504 Help Wanted Office-Clerical

EXPERIENCED Statistical Clerk. Must type accurately, and be good with numbers. Bookkeeping background helpful. Light shorthand. Start $4.00 hr. Farmington Hills. 478-7080

GENERAL Office skills, good typist, mature person, 4 days, including Saturday.
BIRMINGHAM TYPING
28811 W 12 Mile Rd.
Farmington Hills. 477-1410

ACCURATE typist with excellent spelling ability wanted for central Birmingham office. Typing will include rough draft through final copy report & statistical typing. Hours are 8-NAM to 4:30PM, Monday Friday. Excellent benefits. Please call Carol to discuss further and to schedule an interview. The telephone number is 642-7200

TELEPHONE-Receptionist with good typing wanted for central Birmingham office. Hours are 8 30AM 5PM Monday - Friday. Excellent benefits. Please call Carol to discuss further and to arrange an interview. The telephone number is 642-7200

TELEPHONE RECEPTIONIST

Needed immediately, dependable woman for receiving telephone, some typing and filing. Must have good voice over 25 5's days week. Experience preferred. Excellent pay. Apply in person.
SUN CONTROL INC
26400 W 8 Mile Rd.
(1½ miles W. of Telegraph)

TYPIST-RECEPTIONIST for fast moving Real Estate Office 851-3800

BUILDER'S OFFICE - experienced bookkeeper, typing, full charge. 356-2111

ALL CLERICAL JOBS FEE PAID

TRAFFIC position for print traffic department of local ad agency. Salary $700 plus benefits. Fee Paid.
ACCOUNTING CLERKS - For bookkeeping positions in Troy Salaries to $650. Good benefits, fee paid

PREFERENCE PERSONNEL 362-3420

GIRL FRIDAY - pleasant, mature person needed for our Livonia sales office. Permanent position. Must have general office skills. $125 to start. For appointment call 427-7160

GIRL FRIDAY for tool & gage shop. Permanent-Benefits Courtesy Tool & Gage. Call for appointment 255-3722

STENOS CRT OPRS TYPISTS

MONEY ISN'T EVERYTHING But it sure does come in handy for most ideas. If you'd like to add a little extra money to your life why not do it with a temporary job? Work when you want to in different places with different people. A little extra money is a nice feeling.
Interviewing Mon. thru Fri. 9-3

MANPOWER

TEMPORARY SERVICES
28049 5 Mi at Beech Daly
29256 Ryan Rd N of 12 Mi
An Equal Opportunity Employer

DETROIT Country Day School seeks experienced person for year round secretarial position. Must enjoy people and children, possess skills in typing, shorthand and general office duties. Large well organized and have general office experience. Should like work that involves responsibility, variety and initiative. Call 646-7717

Transamerica Insurance Group

We need a POLICY TYPIST. Good benefits and working conditions. If you can type at least 40 W.P.M. with accuracy call MRS. C DRISCOLL at 353-3500
An Equal Opportunity Employer

PART-TIME office gal. Friday. Pleasant downtown Birmingham office. Must have light bookkeeping experience. Typing, phone answering, filing and general office. 30 hours weekly. Call for appointment. 642-7111

GENERAL SECRETARY Bloomfield Residential Contractor needs personable girl with mature attitude, must have phone experience and be accurate typist. Salary $600-$650. With Benefits. Good working conditions. Call Mr McLean Between 4PM-5PM 858-2580

PAYABLE CLERK

For Southfield based Construction Co. Experience in Construction field & computer input-output is preferred. Call Kathy between 3-5 PM.

355-2400

IMMEDIATE opening for bookkeeper with established automotive supplier in the Livonia area. Minimum of 3 years experience in accounts receivable/payable preferred. Outstanding benefits and chance to grow with company. Send resume in confidence to P O Box 2804, Livonia Mich. 48150

SECRETARY
Part Time. Must Type, File, Handle Simple Bookkeeping & run office. Apply in Person at Bergstrom Inc., 25429 W 5 Mile near Beech.
532-5646

GENERAL OFFICE TYPIST for Troy firm, high school grad and excellent typing required. Salary $470 month plus benefits

SECRETARY for prestigious Troy firm. Career opportunity requiring excellent typing and shorthand. Salary $750 to $780, plus excellent benefits. Fee Paid.
ACCURACY PERSONNEL
643-3050 356-2010

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
Trained Keypunch Operator, some experience preferred. Job involves some Clerical Functions. Contact Mr. J Siler. 633-8300

MATURE Adult desired to fill office position in small manufacturing operation in Novi. Duties will include recording hand prepared inventory system, and preparation of payroll data & vendor invoices for computer processing. Salary open. Call Nancy 349-0100

LEGAL SECRETARY
Experience preferred, some shorthand. One Lawyer office. Southfield, for appointment, call 356-1720

OFFICE ORGANIZER
National firm needs friendly organized person for their new office. Good typing, no shorthand, fee paid To $506 a month. Call Sue
644-4600
SNELLING & SNELLING AGENCY

