EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPER - Entry level, self-motivated, non-smoker needed for retail store. Basic computer experience in accounting & inventory control. Part time leading to full time. Organized/dependable individual needed. Please send resume to: 3248 Orchard Lake Rd, Orchard Lake, MI 48324

BOOKKEEPER
For Bloomfield law firm. Must be computer literate. Send resume to: Barb, PO Box 8355, Bloomfield Hills, MI 48302

BOOKKEEPER - For small health care company in Farmington, Bloomfield, good computer accounting skills required. Billing & general office skills a plus. Part time. 661-8755

BOOKKEEPER, FULL-TIME
General office experience.
Hoyes Oil and Gas Furniture, Livonia
421-0700

BOOKKEEPER - FULL CHARGE. Full time. Minimum 5 years experience. Apply in person Mon.-Fri. 2-5pm: 2614 Orchard Lake Rd., Sylvan Lake. Ask for Debbie. 683-5080

BOOKKEEPER, FULL CHARGE
Through this temporary employment management firm, 2-3 years accounting experience required. Fast paced office. Must be self motivated with salary requirements to:
Accounting Manager
33400 Telegraph, Suite 200
Bingham Farms, MI 48025-2460

BOOKKEEPER/FULL CHARGE
Needed full time by busy Birmingham-based builder. Female, non-smoking applicants must have strong recent accounting background in computerized accounting and job costing. Word processing skills-using Word 2.0 Windows and spreadsheet skills using Excel a definite asset. If you are a perfectionist at heart looking for long term employment in a area that is fast paced, working with people who accept mediocrity, call Mr. Ismail for an interview appointment at 540-5533.

BOOKKEEPER
• FULL-CHARGE
A Southfield based property management company seeks individual to provide accounting support. Ideal candidate will be self motivated, a team player, and have the ability to work independently. This position requires 4-5 yrs. computerized bookkeeping experience thru financial statements, B.S.I. software experience preferred, and experience handling bookkeeping responsibilities for several companies simultaneously. If interested please send resume & salary requirements to: Ms. Schultz, P.O. Box 691, Southfield, MI 48037.
Pointe & Moran a recruiter for an EOE.

BOOKKEEPER - Immediate opening for a full/part time full charge bookkeeper. Must have 5 years of financial statement & payroll knowledge. Call 1-2-3 Inc. Hank Cali 559-7430 or FAX resume to: 559-8070

BOOKKEEPER needed for small retail agency in Birmingham. ADS experience preferred. Part time. 646-7800

BOOKKEEPER - PART TIME
Immediate opening, with computer experience. References required.
Resumes to: Box 178
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPERS
Temporary assignments available in data entry and all areas of bookkeeping. Close to home.
Mary Contingo Inc.
QUALITY ACCOUNTING TEMPS
525-8550

CLERICAL/Accounts Payable • Office/computer/strong typing required. Self-starter. Non-smoking office. Milford area.
Call Joe 685-1215 Ext. 238

CLERICAL for full time fast paced office. Responsible person with good typing, bookkeeping, math, phone skills. Woodward-10 area. Call Lisa 430-8.30 646-1300

CLERICAL
Busy title insurance company has immediate opening for clerical person. Typing, 10 key calculator skills, filing, general computer knowledge, WordPerfect and/or microfilm experience. Send resume or apply to:
J. AUSTIN
1650 W. BIG BEAVER
TROY, MI 48084

CLERICAL/DATA ENTRY
Full time position for a hard working individual with data entry experience. This could be an achievement opportunity for the right person in a growing medical billing office. Excellent benefits included with salary. Send resume to: Medical Billing Office, 333 W. 7th St., Suite 5, Royal Oak, MI 48067

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY. Experienced in public accounting for accounts office in Ferndale. Please send resume & salary requirements to: Box 1827, Royal Oak, MI 48068.

