FARMINGTON

blocks N. of 7 Mile. 477-4840 RECEPTIONIST for law firm, Southfield - 12 Mile area, pleasant personality and telephone voice casential, typing required, call Jan. 557-4500

ACCOUNTS RECEIVABLE
CLERK for plush suburban corporation. Mest enjoy working with figures. Company may train some of
the way. Light typing belt/tal. Starting salary up to \$550 Call Professional Personnel. 337-4816 RECEPTIONIST. Typing 50 WPM Dictaphote, busy phone. Madison Heights company. 8650.

GENERAL OFFICE Firm to process of building in beautiful Bloomfield location needs your
interest in maintaining customer 
contact. Pleasing personally and 
Your New Boss Pays. Our Fee: 
HARRIET SORGE PERSONNE.

YOUR SECRETARY BASSON OF 
YOUR SECRETARY BASSON OF 
YOUR SECRETARY BASSON OF 
THE PROCESS OF 
YOUR SECRETARY BASSON OF 
YOUR SECRETARY BASSON OF 
YOUR SECRETARY BASSON OF 
Secretary BASSON OF 
YOUR SECRETARY BAS

EXPERIENCED mature Typist.
Full-time. Immediate opening.
Farmington Area. Call 9 AM-5 PM.
478-3600

SUBURBAN

OPPORTUNITIES

JR. SECRITARY, to \$55, Fee

SECRITARY, to \$55, Fee

Declaration of the second of the seco

Sarip, personate beginner with 6 with typing. Southfield.

SalkS SECRETARY DIVERSIFIED DUTIES, shilly to SUBURBAN PERSONNEI.

C.ERK TYPET Souther switcher, collect regions with a progressive Southfield Graduate. Southfield Area 354-468 for special section 21 32-25 for application and a section of the sect PART-TIME Postion available for mature person with office expe-rience and typing skills. Grand River-Novi Area. Call Mr. Farrell 478-4220

TRIAL ATTORNEY
SECRETARY
\$11,400
legal experience necesGood skills important,
rbs. Fee poid. 559-4760.
TURNER PERSONNEL-181
280 W. 10 Mile Rd.
SOUTHFIELD PERSONNEL

Like people but lacking in secretar
ial skills? All you need is personal
ity plus with good typing skills

Company will train. Call 561-5990

HARRIET SORGE PERSONNEL

the

Summer **JOBS** 

Monday, June 6; 1977

NO FEES ALL OFFICE SKILLS NEEDED CALL 542-9232 confitions. If you having & experies a for this position rold M. White.

S14.3880
FASSON SCOTT GROUP INC

504 Help Wonted Office-Clerical

Temporary Div

ARD CLERK, must type. Full me, day shift. Apply Arnol ome, 1838 W 7 Mile. KE1-401, Ext. 3

AVAILABLE

LOIS RAY

PERSONNEL

559-0560 CLERK

Pull-time day position available for an individual who likes to worl with figures and has a good math hackground. Typing 40 WPM min imum. Excellent salary and fring benefits. Contact: Personnel Office.

General Hospital

GENERAL office, good typing a must, filing and elerical duties, no experience necessary. Contact Weltronic Company, John Breitling, 258-080

Secretary-Receptionist
Terrific spot for a person who is
able to present berself well to the
public. Good typing and shorthand
a must. Company will pay for your
skills. Salary 8850 to \$346 depend-

Many Other Positions Open Now with Top Line Companies with Good Benefits in N.W. & N.E. Sub-CLERK TYPIST pening in the personnel office in individual who has office exsence and can type 45 WPM moum. Personnel background be
al. Excellent salary and fringe be
fits. Contact: Personnel Office
BOTSFORD urban Locations. Register Today.

ALUS-JOHNSON PERSONNE.

