504 Help Wanted Office-Clerical MOVING TO TROY FEE PAID \$550 he receptionist who takes assignment. Accurate typi business-like appearance this buse seeks. COMPAI S FEE. See or call bran

BOOKKEEPER BISS
Tertific ish for experienced Book
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BLOOMFIELD HILLS

BOOKKEEPER To \$500 Can't rush! FEE PAID. Experienced thru trial balance 473550. Soelling & Soelling Agency EXPERIENCED SECRETARY
For executive and engineers. Short-hand or dictaphone accuracy required. Seed resume or call: K.J. Law Engineers, Ioc. 2040 Research Dr., Farmington Hills, Mich. 49034.

SECRETARY for Troy firm, Excel-lent typing required. Salary \$700 to \$500 month plus excellent benefits and fee paid. ACCURACY PERSONNEL

Fast pared insurance firm need nimble fingered typist. 478-3500 Snelling & Snelling Agency

COUNSELING CLINIC located in Tray requires young Secretary Receptionst. Must have general office experience. Position to be filled by June 10. Salary open Send Resume to P.O. Box 442, Auburn Heights, M.I. 48657. RECEPTIONIST-SECRETARY
Fee paid. 895 plus. An outgoing
personality with lots of poise will
land you this super job with nice
sufferthal company. Type 30 with
to shorthand. Meet lots of impor-

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474-1717

LEGAL Secretary needed, Farm-ington Hills area, Good benefits, call Linda Widrig #51-8500

SECRETARY - EXPERIENCED.
Permanent. Approximately 20 hours per week 50. per hour. Bir-mingham. Call Mrs. Johnson, mornings. 645-666; or Evenings, 674-5208. ADMINISTRATIVE ASSISTANT Typing and some computer will ge you side. Fee paid 478-1580. Seelling & Seelling Ageocy

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SECRETANY-BOOKKEEPER
Pap Pand To BILLEGO
Ideal career situation for
sharp gol who types 55 - 60
and likes working with
numbers. Very diversified
position, super benefits, god
super-booking, super benefits, god
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MATURE PERSON with excellent phone personalty needed for South-held glass shop, some typing, gen-eral office skills required. Apply Sidthird Auto Glass. S37-2319 584 Help Worsed Office-Clerical

504 Help Wanted Office-Clerical

GIRL with pleasest phelic personality for order department, must have typing or telex experience. Personal interview only, apply at Stater Wall Coverings, 21165 School-craft. Livotin.

Craft. Levoum.

GIRL required is local wall covering distributor's taken effice, must be able to type and handle general office duties. Knowledge of wall coverings useful, but not essential. For interview call Gerdon Muir.

323-7833

ulr. 525-7863

ACCOUNTING CLERK
ee paid, soper job for sharp gal
ho likes figures. Encellent opstututly to advance for this retoburban firm. Greet starting saly and lots of benefits!
TOWN & COUNTRY
- EMPLOYMENT- CENTER
474-1717

SECRETARY - ROCHESTER LAW OFFICE Some experience pre-ferred, but not necessary, if good basic skills and stillude. 632-4611

SECRETARY OFFICE MGR.

Permanent position for self-starter.
Responsible for general office duties in Livonia. Must have good typing skills and be detailed oriented.

Call Tuesday 5-24 between 9 - 12 STANDARD GLOVE CO. Mr. Campbell 625-2440 INSURANCE Secretary, part-time, experience in general insurance work preferred Farmington Hills area \$55,2200

EXPERIENCED reliable office girl for Livonia based manufac-turers' representative firm. Must be accurate typist. Dulies include answering phone, quotations, filling, hvoicing, etc. Call for appoint-ment 281-1822.

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ACCOUNTS PAYABLE. IN BIO.
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otie important. Tremendous poten-ial. Farmington area. NSURANCE CLERK, 8750 plus, ree Pald. Average typing with com-nercial or personal lines expe-ience. Southfield fag CARD, 8750 plus. Fee Paid. Apprinned. Insurance back-

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PBX, \$807, Fee Paid. Outgoing personality with light accurate typing and PBX experience. Southfield.

