

RECEPTIONIST-Typist. Birmingham business office, detailed typing, to women. Minor office typing.

LEGAL SECRETARY Birmingham area. Legal background. Good stenographic assistance.

EXECUTIVE SECRETARY to Vice President of Marketing Department. Large, Farmington area.

FOR YOU

PART-time typist with general clerical duties, accuracy essential.

BOOKKEEPER

EXPERIENCED JFH Operator. To train for midnight shift. Call David

AUDIT-PAYROLL

LEGAL

[illegible]

#1 Personnel Place Experienced, abundant required. Apply Jim Robbins Co., 130 Step 16020 Michigan, Dearborn

[illegible]

CLERK - TYPIST \$5200 Your career starts here in this position. Personal and professional growth. BOTSFORD General Hospital MAPLE - Telegraph office Accu-ries negotiable. Call Pam. Mon-Fri. 9:30 - 6 PM. 522-7314

[illegible]

the alphabet and can type 40 accurately. Fun office and pleasant sur-
846-7280
RUSH! Some calculator back-
ground necessary. Call now! 478-
Beginner
MED. RECEPTIONIST, \$130
Will train for established sub-
OPERATORS
Available openings on our after-
Person Friday
INTERNATIONAL corporation
COLLEGE STUDENTS & TEACH
ERS register now for summer

[illegible]

EXPERIENCED, Accounts Receivable and Billing, in Building Supply business. 387-8306

have good skills. 384-1618

SECRETARY 388-8900

type 55 wmp. 525-7670

GRWA

ASSISTANT to Project Controller Must have some exp. experience. 40150

Switchboard Key Punch

[illegible]

<p>entry entrance, 1:30P-4:45P Equal Opportunity Employer M/F</p>	<p>CALL NOW KAY TURNER PERSONNEL-1161 10000 W. 111th St., Suite 100 Overland Park, KS 66213 913-661-1161</p>	<p>years previous secretarial experience preferred. Contact Personnel Office</p>	<p>BOOKKEEPER - TRAINEE TROY area office help wanted. Minimum of 4 hours help weekly. Some "secretary" duties. Apply HOME, 14520 W. 7 Mile KE 1-4001, Ext. 38</p>	<p>the equal opportunity employer. some "secretary" duties. Apply HOME, 14520 W. 7 Mile KE 1-4001, Ext. 38</p>	<p>Super appearance and personality required for this job as Assistant DOUGLAS FOODS Yn. 8 AM - 12 noon M-F.</p>	<p>degrees necessary. Apply from 10:00 AM - 12 noon M-F. LIVONIA DETROIT CLAWSON OAK PARK</p>
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AVAILABLE 10200 W. 10th Mile MO. 63078

BOTSFORD
SECRETARY typing shorthand, dictaphone, calculator. Excellent opportunity. Call Nathan C. Botsford, 253-2230.
General Hospital (HOSPITALIC)
 29000 Grand River, Farmington Hills, MI 48334
 Opportunity for interview. Salary \$10,000 per year. For interview call 485-7571.

RECEPTIONIST - TYPIST
 Aggressive, mature individual. General administrative duties. Real estate firm needs. Telephone 485-3444. Hours: 9 AM - 5 PM. OS-5643

RECEPTIONIST - TYPIST
 Aggressive, mature individual. General administrative duties. Real estate firm needs. Telephone 485-3444. Hours: 9 AM - 5 PM. OS-5643

College Students
Hoguesville

DEARBORN
WATSON CORPORATION
 26141 Independence, Garden City, MI 48135
 Call 947-6329 for info or nearest you

LEGAL SECRETARY
 An experienced legal firm secretary in insurance. Excellent opportunity. Call 485-3444. Hours: 9 AM - 5 PM. OS-5643

WATSON CORPORATION
 26141 Independence, Garden City, MI 48135
 Call 947-6329 for info or nearest you

Claims Examiner. \$450
 Sec'y. Dictaphone \$450
 TYPIST \$450
 Customer contact for items and
 476-7000
 Equal Opportunity Employer M-F
 Girl Friday
 Work steadily all summer for
 SCOTT GROUP
 AUTOMOBILE
 LEGAL Secretary desired by South-
 field Law office. Typing and short-
 hand. Must be experienced. Salary
 negotiable. requires well organized,
 experienced Legal Secretary. Good
 typing, dictaphone, knowledge of
 Services