BUSINESS TEAM POSITION
Bookkeeping & Customer Service responsibilities. Must know accounts payable, general ledger, bank reconciliation, and computer-aided accounting. Experience with BBT, Excel & Report Writer a plus. Southfield. 357-7043

BUSY NORTHVILLE insurance office • needs part time secretary, typing, computer skills a plus, salary negotiable 344-2680

CLERICAL/ADMINISTRATIVE
We have several long and short term assignments currently available and are looking for people who are experienced with any of the following:
• File & Mail Clerks
• Customer Service
• Receptionist/Switchboard
• Word Processors
• Secretaries
Please call ET Services & Systems, Inc. for more information!
(313) 349-8429

CLERICAL ASSISTANT for wholesale distributor, part time position (20 flexible hrs/wk) typing, telephone & computer experience required, some accounting background helpful. Good driving record & own transportation necessary. Send resume to: M. Martin, 1783 E. 14 Mile, Troy, MI 48083

CLERICAL • entry level position available for well organized dependable person. Must have excellent typing skills. Duties include sneaker, ring phones, computer entry, filing, etc. $15K plus benefits. Send resume to: Personnel Director, P.O. Box 39220, Redford, MI 48239

CLERICAL
Growing company seeks responsible individual for clerical work. Duties include typing, filing & phones, forward resume to: National Security Title, 3250 W. Big Beaver, Suite 107, Troy, MI 48084. Attn: Mike Hachman.

CLERICAL OPENING - for Southfield office. Duties include: zerox copying, filing, mail room. Some office experience helpful.
Call Dal 353-2000
Voice Mail # 7081

CLERICAL/PACKAGING
Full and/or part time. Must have good public relations skills. Bloomfield Hills area. 334-7820

CLERICAL. Part time. Non-smoker. Typing, filing, phones, data entry & driving. Call Wednesday or Friday before noon for appointment. Ask for Linda. 852-0600

CLERICAL • Part-time. General office duties including typing & answering phones. Microsoft Windows a must. Call Vitax (313)559-5600

CLERICAL position, full time. Garden City office. Includes telephone, typing & billing. Contact Barbara Cebrowski btwn 1-5pm: 893-2000

CLERICAL POSITION. Various duties include some accounting knowledge, good typing & math skills. Full time. Auburn Hills office.
Call Mrs. Sawyer 377-9900

CLERICAL POSITION
Berkley School District. 20 hours per week, full time certain periods. Mature person with good skills, minimum 50wpm typing. Apply in writing to: G. Blaney, 2211 Oakland, Berkley, MI 48072.

CLOSING SECRETARY
Full time position available preparing real estate closing packages for national title insurance company in Troy. Mortgage, real estate or title insurance experience necessary. Full benefits. 362-1371

CLERK/DATA ENTRY
• Afternoon & Midnight Shifts
• Bank Teller Experience Helpful
• Accounting Experience Helpful
- Long Term Assignment
- $6-$7.50 Per Hour
• Livonia/Farmington Areas
563-1919
NO FEE E.O.E. M/F/H
EmploymentGroup

MEDICAL EQUIPMENT COMPANY seeking full time individuals for computer billing & assisting with set-up of new billing system. Computer experience necessary. Must be self-motivated, detail oriented with excellent organizational skills. Good attitude & common sense a must. Benefit package available. Mail resume with salary requirements to:
Metro Medical Equipment, Inc.
12985 Wayne Rd.
Livonia, MI 48150
No Phone Calls or Walk-ins Please

504 Help Wanted Office-Clerical

CLERICAL
Part time position, filing, mail processing & other misc. duties for a growth oriented business company. Approx. 20 hours, flexible. Send work history & references to: Medical Billing Office/Part Time, 333 W. 7th St., Suite 5, Royal Oak, MI 48067

CLERICAL SUPPORT
Olde Discount Stockbrokers seeks an energetic clerical support individual. Candidate must be able to work successfully under pressure, able to work with little supervision and have hands-on WordPerfect experience. This position is for a motivated hardworker who is willing to accept challenges. Position provides for a complete benefit package. Qualified candidates forward salary requirements and resumes to:
Attention:
Human Resources
Olde Discount Corp.
751 Griswold St.
Detroit, MI 48226

CLERK
Credit/Collection department of Southfield manufacturer looking for a dependable person with basic accounting skills & good phone sales with reliable transportation. Full-time. Benefits after 6 mos., 401K. Apply in person between 9-5pm at: 26400 W. 8 Mile Rd.