EXECUTIVE SECRETARY
Experienced full time secretary for general office work for Real Estate Company in the new Prudential Town Center building, Southfield. Reception, typing, shorthand & bookkeeping skills required. Start $175 a week 353-5445

ACCTS. RECEIVABLE BKKPR
Required by Appliance Dealership. Experience preferred in Retail business. Westland location. Good starting rate & benefits. Contact Mr Marston 421-7200

ACCOUNTANT - FEE PAID
1 year public accounting experience in all that is required for this challenging position in suburban accounting firm. Excellent growth potential
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

FRONT DESK RECEPT
Full time Somerset area. Accurate typist. Pleasant phone personality a plus. Call Kathy at 643-8900

BOOKKEEPER
Farmington area firm requires bookkeeper experienced through trial balance, including payroll taxes. Please call 474-0120 ext 14

EXECURIVE SECY - $875+
Fee Paid. Challenge position with well known Troy firm. Excellent chance for rapid advancement. Type 65-70 wpm, shorthand 100 wpm
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

YOUNG GIRL, 10th for general help in upholstery fabric shop. Call between 1 & PM. 531-5101

CLERK - Typist, type accurate 60 WPM, 45 per hr plus full benefits. Pleasant office. Call Mrs. Goodwin 569-3158

PLUSH OFFICE
Multi corporation wants you if you have Accounts Payable or Bookkeeping experience. This could be the job for you $758 a month. Call Carol
644-4600
SNELLING & SNELLING AGENCY

ATTRACTIVE Office needs receptionist & general office worker. Full time. Typing necessary. Some evening hours. Call Mrs Cyril 557-7711

SECRETARY for 1 girl office in Southfield, typing, filing, shorthand or dictaphone.

SECRETARY

Excellent opportunity for individual seeking public contact position. Good working conditions and a variety of assignments for experienced Secretary.

Benefits include paid vacation and free checking account, competitive salary offered

Typing 55 wpm., and shorthand 90 wpm preferred.
APPLY AT
MANUFACTURERS BANK OF LIVONIA
27601 Five Mile Rd. at Newburgh
Tuesday, Thursday 10-4 PM
An Equal Opportunity Employer

BIRMINGHAM AREA Law Firm desires experienced legal secretary, with top skills. Experience Mag Card A - helpful. Great opportunity for person with take charge ability. Excellent salary.
674-4727

BOOKKEEPER for permanent position in Southfield. Will train, some experience helpful. Ask for Ken or Dick. 354-0980

Accounts Receivable Clerk

Some experience. Varied duties. Some typing. Established firm in Livonia. Contact Mrs. APPLE
R.S. Electronics
525-1155

TYPIST - CLERK, full time position. Prior experience a must. Salary and excellent fringe benefits. Apply in person to Exotic Rubber & Plastics, 32935 Industrial Park Dr., Farmington.

TYPIST

Good Typing & Math skills required.
Call for Interview
MICHIGAN LIFE Insurance Company
28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

ARE YOU A SPEEDY, ACCURATE TYPIST WITH AMBITION?
WE are looking for an enthusiastic beginner who would like to gain valuable experience in a friendly, growing, Southfield computer organization. We offer competitive salaries & excellent benefits package. Call Marilyn at 353-6420 for interview.

SECRETARY/receptionist needed for chemical company. Light clerical, correspondence, telephone, general office. Salary open. Contact Denise. 335-3300

ADMINISTRATIVE Assistant-Executive Secretary. Excellent Troy location requires an assistant with outstanding ability for a sales office. This position is an interesting & challenging one requiring some overtime. Contact R. Miller. 528-8100

504 Help Wanted Office-Clerical

ANSWER telephone, little typing, knowledge of medical terms helpful but not necessary, 17250 12 Mile Rd. Suite 1-E, Southfield.

WORK AT A TENNIS CLUB
Administrative Assist.
Local Tennis Club has opening for a phone person with bookkeeping, typing & inventory control experience. Good personality with ability to take charge of office & deal with members on a personal level - A MUST. Salary start $7,800 a year. Plus benefits
Sent Resume to:
REPUBLIC INC.
17040 W 12 Mile,
Suite 125,
Southfield Mich 48076

CLERK TYPIST

Bloomfield Hills personnel firm seeks a clerk typist for entry level, general office position. Diversifiable responsibilities include typing, relief switchboard, assisting secretaries with over-flow work, and all general clerical duties. Typing 60WPM. Good telephone manners, 1-2yrs similar work experience required. Please contact Mrs Masten for appointment
965-1100
Equal Opportunity Employer M/F

TYPIST RECEPTIONIST

We have an immediate opening for a mature person as Typist Receptionist. Must have good typing and general office skills, along with a pleasant personality. Switchboard experience helpful, but not essential. Excellent fringe benefits. Pay commensurate with ability.
ADVANCED TECHNOLOGY & TESTING
12921 Stark Rd., Livonia
An Equal Opportunity Employer