Quakertown Plaza, 32369 Hamilton
Farmington Hills 533-1166 EXPERIENCED Mag Card Oper-ator-Legal Secretary wanted for young Southfield Law Firm. Mont have aborthand & dictaphone expe-rience. 333-810

General Hospital

2005 Grand River, Farmington

476-7600

Equal Opportunity Employer M/F rience. SS-110
GENERAL OFFICE WORK, will
require good typing, some bookkeeping and general office skills.
Excelled benefits and opportunity
Cartson Communications. Inc. Ferrodale area.
Equal Opportunity Employer M/F CASHIER, with ciercal duties, Livenia firm, R5 Electronic, Inc., call 325-1155

> Key Punch Operator

Port-lime day position for KEY PUNCH OPERATOR. Minimum experience required is 6 months on IBM 129 mochine. Either phone ROBERTA 851-9400 ext. 250 or apply at:

Vlasic Foods Inc. 33200 W. 14 Mile Rd. (near Formington Rd.) West Bloomfield An Equal Opportunity Employe

DENTAL ASSISTANT, chairside, experienced only, 3 days, School-craft, Telegraph area. 534-5600

ALL CLERICAL

FEE PAID ONE PERSON - Office position in Troy. Good typing and shorthand required. Salary depends upon abili-

required State protest spon ability. For Paid LDGAT STOCKTARY with 1 year perfector with Tray compaid State protest spon ability of the paid before the protest protest with Tray compaid state protest with Tray compaid state protest with Tray compaid state protest protes

2000 Grand River. Farmington
476-7600
Equal Opportunity Employer M/F
TYPIST - DICTAPHONE operator
Experienced Only memployed
Onkland County residents to apply.
Social Service Agency in Socialfield 5 day, meek, excellent trings
benefits. Call

362-3420

EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position for executive secretary serving top executives. Call for an appointment. 537-2757 Call for an appearament. 2017-2731
REOFORD TOWNSHIP Company needs person with good typing and figure ability, pleasant phose voice for full time permanent position, company benefits: Call for appointment. 238-1832

RECEPTIONIST Suburban

Greet patients, make appointments, insurance forms, in MD's of-fices. Current openings in South-field, Royal Oak, Farmington, and Troy. Interesting positions, medical experience, safaries open from \$120

DAVIS-SMITH

DAVIS-SMII (
Medical-Dental Personnel
Since 1846 557.7700
SOUTHFIELD law firm, Ty-data,
MTST or mag card operator, experienced oxyl, legal hackground
beligful but not required, call Jan
507-6000

504 Help Wanted Office-Clerical

e choriband, Must ales ability, Some ed. Livenia area. SEL 180 W. BLOOMFIELD LAW FIRM RECEPTIONIST Minimum 25 to 20 hours per week

sexibility in schooling, record seping, light typing and general filce. Call Peggy Mulling, \$51-0100

Call Peggy as TYPIST State spot for that High School its. Great benefits and plush Call. 478-3560. CLERK,

CLERK,

ed person for general offi
ties Liverals office taperisec. Typi
ed 50 WPM required.

CALL MISS ERICKSON
23-1406
MICHIGAN MUTUAL
INSURANCE GROUP
firmative Action Employer

EEGAL SECRETARY
Experienced in domestic relations
good typing, and aborthand shifts
required. Excellent salary and ben
elis. Moodey - Friday, 3-S. South
field Law Firm. 539-7800 Ext. 150 eld Law Firm. 307-1999 Em. 1.

GENERAL OFFICE To \$8,000 foderate typing, like dictation fill hire now. Call 478-3300.

Soelling & Soelling Agency

EVERYBODY able immediately. don as so, to care the centra income for vacation, warrobe, new car and all the other control of the central form of the central

TOP PAY - NEVER A FEE 478-8350 OFFICE

PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946 Temporary Personnes Since ....

LEGAL SECRETARY
Southfield. 12 Mile area, good typing and shorthand skills required. Legal experienced preferred. Call Jan. S57-4300

PROFICIENT person needed to take charge and assist 3 corporate attorneys. Typing and Bookkeeping required. Southfield. 559-585 SECRETARY,

SI-2233

IBM-MTST & MTSC, modern professional firm in Southfield loading for an ambitious girl. Experienced operator with lightlative and statistical typing background necessary for the statistical typing background necessary for great control of the statistical typing background necessary for the statistic statistics of the statistic statistics and the statistic statistics and the statistics of the statistics and the statistic

SECRETARY FOR Chief Engineer

0 - 35%, to many promotion of the paid.

At Room person, the included many promotion of the paid of the paid.

At Room person, the included many promotion of the paid of the paid.

