504 Help Wanted Office-Clerical

COST ACCOUNTANT

P & L Operating Unit located in Plymouth, Michigan is looking for an experience Cost Accountant with background in standard costing and accounting. Salary negotiable, excellent benefits, bonus and stock plan. Send resume including salary history to:

Controller
Box 280
Plymouth, Michigan, 48170
An Equal Opportunity Employer

CRT OPERATOR, Typist, day and evening shift. 40 hour week, 50 WPM required. Top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

CUSTOMER SERVICE/ORDER Department, mature, responsible person needed in rapidly growing company. Must have basic math aptitude. Typing 55 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 353-3209

DATA CLERK
Preparation of input documentation for billing. Excellent fringe benefits. Call Delia. 569-0814

DATA PROCESSING CLERK
Must be able to work from 12 midnight to 8 am. 1½ years experience in data keying required. Will handle stock ordering, keep records, maintain procedures, etc. For further information contact Personnel Office

Alexander Hamilton Life Insurance Co. of America
12 Mile & Farmington Rd.
553-2000

DENTAL RECEPTIONIST- Full time in Fisher Building in Detroit. Certified dental assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturday. Benefits included. Good potential for qualified person.
817-3414

DOWN RIVER
Great Beginners spot lets you learn career ladder right near your home.
810-8175 start.
542-4900
Your new Boss pays our Fee.
HARRIET SORGE PERSONNEL

DO YOU like to type, file and do varied office assignments? Immediate opening. $375 a month, full benefits. Telegraph & Maple area. Call 626-7500, ext. 21
An Equal Opportunity Employer

EAGER TRAINEE!

FEE PAID. Friendly firm pays great salary and super benefits for your good clerical skills! Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

EXCELLENT TYPIST for Secretarial Service. 21819 W 9 Mile Rd. Also Receptionist-answering service. 8-4 an hour. 1 to 5 PM. Mon., Wed., Fri. or flexible hours. 352-9548

EXEC SECRETARY
TO VICE-PRESIDENT

of large transportation company. Shorthand 120 WPM, typing 60 WPM, good math aptitude. Many benefits, convenient location, and competitive salary. Please reply in: Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE PART TIME Secretary for floating charting office. 10 to 35 hours per week. Southfield area. 353-7878

EXECUTIVE PERSONNEL Secretary to plastic surgeon in Southfield. Must have excellent secretarial skills including dictaphone and shorthand and spelling. Dictaphone and shorthand required, some bookkeeping experience and medical terminology helpful. Excellent salary, payroll and purchasing, fringe benefits. For appointment call Ms Forbes 557-1823

EXECUTIVE SECRETARY for growing sales and manufacturing company. Livonia area. For application information call 522-2747

INSURANCE!
FEE PAID
Variety is the key word in this job with suburban company! Super salary too!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

INSURANCE SECRETARY
Full time, general sales area. Good salary and benefits. 559-4440

INSURANCE SECRETARY, full or part time. Responsible, mature person needed. Pay commensurate with experience. 538-5577

JOB HOT LINE
Call Diana to find out about our Temporary assignments.
524-1750
TEMPORARY STAFF TROY

KENTUCKY FRIED CHICKEN & H. Salt Management company has a full time position available for secretary interested in statistics. Excellent salary with benefits. Experience preferred but will train. 9 Mile-Telegraph area. Call Gail for an appt. 353-7604

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

Livonia 427-2000
Utica 254-1910

KEYPUNCH COMPUTER OPERATOR
Work with student services, records, accounts payable, monitors mini computer. Requires experience on 129 punch and IBM 3 or time-sharing DEC data general or HP computers. Fringe benefits. Apply Personnel Office, 8 AM. - 4:30 PM., Mon. - Fri., Bloomfield Hills, 4175 Andover Rd., Bloomfield Hills.

KEYPUNCH OPERATORS - Southfield area, afternoon shift, full or part time, experienced preferred. Excellent benefits, vacation, sick time, holidays, employee discount, insurance. Ask for Krzysztof Dept. J 358-2833

LEGAL SECRETARY
Salary open. Shorthand essential. Experienced preferred. Suburban Northwest firm near expressway. For appointment call 626-6722

LEGAL SECRETARY. Southfield law firm, full time position. Salary & benefits. Minimum experience 3 years. 646-6448

LEGAL SECRETARY - Southfield Professional Town Center. Excellent typing skills, shorthand helpful but not required. Salary based on experience. Fringe benefits. Call Mr. Goodman. 358-0620

LEGAL SECRETARY
Experience necessary. Msg card experience preferred. Office located in Town Center Building, Southfield. Salary commensurate with experience. For interview, please contact Dianne Wilson at 353-5890

