. Apply in person: Craggs Cabinet Co., 30966 Grand River, Farmington, near 9 Mi.

GENERAL OFFICE Busy Troy law firm needs part time person to answer phones, run errands and perform various other office duties. Call. 649-7200

GENERAL OFFICE PART-TIME Farmington Hills office, Monday & Thursday, 10am-6pm, Saturday 9am-4pm. Good telephone skills, filing, typing, general office duties. D & H PROPERTIES. 737-4002

GENERAL OFFICE CLERK Clerk needed for busy office in Southfield. Heavy phones, excellent communication skills, typing, & filing abilities are essential. Send resume: Office Manager, PO Box 2040, Southfield, MI 48037-2040

GENERAL OFFICE work for 1-person office. Must have experience and IBM type PC. Steady full time work with lots of opportunity for advancement. This is a good job for a smart person, start at once. Sound Around, 8119 General Ct., Plymouth 313-454-8696

GENERAL OFFICE WORK, approximately 30 hrs./wk. Non-smoking office. Apply in person at: 2424 Beech Daly Rd., ¼ mile S. of Michigan Ave.

GENERAL OFFICE-Flexible hours. Must have WordPerfect experience. Bloomfield Hills Law Office. Call Audrey anytime. 855-8396

GENERAL OFFICE - Part time, 3 days a week, some office experience helpful. Farmington Hills office. Call Rhonda 851-3800

GENERAL OFFICE CLERK candidates for this position need office experience & be detailed oriented. Eve. shift. Ginny 646-7664 Uniforce Temporary Services

GENERAL OFFICE, full time, one person commercial construction office. Typing & some computer experience required. High rise office building. 10 Mile/Greenfield area. Call for interview: 968-4044

GENERAL OFFICE Part-time person needed to handle overflow in busy Livonia office. Accuracy and attention to detail are essential. Computer and bookkeeping experience are necessary. EOE. Call Tues, Aug 17th, between 2 & 4pm at 522-2613

GENERAL OFFICE - Douglas Foods Corp. is looking for a diversified person for a full time clerical/data entry position. Familiarity with office equipment a must. Hours: 8:30am-5pm with a rate of $6-$7/hr, depending on experience plus benefits. Apply Mon-Fri 9-4, 32418 Industrial Rd, Garden City. 427-5300

GENERAL OFFICE BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GROWING Livonia company needs secretary with pleasant phone voice, good typing, word processing and letter writing skills. Bookkeeping experience helpful. Call 522-7181

COMMERCIAL INSURANCE Customer Service Representative - Minimum of 2 yrs. multi-line/multi-company experience. Benefits. 971-1000 Eves: 429-8222

KEY PUNCH/KEY TAPE Operators Days & Afternoons Tartan System, Farmington area. 474-1136

LEGAL ASSISTANT Ideal candidate:
- Experienced in MacWrite
- Legal Experience

Long term assignment/great pay.
Call Todays for more details!
TODAYS TEMPORARY 649-2936
EOE

LEGAL Recruiting: Legal Secretaries with WordPerfect & Windows, Paralegals & Receptionists
- PREMIUM ASSIGNMENTS
- TOP RATES

Call or FAX your resume today:
PERSONNEL AT LAW
358-0080 (fax) 358-0235
3000 Town Center, Ste. 2580 Southfield, MI 48075

LEGAL SECRETARY & BACK-UP LEGAL SECRETARY For busy Plaintiff Personal Injury firm. 2 positions available. Will train Back-Up with some legal experience. Minimum 3 years personal injury experience a must for Legal Secretary position. Excellent typing required. Knowledge of medical terminology a plus. Please send resume including salary requirements to: Box 782 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

504 Help Wanted Office-Clerical

IMMEDIATE OPENINGS Administrative Assistant for national sales & installation company seeking mature, reliable, energetic & detail oriented candidates for full time & part time sales office positions. Requirements include: light typing, filing, organizational skills. Excellent phone manners a must! Interested applicants may call or fax resume on Tues-Thurs between 9am & 3pm: Sales Manager 474-8241 Fax 474-8286 An Equal Opportunity Employer

IMMEDIATE OPENING Company in Southfield seeking an Administrative Services Rep.
Ideal candidates:
- BA or Associates Degree in Public Relations or Communication.
- Computer literate.
- Excellent verbal & written skills

Call today for more details about this long term position!
TODAYS TEMPORARY 649-2936
EOE