SECRETARY RECEPTIONIST, to paid to paid to paid.

Exciting, glamerous position that promotion of the paid of the paid.

PREFERENCE DEDCONNEL month, plus benefits and feepaid.

FULL CHARGE Bookkeeper for Southfield firm, thru trial balance and accurate typing required. Saf-ary \$800 month plus benefits and fee paid.

Park. SECRETARY Experienced, Redford Twp. area.

SECRETARY

SECRETARY
Chailanging opportunity for experienced secretary to work in our fimance department. Some accounting background desired, minumum typing 35-0 WPM. Shorthand at WPM. Aptitude for figures. For further information, please contact Personnel Department.
Alexander Hamilton
LIFE INSURANCE CO.

OF AMPDICA AMPLICA

OF AMERICA
12 Mile a Farmington Rd.
553-2000

ACCOUNTANT, 5 to 10 years experience, Northwest area, CPA firm, no travel, fringes, \$55-1133 PART-TIME, general office, Farmington Country Club, 12 Mile and Haggerty, 263-233

SECRETARIES

We have many fine opening for experienced legal secretor ies. Fee pold by employer. Ask for Grace HILLSTROM & ROSS AGENCY Southfield 626-8186

Southfield 626-81800

GAL PRIDAY TYPE
Responsible girl with good phone
manner, some general olifle typing
experience to fill full-time position
in busy pleasant Rectord Tup
office, \$125 a week, 255-8010

TYPIST

For general office work. Know edge of basic math exsential. Exce lest frings benefits. Wage con mensurate with experience. DEXCO CORP. 19776 Telegraph 1 blocks N. of 5 Mile 535-9440

CRETARY-TYPIST-STENO in life insurance field. South d. Bloomfield area. On meen IRAM-IPM, 643-9489 est M. Equal Opportunity Employee

SECRETARY

GIRL FRIDAY FOUR CHAPLAINS 261-9500

504 Help Wanted Office-Clerical

PRONT DESK.

Tyou like people and are look
for a future, this company we
not. Good syning, no shorths
into mosth. Call Carl
644-6400
SNELLING & SNELLING
AGENCY

PERSONABLE secretary for Farmington office with excell 4 shorthand skills. Pull knowledge of general office procedures necessary. Recent experience a MUST. 8500 is 5700 range. Call Julie. 678-1185

EXECUTIVE SECRETARY FEE PAID - 1975 + 

SE-GRETARY, leisure time oriented company located in Someract Mail area wither to hire full time accretary. Must have good typing skills, prefer someone with short-hand. Receptionist duties also required. Salary commensurate with ability, lengure at: 847-865.

FARMINGTON TRAINEE
Fee poid if you type 50 wpm,
then this super nice suburbon
company will frain you for a
great coreer!
TOWN & COUNTRY
EMPLOYMENT CENTER
94-1717

OFFICE MANAGER - Dental, if you are highly self-motivated & would like to work in pleasant sur-roundings for good pay call for a interview:

Interview: 47.830

EXPERIENCED, reliable, mature office employee, Primary responsibility accounting. Secondary support to executive secretary. Located in Livoola, Will consider part time schedule. Schedule & compensation open. Reply to box 34 Observer & Eccentric Newspapers, 3035 Schooleraft, Livoola, Michigan 4810.

Michigan 4819.

SECRETARY - FARMINGTON
Fee paid fro + This suburban
firm needs an outgoing gal that is
tooking for a career! Good thytos
and some shorthand required. Beautiful Farmingso office.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

474-1717
NON-SMOKING Part-time clerk
for Sales Office of large food com-pany in Farmington. Call Monday thru Friday, between 4 4 5PM.
8514086

PURCHASING SECRETARIES
pop national form in friendly North
faccomb Community desires alert,
faccomb Community
facc ures, shorthand and responsibles. Previous experience in purchasing functions preferred. Excellent fringe benefits and opportunity for growth. Reply to Box 330, Observer & Eccentric Newspapers, 38251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST
Fee paid. Type? Like People
Then this company will train you.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

474-1717

FULL-TIME Executive level Secretary for 14 gri office. Haggerty for 14 gri office. Haggerty for 14 grid office. Haggerty for the second for the se