CLERK/
RECEPTIONIST
We are seeking an enthusiastic, mature individual to answer phone and client calls. You will greet visitors an perform a variety of general clerical duties. The qualified person will possess prior clerical experience, excellent communication skills and a working knowledge of word processing and LOTUS software.
Experience in a manufacturing environment and/or a personnel office is a plus.
A comprehensive benefits program and commitment to employee involvement add to the advantages of being a Fortune 200 company with world wide operations. Please forward your resume or submit applications with salary requirements to:
Johnson Controls, Inc
43700 Gen-Mar Drive
Novi, MI 48375
No phone calls please
An Equal Opportunity Employer

CLERKS/
• Long and short term positions
• Warren, Madison Heights
• Livonia, and Northwest Areas
• Call today for an appointment
CORPORATE PERSONNEL SERVICES
Troy: 362-9696
Livonia: 462-3990
NO FEE EOE

CUSTOMER SERVICE
Suburban marketing firm has openings for your communications skills. Early evening hours. Typing 30 wpm. Will train.
Call Cora, 646-7664, 357-0641
Uniforce Temporary Services

CUSTOMER SERVICE
Fast paced professional office looking for dependable person with customer service background for entry level position. Must have excellent communication & organizational skills. Please apply in person Mon.-Fri. at:
Home Protection One
30725 Grand River
Farmington Hills, MI
476-7030

CUSTOMER SERVICE
$7.00 Per Hour
Minimum 6 months clerical/office experience needed to join our National organization located in West Bloomfield.
Must possess:
• Excellent telephone and written communication skills
• High energy level
• Experience handling customer service inquiries
• Problem solving ability
• Computer skills
Excellent benefits include life and health care coverage, paid holidays and vacation, tuition reimbursement.
Send complete resume to Box 204
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

COMPUTER DATA ENTRY
Learn about EDI in the auto industry entering electronic data. Computer experience or college background in computers required. Flexible hours mainly evenings (5:00-8:00) and occasional Saturday mornings. Approximately 20-25 hours per week. Hourly rate dependant upon qualifications $5.50 to $6.50 per hour to start. Excellent job for a college student approximately 50% of time worked available to study as computer processes electronic data. Please call Mark Zydeck at (313) 416-8052 or send resume to:
ADVANCED TECHNOLOGIES SERVICE BUREAU
7001 Buckley Ct., Canton, MI 48187

COMPUTER OPERATOR
For data entry along with office skills as person Friday. Must know microsoft, Windows, Word, Excel. Send resume only to:
Universal Automotive Services
29001 Grand River
Farmington Hills, MI 48336
Attn: Ronald Moore

COMPUTER OPERATOR
Part time, to run backups person for non-smoking office. Includes benefits. Send resume to:
ITAS-DMX, PO Box 9047, Walled Lake, MI 48390

CUSTOMER SERVICE
Suburban financial firm has openings for your communications skills. Flexible hours. Computer experience a plus. Ideal for college students. Call Cora. 473-2934
Uniforce Temporary Services

DATA ENTRY
Banking institution in Livonia. Basic data entry skills needed. Afternoon and evening hours. Need excellent clerical skills, banking experience a plus. Must be available for long term opening. Great second job. Pay varies according to job.
Normal Services
953-9742

DATA ENTRY
Full time entry level position.
Must have previous office experience. Excellent math ability & 10 key calculator skills required. Send resume to P. O. Box 5091, Southfield, MI., 48050.