LEGAL SECRETARY
Experienced only, for 1 girl law office in Livonia. Must be accurate typist; shorthand, bookkeeping. Call for appointment. 425-4250

LEGAL SECRETARY
Experienced, needed for 1 attorney office in West Bloomfield. Shorthand, dictaphone experience required. Msg card or memory typewriter experience helpful. Call 851-1050

GAL FRIDAY
Challenging job in Southfield tourism office. Typing, filing, general office assisting manager. Must be organized, send resume to Box 795, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE person to work re 'all counter & light bookkeeping. Birmingham area, call 644-4188

GENERAL OFFICE WORK
Posting, Typing
10 Mile/Southfield Area
559-8209

504 Help Wanted Office-Clerical

GENERAL OFFICE
Full time position for general office work including filing and light typing. Previous office experience necessary. For details and appointment for interview, contact 728-6150

GENERAL OFFICE
Property management company in Southfield is seeking well organized individual for posting rents, preparing leases, computer in-put, operating, etc. Must be good at detail work. Call 559-1000 ext 117
An Equal Opportunity Employer

GENERAL OFFICE experience for Birmingham dentist needed. Must have typing skills and knowledge of office procedures and telephone. 645-7150

GENERAL OFFICE
Mature person preferred for general office work. Filing, light typing, etc. Livonia area. Call 591-4100

GENERAL OFFICE, high school graduate. Must be neat, bright and willing to learn. Must type 40 WPM. Apply in person: Advance Watch, 12360 Beech Daly Redford, Mich.

GENERAL OFFICE
Auto dealer has opening for office person. Telephone and filing. Apply in person. GENE MEROLLIS CHEV. 31850 Ford Rd., Garden City.

GENERAL OFFICE
National firm offers interesting position with varied duties. Good typing speed & accuracy required. NAS Credit Corp. Service. 353-0300
An Equal Opportunity Employer

GENERAL OFFICE
PART TIME
Permanent part time position available for someone who likes to work well with numbers and is familiar with the use of a 10 key adder, dependability is very important and you must be bondable. Ideal for a housewife looking for part time work while her children are in school. Oak Park location. Call Mr. D'Agostino after 10AM at 548-3203, ext. 53

GENERAL OFFICE
property management company is seeking a young lady for typing, filing, posting rents, etc. Southfield area, beautiful offices, recent experience necessary.
358-3977

GIRL FOR TYPING and general office. Good working conditions. Excellent benefits. Call Hugh Mc Donald 422-8333

GIRL FRIDAY
For Small Southfield office. Must be good typist, shorthand-spelling. $200 per week to start. Call Mr. Silliski 354-0011

GOOD TYPIST to process orders and correspondence. 5 day week in pleasant southfield office. For interview call 557-3939

GOOD TYPIST
80 WPM minimum. Busy industrial sales office. Wixom area. Company benefits. 349-4200

GROWING Southfield law firm seeking full time receptionist & legal secretary. Call Vicki 354-4500

Help! I Need You!
Want to work temporary jobs at your convenience? I'm overloaded with good orders and need good typists, receptionists, secretaries with shorthand and keypunchers. Lots of summer openings. Earn your Christmas spending money now. Call
TEMPORARY STAFF
353-0505

IMMEDIATE OPENING for general office help and Receptionist. Some typing and adding machine skills necessary. Office located in Southfield, 8 Mile & Inkster. Salary negotiable.

IMMEDIATE opening for word processing position for CPT 8000, 60 WPM or more for Bloomfield Hills architectural firm.
Call for appointment. 338-4561
An Equal Opportunity Employer

INSURANCE
Agency has position open for full or part time experienced commercial rater, Call E. Wick, 354-0400. American Center Bldg., Southfield.

ORDER DESK
Full time. Phone, pricing, etc. 8:30-5PM. Good references, polite on phone. 646-5307

PART TIME church office secretary. Oakland County area. Call between 9am-1pm. 626-3707

PART TIME office accounts payable experience. Apply in person 10-12 noon, weekdays. McDevitts, 33462 W. 7 Mile Rd. Livonia.