SALES SECRETARY
Television Secretary located in
Southfield has opening for sales secertary. Experience or some media
knowledge required 253-2376

BEGINNER SECY FEE PAID

#1 Personnel Place 846-7280

TYPIST - PART-TIME
Experienced with good office stills. Mon. thru Fri. 11AM - SPM.
Some telephone / receptionist duties. Call Kathle at The Service Bureau Co., Southfield, Mich. Surenu Co., Southfield, Mich. 332-9200 An Equal Opportunity Employer

RECEPTIONST
Switchboard Operator needed now
for progressive Southfield Firm,
Must have pleasant telephone
wice. Typing 35 WPM. Excellent
benefits and working conditions.
For appointment cell , 333-3209 MEDICAL TRAINEE

staide Dr. wants to hire trainee assist in X-ray department, good rancement for some office expe-nos. 3475 monthly. #1 Personnel Ploce 846-7280

W. Bloomfield Law Firm RECEPTIONIST infimum 25 to 36 hours per week Minimum 25 to 36 hours per week.
Plexibility in scheduling, record
keeping, light typing and general
office. Call Peggy Mullins, \$51-0100

# 1 Personnel Place 846-7280

LEGAL Secretary. Birmingham law firm needs secretary with good to excellent typing stills, dictaphone experience and at least years office experience. \$42.200

ADVERTISING AGENCY Receptionist, typist, Must be per-sonable with good typing skills. 8:30 till SPM. Phone: 338-4800 Ext 41 DPERIENCED BOOKKEPER
FULL-TIME
Inventory, accounts poyable,
accounts receivable, peg
board poyroll, general books
to, trial balance. Please call
\$22-7100. Evenings from 6-9
PM., 261-8451 ACTIVE, exciting small office: Farmington Hills requires matur-sharp gal with figure, typing az-general office sidlism Excellent as ary with benefits. 624-31

PAM, A CONTRACT OF THE PART OF

CLERICAL duties duties (filing, filing, including erroads, typing and mail. Chance for advancement for Operator Character Character Control of Character Cha odvancement for right person. Southfield location. 352-7350

504 Help Wanted Office-Gerical

ACCOUNTS

ellent opening for experienced sents Payable Clerk. We offer illent working conditions, with environment, good salary, liberal employee benefits. Call Battles.

SUARDIAN

INDUSTRIES 43043 W. 9 Mile Rd. NORTHVILLE

PART-TIME

Secretaries-General Office

504 Help Wanted Office-Clerical GENERAL OFFICE - typing fil-ing, and record basping, Oak Part arm. Call Monday - Friday 300-000 QUALIFIED, mature woman wanted for small Southfield insur-sace office. 3 days a week. 567-6276

GENERAL office, light typing, part-time, apply Barnabe Steel Corp. 8435 Ronda Dr. Canton. S. of Joy, W. of Haggeriy. SECY-NO SHTD \$800/MO.
Organization is what you need limite personal files and records downtiver company, near Metro wants good typist to work to branch manager.

/1 Personnel Place 846-7280 CLERK TYPIST for Food Broker full-time. Call Francis Fisher.

BOOKKEEPER wanted, approx. thours weekly, experience pre-ferred, \$1.00 am hour. light book beeping. Associated Amusements. Farmington Hills. 477-488 DEARBORN SECY.

sutiful office and nice bos luded in this position. ,000 year if you type and orthand, lots of responsib Personnel 846-7280

GENERAL OFFICE Personable, experienced sharp young lady for general office work Non-smoker. Attractive salary, fringe benefits. Excellent opportu-nity with fast growing company, Call between EAM-4 PM only. 838-2170

LEGAL SECRETARY
rmingham law firm. Some expence required. 645-2340 rience required.

CONSCIENTIOUS woman with typing and general office skills, must have pleasant telephone manner and project well on telephone. Good memory is essential. Livouis. 325-1500

EARN SUMMER \$\$

WITH
SUNNY GIRLS
REGISTER NOW
TEMPORARY ASSIGNMENTS
\*SECRETARIES
\*CLERK TYPISTS
\*PBK.RECEPTIONISTS
\*DICTAPHONE-STEROS
Immediate suburblin openings. No

CALL 569-6144 SUNNY GIRLS. SUNNY GIKLS.

