504 Help Wanted Office-Clerical

SMALL aggressive NW suburban distributor seeking key person for full time position to work & oversee all administrative functions, including order entry, invoicing, accounts receivable/payables, balance all reports and cash. Qualifications include experience in bookkeeping, data entry, accounts receivable/payable, 10-key skills & attention to detail a must. Some computer experience. Resume Only: DC, 47847 West Rd., Wixom, MI 48393

ADMINISTRATIVE CLERK/TYPIST
Entry-level. Apply in person:
26450 Haggerty Road
Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT. Full or part time. General office tasks: answering phone, filing, etc. Send resume to: Entre Computer Center, 31995 Interstate Dr., Farmington Hills, MI 48335. Attn: E. Braun

ADMINISTRATIVE ASSISTANT
for small investment company. 20-30 hrs. per wk., possible full-time. Skills required: Word Processing & typing. Resume and salary history to: Troy area 641-2687, 641-2698

ADMINISTRATIVE ASSISTANT
Needed for busy law office. Please send resume to:
Commercial
27655 Middlebelt, Suite 130
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
(Insurance)

Min. 2 yrs. administrative experience working in insurance field. Word processing skills required. Excellent pay, benefits. No Fee.
PERSONNEL UNLIMITED
751-5508 Fax 751-8615

ADMINISTRATIVE ASSISTANT

Immediate openings for your experience. Rapidly growing company has both short and long term needs. WordPerfect or Lotus a plus.
Call Susan 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Our dynamic company seeks an organized individual with excellent verbal & written communication skills to act as an administrative assistant in the Troy area. The successful candidate will provide administrative support to the customer care, dispatch & accounting functions. Duties include typing, filing & computer skills, & excellent phone skills. Word processing, typing & computer skills, & excellent phone skills. Word processing, typing & computer skills, & excellent phone skills. Send resume to Box 454
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT

Republic Bancorp Mortgage Inc., one of Michigan's largest residential mortgage lenders, has an opportunity for an administrative assistant at our expanding Novi location. Ideal candidate will possess previous administrative experience and have extraordinary organizational and clerical skills. Must be proficient in computer applications (Windows, word processing, spreadsheets, etc.). Strong interpersonal skills are a must. Excellent opportunities in a growing organization, please send resume and cover letter with salary requirements to:

Human Resources (HI)
Republic Bancorp Mortgage Inc.
31255 Northwestern Highway
Farmington Hills, MI 48334

An Equal Opportunity Employer

FAST PACED OFFICE. Full time. Energetic, self motivated individual for processing. Experience preferred but will train. Position available for full time employment. Call Ann Arbor, Canton, 454-5403

EXCELLENT CAREER opportunity in the fast paced world of sales. Sales office. Must have 3-5 years min. clerical experience with excellent typing & telephone skills. Experience in computer order entry/purchasing helpful. 553-9750

ASSEMBLY
IMMEDIATE OPENINGS

Long term positions available in Plymouth/Livonia areas. 1 year assembly experience required. First/second shift positions. Must have reliable transportation. Assembly of small plastic parts. Benefits. Hourly rate $5.85-$5.90 per hour.
MORNELL SERVICE 953-9748

ASSISTANT BOOKKEEPER
Full-Time. General office experience. House of Nine Furniture, Livonia 421-0700

ASSISTANT MANAGER position for property management office in Canton is looking for a highly energetic, assistant manager who possesses a professional appearance. Candidate must enjoy working with the public, have multi-line telephone and Windows experience is a big plus. Positions are based in the
Canton
Call today for an interview appointment!
N S SERVICES
473-2111

AUTO DEALER - High volume auto dealer needs experienced Service Cashier. Must have 2 years experience & fringe benefits. Call Mrs. Madden at 474-1224

AUTO DEALERSHIP
Experienced Bookkeeper, in GM accounting for accounts receivable/payable Please apply in person at Holiday Chevrolet, 30250 Grand River, Farmington Hills

AUTO DEALERSHIP
Metro Detroits largest Lincoln/Mercury dealership has an immediate need for warranty/rental position. Will train. Apply in person to service department, 31 Mile & Michigan Avenue, Romeo

AUTO DEALERSHIP
Metro Detroits largest Lincoln/Mercury dealership has an immediate need for full time cashiering position. Apply in person to service department, 31531 Michigan Avenue, Dearborn.