INSURANCE Marketing/telemarketing-aggressive personality with technical background. Also includes CSR duties. Novi Agency. Send resume: FDI Group Attn. Personnel 39555 Orchard Hill Place, Suite 400 Novi, MI. 48375

KEYPUNCH OPERATORS Full time experienced operators needed for day & afternoon shifts at our Livonia facility. Health, dental & 401K available. Call today for an appointment: 422-8002 Indata Corp

LAW FIRM in Southfield seeking full time secretary/administrative assistant with telephone responsibilities. Legal experience helpful. Call Sue. W. at: 355-5000

LEGAL SECRETARY - Experienced for insurance defense firm. Non smoker, salary commensurate with experience. Send resume to Lynn at 380 N. Main, Clawson, MI 48017

LEGAL SECRETARY for small law office located in Southfield. WordPerfect experience required. Salary commensurate with experience. Send resume with salary requirements to: Human Resources, 400 Galleria Officentre, Ste 215 Southfield, MI. 48034-2164

LEGAL SECRETARY Needed for Birmingham law firm. Must have excellent grammar, typing, transcription, and be highly organized. Minimum 3 years of corporate & estate planning experience. Competitive salary & benefits. Send resume to: Personnel Department, 380 North Woodward, Suite 300, Birmingham, MI 48009

LEGAL SECRETARY For Troy law firm. WordPerfect and at least 2-3 yrs. legal experience (Corporate, Estate Planning) required. Non-smoking office. Please send resume to: Box 832 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY 2-6 years litigation experience sought for legal firm. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48073. 355-4140

LEGAL SECRETARY Birmingham law firm seeks motivated, experienced legal secretary for partner. Excellent benefit package available. Send resume to: Attn: Mary 280 W. Maple Rd., Suite 310 Birmingham, MI. 48009

LEGAL SECRETARY Needed full-time for law firm located in Southfield. One girl non-smoking office. Duties include: Answering phones, typing, filing, & software programs. Please send resume to: 29100 Northwestern Hwy. Suite 260 Southfield, MI 48034

LEGAL Secretary/Receptionist for small Farmington Hills, non-smoking, defense firm. Must have excellent typing, communication & organizational skills as well as professional appearance. WordPerfect required. Excellent benefits. Send resume & salary requirements to: 30201 Orchard Lake Rd; Ste 220, Farmington Hills, MI 48334-2278

LEGAL SECRETARY Word processor, transcriber, Word Perfect 5.1 Southfield personal injury law firm. Experience required. Salary & benefits negotiable. Please send resume to: Box 896 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY With litigation experience for N. Woodward firm. Must be mature, well organized, & have good communication skills. WordPerfect experience preferred. Excellent benefit package. Please send resume to: Box 856 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY, TO $30,000 5 years litigation experience. Lots of variety. Southfield area.
LEGAL SECRETARY $28,000 Corporate/real estate experience. Plush downtown firm. Paid parking.
LEGAL SECRETARY, $25,000 Prestigious Oakland County firm. Plaintiff medical malpractice experience.
LEGAL SECRETARY, $25,000 Litigation experience. Labor law a plus. Great benefits.
LEGAL SECRETARY $23,000 Defense litigation, wordperfect 5.1, major firm. 772-8780.
SNELLING PERSONNEL SERVICES

MAILROOM COORDINATOR Need coordinator to have sole responsibilities for running mailroom operations and archiving. Necessary skills include: computer data entry, heavy lifting, top organizational skills, and speed in work. Candidates must display positive attitude. Send resume by August 31, 1993 to: Human Resources, Barton Malow Company, 27777 Franklin Road, Suite 800, Southfield, MI 48034 Equal Opportunity Employer M/F/H

MARKETING SECRETARY Great opportunity to join the staff of an exciting sales/marketing team and work with company's VP of sales. Desire someone very organized, typing minimum 50 wpm and WordPerfect. Top benefits. Diversified Recruiters Co. 344-6700 FAX 344-6704

MEDIA ASSISTANT Troy marketing communications company is seeking a professional individual with excellent telephone & math skills. Responsibilities: check & approve media invoices, resolve invoice discrepancies, compile tear-sheets, & input buys into computer system. Some experience preferred. Both part & full time candidates will be considered. Please send resume & salary requirements to: Box 868 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLERS Progressive insurance provider has immediate openings for experienced in this major insurance environment. Call Mary 646-6168 or 357-0641 Uniforce Temporary Services

MORTGAGE LENDER in Lathrup Village seeks 2 enthusiastic individuals to join our team of professionals.

