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Excellent companies, N.W. & N.E. suburbs. Good benefits. Fee paid Apply today.

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EXCELLENT TYPIST to lear type setting and proof reading to Southfield Printing company. Acra racy and good spelling a mart Nancy. 354-221 But you must call the Promotion Dept of the Observer & Eccentric by 5. .m., Tuesday, May 10, 1977, to claim your TWO FREE PASSES TO HAZEL PARK RACEWAY, 261-3600, ext. 243 PUBLIC RELATIONS #! Personnel Place

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ACCOUNTS PAYABLE, to \$700.
Fee Paid. 2-3 years experience
Southfield office moving to CrooksBig Beaver in fall
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Flymouth Office needs girl experiesced with telephone and reception work. Also must be accurate
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Apply at 2-453 Schoolcraft, Livonia.

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A Farmington Manufacturing firm is seeking a responsible person for occounts populous person for occounts populous in a position. Pleasant working conditions and fringe benefits. Phone Personnel Dept. 476-7100, Ext. 277. Equal Opportunity Employer M/F EXPERIENCED Operators on CRT terminal or Key Punch. Will-ing to learn Burrough's TC 3500. 365 month. Fee Paid. Full ben-citis. Beryl Personnel. 4774 N. Woodward, Royal Oak. 578-6270

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ADMINISTRATIVE ASST per-oriented? Metivate a team up Executives with your point cherical expertise! \$12,000 plus effes! Call Joan Hartz.

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AGENCY EXCAVATING contractor located in Nevi un 12 Mile near Beck in need of individual experienced in handking accounts payable and pay-rell. Send resume to: P. O. Bex 817. Nevi Michigan, 4850s. An Equal Opportunity Employer

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Excellent skills? Excellent exponity! Call now. 478-3500.
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Accounting degree with 24 years

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ASH WALLPAPER
Bloomfield Hills 858-7010
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Experienced aborthand required.
Apply Jim Robbins Co. 130 September Highway. Troy

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PAYROLL CLERK Full-time day position available to an individual with previous payrol experience or figure background Will be responsible for payroll func-tions as assigned by payroll super visor. Must be able to type 4! WPM. Contact: Personnel Office

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CLERK-TYPIST, for small company in Dearborn area Dictaphone experience necessary. Must be dependable and responsible Monday - Friday, 8:30 to 5. Call
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Equal Opportunity Employer M-F
FULL-TIME office girl, all round
general experience, good typut,
own transportation, Northwestern8 Mile area. Call Mr. Wilson
353-4605

WE need a mature hard working person in our Investory-Customer Service Dept. We are a fine furnitive company located in Livonia You must be capable of working at fast pace and working compatibly with other employees. Experience beneficial but not a mentioned to the pay and benefits. Even from the Dept. (1) Livonia. 4(13)

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To officer of medium sized estab-lished Southfield based corpo-ration. Fringe benefits coupled with excellent working condutions Salary commensurate with effi-ciency. Call Mary. 152 4702

Starty Combinerarie with office record California and the Start Real NEC TRAINEE Start I also beginned to the Start I also betch I also beginned to the Start I also beginned to the Start I a

EXECUTIVE Secretary for insur-arce sales manager Troy office Age no barrier. An equal opportu-nity employer. Mornings 649-3600

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Underwriters needed in commercial and Homeowner's departure of the second of RECEPTIONIST-Typist, 1 days a week for doctor's office in South-field. Must type 55 wpm accurately Prior knowledge of peg-board system, insurance billing and medical terms desired. Call Tues Wed or Thurs only \$59-8944

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Corporate office has an opening for an experienced individual with excellent shorthand and typing the strength of t

BUBBLY SUBURBAN TYPIST!
Established firm needs intelligent
You to handle general office dutes
and learn to use a computer terminal! 1900 Call Debite Ross
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ASSISTANT Executive Secretary
Southfield firm Executive Secretary needs self-starting assistant to
help with demands of buy office.
Good typing and shorthand
required. Able to operate various
office machines will train Great
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ADMINISTRATIVE SECY
Purchase department of grown
company needs capable perso
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RECEPTIONIST SECRETARY for Herman Miller Scowroom in Troy Good typing and math shills as well as pleasant phone personality essential. Experience in furniture industry helpful. Please call Bea at 681-508

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I have many openings in a area for Secretaries, Typi Bookkeepers, Salaries as \$1,000 per month. If you a ifled, please call. All of PREFERENCE

PERSONNEL 362-3420 CALL WEEKDAYS TIL S WEEKENDS TILS MATURE help needed for bor stors, evenings and weekend Applications accepted Tues. 16 to at 28212 Middlabut.