<p>PERSONALITY</p>	<p>SECURITY</p>	<p>TEMPORARY</p>	<p>CLAIMS TYPIST</p>	<p>COST CLERK</p>
<p>Excellent company, M & N Dunham, Inc., 1500 Avenue D, New York 10019, Tel. 212-512- 5000. Excellent personnel, \$25,000 annually. No experience necessary. Excellent company, Personnel Quarterman, P.O. 14001 Hamilton Hamilton, Ontario, Canada L8C 3K1. Tel. 519-539- 1100. Excellent personnel, \$25,000 annually. No experience necessary.</p>	<p>Full-time office girl, all round duties, \$10.00 per hour, 1000 Dunham, P.O. Box 1500, Northwestern Wile, Erie, Pa. 16540- 0150. Tel. 814-863- 5440.</p>	<p>For modern Western Nursing Home, 1000 Dunham, P.O. Box 1500, Northwestern Wile, Erie, Pa. 16540- 0150. Tel. 814-863- 5440.</p>	<p>Switchboard Operator, ex- perienced must be able to operate 24 line board, 1000 Dunham, P.O. Box 1500, Northwestern Wile, Erie, Pa. 16540-0150. Tel. 814- 863-5440.</p>	<p>Multi-line insurance company has an opening for a Claims Typist for experienced typist. Typing speed, 45 wpm. Must be experienced typist with the best local pay, fringes & working con- ditions. For interview, apply to: Personnel Department, 1000 Dunham, P.O. Box 1500, Northwestern Wile, Erie, Pa. 16540-0150. Tel. 814-863-5440.</p>

SECRETARY - Law firm, Ameri- **TOWN & COUNTRY** **Service Dept. We are a fine turn-** **9 AM - 5 PM** **342-9232** **NOT REPLY OF ANY KIND** **drafts and other various Claims** **with excellent math aptitude.** **506 Help Wanted**

[illegible]

**TOWN & COUNTRY
EMPLOYMENT CENTER**
10000 W. 10th Ave., Suite 100
Farmington Area
474-8700

[illegible]

SECRETARY
You can't get bored with a variety of duties and lots of public contact. High school grad with secretarial skills, clean, efficient, responsible. top! Great training position for High school grad with secretarial skills, clean, efficient, responsible. An Equal Opportunity Employer

WINNER 1st Personnel Place 35041 Grand Street Dearborn, Michigan 48124 846-7280	EXCELLENT TYPIST in train- ing, very fast and accurate. 10 hrs. per week.	SECURITY TYPISTS Dicta Typists PBX	SECRETARY CLERK
Please Refer 35041 Grand Street Dearborn, Michigan 48124 846-7280	You will receive a letter from us if you are selected. No phone calls please.	You will receive a letter from us if you are selected. No phone calls please.	You will receive a letter from us if you are selected. No phone calls please.

Southfield Printing company. Accuracy and good spelling a must. **846-7280**

[illegible]

FREE PASSES TO HAZEL PARK RACEWAY 261- you'll love this job. Company pays \$13,000 yr. and fee for 3 years experience sales manager Troy office Age no barrier. An equal opportunity employer. Mornings 415-3600 4824

3600, ext. 243

#1 Personnel Dept.
1603 Michigan, Dearborn
Michigan, 48120
Tel. 313-288-1800

CASUALTY INSURANCE
Underwriters needed in com-
mercial & Bluewater's Organ-
ized. Call 1-800-955-8280 for
agency located in Birmingham. Sal-
ary open to qualifications.

PRINTING SUPPLY
To help in-house effort printing de-
partments, we are seeking a sales-
man with 17 and AM 100 necessary. Super-
ior experience required. Salary
\$45,000/yr. 331-3050

Outgoing?

We need exceptional experience.
We will offer an excellent starting
salary based on your experience
(\$12,000-\$15,000/yr.) and a complete
benefit and incentive program.
If you are a graduate of the
Michigan State Police Academy,
call 1-800-451-4224 for an interview.
Michigan State Police, Employee M-
1000

For further information, please
call: Susan P. Clark, Director
of Personnel, Michigan State
Police, 1000 Michigan, Lansing,
MI 48906