PART-TIME RECEPTIONIST-SECRETARY for Southfield office. Sharp, dependable individual with pleasant manner for telephone and general office duties. Call Susan 569-4545

PART TIME secretary needed for accounting firm. Some typing, shorthand and typing essential. W. Bloomfield area. 851-5210

PAYROLL CLERK. 35 or over, good with figures, 20 hrs. per week, $3 per hr. Vicinity of Southfield & 7 Mile 373-0154

PAYROLL CLERK

3 to 4 days per week processing time slips for Computer set-up. Light typing. Must be accurate, former payroll experience preferred. Call Mrs. Hoffman at: 569-1950

MEDICAL PERSONNEL POOL
P.O. Box 2040
Southfield, Mich. 48037

PAYROLL SECRETARY
Works employee insurances. Workers and unemployment compensation, and hourly payroll. Payroll experience preferred. Apply in person, 8 AM. - 4:30 PM., Mon. - Fri. Bloomfield Hills Schools, 4175 Andover Rd., Bloomfield Hills

PEOPLE GREETER
Suburban health club needs mature outgoing personality for front desk position. Fun spot for the right person! $$$0. Call Joanne Headley today!
353-2090
SNELLING & SNELLING PERSONNEL

Permanent Position Available
To Handle Billing & to assist with Bookkeeping Duties. Apply in Person or send Resume to Northland Container Corporation, 9070 General Dr., Plymouth 48170.

PERSON FOR General Office. Mature Woman preferred. Full Time position. Southfield Area. Call for appointment. 354-4333 352-1893

PERSON - for light typing, answer phone and filing. Grand River & Mile area. Call 353-8400

PERSON FRIDAY/Assistant to President and Project Manager of dynamic construction company in luxurious office with congenial staff. Typing, dictaphone, filing and phone personality required. Salary open. Insurance/profit sharing and room to grow. 355-1938

PERSON needed, mature lady preferred for home improvement company (with bookkeeping experience) Call between 8AM-5PM. 273-2330

PERSONNEL ASSISTANT
FEE PAID
Exciting opportunity for sharp outgoing personality. Interview and screen applicants. Lots of public contact, some typing. $800 plus. Call Kathy.
353-2090
SNELLING & SNELLING PERSONNEL

PERSONNEL
Super Troy Location, offers terrific front office contact spot. Great potential for growing and learning. $700-$800 to start.
643-6146
Your new boss pays our Fee.
Harriet Sorge Personnel

RADIO DISPATCHER - for central heating service, approx. 10 trucks. Answer phone, Grand River & Mile area. Call 353-8400

504 Help Wanted Office-Clerical

POLICY CHECKER
Immediate need for an experienced Policy Checker. Excellent salary, fringe benefits, and working conditions. Located in Southfield. Call Personnel, Firemans Fund Insurance Companies. 557-5706
Equal Opportunity Employer M/F

POLICY TYPIST
Immediate opening, experience preferred. Ability to type 50 wpm. Salary commensurate with experience. Excellent fringe benefits and working conditions. Located in Southfield. Call Personnel, Firemans Fund Insurance Companies. 557-5706
Equal Opportunity Employer M/F

PROMOTIONAL ACCOUNTING CLERK
Dynamic, Southfield firm searching for intelligent and sharp Accounts Payable Clerk. Accurate typing and good math ability necessary. Super benefits. Will train. For more information call 353-3209

PRUDENTIAL
We have an immediate opening for a Secretary/Typist in Farmington. Permanent employment, pleasant working conditions. Excellent benefits. Position located in Southfield, 5 day week, paid vacation, excellent employee benefits. Phone Personnel at 559-8900.
557-5000
Equal Opportunity Employer M/F

Purchasing Clerk
Accurate Typist needed to work in the Purchasing Department. Typing, calculator skills. Orders & Performing other Clerical related duties. Excellent salary & benefits. Call Mrs. Weberich for appointment.

Pyles Industries
28590 WIXOM RD. - WIXOM
349-5500
An Equal Opportunity Employer

RECEPTIONIST
for Southfield Law Firm,
starting first week in June, $2.90 per hour. 355-1727

RECEPTIONIST - Light typing. Berkley area. Good benefits. Immediate opening. Salary commensurate with experience. Call 548-1666

RECEPTIONIST/TYPIST
part time permanent in Dr's. office. Southfield Afternoon, evening and Saturday hours. Must type 55 WPM accurately. prior knowledge of medical terms helpful. Duties include: typing, filing, insurance office work. Call 559-8914

RECEPTIONIST for tool company answering phones, typing & general office. 8-5. 543-9300

RECEPTIONIST wanted for part time in Southfield area. Hours Wed. thru Sat. 8am-5pm. For information call 358-5705

RECEPTIONIST - TYPIST, 50 WPM, interesting position, diversified duties, pleasant Southfield office, excellent benefits 353-1155

RECEPTIONIST for Livonia chiropractor. Must have good typing skills and experience in dealing with the public. Hours 2-8PM, Mon. thru Fri. 261-2121

RECEPTIONIST
For Southfield firm. Typing, filing and miscellaneous duties. Call Mon. thru Fri. Monday thru Friday. 626-6770