Coll Mrs. Evons 477-9840

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CAREER minded secretary with typing and bookkeeping experience, must be securate with figures. Commissioned size opportunity also. 5 day schedule, including Sat. Call Tues. after 7 pm or Wed. before 3 pm. 5224023

SECRETARY

LEGAL SECRETARY
Experienced with shorthand. Troy.
Somerset area. \$775 month, \$49-2919 LOIS RAY PERSONNEL

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you have a smiling face, good resonably, this is an excellent operatually. Typing, no shorthand to month. Call Carol Lee!

mt. Southlield area. Service of SALES SECRETARY versified dulies, ability to sume responsibilities and work elie with others, career opportunities and service opportunities of the service opportunities opportunities of the service opportunities op

company needs you in their st dividation. Secretarial duties include much client contact.

388-8900 CLERK TYPET for new office at \$6.50, Crocks Rd. Wil train for 3 mooths at our 5 confided office Some General office experience preferred. Good maker, excillent friggs. Call for interview, 323-321 Equal Opportunity Employer M /F

Good pay. Company benefits. Equal opportunity employer. Bir-mingham office. Vick) Harrison. 643-5300. Phone Power

\$650/Mo... r! Super spot for estgoing, tood high school grad with g h shillity. Important Posts

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PART-TIME Secretary Typist to type invokes on our Burroughs Min1 computer, mailtain corre-spondence, following, etc. Hours, between 8:30AM3PM. For inter-view, 683-700

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No typing and no experience neces-sary! One of our favortic com-panies will train "people oriented" high school grad in fast advance-ment job. Good math aptitude im-portant. PERMANENT STAFF Personnel

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NO FEES ALL OFFICE SKILLS NEEDED CALL 542-9232 SCOTT

Temporary Div OFFICE HELP Full-time.
Accounting experience helpful Apply in person between 9 AM Noon. Mon. thru Fri Raleigh House, 25300 Telegraph.

House, 2300 Telegraph.

CLERK Typist, For small Northwest Detroit sales office of large national company Duties varied Typing, filing, phone Will train on teletype Excellent benefits. New office Experience desirable but not essential Call for details.

961,7879

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This boss needs a skilled partner
with secretarnal and sales abilition
Interested in \$750 start with raise
in 90 days? Call \$62,800
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

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TROY Company doing business
automatly needs key girl for order
to produce to the product of the control roli taxes, general ledger posting and bank rec for Redford Twp Accounting Firm. 533-0121

DEARBORN

TAKE CHARGE bookkeeper. In a knowledge of accounting functions, immediate opening, established N Oakland firm, knowledge of computer accounting desirable but not required. Send resume to: Box 474, Oakland firm, knowledge of com-puter accounting desirable but not required. Send resume to: Box 474, Observer & Eccentric Newspapers, 30251 Schoolcraft, Livenia, Mich-igan 43150.

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SECRETARY-RECEPTIONIST needed for diversified duties in Southfield Insurance Agency. Between 9AM4PM. \$224740

ASSISTANT This boss needs a skilled partner with secretarial and sales abbities. Interested in 1750 start with raise in 90 days? Call 3024900.

Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL

PURCHASING Clerk, type 50 WPM, keypunch ability desirable but not necessary, 3110 week, 2 week vraction, paid Blue Cross, Blue Shield, Call for appointment 478-900 An Equal Opportunity Employer

Foll-time day position available for an individual who likes to work with figures and has a good math background. Typing 60 WPM min-mum. Excellent salary and fringe benefits. Contact: Personnel Office.

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Dentil normal.

BERKLEY O. looking for hill line clerk, must enjoy typing, mininterpretation of the control o

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repartment, and the success-util candidate, will be accus-tmed to a fast poosed achieve-nent oriented asmosphere. Tease apply fat: Vlasic Foods Inc.