BOOKKEEPER. Full Charge - Part time. 3 days/week. Experience through trial balance. Computer experience a must. Fax resume to: 455-8299 or call 455-8790

BOOKKEEPER
Manufacturing firm seeks an enthusiastic person to handle Accounts Payable and Accounts Receivable, as well as various duties. Excellent starting salary & benefits. Apply at: 34961 Metro Court, Farmington Heights (S side of 10 Mile, E of Mound, off the Service Drive)
Phone 553-5700 FAX 264-9303

BOOKKEEPER

Our company, a personnel placement firm, seeks a full-charge bookkeeper to join our team in Livonia. Flexible hours
Send resumes to: Ben Schwartz
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

BOOKKEEPER

Southfield area firm is looking for a full time bookkeeper. Must be highly motivated, self-starter, enthusiastic and convey professional image. Candidate should possess skills in the preparation of financial statements, business and payroll tax returns, and be computer literate. Great team environment. Please send resumes to
SCHMALTZ & COMPANY
ATTN: P
27777 Franklin Rd., Suite 1200
Southfield, MI 48034

BOOKKEEPER. Experienced minimum 5 years. Must be small accounting firm in Bingham Farms. 4 days week, 9:30-4:30.
Send resume to P. O. Box 761, Southfield, MI, 48037-0761.

504 Help Wanted Office-Clerical

AUTOMOBILE CASHIER
Experienced cashier needed for large metro auto dealership. Experience helpful. For interview please contact: Dave L Porter,
DRESBACH SUBARU/CADILLAC
531-2600

BE A member of dynamic team. Immediate full time opening in Troy firm for entry level typist. Looking for a growth opportunity in excellent work environment. Typing minimum 60 wpm. WordPerfect 5.1 a must. Call Judy: 619-0483

BOOKKEEPER

Full charge through Trial Balance. Office fully computerized. Lotus 1-2-3. Must be exact & have good attention to detail. Some typing required. Resume Only: DC, 47847 West Rd., Wixom, MI 48393

ADMINISTRATIVE
CLERK/TYPIST
Entry-level. Apply in person:
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Farmington Hills, MI 48331

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Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
(Insurance)

BOOKKEEPER
Full Charge/Secretary for builder + real estate - property management company. Birmingham area. Good typing skills, strong computer/creative abilities and record keeping capability. Call Mr. Schatz 645-9800

CALLING ALL

• DATA ENTRY
• RECEPTIONISTS
• WORD PROCESSORS

Your skills are urgently needed for a wide variety of jobs. Call today for Top Pay - Paid Vacation and more.

261-3830
INTERIM PERSONNEL
Never a Fee EOE

Call Today!

SECRETARY

Major financial institution with multiple locations has immediate short term long-term openings. WordPerfect 5.1, Lotus, plus.
Call Sheila 649-7662 - 799-3946
Uniforce Temporary Services

CAREER POSITIONS!!
CALL TODAY

Personnel Department of major firm needs junior secretary with excellent typing, strong math, Macintosh and Excel a plus.
$17,000 plus benefits.

Word Processor using your outgoing personality, strong typing, WordPerfect skills.
$18,000 plus benefits.

Executive Secretary using your sizable background in real estate/commercial construction plus spreadsheet experience.
$24,000 plus benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills Troy
737-3750 585-2720

CASHIER/CLERICAL
Experienced cashier with light clerical duties. Apply in person at:
Eric Electronics - 24443 Schoolcraft, Livonia. Mr. Contact Phil Brown.

CLERICAL ASSISTANT
Expanding national managed care company has full time position available as a Clerical Assistant in our Medical Staff Review department. Duties include: phones, typing, mail, data entry, and support as needed. Fax or mail resume to: CorVel, 560 Kirts Blvd., Suite 106, Troy, MI, 48084, 244-0339. Attn: Jackie.