RECEPTIONIST-TYPIST
For Livonia located medical supply company. Call for interview. 591-0200
An Equal Opportunity Employer

RECEPTIONIST - SECRETARY
For Bloomfield Hills office. Good typing skills, pleasant telephone personality, pleasing personality and appearance are important. Good pay and fringe benefits. Please call 644-7700

RECEPTIONIST
Friendly person needed to greet patients in Livonia Doctor's office. Flexible hours. Must like Cross & Peck. Related experience helpful. Excellent starting salary, Blue Cross and the Doctor pays our fee. Harriet

PERMANENT STAFF
522-4210 Livonia

RECEPTIONIST TYPIST
A perfect job for someone who likes to meet people, handle incoming calls and do misc. typing. Call Marcia Morgan for more information and a personal interview for this fee paid position.

524-1750
PERMANENT STAFF TROY

Receptionist Relocation Secretary
Prudential New York stock exchange company seeks 2 personable, well organized individuals. As Receptionist: you have 1 year business experience and type 45 wpm; experience on IBM memory typewriter preferred. Switchboard experience necessary.
As Relocation Secretary: 2 years business experience desirable with some real estate & lending knowledge helpful. Typing 45 wpm.
Must be detail conscious, have follow-through and be able to deal with people in both positions. Full time, permanent positions available.
Call after 10AM. 478-8822

RECORDING SECRETARY
(Plymouth Canton Community Schools Board of Education Meetings). Must possess proficient skills in typing, shorthand, or speed writing, and have access to a typewriter. Qualified applicants may apply at Plymouth-Canton Community Schools, 454 W. Harvey, Plymouth, Michigan.

SALES ASSISTANT
Entry level position with one of the largest industrial electronics distributor in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing.
Call Steve Martinon
PIONEER MICHIGAN
13485 Stamford
Livonia, Mich
525-1800

SALES/RECEPTIONIST
Wanted for photographic studio. Full or part time. Tues. thru Sat. 10 AM - 6 PM. Experience preferred. Apply at Royal Paint Studio, 33317 Grand River, east of Farmington Rd.

SALES SECRETARY
Computer/Word processing company in Southfield requires experienced person as Secretary to District Sales Manager. Excellent typing skills. Light shorthand desirable, but not essential. Good fringe benefits, profit sharing, etc.
Elaine Stirles
Wang Laboratories, Inc.
21500 Northwestern Highway
Southfield, Michigan 48075
353-9933
An Equal Opportunity Employer

SALES SEC'Y
Dependable woman over 25, full time, 5½ days, will train in word processing, filing, some phone work. Excellent pay. Apply in person only.
SUN CONTROL INC.
28400 W. 8 Mile, Southfield.
1¼ miles W. of Telegraph

SCHEDULING CLERK - out patient clinic for disabled children. Responsible for managing supplies & generating appointment tickets for all departments. Other related clerical duties. Accurately type 50 WPM, good telephone skills and interpersonal qualities. Send resume & salary requirements to K. Bailey, 5447 Woodward, Detroit, MI. 48202
An Equal Opportunity Employer

SECRETARIAL ASSISTANT
Must type, summer temporary, possible permanent. Orchard, Papke, Hills, Mcclinent, Inc. 34935 Schoolcraft, Livonia. 522-6711

SECRETARIAL-STENOGRAPHER
Local general contractor is in need of a secretarial-stenographer with some receptionist & clerical duties. Shorthand is a must. We are looking for a aggressive individual willing to assume responsibility. Immediate opening. Salary is open depending on experience & education. Call for interview appointment. 644-2250

504 Help Wanted Office-Clerical

SECRETARIAL POSITION
Established Detroit insurance agency accepting interviews for secretarial position: typing, transcribing and general agency functions.Good salary and company benefits. By appointment only. Call 8:30 to 5:00 weekdays.
831-1430

PART-TIME evening position available for Secretary/Receptionist in Plymouth. Light typing and general office duties. For interview call: 455-0228

SECRETARY
AD AGENCY
Bloomfield Hills advertising agency has immediate opening for secretary assistant. Type at 80 wpm, be able to greet clients, take dictation & shorthand preferred, but not necessary. Candidate must be a self starter, be able to work under pressure & be motivated by future advancement.
Call Personnel Department.
646-1000
Equal Opportunity Employer M/F

SECRETARY /BOOKKEEPER
OFFICE MANAGER
immediate full time opening, 40 hour week. Responsible, mature person with take-charge personality. Duties: facilities, estate/property management office, bookkeeping, payroll, benefits. Call for Mary Jane, 9 AM - 5 PM: 352-9555