DATA ENTRY - Furniture warehouse needs an experienced, hard working individual to operate its computer system. Call 358-5770

DATA ENTRY POSITION
With approximately 40 hours. Starting salary $15,000 & benefits. Send resumes to: MCP Sales, Inc., 37000 Grand River Ave., Ste 384, Farmington Hills, MI 48335.

ELECTRONIC SALES FIRM has an immediate opening for part time position for general office work with an emphasis on computer data entry. Some previous computer experience in word processing required. Approximately 25 hours per week, most afternoons. Respond by resume to: P.O. Box 701815, Plymouth, MI 48170.

DATA ENTRY
$75 BONUS
(work 120 hrs. to receive)
• 10,000 + KBP
• Low Error Rate
• Top Pay - Holiday Pay
• Vacation Pay
737-1711
TEMPORARY RESOURCES

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires proficiency in WordPerfect, Lotus 1-2-3. Fee paid.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARIES
Microsoft Word
Immediate long and short term positions for secretaries with advanced skills in Microsoft word for a Fortune 100 company in Troy. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

504 Help Wanted Office-Clerical

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.
SNELLING PERSONNEL SERVICES
NEVER A FEE
LIVONIA 464-3100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

DATA ENTRY
OPERATORS
We have long and short term positions available in the Warren, Madison Heights, Detroit, Southfield areas. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full/part-time. WP 5.1 necessary. Salary based on experience. Box 472-2931
Uniforce Temporary Services

FILE CLERK
Entry-level position in Accounting Department. Duties include filing, data entry, vendor phone contact, and misc. clerical projects. Computer skills a plus, but not necessary. Must be responsible, dependable, adjustable and team oriented. Full-time with excellent benefits. Please send resume and salary requirements to:
Contract Interiors
Attn: Human Resources
10 Oak Hollow
Southfield, MI 48034
Equal Opportunity Employer

FILE CLERK - established national company presently expanding - offering entry level opportunity for efficient individual. Duties will include maintenance of files/inventory, mail processing, ordering supplies. Excellent work environment and benefits. Please send resume to: SH, P.O. Box 9066, Farmington Hills, MI 48333.

FILE CLERK/GENERAL CLERICAL
needed for Nort Insurance agency. Should have prior office experience & good communication skills. Will consider full or part time positions. Please send resume to: Nortar Insurance Agency, 39355 Orchard Hill Place Dr., Ste 420, Novi, MI 48375

FILE CLERK
Light data entry. 1pm - 5pm. Westland. 3-4 months. Possible permanent. Hours will change to 8-5.
737-1811
TEMPORARY RESOURCES

GENERAL OFFICE: Part-time, 3 days a week. Duties include answering phones, typing & filing. Some computer knowledge helpful.
Send resume to:
RE AA Detroit Metro, Inc.
Attn: Jeanette Schneider
30 Oak Hollow, Suite 320
Southfield, MI 48034

GENERAL OFFICE
Experienced. Light bookkeeping. 1 person office. 2 days weekly.
Southfield 352-2550

GENERAL OFFICE
FULL & PART TIME POSITIONS AVAILABLE
Must have work experience, good communication skills, data entry and typing 50wpm.
Call today 355-2440
THE KPM GROUP

GENERAL OFFICE
Part time position, Monday thru Friday, 6:30am-1pm, Livonia area. Requires experienced individual with working knowledge of billing and shipping procedures for our general office. Applicants should be detail oriented, accurate, type 55 w.p.m. and have some data entry experience. Send resume to: Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

GENERAL OFFICE help for busy manufacturing plant. Requires excellent phone skills, typing 55 wpm & computer experience. Apply in person at: 1723 Capitol, Oak Park, MI, of 8 Mile, E. of Coolidge.