APARTMENT RENTAL office requires experienced belp in handling treated leaves, files, posting that the discalation, prefer resident in Southfield Area. State experience and salary required in hand written resume. Box 540 Observer & Eccentric Newspapers. 3823 Schoolcraft, Livonia. Mitchigan 60130

GENERAL OFFICE - Theater Advertising company. Typing, telephone manners essential. Secretarial experience necessary. South field: 9 Mile area. Call 9AM-4PM 537-431

Typists Temporary Immediate

Assignments

Excellent temporary assignments convenient locations. VONIA ADISON HTS. ADMFIELD HILLS

KELLY GIRL

DIV. OF KELLY SERVICES

Not an agency - never a fee
Equal Opportunity Employer M/F

Equal Opportunity Employer M/F
RECEPTIONST. High typing required Belleville area. Call between 8 AM - 5 PM - 2012. etc. 8

EXECUTIVE SECRETARY Chief corporate officer need personal secretary. Experience and required. This is no excellent opportunity for capable and energic person. Pay and benefits. 23746 regulat to ability. 23746

SEC\_/GIRL FRIDAY

One girl office, 6 Mide & Telegraph,
Can be fail or part time. Please
seed resume & greference for full
& part time to box 554, Observer &
Eccentric Newspapers, 3653
Schoolcraft, Livonia, Michigan
48150.

68130.

SECRETARY - Bookkeeper, part-time. Approximately 20 hours per week. Salary commensurate with experience. Southfield srea. 543-6426 CHALLENGING position Secretary for one girl District Sales office of large company. Shorthand and Dic-taphone transcription, TWX, and excellent typing skills needed. Work unsupervised. Customer tele-

SECRETARY

GREYHOUND
FOOD MANAGEMENT, INC.
698-1609 ext. 303
An Equal Opportunity Employer

Mag Card Operator

"Salarday boon. 643-10s [cert d. dl.]

VARITY JOB
\$550/M.O.
| row over to work in this most of the state of the state of the work in this most of the state of th

476-9100

**ALCOVE** 

506 Help Wanted Stales Southfield leviding for an ambitions girl. ISM conjuments, and givern drive which is been should be supply to the standard by the standard by

Norwood

PART-TIME girl for Wednesday, Thursday, Friday. Southfield area General office experience desired. Call 8 A. M. 10 A. M. 353-781 SALESMAN, Full or part time. For Statewide Publication. Experience preferred but not necessary. Call for Interview Mon. thru Fri., 10 AMJ PM. 433-5220 or write M S.P.C.O.A. Box 172. Plymouth. Nich. 40170.

bours per day with some ful rs. Pleasant office. Evergree d 10% Mile Rd. area 352-4164 ALL AROUND office girl for 1 girl office. Livoda area Westinghouse Security, 38221 Plymouth Rd., 464-3709 334-2109 422-2252

INSURANCE AGENCY, Livonia, needs part-time personal lines giri. 525-8150 OFFICE GIRL that.

ADULT wanted for retail sales and aervice to plumbing and electrical supplies, must be knowledgeable, rhall or part time, retirees welcome, flexible hours, apply at Murray's Ace, Hardware, 27207 Plymouth Rd., Redford uilding & Property Manage-ent. Shorthand & Typing ex-prience necessary. Southfield

Eves - 569-2758
CLERK TYPIST - Starting position, 1:30 to 5 Pm. Trey. Be-4210

A BETTER CAREER IN INTERNATIONAL CO. opened new branch operation in Lavonia. Have position for general office worker capable of sed-unpervision with typus and approximate the sed-unpervision with typus and shorthand. Illing and some fine type of the sed-unpervision with typus and some sed-unpervision of the sed-unpe A BETTER CAREER IN Mgmt. Opportunities Sentry Inturnee - 50 compasses strong, are constantly expanding and in need of people in management, supervision and said positions. We promote from within After 2 years in sales, you are eligible for said for management joint on Salesy plus commission, full Salesy plus commission, full Sales background preferred South field area.

TEMPORARY NO FEE BEST FOODS

COLLEGE STUDENTS & TEACH Div. CPC Int.