CLERICAL
Entry level part-time position available for growing company. Please send resume to 23077 Greenfield, Suite 200, Southfield, MI, 48075

CLERICAL - EXCELLENT full time entry level position in a growing human resources management company in Novi. Responsibilities include typing, filing and processing insurance forms. Please send resume to: Human Resources, P.O. Box 360, Novi, MI 48376-0360

CLERICAL
Olde Discount Bookstore has immediate opportunities for clerical duties. Candidates should have good phone manners, strong organizational skills, and general clerical knowledge. Hours are 10-6 Monday-Friday, and a full benefit package.
Forward resume to
Attn: Human Resources
Olde Discount Corp
751 Lothrup Road East
Detroit, MI 48226

CLERICAL OPENING
for Southfield area law office. Duties include mail room, xerox copying, filing & switchboard relief. Must be highly motivated & organized. Previous office experience required.
Call 853-2000
Voice Mail # 7023

Clerical Opportunities

We have excellent opportunities for individuals to enter the ever changing field of mortgage banking. Candidates should be self-motivated, team oriented & have the ability to learn quickly. We are looking for people with any or all of the following skills:
• Prep - Production background
• Data entry skills
• Mail processing
• Telephone skills
• Basic accounting
We offer a competitive benefit package. Qualified candidates should send a resume or apply Mon-Fri 8am-4pm to:
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27355 Farmington Rd
(Corner of 12 Mile)
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/D

CLERICAL - PART TIME
Computer entry, good phone skills and typing, for psychological clinic in Southfield. 557-7100

CLERICAL - PART TIME
Flexible hours, office experience required. Plymouth area. Call Vakay 455-3388

CLERICAL POSITION - Rochester Hills corporation seeks a degreed/experienced self starter for word processing & general office duties. Full/part time. Send resume to: Attention: Personnel Manager, 1900 Northwest Dr., Rochester Hills, MI 48309
An Equal Opportunity Employer

CLERICAL RECEPTIONIST
Needed for full time position. Contact Tami Bank-west Mortgage Company, Farmington Hills. 851-3100

CLERICAL
Southfield mortgage company seeks experienced office personnel for its post closing department. Mortgage experience required. Excellent benefits. Please send resume or apply:
Marathon Mortgage Corp
35699 W. 12 Mile, Suite 200
Southfield, MI 48034
Attention: F. Smith
353-5705

CLERICAL WORKER

Needed for Personnel Agency for sales & recruiting. Employment agency experience helpful

Call PM Temporary Personnel
513-8120

CLERK/DATA ENTRY
$6 TO $8 AN HOUR

Temporary positions available in the Livonia area 3 shifts. Banking and/or accounting experience helpful Call today!

EmploymentGroup
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERK TYPIST - Part-time, 20 hrs/wk. Flexible, will include evening & Saturdays. Duties include typing (50 wpm accurately), answering phones, receiving payments & filing. High school diploma required. Send resume to: Director of Programs, 8012 Merriman, Garden City, MI 48135
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK APPLICATIONS now being accepted for full time openings in our Claims Dept. located in Farmington Hills. Previous office experience preferred, 2 yrs. college education. Position offers competitive salary & benefit package.
Qualified candidates may submit resume for consideration:
AMERISURE COMPANIES
26777 Halsted Rd.
Farmington Hills, MI 48331
Attention: Human Resources
Amerisure Companies is an equal opportunity employer & encourages women & minorities to apply

CLERK TYPIST
Attorney in Farmington Hills will train for their office. Typing and dictaphone skills essential. Experience not required. Starting wage $4.50 per hour with regular increases.
855-6562

CLOSING COORDINATOR
Career opening for the right individual to process real estate closings! Heavy customer service requiring strong people skills. Must be detail oriented & type 45 wpm. Real estate experience helpful but not necessary. Benefits. Call Cathy:
Livonia 953-1800, ext. 333
Equal Opportunity Employer

COLLEGE STUDENTS
& HOMEMAKERS...

• Assignments in Livonia

We need high production data entry operators to work 20 hours per week for morning, afternoon or evenings. These assignments could lead into 20 hour per week permanent positions.

Call Diane or Maureen for an appointment!
Livonia 522-4020
29125 Ford Road at

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

COMPUTER ENTRY
PART-TIME

Flex your own day, time & hours. Work in the Westland or Livonia area firm. Attention to detail and 10,000 key strokes for immediate openings. Call Elaine. 473-2900
Uniforce Temporary Services

CONSUMER AFFAIRS: Entry level. Will train. Need a report to consumer inquiries. Pleasant phone personality. Excellent written skills. Some college preferred. Efficiency with 2 years experience. Heavy typing load. Send resume & salary requirements to:
C.O. Lowell Charter. 1120 E. Long Lake, Suite 101, Troy, MI 48098