SECRETARY
Excellent typing skills required and private dictaphone experience preferred for general office work in insurance claims office. Salary open, plus benefits. Call for interview appointment. Bradley, Thomas Adjusting, 27655 Southfield Rd., Lathrup Village. Near 11 Mile. 559-3999

SECRETARY
Experienced, part time days. Permanent position, Birmingham.
Call after 5PM 474-5204

SECRETARY for Southfield law office. Good typing skills required. No prior legal experience necessary. Reply to Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Birmingham Patent Attorney, shorthand & typing skills required, salary commensurate with experience. Call Sandy, beautiful offices. Call Mrs. Watterson, 642-7300

SECRETARY for pleasant office. Convenient location in Southfield. Typing required, good pay, benefits. 559-8111

SECRETARY
For 1 girl office. Some experience preferred. Apply in person at: Sacher Food, 29566 W. 9 Mile, Farmington Hills.

SECRETARY for small ad agency located in Southfield. Good typing, shorthand, or speedwriting, light bookkeeping skills. (typesetting experience a plus. Salary negotiable. 352-8778

SECRETARY
For Real Estate Office
In Plymouth/Canton area.

459-2800

SECRETARY for law office, personable person with typing skills, Farmington Hills area, own transportation a must. Call 855-2505

SECRETARY for regional sales office of major international hotel company. Must conveniently located in Southfield. Experience, typing, dictaphone, secretarial skills, no shorthand required. Full benefits. 569-4743

SECRETARY
for Birmingham Property Management Firm. Typing skills and phone personality an asset. Dependability essential. Metro Group Management Corp. 645-2111

SECRETARY - for 2 girl manufacturers representative office in Southfield, experienced preferred. Excellent starting salary, Blue Cross and the Doctor pays our fee. Harriet

PERMANENT STAFF
522-4210 Livonia

SECRETARY - for growing CPA firm relocating soon to beautiful offices in Town Center, Southfield. Excellent fringes and working conditions. Salaried position. Typing and pat CPA experience required. Bookkeeping ability preferred. Sr. Salary commensurate with ability. Call Mr. Isenberg to discuss your future with us. 353-5440

SECRETARY FULL TIME
Birmingham CPA office. Good typing skills required, some shorthand and light bookkeeping. Call 644-5995

SECRETARY
International department
Manufactures Bank has an immediate need for a qualified Secretary who is fluent in English. Typing 60 wpm, and shorthand 100 wpm. are required. The position offers a variety of duties and is located in the Renaissance Center. Competitive salary and good benefit package are offered. For further information call:

MANUFACTURES BANK
PERSONNEL DEPARTMENT
222-1413
Equal Opportunity Employer M/F/H

SECRETARY
Large distributor of major corporation is seeking person with shorthand, typing, dictaphone, good pay, fringes, opportunity to advance.
352-5000

SECRETARY, Male preferred. Small company needs well organized person for front office to handle phone, typing, bookkeeping, etc. Apply in person, Richest Tube Products, 594 South Street, Rochester, Michigan.

SECRETARY
needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-2209

SECRETARY - no shorthand, for purchasing department of large Birmingham company. Diversified position pays 75 plus full benefits and agency fee paid.

KEYPUNCH - operator to train as computer operator for suburban company. Salary $700 or better. Good benefits, day shift.

ADVERTISING - agency in Southfield needs executive secretary. Mature, responsible individual with good skills and experience will earn $12,000 to $15,000 plus benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

SECRETARY, one girl office, 80 WPM shorthand, 50 WPM typing, good communications skills required. Call Pat, 968-3301

SECRETARY
Our Service Department is in need of good secretarial/clerical skills. Switchboard experience helpful. Excellent working conditions. Call for interview

476-7100, Ext 277
Diamond International Corp.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

SECRETARY - PART-TIME
For Stock Brokers - Troy Area
Experience preferred
362-3414

SECRETARY PART time, needed 4 mornings a week for church office. Hours flexible in summer. Accurate typing required. Willing to train for older adult. Please send experience and references to Box 794, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY PART TIME
Approximately 20 hours per week, according to your schedule. Good shorthand and typing skills required. Troy office. Call Mr Anderson 649-6000

SECRETARY
Person Friday to General Manager. A prestigious position. Manufacturing experience, some shorthand, clerical duties, salary $12,000. Fee paid.

BOOKKEEPER WITH REAL ESTATE
For Southfield Construction Co. $300 week min. range. Benefits. No Agency Fee.

PERSON FRIDAY - TROY
Excellent typing, dictaphone experience, prefer expert background, also prefer some Spanish language, able to compose letters. $500 - $550 range. Full benefits, including dental. No Agency Fee.