Maculacture of Belmans May Maculacture of Belmans May Mary Symposium better. Mary Symposium better and Start Symposium on the season of the se Secretaries Typists Dictaphone Switchboard Key Punch General Office Skills Work where you want and when you want. For your convenience, we have 7 interviewing offices.

LIVONIA DETROI MT. CLEMENS CLAWSON WYANDOTTE OAK PARK DEARBORN

967-0339 for office nearest yo WITT

Services PRODUCTION ASSISTANT. Typ-ing, Filing, Must be able to take on responsibility. Apply at Shaw & Slawky, Inc., 1321 Elmira, new Plymouth & Shaefer. \$24.2910

PAYROLL CLERK - Need individ-ual with experience for large pay-roll department. Prefer someone with computer knowledge. Medison Heights area. Call Mrs. Step-benson.

SALES REPRESENTATIVE Heavy Construction Equipment Line for the State of Michigan. Cali 474-350

\$900 MONTHLY liring for West Suburb rea. Summer, & Permane penings.

534-3104 EXPERSINCE in cabinetry and/or plumbing fixtures needed for sales and management of small retail show room. Apply in person only. Farmington Cabinet Co. 32210 W. 8 Mile between Merriman Farmington Rd.

INTERESTED REAL ESTATE?

TYE CULVER Chamberlain

EPHONE SPECIALIST, who relate to executive type as. Call CMGI. 549-2430

BIRMINGHAM
MANAGEMENT
RAPIDLY expanding company
offers opportunity in retail management. Excellent growth potential
progressive policy. Qualifications
college background and/or related
retail experience; currer minded
fembion originated individual, ability
to motivate personned and stime
to motivate personned and stime

Norwood 353.9100

506 Help Wanted Sales

SALES agressive people we nake \$300 & up per week is not sales but have been tal-can't, call Bob, be'll sho . \$53-846 'You Won't Be Sorry'

SALESLADIES
Experienced full-time for Children's war. Apply Youth Center
Store, Tel-12 Mail. 133-1600

Real Estate Sales roining with Century 21, osures success. No experience
are we main to succeed. High
pommissions, selling in Formrighon Hills and Bloomfield
area. ASK FOR JOHN HEALY.

Century 21

Fair Towne
851-0900

NEEDED IMMEDIATEL
people to full the position of
delivery sales of small
appliance. Must be neat, 18
or older and have car Be
start immediately at \$3.3
hour, plus paid vacation, fu
only Call Linda, Mon. only a

PASS WINNER

ADDING 8 PEOPLE 689-8355

REAL ESTATE Would You Like To:

Work with professionals? We have 8 million dollar producers on

For more information and a confidential interview, call FRANK D'ANGELO at: MICHIGAN'S LARGEST SELLING OFFICE

Century 21 HARTFORD S.

506 Helio Wanted Sale:

REAL ESTATE SALES A Prestige Career Opportunity in Real Estate
The very successful Southeled-Laturup Office of
The Durbin Company Relations has one opening in
The Durbin Company Relations has one opening in
committed to a full time Real Estate Career. Our
outstanding training program, effective merchandising tools and strong management backing, combine to assure you of a last, prohibate start in your
chosen career. Call for a confidential interview Ron
Reallors.

559-8181 THE DURBIN COMPANY



## CAREER

OPPORTUNITY

🛂 Real Estate Onc.

CAREER OPPORTUNITY-REAL ESTATE For a limited number of Real-tor/Associates in our super Farmington Hills office, (just north of 13 Mile Road.)

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 licensed, to apply.

GARY COOK 851-6000 THE DURBIN COMPANY REALTORS

852-3222 Rochester/Avon Classified.

answer

To Moving **Problems** 

The house you're waiting for is waiting for you - in the pages of The Observer & Eccentric Classified Ads.

522-0900 Wayne County

644-1070 Oakland County

- unit Pai. \*\* you have good Skittle Composition of the Composition of

ECRETARIES, PRO Intestypat for Southliefs, Troy, and Eastern Charge Person. Phone work. Light Schuths. Start immediately if you tryings. Established retail chain have good stills. 326-1181 Modeling possibilities 1866 Modella. ACCOUNTS. RECEIVABLE CLERK for chains submission.