GENERAL OFFICE - PART TIME
Must have some computer experience in Accounts Receivable & Payable. Call 6-11pm. 453-7200
B&F Auto, 1100 Starkweather
Plymouth, MI 48170

GENERAL OFFICE - Southfield manufacturer of fasteners seeks qualified candidate: accurate typist, excellent phone skills, some experience with IBM System 36 & Apple Macintosh, minimum high school diploma required. Apply in person: Advance Watch Co. Ltd., 26400 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

GENERAL OFFICE
BRIGHT self starter needed for manufacturing office in Farmington Hills, prior person with some experience in purchasing, inventory control or bookkeeping. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept., 20257 W. 9 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-9305

GENERAL OFFICE
Advanced Satellite Communications in Plymouth has full time immediate opening. Must have good office skills, some computer experience, accounts receivable & payable, a pleasant phone manner. 416-5550

GENERAL OFFICE
Plumbing & heating contractor has opening for extremely busy office. Preferred candidate must have computer knowledge, as well as good oral and written communication skills. Position includes a variety of tasks from general office to job costing. Salary negotiable, depending on experience. We require a physical, including drug screening. Interested candidates should call
313-344-9823

Home Health Company located in Northwest Detroit is seeking a full time office receptionist with good clerical skills. Must have reliable transportation. Call Ken Mon. thru Fri. from 1:30-4:30pm at 271-6420

IMMEDIATE OPENINGS
CLERICAL PERSONNEL
Work when and where you want. We offer TOP PAY, TEMPMED INSURANCE, HOLIDAY PAY, OVERTIME and much more! An Apartment today!
WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY TYPISTS
SWITCHBOARD OPERATORS
FILE CLERKS
TELEMARKETS
LIVONIA 464-3100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

INFORMATION CAREER
Growing information resource firm in Canton has immediate openings for receptionist/clerk. Excellent phone & organizational skills, moderate typing. Entry level leading to career position. Call Ken: 397-3660

INFORMATION CAREER
Growing information resource firm in Canton has immediate openings for receptionist/clerk. Excellent phone and organizational skills, moderate typing. Entry level leading to career position.
CALL KEN 397-3660

CUSTOMER SERVICE AGENT
Must have 3-5 years commercial property & casualty insurance experience as well as computer & clerical skills. Excellent salary & benefits. Send resume to: PO Box 1300, Birmingham, MI 48012-1300

INSURANCE SECRETARY
Insurance agent, in Livonia, needs person part or full time for general office work. Experience preferred but not necessary. Non-smoking office. Call for appt. 425-3660

JANITORIAL/HOUSEKEEPING
Livonia - Engineering offices and shop areas - immediate opening - experienced.
ROUSH INDUSTRIES
11866 Market
Livonia, MI 48150
591-1010
Fax 691-4333

504 Help Wanted Office-Clerical

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

KIDS IN SCHOOL??
Kelly Temporary Services is now hiring for the following areas:
RECEPTIONISTS/
CUSTOMER SERVICE
REPRESENTATIVES
• Recent experience with multiple line phones required
DATA ENTRY
OPERATORS
• High production operators needed for full and part-time shifts.
WORD PROCESSING
SECRETARIES
• A minimum of 6 months' recent experience required for these short, long and Temp-to-full-time positions.
• All software needed especially WordPerfect, LOTUS, and Word for Windows
Call today to schedule an appointment
Livonia 522-4020
Westland 326-5590
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

LEASE ABSTRACT ADMINISTRATOR for real estate office in Southfield area. The candidate must possess excellent math, computer and organizational skills, be able to take initiative and analyze lease documents. Prefer 3-5 years commercial real estate experience. Nice benefit package. Please send resume and salary requirements to:
Ms. K. Coulter
P.O. Box 257
Southfield, MI 48037

HIGHLY SKILLED legal secretary needed for full time position in busy law firm in Birmingham area which practices all areas of law. WordPerfect & dictaphone required. Occasional overtime required, benefits & profit sharing. Salary commensurate with experience. Reply to Box # 100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL ACCOUNTING
Recruiting for experienced Barrister Accounting Clerks for temporary assignments. Great pay. Call Noreen at Personnel at Law today. 358-0090