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TYPIST I \$7,189 - \$7,646 TYPIST II \$8,102 - \$9,472

BIRMINGHAM LAW FIRM Needs secretary with good skills to learn legal. Salary \$875 to \$700, ben efits, and fee paid ACCOUNTING CLERK - For Sou Beld computer company Good to

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For small but fast growing Go
Must be good typit, capable of
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Apply in person at Signatlone
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Secretary & administrative as
ant needed for V.P. of Finance.
tistical typing a 'must'. Shorth 968-2200

BEGINNER SOUTHFIELD AREA Sart immediately! Earn \$100 week f you type light and have good fig-zre spitiude. No experience neces-tary. 16030 Michigan, Dearborn, Michigan Motual Bldg. Personnel Place 846-7280

f for intervie 453-7400

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FULL-TIME Secretary, Light band. Good typing General skills. To take charge of office, in Livonia Area. Startin ary based on qualifications fringe benefits, Blue Cross—Shield Regular Vacations. Resident Prince on the Control of the

SEC'Y ADM. ASS'T Required for very busy Food Broker Located in Farmington Hills. Shorthand & Dictaphone both used, good phone etiquetic essential Working with large Sales Force & outside Food Executives: Good starting wage & fringe benefits. Gall mominist only. 855-2005 INSURANCE AGENCY
Top Southfield, experienced, personal automobile underwriting and
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PAYABLE CLERK
dividual with 1 years experience,
one lyping required, salary comensuarate with experience. Full
nate benefits Ambir

An Equal Opposition, RECEPTIONIST Typist, Birming Receptionists office, detailed typicities functions

· NURSE/L.P.N. Pleasant, professional environ-ment for mature, personable L.P.N. who enjoys working with people Good salary, con-

293-1100 PART-TIME to pening with busy manufacturer's rep office, 13 Mde-Orchard Lake Rd. Phone experience and typing a must. Hours: 11-4. Send resume to: Box 438, Observer & Eccentric Newspapers, 30251 Schoolcraft, Livonia, Mich-

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Growing Southfield firm looking for capable young lady to handle various types of detailed work Good math aptitide. Some knowledge of BM keepunch belook! Typing 58 WPM Excellent working conditions & benefits For appointment call 383-3709

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TERVIEWING for expended new car Biller and Accounts Receivable Bookkeeper, one for confidential inter-

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We have many fine openings
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Secretaries
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OFFICE GIRL

557-0770

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Typing, filing, light stitistical
Livonia area. Reply to Bot 4th
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30231 Schoolcraft, Livonia, Michigan 4819. 36251 Schoolcraft, Livonia, Michigan 48150. An Equal Opportunity Employer

DENTAL Asst. IuB-lime, Dearborn area. Own transportation. No experience necessary. Please send resume to Box 4at. Observer & Eccentric. Newspapers, 58231 Schooleraft, Livonia. Michigan 4150.

506 Help Wanted Scales AUTO PARTS firm, needs person with sales ability to handle new and established accounts Will train right person. 333-889

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Opportunity for a Codege graduate
or person with equivalent business
experience. I need a person with
management capacity to work with
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STOCK BROKER CAREER
With paid training program for
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during training, Doential earning, unlimited training, and the company salary 1850 weekh during training
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For Bloomfeld company Inside

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FURNISHED National company needs you today, we need young people to call on business and professional prospects; fantastic training program #20,000 on up first year PLUS NEW CADILLAC Call immediately for interview.

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Needed: sharp, aggressive salesperson! Previous outside sales and
tollege a plus! Benefits include:
company car, tuktion reindure:
ment! \$4400 UP. CaB Lori.
\$4600 UP. CaB Lori.

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Wanted: Sharp laders to hire, tr
& manage girls for reputable co
pasy. No experience necessary,
trisff. Excellent earnings, bonu 464-6516

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JAKE'S

Harley Davidson
s looking for one additional
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Experience in parts sales helpful but not necessary. Willing-

Parts Sales

506 Help Wanted

261-3900

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I-60 a month or boxus plan commission. Its year turning salary
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Represent world famous A von Products
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ALIFORNIA based operation in armington filels sells office suplies over the phone and get 18-25%i commission plus. This were 's of our sales people will aske \$300 and up What do you and to make' For further informa.