DEGREED ACCOUNTANT
Must have some accounting experience. Supervision experience nice. Salary $275 weekly. Full benefits. No Agency Fee.

PERSON FRIDAY
For Birmingham Business Company Must have good figure aptitude, good typing skills, 55 - 65 WPM. Must have Life Insurance experience. Salary $9100. Full benefits. No Agency Fee.

PROGRAMMER
RPG language - Cobol language. Will be working on Burroughs 1700. Must have 1 year experience. Salary $15000 - $16000 monthly. Full benefits. No Agency Fee.

ACCOUNTING CLERK
Good typing, above average Math aptitude. Salary $700 to start. Full paid benefits. Excellent vacation plan. No Agency Fee.

KEYPUNCH
6 Mons. experience. 129 or 5496. Salary $ 750 Min. Range, fully paid benefits including Dental, excellent Vacation plan. No Agency Fee.

PERSON FRIDAY
PONTIAC
Will work for Treasurer of Prominent Company near Stadium. 60-65 accurate WPM, some act typing, financial statements, billings, some 10 key adding machine background. Light Shorthand Nice but not deffinent requirement. Good investment benefits. Salary $9,000 min range. Excellent benefits. No Agency Fee.
BETTY HAMIL PERSONNEL
424-8470

SECRETARY - Posting, typing, filing, and telephone, full time. 11 Mile - Greenfield area. Phone after 2 PM, or evenings. 559-0884

SECRETARY - RECEPTIONIST, full time. Requires typing, 60 wpm., math ability, good telephone personality, neat appearance, some experience. Many fringe benefits. Call Judy M. at All Construction Equipment Corporation, New Hudson. Mon. - Fri., 8 - 5. 437-8121

SECRETARY/RECEPTIONIST
Immediate full time position. Varied secretarial duties & light bookkeeping. For pleasant real estate/property management office. Town Center Building, Southfield area. Salary commensurate with bookkeeping background preferred. Will consider training right individual. Call 9 AM - 5 PM: 352-9550

SECRETARY - RECPT $200
In Customer Relations Department of rapidly expanding suburban company. Handle treat 70 WPM as part of good math skills. Dictaphone used primarily with shorthand desirable but not necessary. This individual should be intelligent, well groomed with good potential for growth. Please apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

SECRETARY WANTED for full time employment with Troy patent Law firm specializing in automotive practice. Call A.R. Basile at 362-2260

SECRETARY-WEST BLOOMFIELD
Permanent, part time, experienced. Call Mrs. Johnson mornings only. 645-0664

504 Help Wanted Office-Clerical

SECRETARY TO PRESIDENT
FEE PAID
Prestige company and super location needs top notch assistant. Good skills but the ability to organize, can put you in executive row. Call Sassy Miller for more information and a personnel interview for this rare opportunity.

524-1750
PERMANENT STAFF TROY

SECRETARY with above average skills. Shorthand preferred. Must enjoy detail work. near Livonia Mall. Call Lee. 478-9706

SECRETARY - $13,200
Handle flight and travel arrangements for marketing department of large corporation. Type confidential correspondence, organize meetings and keep daily log. Light shorthand. Excellent benefits with dental, cost of living and 3 weeks paid vacation.
525-7878
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY
$30 AM-NOON, 4 mornings per week. Salary $2,257 per yr., 2 weeks vacation. Call Rice Memorial United Methodist Church, Redford. 534-4909

SHARP PERSON for general office work. Must be able to type and be willing to learn switchboard as relief operator. Pleasant office, good pay and fringe benefits. Avis Ford Inc. Southfield. Ask for Sylvia 354-3000

STATISTICAL TYPIST
production work, good pay for willing worker. Long Lake and Telegraph area. 646-8333

STAT TYPIST with general office skills and bookkeeping background for Southfield CPA. Full time. Excellent working conditions.
557-5440

STENOGRAPHER
N. W. Detroit firm offers excellent pay and benefits. 37½ hr. work week. Opportunity for advancement requiring 5 yrs. office experience. Typing must be 55 wpm. No shorthand required. Must have excellent spelling, grammar and excellent spelling and grammar.
532-2500 ext 62

STENOGRAPHER
Shorthand and typing required. All fringes, paid parking. $750 per month. Downtown area. 965-6640

SUPER START
For the graduate. Use your typing skills in pleasant office of fashion company. Benefits, fee paid. $600 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

SWITCHBOARD operator for private club, nights and weekends. Call any day but Monday. 331-0020

TELEPHONE OPERATOR and receptionist, typing skills necessary. Troy area. 588-6504

TELLER
Full time position is open at our branch office located on Plymouth Rd. at Merriman in Livonia. Requires ability to meet the public and be accurate with figures. Call Manager for interview at
421-4010
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER
Full time position is open at our Southfield branch office, located at 10 Mile Rd. West of Telegraph. Requires ability to meet the public and be accurate with figures. Call Manager for Interview at;
354-9030
1st Federal Savings of Detroit
An Equal Opportunity Employer

TEMPORARY JOBS
Work when you want! Use your office skills working at a variety of companies.