Loan Processor with at least 2 yrs. experience processing Conventional & Government loans. Should be customer service oriented & have good communication skills.

Loan Closer with at least 1 yr. experience closing Conventional & Government loans. Responsibilities will include title & survey review, scheduling closings & communicating with buyers any closing requirements.

Please forward your resume to: Village Mortgage Company 27400 Southfield Rd. Suite #200 Lathrup Village, MI., 48076 Attn: Kathleen Long

504 Help Wanted Office-Clerical

LEGAL SECRETARY North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to: Box 804 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LOAN PROCESSOR/ CLOSER Established mortgage co. seeks experience Loan Processor/Closer for a permanent position. The applicant must be familiar with FHA/SA & FNMA/FHLMC underwriting guidelines. We offer an excellent compensation package. For more information please call Greg at: 853-4000

MARKETING SECRETARY If research and variety appeal to you, then this is for you! Put your good computer and reading skills to work for international company. 35 hour week. $18,200. Hurry! Call Diana, 464-0909. SNELLING PERSONNEL SERVICES

NEEDED WORD PROCESSING SECRETARY Must be proficient in Microsoft Word & Macintosh. Experience in Excel helpful. Romulus area. Call ADIA. (313) 722-9060

NOT WANTED
- Someone who just wants a paycheck.
- Doesn't like people
- Won't learn something new

BUT...If you are willing to learn new things, you can type (dictaphone a plus) & cheerfully make appointments, then you ARE wanted. Call 537-1776

RETAILER specializing in naturally based skin & hair care preparations requires a full time Office Manager/Bookkeeper to start immediately. Computer experience required. Please phone 539-0945

OFFICE ASSISTANT Lumber & construction knowledge a plus. Benefits package. Please call Jean 272-3800

OFFICE ASSISTANT/COURIER N. Woodward firm has immediate part time position available for a dependable, mature individual. Duties include document delivery, errands, & misc. projects. Reliable transportation necessary. Hourly wage plus mileage reimbursement. Ideal for retiree or student. 652-3483

OFFICE ASSISTANT Full time. Southfield location. Must have previous office experience, excellent math & 10-key calculator skills needed. Good communication & organizational skills a must. Send resume including salary requirement to P. O. Box 5091, Southfield, MI., 48086.

OFFICE CLERK/CASHIER Must have experience with phones & customer service. Part time, evenings & weekends. Apply within: Lasky Furniture, 29055 Plymouth Rd., Livonia.

OFFICE CLERK Motivated person to handle customer service, good typing and figure aptitude. Apply in person: Al's Glass & Tire, 24777 Telegraph, Southfield.

OFFICE CLERK - Southfield law firm seeks person for court filing, deliveries & misc. office work. 35-40 hours per week. Call Mr. Winer at: 948-0000

OFFICE CLERKS Part time students for Oakland County law firm. Must have own car & be able to work some Sat. mornings and several afternoons a week filing, mail, misc. errands & keeping work areas clean & organized. Also general office work. Perfect for a current high school student in Junior year or Senior year. 626-5000

OFFICE help needed approximately 30 hours per week. Must have experience in accounts payable, accounts receivable, Lotus & Word Perfect. Salary $7.50 per hour. Please call to schedule an interview. 425-1080

OFFICE MANAGER & SECRETARY desired by small title insurance agency, full time. Salary commensurate with experience. Real estate experience required. Title experience preferred. Fax resume to: 642-0933: Or call Harry 642-1115

OFFICE POSITIONS We seek qualified, full time & part time, clerical employees. Good communication skills a must. Bookkeeping, payroll or customer service experience a plus. Accounts payable clerk; Associates Degree in business or accounting. Non-smoking employer. Apply in person or call: 28275 Orchard Lake Rd, N. of 12 Mile Rd. 489-0557

OFFICE STAFFING Livonia area. Must have experience.
- (3) switchboard operators
- (2) file clerks
- (2) WordPerfect 5.1
- (3) accounting clerks
- (4) data entry (10,000 + KPH)

737-1711 TEMPORARY RESOURCES

OFFICE SUPPORT/RECEPTIONIST Southfield Company has immediate opening. Candidate must be well organized & able to work with minimal supervision. Send background to: Controller 21133 Bridge Street Southfield, MI. 48034

PART-TIME CLERICAL Part-time clerical position available in our Southfield corporate headquarters, 3 full days per week (8am-4:30pm), assisting in our purchasing department. Duties include processing purchase orders and requisitions, maintaining log of all purchasing documents and maintaining files. Typing (45wpm) & organizational skills required with word processing/CRT experience. Previous experience in purchasing department a definite plus. Please send resume to: PURCHASING ASSISTANT P.O. BOX 2227 SOUTHFIELD, MI. 48037

Part Time
Data Entry Assistants

Ferrellgas, a privately owned marketing company and a recognized leader in our industry, is seeking several part-time data entry assistants for our local customer service center.