LEGAL ASSISTANT - Suburban Plaintiff's firm located in Plymouth/Canton area. Salary commensurate with experience. Non-smoker. Send resume to: Box 228
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Positions
• Temp to Perm
Fax, Mail or Call
PERSONNEL AT LAW
358-0050 (Fax) 358-0235
3000 Town Center, Ste. 2580
Southfield, Michigan 48075

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 60wpm. Computer skills necessary. Send resume to: D. Hill, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY
With litigation experience, knowledge of WordPerfect 5.1. Send resume and salary requirements to:
Potter, Carrick, & Anderson
Attn: Office Manager
2701 University, Suite 223
Auburn Hills, MI 48326

LEGAL SECRETARY with general practice & medical malpractice experience for Southfield law firm. WordPerfect experience needed. 353-3600

504 Help Wanted Office-Clerical

SOUTHFIELD personal injury firm seeks secretary with at least 2 yrs personal injury experience & word perfect. Top salary & benefits. Send resume to: 3000 Town Center, Suite 2510, Southfield, MI 48075

LEGAL SECRETARY with litigation experience & good computer skills. Full time position. Farmington area location. 355-0770

LEGAL SECRETARY TRAINEE
Full or part time. Will train good typist. Start $220. Downtown Detroit. 963-7753

LEGAL SECRETARY
Southfield defense litigation firm. Must have high skills & word processing experience. Fine working conditions, salary commensurate.
334-5644

LEGAL SECRETARY • TROY
Permanent part-time for experienced legal secretary. Grammar & spelling important. Flexible schedule possible. Non smoking office.
Call: 528-1811

LEGAL SECRETARY • with at least 2-3 yrs. litigation and WordPerfect experience. Send resume and salary requirements to: Office Manager, 32 Bloomfield Hills Parkway, Suite 100, Bloomfield Hills, MI 48304

LEGAL SECRETARY for Troy law firm. Litigation experience and Word Perfect knowledge necessary. Send resume and salary requirements to Box 208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Southfield sole practitioner seeking take charge Legal Secretary for fast paced & challenging position. Experienced & excellent skills a must. Please send resume & salary requirements to: Jeffrey Fried, 29800 Telegraph, Southfield, MI 48034 or fax to 355-3141

LEGAL SECRETARY
Full time, 2 years experience, typing 65 wpm, dictaphone, WordPerfect 5.1 experience preferred. Knowledge of bankruptcy helpful, small Birmingham office, salary based upon experience, benefits. If interested, please send resume to:
Box 862
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Must be experienced. Good speaker. Non-smoker. Southfield area.
Call. 557-8400

LEGAL SECRETARY, full time, busy Farmington Hills law office. Word Perfect 6.1. Must have law office experience. Call Sarah at 855-0995

LEGAL SECRETARY for collection firm. Experienced preferred. Must be aggressive, intelligent & hard working. 353-4600

LEGAL SECRETARY for plaintiff P.I. firm in Southfield. Experience in areas of medical litigation, products liability, auto negligence, etc. Must be proficient in WordPerfect. Call 352-1000

LEGAL SECRETARY
Responsible, dependable & dedicated. Real estate, estate planning & probate Secretary with strong skills & legal experience needed for busy Farmington law firm. Pleasant office. Call Donna. 476-5609

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
382-3430; Fax 382-4881

LEGAL
SECRETARIES
Needed for busy home inspection firm in downtown Plymouth. No overtime, excellent personality, DOS & WordPerfect 5.1 proficiency. 35-50/hr. to start. Drop off, mail or fax resume to: FAX: 453-4812

AMERISPEC
477 S. MAIN ST.
PLYMOUTH, MI 48170
E.O.E.