TYPISTS
SECRETARIES
KEYPUNCHERS
ACCOUNTING CLERKS

Call now 522-4210
TEMPORARY STAFF

"This & That"
Variety spot for person with accurate typing, good communication skills and figure aptitude. Convenient location, attractive offices, paid holidays, good starting salary and company pays our fee.
PERMANENT STAFF
522-4210 Livonia

504 Help Wanted Office-Clerical

SECRETARY/TYPIST
Typing and general office for CPA firm in northwest area. Experience in typing financial statements helpful.
557-4940

TYPIST
For general office work in Troy. Export or transportation experience helpful.
362-1005

TYPIST for Southfield insurance agency, must be accurate, no experience necessary. Call Mrs. Lewis 557-1500

TYPIST - part time summer employment, 20 hours week, minimum typing speed 50 WPM. Southfield location. Call 557-1115

TYPIST-SECRETARY. Farmington CPA Firm seeks experienced stationist/typist for permanent position. Will train on IBM Mag Card T/W. Good salary and fringes. 478-7440

TYPIST-STATISTICAL
Experienced, for Oak Park CPA office. Full time. Mrs. Newman, 398-7400

TYPIST - $10,000
Expanding N. suburb firm has 3 openings offering a variety of responsibilities plus public contact for a good typist with dictaphone or general office experience. Fee paid. Fringes.
Durham Employment 569-1522

TYPIST WILLING to learn dictaphone. Receptionist & switchboard skills desirable but not essential. Excellent fringe benefits. Contact Office Manager, Jewish Family Service, 24123 Greenfield, Southfield, Mich. at 569-1500

VARIETY JOB
Large suburban company needs experienced secretary who enjoys variety. Requires typing, average shorthand and figure ability. Excellent salary, benefits include tuition and company pays our fee.
PERMANENT STAFF
522-4210 LIVONIA

WARRENTY CLERK
Experience Preferred
Bob Sellers Pontiac
478-8000

WE HAVE AN opening in our Sales Department for a secretary with the following skills: typing 50-55wpm, telephone experience, ability to organize and work independently at various duties. Must be good natured and professional. Call 8:30AM to 11:30AM, Monday or Wednesday for interview. 835-6400

WORD PROCESSOR - Downtown Detroit law firm. Legal experience not required. 65 w.p.m. Accuracy important. Pleasant offices. 963-2500

WORK AT A RACQUET CLUB
Evenings and weekends. Beverly Hills Racquet Club has openings for part time center desk receptionist. Applicants must be neat, personable and able to greet public. Tennis or racquetball background helpful. Apply: Beverly Hills Racquet Club, 31555 Southfield Rd., Birmingham.

505 Help Wanted Food-Beverage

HEAD CHEF & SECOND CHEF
for luxurious large retirement apartment. Salaries between $15,000-$18,000 plus other benefits. Apply in person
Franklin Club Apts
28300 Franklin Rd., Southfield.
353-2810

HOSTESS
FULL TIME & NIGHT POSITIONS.
NO EXPERIENCE NECESSARY.
APPLY IN PERSON.
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

WAITRESSES
FULL OR PART TIME
Days or afternoons, to serve elderly residents in elegant dining room in Southfield. We will train.
Franklin Club Apts
353-2810

ARBY'S NOW HIRING
Arby's Roast Beef Restaurant is seeking applicants for their new store on 1250 E. Walton. Positions are available for full & part time, day or night. Positions will be great for student out of school for summer vacation & mother's wanting extra cash. Hours are flexible. Please apply Fri. May 18 thru Wed. May 23 at Arby's Restaurant 1350 E. Walton, Pontiac from 3 to 6pm.