Green Clark

OPPORTUNITIES
SECRETARY, 1000 E. 9th St.,
RECEPTIONIST-Typist, 3 days a
week for doctor's office in South-
field. Must type 55 wpm accu-
rately. Must be accurate typist
cant. Must be accurate typist
Pleasant telephone voice. Previous
experience in receptionist work
preferred. Send resume detailing salary re-
quirements to: Dr. J. H. Smith,
14000 W. McNichols
Professional Bldg.-Lower Level
Detroit, MI 48227
Equal Opportunity Employer M/F/H/V
DIGITAL EQUIPMENT
CORPORATION
10000 W. McNichols
Detroit, MI 48227
Equal Opportunity Employer M/F/H/V
REALTORS

[illegible]

ACCOUNTANT
View President of Engineering and
involves working with a part-time
secretary for 8 engineers. We are
Much public contact and fast ad-
vancement. **PERMANENT STAFF**
Flexibility in scheduling. 12% Mile
and Southfield. 645-3774

[illegible]

Suburban Personnel
477 0010
BURNING SUBURBAN TRUCKS
Clerk
Orchard Lake, Mich 48023
REAL ESTATE SALES

EDUCATION: BA, PE
EXPERIENCE: 10 yrs
 9 - Mid-Managerial
 1 - Executive
SUBURBAN PERSONNEL
STENO. NEN, accurate
 40 hrs/week

47-75940
INSURANCE/CLERK
 Growing potential in a successful
 established firm offers exciting
 opportunity for a motivated
 individual. Call Debbie Ross
 409-6400

LEGAL SECRETARY, Bloomfield Hills
 40 hrs/week

550-75940
SALES & SELLING
 Great chance to work in easy to
 sell products in a growing
 business. We will train in
 person. No experience
 necessary. \$40,000

\$550-75940
Real Estate
 LEARN LEGAL with good
 training. No experience
 background. This company
 has been successful for over
 20 years. We are looking for
 true, dedicated individuals
 who are committed to a full
 time Real Estate Career. Our

A Prestige Career Opportunity in Real Estate
 The very successful Southtown-Lathrup Office of
 The Durbin Company, Realtors has one opening in
 Southtown-Lathrup. We are looking for a person
 committed to a full time Real Estate Career. Our

10 **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **00** **01** **02** **03** **04** **05** **06** **07** **08** **09** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **00** **01** **02** **03** **04** **05** **06** **07** **08** **09** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **00** **01** **02** **03** **04** **05** **06** **07** **08** **09** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **63** **64** **65** **66** **67** **68** **69** **70** **71** **72** **73** **74** **75** **76** **77** **78** **79** **80** **81** **82** **83** **84** **85** **86** **87** **88** **89** **90** **91** **92** **93** **94** **95** **96** **97** **98** **99** **00** **01** **02** **03** **04** **05** **06** **07** **08** **09** **10** **11** **12** **13** **14** **15** **16** **17** **18** **19** **20** **21** **22** **23** **24** **25** **26** **27** **28** **29** **30** **31** **32** **33** **34** **35** **36** **37** **38** **39** **40** **41** **42** **43** **44** **45** **46** **47** **48** **49** **50** **51** **52** **53** **54** **55** **56** **57** **58** **59** **60** **61** **62** **6**

shorthand, personable. 2 girl office.
Southfield. Benefits: 8-4:30 AM to 5
PM. 265-6570

Law firm, minimum 3 years experience,
exceptional shorthand and
typing skills required. Salary based
on experience.

PERSONNEL

type accuracy must agree
Good raises! PERMANENT
STAFF Personnel.

EXCELLENT Typist for Downtown
Detroit law firm. Will be trained
on new and old equipment.

outstanding training program, effective merchandising tools and strong management backing. com-

7. Willing to accept close scrutiny of past business

GENERAL OFFICE, Inc. has
Plymouth Office needs girl
graduate of college with
work. Also must be accurate
and efficient. Send resume
and references to General
Office, Plymouth, Mass.
30-0999

Account. Payable Clerk.
A Farmington Manufacturing
firm is seeking a Clerk
with the following
qualifications: Call Daily
30-0999

ABSTRACT Executive Assistant
with 10 years experience in
the field of abstracting. Sec-
retary needs will assist
Executive Assistant in
handling demands of his
office. Good typing and shorthand
skills. Must be able to operate
typewriter and use
office machines. Will train
person. 30-0999

388-8900

Exciting, profitable firm of
young men now accepting
new salesmen. Good
training, typing, filing skills
to be developed. Send
resume to 30-0999