Responsibilities include: entry of daily transaction receipts; posting of payments, and updating files.

The successful candidate will have 2+ years data entry experience, 40+ wpm typing ability, 10 key by touch, and PC experience.

Interested candidates should call for an appointment.

FERRELLGAS 34405 W. 12 Mile Rd, Suite 377 Farmington Hills, MI 48331 313-615-4700

EOE/AAP We encourage applications from minorities, females, veterans and the disabled. No agencies please.

PART TIME POSITIONS Available immediately for our locations in Bloomfield. Experienced Front Desk Person must possess excellent people skills & have professional phone manner. Position includes other general office duties. Please call. 344-4290

PART TIME RECEPTIONIST/Secretary, must know WordPerfect 5.1, 50wpm, $6.50/hr. 1:30-5:30pm. Call 313-832-2900

PART TIME SECRETARY needed for fast paced faculty office. Must know WordPerfect. Hours 4-7:30pm, Mon.-Thurs. Submit resume to: Walsh College, 3838 Livernois Rd., Troy, MI 48083, EOE

PAYROLL & BILLING PERSON - experienced. Phone, typing and computer skills necessary. Full & part time. Please send resume to: P.O. Box 531117, Livonia MI 48153.

504 Help Wanted Office-Clerical

PAYROLL Must be good with figures and type. Approximately 25 hrs/week. Vicinity of 11 Mile & Southfield. 559-8646

PERMANENT CAREERS

Rochester Secretary $25K
Troy Clerical $18K
Macomb Secretary $27K
Acquisitions Administrator . . $23K
Personnel Secretary $20K
Bloomfield Secretary $22K
Metallurgical Engineer $60K
Entry Level Clerk $16K
Receptionist $16K
Purchasing Clerk $17K
Corp Law Secretary $28K
Bookkeeper $20K
Property Mgmnt Accounting . $24K
Customer Service $15K
Financial Administrator $20K
Engineer Coord. $35K

CALL 649-6797
FAX - 649-2496
DOROTHY DAY PERSONNEL OF TROY, INC
DAY

PERSONNEL ASSISTANT Full-time. Office experience required, personnel experience a plus. Typing, filing, good organizational & communication skills necessary. Send resume to: Mrs. M. Lupher Arnold Home Inc., 18520 W. 7 Mile Detroit, MI. 48219.

PHONE RECEPTIONIST Flex hours, pleasant working conditions, $5/hr. plus. Call 422-4224

PRINTING COMPANY In Rochester area needs dependable, full time, accounts payable/accounts receivable clerk with general office skills. Apply between 4pm-5pm only at: 1480 North Rochester Road. 652-7800

RECEPTION/CLERICAL for counseling office in Livonia. 20 hours a wk. 3-8pm. Call Lisa, between 9am-3pm: 425-0396

RECEPTIONIST/SECRETARY Experience necessary. Filing, letter writing, phone answering. Good pay & benefits. Send resumes to: P.O. Box 2726, Livonia, MI. 48151.

RECEPTIONIST/Word Processor 5.1. Diversified full time position for Southfield accounting firm. Call Elaine at 357-2400

RECEPTIONIST WANTED for part-time office work at Livonia Construction Co. Please send resume to: American Drywall, 34281 Schoolcraft, Suite K, Livonia, MI 48150.

RECEPTIONIST for Travel Agency. Good phone skills, light typing, filing. Computer experience helpful but not necessary. 455-5810

RECEPTIONIST Part-Time Needed for busy Troy Real Estate office. Multi-line telephone a plus. Must type 40wpm. Must be dependable, personable & flexible. Call Melissa between 9-2pm, Mon.-Fri. at: 641-5300

RECEPTIONIST Looking for a full time Receptionist for a quick paced, dynamic company. Need experience in multiple phone line systems, Lotus, WordPerfect and good organizational skills are a must. Full benefit package included. Send resume to: MRM Air Products, P.O. Box 354, Novi, MI 48376-0354

RECEPTIONIST Troy area. 585-3600

RECEPTIONIST Immediate opening. Located in Troy. Mon.-Fri., 8-5 pm. Call 649-4000