BAR MAID, private club, Livonia area, evenings and weekends. Call for interview after 6PM 522-7522

BARMAIDS-WAITRESSES, opening new lounge on W. 8 Mile. For interview call 533-4630

505 Help Wanted Food-Beverage

BARTENDERS & WAITRESSES needed. Top commissions paid. Napoleons Restaurant, downtown Plymouth. 459-8370

BUS BOYS DISHWASHERS
STAFFORD'S RESTAURANT
6303 ORCHARD LAKE RD.
West Bloomfield
ORCHARD MALL

BUS BOYS
Full-time Day Shift
Apply in person, Rams Horn Restaurant, 8580 Middlebelt, S. of Joy Rd., Westland

BUS HELP - Full time, morning hours. Apply in person. Marco Jacks, 10AM-1AM or 2:00PM-3:00PM.
The Dearborn Inn, 20301 Oakwood Blvd., Dearborn, Mich.
An Equal Opportunity Employer

BUS PERSONS
Full & part time positions now available for dependable energetic individuals.
APPLY IN PERSON:
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

BUSS PERSONS - days and nights, 10 to 4 PM., Monday thru Friday. Farmington Hills area restaurant. 851-4094

CAFETERIA HELP wanted - Troy Location. Experience preferred. Call 816 4 PM. 356-0730

CASHIERS for flexible full or part time hours. No experience required. Must be 17 or older. $2.25 per hour. If interested call. Hardee's of Berkley. 544-8433

COCKTAIL WAITRESS And KITCHEN HELPER
Apply in person
V.I.P. PALACE
Prudential Town Center
Southfield, Mich.

COOKS
EXPERIENCED
STAFFORDS' RESTAURANT
6303 ORCHARD LAKE RD.
West Bloomfield
ORCHARD MALL

COOKS
Full & part time positions now available for dependable energetic individuals with training.
APPLY IN PERSON:
ORIGINAL PANCAKE HOUSE
19355 W 10 Mile
Between Southfield & Evergreen

COOKS
Full time, 11 am to 7:30 pm. Afternoon shift. Air conditioned kitchen. Bedford Villa Nursing Home. 557-3333

COOK'S HELPER - MCL Cafeteria is looking for a mature, experienced cook or cook's helper (Day Cross, free meals & paid vacations). Apply in person only, MCL Cafeteria, Tel-Twelve Mall.

COOKS
SALAD PEOPLE
DISHWASHERS
Please apply anytime after 2 PM. The Prudential Town Center, 10½ Mile and Evergreen, Southfield. (THE GOLD HIGHBRIDGE) Just above the theatre. No phone calls, please.

DIAMOND JIM BRADY'S

COOKS - 3rd shift. Wages commensurate with experience. Apply in person Sambo's Restaurant, 14349 Telegraph Road, Redford.

COOK WANTED experience preferred. Apply Lindy's Restaurant, 23415 Grand River Farmington. 477-1162

COOK WANTED
Nights, full time. Sandwich menu only
Trophy Room Bar, Dearborn Hts.
274-6278

COOK & KITCHEN PERSONNEL
Apply: Cafe Fior, 23121 Northwestern Franklin Shopper Plaza
357-3260

DANI'S GIANT SUBMARINES
Farmington. Summer positions available. days. Working mother or college student. 476-7054

505 Help Wanted Food-Beverage

BONANZA
ATMOSPHERE ON A BUDGET

MANAGER TRAINEE
Southfield Area
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
For appointment, call
474-0203
BONANZA RESTAURANT

BONANZA
ATMOSPHERE ON A BUDGET

- BONANZA is now taking applications for our new Bonanza at 10 Mile and Grand River in Farmington Hills.

FULL TIME - PART TIME
NO EXPERIENCE NECESSARY

COOKS
CASHIERS
BUS PEOPLE

DISHWASHERS
COUNTER GIRLS
HOSTESS

STUDENTS
Good Jobs for after school and weekends
ADULTS
Day Hours are flexible so you can get your kids or spouses off in the morning and still be home to greet them in the afternoon.

APPLY AT
THE BONANZA AT
38350 W. 10 MILE
1 blk W. of Grand River
Monday thru Saturday 2-4 p.m.

NOW ACCEPTING FULLTIME APPLICATIONS

CHEFS
WAITRESSES
COOKS

OTHER POSITIONS AVAILABLE

DISHWASHERS
BUS HELP

Apply in person:
PERKINS CAKE & STEAK
501 S. Wayne Rd.

PART TIME and FULL TIME OPENINGS
YOU COULD BE EARNING
EXTRA CASH AT BURGER KING
We have immediate day and night shift openings in counter service and food preparation for reliable, enthusiastic person who'd enjoy a flexible working schedule and an opportunity to earn extra income.
NO EXPERIENCE NECESSARY
WE'LL TRAIN YOU
It's a great opportunity to collect a good starting wage and meet new people. Find out how you can make valuable use of your free time. Apply today at any of the following Burger King locations

23660 Telegraph Rd. (north of 9 Mile)
Southfield 48034
560 Ann Arbor Rd.
Plymouth 48170
28333 Ford Rd.
Garden City 48135

BURGER KING
An Equal Opportunity Employer M/F