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SALESMAN WANTED for High vol-ume furniture store Lattle expe-rence necessary will train right man for high paying job Salary phis commission 284-0914

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Ask for AV. Tushe
OE SALES Manager
experience necessar

SHOE SALES Manager trainer, no experience necessary, will train Apply at Red Wing Shoe Store, 33139 Ford Rd Gardeen Cky 321-350

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west of CENTURY 21's 38'es
management oriented is
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outfilled / Laborop area; we
following advantages: WORK FROM HOME

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LOCATION

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Experience and shorthand priferred, good typing, distaphone
stills required. Reply Box 478.
Observer & Eccentric Newspapers,
38331 Schookraft, Livotia, Michtean attig.

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to 2 years claims experience (disdity preferred), typing destred
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ALEXANDER HAMILTON
LIFE INSURANCE CO.
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PART & Full-time Secretary wasted for central Birmingham office. Accurate typing, good shorthand and excellent speding are required, for this interesting position. Please Cast Carol for an appointment.

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ing and figure work experience required Salary \$500 to \$600, with benefits and fee paid. **ADAMS**

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LEGAL Secretary-experienced, gen-eral practice, litigation, Southfield, 353-8413 GROUP INC

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TYPIST-CLERK, luE-time position, prior experience a must. Salary and excellent fringe benefits. Apply in person to: Exotic Rubber & Plaster, 23934. Industrial. Park. Dr., Farmington.

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> area. Call Mr. Cole. 333-3700 SECRETARY
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BOOKKEEPING Department Livotia, Michigan #159.

BOOKKEEPING Department chrowledge of bookkeeping & typing required. Mathematical applied necessary. Must be able to operate adding machine with a coursey. Salarini, with balling & irrotees the control of the contr

BOOKKEEPER

557-2500

1st Federal Savings of Detroit An Equal Opportunity Employ er diversified work in pleasant utilitali égiri effice. Werk inclui-payroll & payroll taxes, bills yable, complicated bank rec'y, etc. Minhum 8 years expe-nou recourse.

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MATURE person to manage dec-tor's office Must type Knowledge of bookeeping helpful 8 Mile -Grand River area Call between 3 PM - 5 PM -

further information or to mak lication, contact.

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Southfield employer pays \$730
month plus bonus for good secretarall skills You can't get bord with
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Good starting position for typi who likes vanety. Freedly W. surban office needs your stills as pleasant phone manner should be surban disconsistent of the surban ments in 16000 Michigan, Dearbor Michigan Muchagan Mucha

LEGAL SECRETARY
Expersisced for firm located in
Southfeld Town Center Salary and
benefit commensurate with expersize to the commensurate with expersize to the commensurate with experparticle of the commensurate with expersize on
the land corporation Salary
commensurate with expersize on
skills Shorthand required, good
fringe benefits, call Sharon, 35/307
and Equal Dispersized Shappy

SOUTHFIELD CLERK FEE PAID FEE PAIU
Established insurance company
needs person who can type 36
WPM and handle filing and record
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1609 Michigan, Dearborn, Michigan Mutual Blur
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846-7280

SECRETARY for marketing group of Troy Data Processing Firm. Must be good typist, shorthand - a play. Salary based on skill, and experience. Call Susan Devette, University Computing Company, 279-4300

GENERAL OFFICE Full or part-time. Variable hours including some weekends. Apply Monday through Friday, 9 AM - 4 PM Arnold Home, 18330 W 7 MSe. AIRPORT TYPIST FEE PAID

FEE PAID

Busy personnel office is looking for typist to handle confidential records. Lots of public contact an excellent hours Position starts at \$750 mp plus fringes. 14000 Mich #1 Personnel Place 846-7280 mo plus fringes, 16030 Mich Dearborn, Michigan Mutua EXEC SECRETARY

BUILDER'S office, Real Estate and Bookkeeping experience preferred. Call for interview, 362-324

Experienced. Varies our general ledger, royaky accounting a financial analysis. Parmington beation. Mr. Nicholson. 477-4644 MARRIED woman, good typing and spelling skills essential. Rock-

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Part-time. Farmington location
Shorthand not required. 478-7664

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