RECEPTIONIST Part-time for busy Birmingham salon. Applicant MUST be mature. Computer & typing skills. 647-2787

RECEPTIONIST POSITION - evening and weekend hours. 31/hrs per week. $5/hr. Call Century 21 Dynamic 728-8000

RECEPTIONIST - Bloomfield Hills law firm. Full time. Seeking a mature, pleasant individual with good phone skills. Call Marsha: 335-5450

RECEPTIONIST For Birmingham law office. No medical benefits. Call 646-3300

RECEPTIONIST/TYPIST Prefer Word Perfect knowledge, can start immediately. Ask for Sylvia 352-8580

RECEPTIONISTS Monday thru Friday, 35 hours, $5 hourly rate. Part time available. Call Ken, 261-4010

RECEPTIONIST- Farmington Hills, Answer phones, in charge of mail, faxing, WordPerfect input. Professionalism a must. Hours 8am-5pm. Call Personnel: 442-8540, Ext. 138.

RECEPTIONIST - Plymouth area manufacturer is seeking a person to fill receptionist position. Minimum 30 hrs. per week during day shift. Call Personnel Mgr. 459-6600

RECEPTIONIST - Farmington Hills area. Part time, Mon., Wed. & Fri. 10am to 2pm. Some computer experience preferred. Call Nan for interview, 471-5071

RECEPTIONIST - PART TIME Experienced, needed in busy real estate office in downtown Birmingham. Please call Jean for further information at 644-6700

RECEPTIONIST for Northville Insurance agency. General office duties, typing, phone, computer experience, good communication skills. Send resume to: CEB, 860 Griswold, Northville, MI 48167

RECEPTIONIST Needed for busy Southfield office. Experience with multi-line switchboard a plus. Please send resume to: Human Resources, 20475 West 10 Mile, Southfield, MI 48075.

RECEPTIONIST - For law firm. Must have multi line phone system experience. Excellent salary & benefits. Send resume to: Box 972, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST Full time for large Oak Park office. Must have excellent speaking voice and capable of answering busy phones. Experience preferred but not necessary. Ask for Kristal at: 541-1144

RECEPTIONIST/CLERK High energy person to work phones & mail room. Must be a detailed quick learner. EXPERIENCED ONLY 353-7030 Employers Temporary Service Inc.

RECEPTIONIST CLERICAL Rochester Hills, shop at home decorating company, is looking for a Receptionist who possesses data entry experience & a pleasant phone manner. Call between 10-2pm. 489-0357

RENTAL AGENT/CLERICAL Knowledge of Sec. 8 necessary. Apply in person or send resume to: Oakbrook Villa, 15001 Brandt, Romulus, MI 48174

RECEPTIONIST Michigan's leading Steelcase furniture dealership is seeking a receptionist for our two person front desk at our Southfield office. Must have experience with multi-line telephones and Word Processing. Hours 8am-5pm. Excellent benefits. CONTRACT INTERIORS 313-746-9399 An Equal Opportunity Employer

RECEPTIONIST/ Switchboard Operators
- Good phone skills a must
- Long and short term positions available
- Madison Heights, Troy, Livonia, Southfield areas
- Call today for an appointment

CORPORATE PERSONNEL SERVICES
TROY: 362-9698
LIVONIA: 462-3990
NO FEE EOE

504 Help Wanted Office-Clerical

Receptionist/Secretary Southfield personal injury law firm seeking experienced individual with ability to handle heavy phone volume & light typing duties. Ask for Beth Ann: 559-6620

RECEPTIONIST - Very busy Rochester Real Estate office needs telephone receptionist. Must have multi-line experience & present professional image. Eve hours 5-8 p.m. Monday thru Friday. Apply in person 9-6 Mon.-Fri., Century 21 Town & Country, 722 W. University Dr.

RECEPTIONISTS Positions available from $6.50 - $8 per hour. All fees paid by companies. We have large, medium and small companies located throughout the metro area. All you need is some office experience, typing and a desire to earn. Call 644-4800. SNELLING PERSONNEL SERVICES

Receptionist/Legal Secretary Reputable, Detroit law firm has an exciting and diversified "front desk" position available in our new Ann Arbor office. The position requires a person with polished receptionist and legal secretarial skills, and the varied duties of the position include handling busy phones, docket control, greeting clients, overflow typing, and processing attendance information. WordPerfect 5.1 experience required, competitive salary/benefits. Interested applicants please send resume and salary requirements to: Box 992 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST Front desk receptionist for busy professional office of consulting firm in Southfield. Computerized multi-line phone system. Excellent telephone manner, good interpersonal skills, attractive personal appearance. Other duties include faxing, mailing, light typing, interaction with various personalities. Pleasant collegial business work environment. 8am-5pm. Good benefits. Fax resume to 827-0968 or mail to: Receptionist Position, 30 Oak Hollow, Suite 100, Southfield, MI 48034