COST ACCOUNTANT
Plymouth area manufacturer seeks degreed individual with 1-2 yrs Cost Accounting experience. Excellent opportunity for self motivated individual. Must be computer literate - Prefer spreadsheet & word processing skills. Some college preferred. Efficiency with 2 years experience. Heavy typing load. Send resume & salary requirements to:
C.O. Lowell Charter. 1120 E. Long Lake, Suite 101, Troy, MI 48098

CREDIT AND COLLECTION
SPECIALIST

International air cargo company has immediate credit and collection specialist. This highly motivated individual will initiate and maintain in-house collection for several companies. Responsibilities include: Associate degree in Accounting, experience with 10-key 1-2-3 and WordPerfect, excellent written and oral business communication skills and 2-3 years experience in clerical accounting and accounts receivable preferred. Qualified candidates apply in person or send resume to:
American Freight Systems, Inc.
2701 North I-94 Service Drive
Ypsilanti, MI 48198
Attn: Hal Saunderson
EOE-M/F

CLERICAL SERVICE REP
Full time position for excellent phone & organizational skills. Southfield area. Please call 356-6683

CUSTOMER SERVICE
Major manufacturer needs your communications skills. WP, Wang or Lotus. Call Carol
648-7664 or 799-3948
Uniforce Temporary Services

CUSTOMER SERVICE - entry level position. Computer/phone skills a plus. $6.50 per hour to start, by re-sume only. Attn: Human Resources Dept., Dan-Dee Imports, Inc., 40480 Grand River Ave, Suite H, Novi, MI 48375

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening for their CSR position. Candidate must have knowledge of basic office functions & computers. Candidate should be organized, ambitious and possess a pleasant personality. Call Pam Kessler 347-3509

CUSTOMER SERVICE
CLERK

Major insurance company needs personable candidates with or without insurance experience. Position to be filled immediately. Excellent benefits. Apply in person at:
Uniforce Temporary Services

CUSTOMER SERVICE
REPRESENTATIVE

National insurance repair firm seeks degreed, self-motivated individual to proactively monitor jobs in process to assure quality service, customer satisfaction and profitability. Flexible hours. Must have reliable transportation. Please send resume to: P.O Box 401102, Redford, MI 48240

CUSTOMER SERVICE

We are seeking individuals with previous banking or telephone customer service experience. Responsible person will provide responding to over 300 telephone inquiries per day & some problem solving. Available shifts

FULL TIME
Mon-Fri, 8:15am-4:45pm
Mon-Fri 9am-5:30pm

PART-TIME
Mon-Tues-Wed-Thurs 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

20
DATA ENTRY OPERATORS

Needed for the Livonia and Plymouth Drive-ins call tim for an appointment. 462-3990.

CORPORATE PERSONNEL SERVICES
362-9698 EOE

DATA ENTRY CLERK
Dearborn. Typing of 50 wpm mandatory. Some accounting experience necessary. Salary is negotiable $8-$ 9.50 per hour. For appointment: 583-8000

DATA ENTRY

Alpha numeric. Long term assignment located in Southfield. Detail oriented. Great pay & benefits.

CONTEMPRA
583-9500 - Madison Hgts
583-5900 - Dearborn

DATA ENTRY
DAYS

Long term Livonia & Plymouth Drive-ins. Qualified candidates will receive
• EXCELLENT PAY
• HOLIDAY PAY
• VACATION PAY
• REFERRAL BONUS
Call tim at 462-3990 or 591-1100

Acro Service Corp.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Customer Services
Representative

Must be very articulate & able to work in a busy, professional environment, heavy phone work & light data entry. Typing 35 wpm. Call us today to begin working tomorrow!
ENTECH SERVICES
336-8888

CUSTOMER SERVICE
Suburban insurance headquarters has immediate needs for experienced typists. Qualified candidates must have:
• Excellent people skills
• Basic math skills
• Commitment to long term employment
• Light computer skills
• Your business appearance
Thorough training will be provided to selected candidates.
Call Cathy 799-3946
Uniforce Temporary Services

DATA ENTRY CLERK
Livonia firm has immediate and detail oriented individual for data entry. Must have 2 years experience, some experience with inventory, processing, balancing and Order Shipping. Send resume and salary requirements to: Box 464
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY

Crawford & Co., a nationwide health care management company is seeking experienced Data Entry Operators for its Medical Bill Review office in Southfield. Hours are 8:30-5:00. We are tested for minimum 10,000 key strokes per hour numeric. Send resume to: Crawford & Company, 24681 Northwestern Highway, Suite 400, Southfield, MI. 48075
An Equal Opportunity Employer

DATA ENTRY

Data Entry Clerk needed for long term position.
• Background in Alpha/Numeric data entry.
• Accuracy & must!!