MAGAZIAR PUBLISHER needs typist for circulation office to handle mail and phone. Some expe-rience helpful. Non-smoker Liveols. 477-4664

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\$700 Fee Paid

F-C BOOKKEEPER, 2 sets books, good typing and compute work, Farmington Hills, \$500, plotter raid 388-8900 OFFICE MANAGER RECEPTIONIST Wanted: 1 full-time office Manager, 1 part-time Receptability of the state of the manager of the state of t LOIS RAY PERSONNEL

FILE CLERK. Phone answering, light typing. Southfield office. \$119. MAPLE - Telegraph office Accurate Secretary, typing and framicribing, flexible hours for loca working mother. 831-973

> Bloomfield Beginner \$550/Mo.

NO TYPING NECESSARY Bloomfield employer will train ou going high school grad on switch board. Great working condition PERMANENT STAFF Personnel 388-8900

PART-TIME OFFICE HELP NEEDED ing, Telephone, Receptionist ar mome typing.
THOMPSON BROWN REALTY
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BOONKEEPER TRAINEE
Experienced preferred but will
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Office located in Plymouth. Tart
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Girl Friday ABLE & Active lady for light construction work. 3 - 5 days per week, good pay to right party, even

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Temporary assignments in Detroit
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FECRETARY with shorthand, typing experience and bookkeeping Must like calculations Office on 7 Mile-Redford area. Sal ary negotiable. \$31.563 Outgoing?

Westland \$550/Mo.

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\$550/Fee Paid type accurately and like figures Good raises! PERMANENT STAFF, Personnel

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GoodTyping? Telegraph Rd. \$625/Mo. e you a good typist who is u id? National firm will pa ur general office abilities. S nefits! PERMANENT ST. raonnel.

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TYPIST for Southfield Law Pire Able to handle remonstrations work well under pressure. Will train on power typewriter. Call Barb 355-500

Great Salary Bloomfield \$14,000 Yr.

388-8900 M with diversified general to background, no bookkneping, mingham area. (5 per hour, after 1:20 PM

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PM. 349-5000 COUNTS payable and received clerk. Prior experience pre ed. Belleville area. 397-221.

Ask for Mr. Mullendore (Controller)

General Office Gerk typist to work in advertis and promotion department. E-rience preferred. Challenging Novi area. Call Miss Harrier we days between 10 AM and 3 PM. 349-5000

RAVEL Agency desires typistic cone office experience helpful dile. Southfield area. 273-350 Mile, Southfield area.

CLERK - Typist who can handle front receptionist position. Heavy typing, busy telephone. For busy inkster Lumber Co Call for interview. OFFICE MANAGER
Organizer, planner and doer for a person office. Experienced and good leader, Local background and references. Permanent, good benefits, Farmington area. 538,5665

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1968 Green Rd. Ann Arbor BOOKKEEPER, accounts payable & inventory experience, \$700, month. Call Personnel Director. 769-6511 TROY area office belp wanted Min-traum of 6 hours daily, flexible Aggressive, mature individual. Gen-eral office activity. Call Mary between 8:30 AM & noon. 583-5424

Equal Opportunity Employer M.F.

WARD CLERK, must type Full
time Alternoon, Apply ARNOLD

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Berningham, Maple Telegraph
sambtinous, people oversited person

part-time to begin Ask for John
Palmer, Palmer Realtors, 645-5700 College Students
Housewives
fork steadily all summer for
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Switchboard Operator, experienced only, Must be able to handle busy board. Good pay, fringes & working anditions. For interview, apply to Mr. Leoch at Avis Ford.

EVENINGS, general office, experience not necessary but helpful Apply at Gardner Furniture, 30856 Plymouth Rd., Livonia. 425-650 BOOKKEEPER SECRETARY
beeded for growing corporation
Experienced in payroll, accounts
payable, receivable, and filing of
quarterly forms. Must be good typst and enjoy detail work. Please
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542-9232

Office Personnel 478-8350

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To head in-house offset printing de partiment. Knowledge of ATF it 12 and AM 1150 necessary Supervisory experience required. Salary in terms. Southfeld location. Send resume detailing salary requirements to.