RECEPTIONIST Growing manufacturing firm located in far northwest suburbs needs a sharp, experienced Receptionist to handle medium volume switchboard, data entry and word processing responsibilities. 3+ years of experience and exposure to WordPerfect 5.1 and Lotus software packages will qualify you for this position. We offer a competitive salary, outstanding benefits package and a friendly work environment. Team oriented personality a definite plus, as is experience in manufacturing arena. Send resume with salary requirement to: BOX #990 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150 An Equal Opportunity Employer

Research Interviewers To conduct telephone research interviews. Excellent communication skills required, must type 45 WPM. No sales required, permanent part-time. Great opportunity for students or those needing a second job. Hours are Mon-Fri. 5:30-9:30, Sat. 10-3, Sun 1-6. 16-35 hrs. per week. Starting at $6/hr.

To apply, call 637-1434, stop by to fill out an application or send resume to: Consumer Market Analysts, Dir. of Recruiting, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

SALES ASSISTANT For a Farmington Hills computer parts distributor. Great working environment. WordPerfect & some sales experience necessary. Benefits. Send resume & salary requirements to: DESKTOP SALES 27620 Farmington Rd. Suite 100 Farmington Hills, MI 48334 Attn: Personnel

SALES - PURCHASING ASSISTANT We are seeking a highly productive individual to perform a variety of clerical duties. Responsibilities will include answering telephone, ordering materials from vendors, recording material receipts, typing orders, letters, memos, etc., and processing mail.

The successful candidate must have a pleasant telephone voice, be able to work independently with minimum supervision, have strong interpersonal skills, experience with word processing equipment and typing skills of 50 to 60 wpm.

Salary commensurate with experience. Excellent benefit package. Qualified applicants interested in working in pleasant office surroundings should contact Tom Enelnk at 478-3300 for an interview appointment.

THE OILGEAR COMPANY 41287 VINCENTI COURT NOVI, MICHIGAN 48375 An Equal Opportunity Employer

SALES SECRETARY - Farmington Hills sales office is looking for a person w/secretarial, telephone and accounts payable skills. Non-smoking. Please call 313-489-4040

SCHEDULING ANALYST Must have experience in automotive releasing system & the ability to track complete manufacturing material flow. Experience with manual & computerized inventory control required. Send resume & salary requirements to: P.O. Box 20781, Ferndale, MI. 48220.

SECRETARIES WORD PROCESSORS $8.50 AND UP Qualified candidates needed for immediate assignments in Livonia and surrounding areas. Candidates must have experience on one or more of the following:
- WordPerfect 5.1
- Lotus 1-2-3
- Microsoft Word for Windows

Call for more information: 591-1100 ACRO SERVICE CORP. Never a fee.

SECRETARIES WORD PROCESSORS
$10-$12/HOUR

Growing companies in the western suburbs are seeking skilled office support personnel. Let us match you with those positions. Top companies, vacation & holiday pay. Close to home assignments.

CALL TODAY!
WESTERN TEMPORARY SERVICES
615-0660

SECRETARY/CLERK A full time person with secretarial skills, typing, English grammar, word processing a plus. Will also answer phones, do customer orders and inventory control. Benefits. Send resume with salary requirements to: Personnel Manager, 1250 Rankin, Unit F, Troy, MI 48083

SECRETARY for 3 attorney downtown Birmingham firm. Health benefits. WordPerfect 5.1 required. Call 433-0600/fax resume 433-0615

SECRETARY - For Farmington Hills insurance firm. Good clerical skills and computer knowledge a must. Call Jill Reed 855-0060

SECRETARY for medical equipment company. 3 yrs. experience with computer knowledge. M.E.T.I.L.L, P.O. Box 7008, Novi, MI 48376

SECRETARY For Novi branch of non-profit agency. Must have good clerical and organizational skills. Word processing experience preferred. Competitive salary with excellent fringe benefits. Please forward resume to: Personnel Office 117 Turk St. Pontiac, MI 48341 An Equal Opportunity Employer

SECRETARY - full time. Experience preferred. Send resume to: R & S Trucking, Inc., 14141 Eckles, Plymouth, MI 48170.