Call Today for more details.

TODAYS TEMPORARY
649-4455

EOE

DATA ENTRY

Many assignments available.
Multiple shifts. Fast growing financial corporation. Top pay and benefits. Call Diane 644-5000
Uniforce Temporary Services

DATA ENTRY OPERATOR
Experienced. Call 477-3900

DATA ENTRY/
PAYROLL

Large corporation has 2 openings for people to start Dec. 1 in Farmington Hills. Minimum 55 wpm. Need problem solving, data entry & customer service oriented individuals. If you are a detail person with a good phone manner, and are looking for a challenging environment send your resume to:
P.O. Box 3339, Farmington Hills, MI 48333. Attn Carolyn.

DATA ENTRY PERSON for busy Accounting Dept. in the Ferndale area. Must be experienced and dependable with a good phone manner. Call John 543-5100

DATA ENTRY
Quality building product distributor needs person to operate Computer Data Entry person. Must be detail oriented & possess good math skills. Additional duties include general filing, light typing & assistance in switchboard backup. Salary commensurate with experience. Excellent benefits package. Qualified candidates send resume to: Pete Winslow & Door Co. 2200 Haggerty Rd., West Bloomfield, MI. 48322. Attention Hertha.
An Equal Opportunity Employer

DATA ENTRY
$250/WK. +
Livonia area. 9 key touch. Fee paid by Employer. Experience required. Employment Source Agency
569-1636

DIVISION ACCOUNTANT
With inventory responsibilities for engineering distributor in Oakland county Degree preferred. Send resume & salary requirements to: Box 452
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DO YOU WANT TO
LOVE YOUR JOB!

Receptionist, typist and general office clerical duties for busy construction company. Must be well organized, WordPerfect 5.1, and accounting experience could lead to full charge bookkeeper. Benefits available. Send resume to: Box 458
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Experienced, with excellent typing skills, full benefit package. Non-smoking office. Send resume to: Ed McDermott or Vivian Eppert, at 313-273-7374

EXECUTIVE SECRETARY
Candidate should have knowledge of WordPerfect and Lotus, transcription and typing speed of 55 wpm plus. Good main aptitude and ability to adapt to changes.
Job responsibilities include working for several people. Self-starter eager to learn many facets of Property Management business. Good benefits. Send resume and salary requirements to:
Mrs. F. Stanko
P.O. Box 2811
Southfield, MI 48037

EXECUTIVE SECRETARY
Southfield healthcare headquarters has long term, permanent full and part-time. WP 5.1 helpful.
Call Sue 799-3948
Uniforce Temporary Services

EXECUTIVE SECRETARY
Full time position for busy psychiatrist. Degree preferred. Must have high level of responsibility and confidentiality. Flexible hours. Computer experience helpful. Submit resume P.O. Box 87153, Canton, MI 48187

EXECUTIVE SECRETARY
$20,000
Call 557-1100

EXECUTIVE SECRETARY
Experienced real estate experience, WordPerfect 5.1, Lotus a must. Major suburban firm. Benefits declarations. Send resume to:
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARIES

Microsoft Word
With/Without Windows

Large company in Troy needs you!!! Long and short term available for secretarial work. Call today for an appointment! 362-9696

CORPORATE PERSONNEL SERVICES
NO FEE EOE

GENERAL OFFICE for busy manufacturer's rep, full time mature individual with pleasant phone skills, typing, filing & knowledge of computers. Livonia. 591-8448

GENERAL OFFICE: Immediate opening at Southfield area firm. Part-time clerical position. General office skills required. Call Cindy at 353-7575

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARIAL OPENINGS
$20-$25,000
ALL SERVICE CHARGES
PAID BY OUR CLIENT COMPANIES

If you are a top notch professional looking for a solid organization offering great benefits, one of these opportunities could be yours. Stable experience and strong word processing a must. Call for immediate appointment. 644-4800.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY

Troy based corporate office needs a top-notch executive secretary to provide clerical and administrative support to the president of the Company and two other executives. Must have 5+ years of secretarial field which requires the ability to function in a fast-paced environment. Basic secretarial skills including good computer knowledge in WordPerfect, Lotus, etc. are required. More importantly, though, we're looking for self-starter with the ability to learn and adapt quickly. Send resume and salary requirements to:
WOODBRIDGE INOAC
3300 Wilshire Blvd.
Troy, Michigan 48084

Attn: Dil Johnstone

EXHIBIT COORDINATOR/Administrative Assistant. Must have WordPerfect, strong accurate typing, experience working with outside suppliers, self-starter. Reply to: Exhibit Coordinator, P.O. 2823, Livonia, MI 48150

FARMINGTON HILLS advertising firm seeks conscientious employee for sales/collections. Requirements: Keyboard skills, good phone ability. Full time. $1000-$1400/mo. Part-time $7.50-$8.00/hr. Non-smoker. 661-9032

FRONT DESK
RECEPTIONIST

Long term assignment, light typing, filing, computer experience helpful but not necessary. Competitive pay & benefits.

CONTEMPRA
583-9500

GENERAL OFFICE - Full time. Must be able to type 45wpm, filing, posting and light accounting. Good wage & benefits. Apply in person: FORGUSON PRODUCTS
3138 Hilton Rd, Ferndale

GENERAL OFFICE
Some bookkeeping & computer skills required. Full or part time. Call 581-0229

GENERAL OFFICE/
Receptionist
26111 West 14 Mile, Suite 201
Farmington Hills, MI 48025

GENERAL OFFICE-PART TIME, duties: typing, phone, light bookkeeping & sales. Dan Dunigan & Associates, Arlene after 4pm, 646-4743

GENERAL OFFICE
CLERICAL

Looking for a secure company you can depend on? There's a chance opportunity for you if you can handle 10 key calculator. $15,600 plus benefits (hourly) Service 464-0066
SNELLING PERSONNEL SERVICES

GENERAL OFFICE
BRIGHT Sett starter needed for manufacturing firm in Farmington Hills. Must possess a high school diploma or equivalent. Duties include typing, filing, light bookkeeping & shipping. Salary commensurate with experience. Excellent benefits package. Qualified candidates may send resume to: Pete Winslow & Door Co. 2200 Haggerty Rd., West Bloomfield, MI. 48322. Attention Hertha.
An Equal Opportunity Employer

DATA ENTRY
$250/WK. +
Livonia area. 9 key touch. Fee paid by Employer. Experience required. Employment Source Agency
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With inventory responsibilities for engineering distributor in Oakland county Degree preferred. Send resume & salary requirements to: Box 452
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Livonia MI 48150

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P.O. Box 2811
Southfield, MI 48037

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$20,000
Call 557-1100

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SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARIES

Microsoft Word
With/Without Windows

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NO FEE EOE

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504 Help Wanted Office-Clerical

JR. SECRETARY
One of our finest companies! Great benefits & salary based on experience! Call 355-2440 Fax 355-5899

THE KPM GROUP

JUNIOR SECRETARY

Suburban office needs your all around experience! Call Dawn at 569-1300 Ext. 3
Uniforce Temporary Services

LEGAL SECRETARY 3-5 yrs. experience for busy law practice. Non-smoker, salary commensurate with experience. Send resume to: Lynn, 5900 N. Main, Clawson, MI 48017

LEGAL SECRETARY for Domestic Relations. Needed part-time for immediate position. Farmington Hills Marlene 937-3540

LEGAL SECRETARY (Experienced) for small Livonia firm. Excellent typing, Southfield Town Center. Proficiency in WordPerfect 5.1 essential.
Call Mrs. Baxter 353-8100

LEGAL SECRETARY for Plymouth law firm. Estate planning experience preferred. Excellent typing, speed required. Salary commensurate with ability. 453-4044

LEGAL SECRETARY
for Birmingham Law Firm. Two years litigation experience. Word Perfect. Send resume to: Office Manager, P.O. Box 1899, Birmingham, 48012-1899

LEGAL SECRETARY - experienced, dependable, for busy Livonia personal injury firm specializing in Commercial Litigation. Excellent benefits. Salary negotiable. Submit resume. Charles Mc Keive, 3443 Corporate Dr., Suite 170, Troy, MI 48098