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P.O. BOX 1179
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Equal Opportunity Employer M. I PART-TIME Typist Matur woman with typing speed 60 wpr Flexibility in scheduling 12's 56 and Southfield 65-37

SECRETARY to ASSISTANT SUPERINTENDENT, 12 months SUPERINTENDENT, 12 mor position, excellent shorthand k-ing skills. Self-starter. Ability compose minutes and handle st reports. Some college helpful. S resume to West Bloomful. Schools, 1310 Commerce R Orchard Lake, Mich. 48033

EXCELLENT Typist for Dos Detroit law firm. Will be i on mag card if not experienced Company has excellent benefits Salary \$700 to \$750 and fee paid

SECRETARY to VPs of nice Bloomfield Company Good skills and experience required to work for this company offering out-standing benefits Salary \$750, fee paid.

FERNDALE COMPANY needs executive secretary with outstanding skills. Benefits include dental insurance. Salary \$500 to \$500, fee paid

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orporate offices of international oranisation. Interesting and diverfield. General office experience reutered as, well as excellent typing
little. skills. Call 566-5700 ext. 296 (or an inter view appointment. Equal Opportunity Employer M/F SECRETARY for CPA office. Experienced only need apply. Statistical typist. 78-56 WPM, aborthand desirable. Knowledge of payroll, task and light bookkeeping. 647-56M

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Life Insurance Agency at the Honeywell Center, Southfield, Good typing, shorthand, Pay according to
skills, Call 8:80AM-3PM, 589-4189

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354-3000

KEYPUNCH OPERATOR, part-time, must be fast Livonia area 476-6600

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Qualified applicants must type 66 WPM, possess shorthand skulls at 80 WPM and have several years of recent secretarial experience.

Singi Hospital of Detroit Professional Bldg.-Lower Level 14800 W McNichols 272-6000 Ext. 8836

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IMMEDIATE opening for general
office clerk Must be good typist
Pleasant personality. Good fringe
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The very successful Southfletic-Lamrup Office of
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We will teach you to make money in your new career. We will back you with superb management, extensive advertising and the finest office facilities. All we ask in return is that you want to succeed.

If you are contemplating a career change and are interested in a position with all of the potential of being your own boss and the support of an established company, call for a confidential interview. You need not be icensed, to apply. GARY COOK

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LEGAL

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Secretaries
Typists
Dictaphone
Switchboard
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General Office Skills

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Full-time-permonent. Adding machine experience required. Apply: Ms. Hubbard. Gernat-cocoming.
Monigomery. Word & Co. 12 Miles Telegroph
An Equal Opportunity Employer.
EXECUTIVE Secretary to be executary direct paragraph of the company of t

LEGAL SECRETARY, exp for firm located in Sou Town Center. Salary & open Call

SECRETARY 355-9200

GIRL FRIDAY
Responsible Gulf Friday needed to
handle full-time General Office
doties. Neal appearance, Pissania
personality and reliability a must
Experience with Business MaExperience Apply Mon thru
TOMER STORM TO THE STORM TO THE
DOUGLAS FOODS
CORPORATION
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COST CLERK 506 Help Wanted Sales 476-7100, Ext 277 Found Opportunity Employer M.F.

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LEGAL SECRETARY
Mammum 2 years experience. In Part Farmingian area of 2528

LEGAL SECRETARY for North
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the secretary sports abou

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AGGRESSIVE Realtor Associates

Fig Weldon Clark

We are looking for the best Athlete

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Div. of KBLLY SERVICES
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Equal Opportunity Employer M.F CLERK-TYPIST wanted to handle subscriptions. typing and solic-itations for news letter Southfield office. 60 ppm \$700 a month Send resume to Box 368 Observer & Eccentric Newspapers. 3625 Schooleraft. Livonia. Michigan 4150

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TYPIST Arcurate Typist, responsible per ann, good with figures, needed for Morragae Company in Southfield Mortagae background preferred salary commensurate with ability Call Tim Ross 358-2244

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