ORDER ENTRY CLERK - Southfield manufacturer/distributor seeks qualified candidate: accurate typist, good phone skills, some computer experience, minimum high school diploma required. Apply in person: Advance Watch Co. Ltd., 26400 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Wanted for Grosse Pointe based insurance defense law firm. Must have a minimum of 3 yrs. experience in litigation. Please contact Sharon Edwards at: 343-0600

LIGHT TYPING & ANSWERING phones. Hours: 8am-4.30pm, occasional extra hours.
$5 per hr. 535-4630

MAIL CLERK - part time position involving light clerical duties and mail processing. Flexible hours. Up to $6.00 an hour. Send work history to: S.H., P.O. Box 9066, Farmington Hills, MI 48333

MARKET RESEARCH interviewers needed. No experience necessary. Will train. Full or part time. Must like talking to people. Westland Mall. Call 513-5040

MEDICAL SECRETARIES
MEDICAL BILLERS
Immediate openings at major medical facilities for qualified candidates
• Top pay
• Temp to perm
• Long & short term
Birmingham - 646-7644
Southfield - 357-0641
Uniforce Temporary Services

MORTGAGE BANKING
Southfield based mortgage company seeking experienced accounting clerk with knowledge of secondary market, general ledger, accounts receivable and payable, and speed on 10 key calculator. Please call Mrs. Chrysler at: 353-9100, ext 131

MORTGAGE CO. Entry-level position for Assistant to Processor. Will train. Typing skills required as well as good verbal & written communication skills. Salary + benefits. Send resume to:
Citizens Mortgage Corporation
28264 Franklin Rd.
Southfield, MI 48034

NOVI Real Estate office seeking part-time Secretary/Receptionist. Must be dependable. Call:
349-9178 ext. 224

OFFICE ASSISTANT
Experienced, for busy Rochester insurance office. Licensed preferred.
652-8000

OFFICE/CLERICAL
NW Detroit realty company has immediate opening for a responsible person to fill interesting & diversified clerical position. At least Real Estate, Mortgage or title experience helpful. Excellent benefits. Call Jeanie:
537-5800

OFFICE CLERK
Entry level, self-motivated, full-time, non-smoker needed for retail office. General duties: filing, typing & answering phones. Basic computer experience in accounting & inventory control areas helpful. Organized & dependable individual need only apply. Submit resume with salary requirements to: O.C., 31545 Hathaway, Farmington Hills, MI 48335.

OFFICE CLERK for billing & payroll. $5/hr. Vacation, medical insurance, pension plan. Please call: 946-9140

OFFICE MANAGER
Novi Village, an upscale apartment complex for seniors is currently seeking to fill the position of Office Manager. The successful candidate must be experienced, informative, organized, able to handle a variety of duties. For immediate consideration, submit a resume to:
NOVI VILLAGE
45182 West 10 Mile, 349-5330

OFFICE POSITION. Full-time, Bloomfield area. General clerical, bookkeeping duties. Ask for Steve: 851-7741

OFFICE POSITION
Entry level, 30 hours per week in Farmington Hills Group Insurance Agency. Variety of duties including accurate typing, filing, answering phones, WordPerfect a plus. Call Diane for interview. 553-6130

OFFICE STAFF
Needed for busy home inspection firm in downtown Plymouth. No overtime, excellent personality, DOS & WordPerfect 5.1 proficiency. $8.50/hr. to start. Drop off, mail or fax resume to: FAX: 453-4812

AMERISPEC
477 S. MAIN ST.
PLYMOUTH, MI 48170
E.O.E.

How would this man compose a PERSONAL SCENE ad?

Perhaps something like this:

ROBUST POLITICIAN and member of the Bull Moose party, seeks companion with whom to charge up hills and share other such bully adventures.

"I wish to preach, not the doctrine of ignoble ease, but the doctrine of strenuous life."

—Theodore Roosevelt, 1899

Personal Scene Ads in The Observer & Eccentric Newspapers allow you to record a message in your own voice over the phone. That way when people see your ad in the paper, they can dial your code, hear your message and leave a message of their own. You can call, day or night, to get your messages. It's fast, it's easy, and it helps people find out more about each other. Look in today's classifieds or call your Observer & Eccentric ad taker and ask about our introductory offer. This could be the beginning of a real adventure complete with lots of physical activity.

PERSONAL Scene
591-0900