LEGAL SECRETARY for small Troy litigation firm. Pleasant and congenial non-smoking working environment. Secretary must be well qualified, competent and self-motivated & part of a cohesive team. WordPerfect and litigation experience necessary. Salary commensurate with experience. Send resume to
P.O. Box 4760, Troy, MI 48099

LEGAL SECRETARY - Applications being accepted for Legal Secretarial positions with Bloomfield Hills Law Firm. Must have advanced knowledge of WordPerfect. Good typing speed 70 wpm. Legal experience preferred. Must have excellent personal demeanor and be highly organized. Some mandatory overtime. Send resume to: Box 358
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY-2 years litigation experience. Word Perfect 5.1 necessary. Non-Smoking office. Please call Linda Karam at 645-1003

LEGAL SECRETARY with min 3 yrs. litigation experience for Birmingham law firm. WordPerfect and Lotus preferred. Call 642-1330

LEGAL SECRETARY Experienced, primarily medical-practice & personal injury. Non-smoking office with experience WordPerfect 5.1. Ask for Debbi 568-7272

LEGAL SECRETARY
Experience needed for plaintiff litigation firm. Send resume to: Attn: Office Manager, 4901 Deckerland, Orchard Lake, MI 48324

LEGAL SECRETARY
Birmingham law firm seeks motivated, experienced secretary/legal assistant. Excellent benefit package available. Send resume to: Mary, 2000 W. Maple, Ste 310, Birmingham, MI 48009

LEGAL SECRETARY
Personable, professional & organized legal secretary with strong secretarial skills needed for downtown Northville Personal Injury firm. Competitive salary & benefits.
Ask for Sharon 349-8030

LEGAL
SECRETARY
to $29,000

Corporate experience needed for prominent firm. Southfield needed! Friendly work environment. Excellent opportunity for growth. Call today! For confidential interview, call Donna 772-9782
SHELLING PERSONNEL SERVICES

LEGAL
SECRETARY
$26,000

Suburban location and excellent benefits! Call today! Your litigation experience works for you and word perfect does too! Call Mary at 352-3330

or FAX resume to 649-7424
M. BOKSHAN & ASSOCIATES

LIVONIA OFFICE is looking for team oriented people who strive to produce quality work. Part time positions available performing Check Processing, Data Entry, and Cashiering, 10 hour shifts, 2 to 3 days a week. Call 525-4567, 8 am - Fri 4 pm. Equal Opportunity Employer

MAIL CLERK - part time position involving light clerical duties and mail processing. Flexible hours. Up to $8.00 an hour. Send work history to: Sh, P.O. Box 9066, Farmington Hills, MI 48333

MARKETING ASSISTANT -Suburban company. Creative minded person. Must have Windows, Word Perfect, Microsoft Works. Customer service & good telephone skills. Benefits $17,000 plus.

SECRETARY - W. Bloomfield Paramedical, Microsoft Word, Lotus 123 for Windows, Typing 60 wpm, Fillers & bulletins. $8.15/hr. Fee paid.

PRODUCTION TYPIST - Southfield. 65-75wpm required. $7-$7.50/hr. Fee paid. Permanent-Part time.

CLERICAL/RECEPTIONIST/TYPIST
Typing on typewriter, greeting people & handling phones $7/hr. Fee paid.

SECRETARY - Experienced administrative WordPerfect 5.1. Southfield area. $7-$8/hr. Fee paid.

And many more interesting temporary & permanent positions available.

LOIS RAY
PERSONNEL
Southfield 559-0560

MEDICAL
SUPPORT STAFF

Major medical facility has need for your experience. Candidates apply for either medical secretary or basic medical support. Full time, long term and short term assignments
• temp to perm opportunities
Birmingham 646-7684
Uniforce Temporary Services

MORTGAGE

• Processors
• Clerks
• Data Entry

Call Today
WOLVERINE
STAFFING
Southfield 358-4270
Troy 879-9070

NORTHWEST SUBURBS - Busy Office needs Receptionist/Secretary for real estate specialty, with good typing skills (50 wpm) & phone skills. Flexible hours. Benefits. Please send resume & salary requirements to: P.O. Box 370, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OCS (OR-co Cortes Services) Administrative assistant position needs good communication & organizational skills. Previous bookkeeping experience is essential. Call Cynthia for appointment. 538-5218

OFFICE ASSISTANT for busy Rochester Hills office. Filing, typing, switchboard. Complete benefit package. Candidates complete application at: Wright & Filippis, 2845 Dutton Rd, Suite 158.