Company has excellent benefits
and a growth opportunity.
Company is seeking a
person to assure you of a fast, profitable start in your
career. Call for more information
to 30-0999. **Call**
Gasper, Vice President-The Durbin Company

SECRETARY to a top
Sheltonfield Company. Good
typing and shorthand skills
essential. Send resume
for this company offering to
30-0999

559-8181

Personal growth-your performance will dictate
9 Keyword-TENACITY

We will give you all the help needed to grow
Send your application, Send resume daily with

SECRETARY/BOOKKEEPER
Experience preferred. Full-time. Salary, plus benefits. Call Gloria Monday afternoon or Tues. or Wed mornings: 362-1770

RECEPTIONIST
 Auto related firm seeks beginner receptionist to greet clients, answer phone calls. Good salary. \$150-200/mo. Send resume to: **RECEPTIONIST**, c/o **ADAMS**, 3625 S. Schenck Rd., Lombard, IL 60148.

ADMINISTRATIVE SEC.
 Purchase department of growing company needs a person looking for a career. Excellent ad. benefits. Salary \$12-15/mo. Send resume to: **ADMINISTRATIVE SEC.**, c/o **ADAMS**, 3625 S. Schenck Rd., Lombard, IL 60148.

THE DUBBIN COMPANY REALTORS
 Observer & News-Papers
 3625 S. Schenck Rd., Lombard, IL 60148

SALES Packaging and Products Assembly

16400 Michigan. Dearborn
Michigan. Mutual Bldg.
month. See Ad. Full

<p>846-7280</p>	<p>GENERAL OFFICE: Please send no correspondence. All correspondence and resumes are referred to Personnel Office.</p>	<p>PERSONNEL OFFICE: Please send resumes to: Mr. J. B. Perkins, 1170 N. Woodland, Birmingham, AL 35202-1400</p>	<p>SNELLING & SNELLING AGENCY</p>	<p>TELEPHONE: 846-7280</p>
<p>RECEPTIONIST/SECRETARY: Top Executive needs a right now experienced Receptionist/Secretary.</p>	<p>RECEPTIONIST/SECRETARY: For Herman Miller, Inc. Top Copy typing and math skills as well as general administrative experience.</p>	<p>SECRETARY: Are you a good typist who is under- paid? National firm will pay for your training.</p>	<p>\$625/Mo.</p>	<p>MARTIN PERSONNEL 920 E. MOORE BIRMINGHAM</p>

tor/Associates in our super Farmington Hills office. (Just north of 12 Mile Road.)

[illegible]

handling accounts payable and pay-rols. Send resume to: P. O. Box 617, West Michigan, Canada. Excellent skills? Excellent opportunity! Call now, 478-3390. I have many openings in the Troy area for Secretaries, Typists, and Bookkeepers. Salaries paid on a weekly basis. Salary commensurate with experience. 333-2351. work. \$3. per hour. 631-5666. We will teach you to make money in your new career. Then, it's back to work with enough management training to make you a successful manager.

AN Equal Opportunity Employer ADMINISTRATIVE ASSISTANT We are seeking a highly motivated individual to assist in the day-to-day operations of our office. The ideal candidate will have a minimum of two years experience in an administrative capacity. Salary is commensurate with experience.	LEGAL SECRETARY Experienced, flexible for Southfield office. 255-1811	TYPIST We will select you with superior qualifications. All we ask is that you have the ability to type 40 words per minute. We will pay you well.	WE ARE A pioneer and world's largest manufacturer of hot melt adhesive application equipment in the packaging and fastener assembly industry. Our customers are well known national and local companies.
Please send resume and references to: FIGURE CLERK 255-1811	PREFERENCE PERSONNEL We are seeking a highly motivated individual to assist in the day-to-day operations of our office. The ideal candidate will have a minimum of two years experience in an administrative capacity. Salary is commensurate with experience.	TYPIST We will select you with superior qualifications. All we ask is that you have the ability to type 40 words per minute. We will pay you well.	WE ARE A pioneer and world's largest manufacturer of hot melt adhesive application equipment in the packaging and fastener assembly industry. Our customers are well known national and local companies.

569-0400
Snelling & Snelling

[illegible]

REAL ESTATE operations office needs figure oriented front desk. 19100 W. 10 Mile Rd. Southfield 257-5413

[illegible]

friendly personality, typing required. Call Tuesday, 644-26-06.

09-0000 100-0100 Call after 1:30 PM 800-450-4500 An Equal Opportunity Employer