OFFICE ASSISTANT

Retail furniture company seeks dependable individual for immediate part-time office/general position. Requires motivated self-starter, strong organizational skills & some basic office experience. Weekend work is required. Apply in person or call.
LA-Z-BOY SHOWCASE SHOPPES
27755 Plymouth Rd.
349-3700

504 Help Wanted Office-Clerical

MANAGER
Experienced Residential Manager is needed for 1 of our eastside apartment complexes. Salary commensurate with experience. Benefits included. Send your resume to:
Bonnie Brae Apartments
Box 3394
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NEEDED IMMEDIATELY!!

Word Processing Secretaries
$8 & Up

Experienced in Wordperfect 5.1, typing 50wpm, good phone & communication skills. Short & long term assignments located in all areas. Please call for an appointment today!

CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

OFFICE CLERK - FULL TIME
for busy multiple location dealership. Experienced in shipping/receiving helpful. Excellent benefits. 491-7617

OFFICE CLERK - motivated person to handle customer service. Typing, good basic arithmetic. Apply in person, 24777 Telegraph, Southfield.

OFFICE CLERK

Many positions available for energetic, reliable individuals in Livonia/Suburbs. Two shifts. Suitable for retirees and mates Chances 616-8501
Uniforce Temporary Services

OFFICE CLERK - PART-TIME
Needed 11am-5pm. Courteous with phone, typing and basic skills.
Contact Kelly 729-6200

OFFICE CLERK
Part-Time/Full-Time
Mature person wanted for local office of Human Resources firm. We desire someone who is well organized & capable of working independently. Must be good with layout, good typing skills, professional phone voice & positive personality. For personal interview, call Toni 10-2 326-6200

OFFICE MANAGER, full-time. Benefits available after 90 days. Please respond w/resume to: 30 days to immediate Power, 42000 Koppernick, Suite 10, Canton, MI 48187 Attn: Lisa or Rosanne

OFFICE MANAGER
For small office in Novi. Requires friendly person with good phone skills. Good typing ability with some computer knowledge. Flexible work schedule. Hourly or salary, benefits. 348-8181

OFFICE MANAGER
Immediate opening with accounts payable/receivable & payroll duties. Word Perfect & Lotus preferred. Send resume with salary history to:
38353 Mackenzie Dr.
Westland, MI 48185

OFFICE MANAGER
Temporary to permanent position in Birmingham. 30 hrs. to 35 hrs. per week. Strong secretarial and accounting skills. Macintosh sales helpful.

EmploymentGroup
583-1919
Never a fee
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

OFFICE PERSONNEL

Immediate openings for the following clerical positions.

WORD PROCESSORS/
DATA ENTRY CLERKS (AM & PM)
RECEPTIONISTS/SECRETARIES
CUSTOMER SERVICE REPS
FILE CLERKS

We offer: Temp-Med Insurance, Top Pay, Holiday Pay, Bonuses. Call today for an appointment!

LIVONIA 464-3100
EQUITYFIELD 553-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

SNELLING PERSONNEL SERVICES
NEVER A FEE

OFFICE POSITIONS AVAILABLE
Livonia glass company has positions for 98 wpm customer service & data entry. Will train. Non-smokers with desire to work, willingness to learn. Apply at: 11866 Hubbard, Livonia (between Merriman & Farmington Rds.) N. of Plymouth Rd.)

PART-TIME EVENINGS: General office duties with computer experience. Glass Products Co. Farmington area 477-5900

PART TIME RUNNER
Needed for fast-paced office. Please send resume to:
Runner
27655 Middlebelt, Suite 130
Farmington Hills, MI 48334

PATENT ADMINISTRATOR/
SECRETARY

Troy company seeks experienced patent administrator/secretary with background in U.S. and foreign patent procedures. PC experience a plus! Duties include maintaining a worldwide patent docket, negotiating with foreign associates, and handling industry trade shows. McKenzie software. Salary commensurate with experience. Excellent benefits. Send resume to: Human Resources Dept., 1875 West Maple Road, Troy, MI 48084

We Are An Equal Opportunity Employer Supporting Diversity

PERSONABLE PERSON

Rapidly expanding company needs energetic, detail oriented person for customer service position. Fun environment. Send resume to: 7667 Market, Livonia 48150

PERSON