ACCOUNTING CLERK for Troy area company. Bookkeeping knowledge and mathematical abilities required. 37½ hour work week with health insurance benefits. Please submit resume to Box 849, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

JR. Secretary, $140. Exciting public contact his needs file shorthand 60 WPM. 45 per hr. plus full benefits. Pleasant working conditions. Call Mrs. Goodwin 569-3158

LOBBY Receptionist $350. Meet people, handle clerical details, type 55 wpm! Bush Reservoy! Call Employment Service. 624-8416

JR. Secretary, $140. Exciting public contact his needs file shorthand 60 WPM. 45 per hr. plus full benefits. Pleasant working conditions. Call Mrs. Goodwin 569-3158

LEGAL SECRETARY

Experienced for Southfield office Mag Card helpful. Fringe benefits. Call before 2 PM.
352-3322
Ask for MRS. ROSE.

TYPIST with adding machine skills. Mature, experienced, 40 hour week 6 Mile, Beech Daly area 538-8810

GENERAL OFFICE, experienced. Excellent working conditions, permanent, Livonia. Resume including salary requirements to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

JR. SECRETARY CORPORATE OFFICE

in Southfield needs Jr Secretary. Responsibilities include typing invoices, correspondence, receptionist duties, filing, operating telephone. 50 WPM typing speed required. Call Sharon at:
358-1760

TYPIST/CLERK
Must be mature and dependable. Dictaphone experience necessary. Age not important. Dearborn area. Call for appointment. 933-4430

SECRETARY
For Southfield Law Firm, excellent secretarial skills, good maturity & must Salary open. Call Barb. 355-5000

INSURANCE FILE CLERK

Multi-line Insurance company seeking recent High School graduate for entry level position in central filing unit. No experience necessary. Excellent benefits with competitive starting salary. Contact Mr. Hine.
RELIANCE INSURANCE COMPANIES
649-4300
An Equal Opportunity Employer

GENERAL OFFICE position. 5 days per week, hours 8-AM to 5-PM, must have 6 years experience. $4 per hour. Must have shorthand, Dictaphone, type 60 wpm electric. Call for interview, Birmingham area. 646-2955

INSURANCE Agency needs personable, full time underwriter. Experience preferred. Royal Oak location. 398-1700

SECRETARY

Experience preferred but not necessary. Must be 18. No calls, apply 3-4:30 PM. Monday thru Thursday, at.
STEAK & ALE
24666 Northwestern Hwy.
Southfield

SECRETARY for a sales office with typing skills of 70 wpm. Troy location. Contact R. Miller 528-8100

ADMINISTRATIVE Assistant - Executive Secretary. Excellent Troy location requires an assistant with outstanding ability for a sales office. This position is an interesting and challenging one requiring some overtime. Contact R. Miller. 528-8100

SECRETARY

Cool person needed by top executive in newly reorganized corporation. $175 - $200 plus for take charge type able to handle diversified public contact schedule. Tremendous advancement potential. Call 542-6900
YOUR NEW BOSS PAYS OUR FEE!
HARRIET SORGE PERSONNEL

BLOOMFIELD Hills architectural office has full time opening for girl with general office experience. Typing 60WPM and organizational ability. 644-3640

GIRL FRIDAY
For General office work, light Typing, Filing, Etc.
JAY-CEE SALES CO.
22261 Chesley Dr., Farmington

BOOKKEEPER

Variety of duties involved here include billing, receivables and payroll. $200 plus start in expanding area corporation. Call 862-8000
YOUR NEW BOSS PAYS OUR FEE!
HARRIET SORGE PERSONNEL

SECRETARY
Experienced to District Sales Manager in busy 2 Secretary, Birmingham office. Diversified duties.
540-1800

ACCOUNTS RECEIVABLE
Noted management company offers secure future for your bookkeeping experience and ability to work with others. $600. Call Joan Harts.
569-0400
Snelling & Snelling PERSONNEL

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Needed for temporary long term assignment. Troy area. Call: 967-0339 for interview.
WITT SERVICES

MATURE Woman wanted for Receptionist position, Livonia Medical Weight Loss Clinic. 478-2280

MATURE FEMALE. High School & some College background required. Will train for medically supervised program. Full or Part time. Livonia Area. Call for information 261-2139

SECRETARY for a sales order office with typing skills of 70 wpm. Troy location. Contact R. Miller 528-8100

GENERAL Office
Southfield
353-5560

BANK TELLERS

PART TIME
Experience on NCR, Model 41 Teller machines preferred, but not required. Some travel between branches necessary. Apply
NATIONAL BANK of ROCHESTER
142 W. UNIVERSITY
ROCHESTER, MICH
651-8533 Ext. 223
An Equal Opportunity Employer

TYPIST
Night Shift Hours Available Area
Call 9AM-5PM:
424-8770

FILE CLERK
For national CPA firm, in Southfield. Full time. Light typing skills, pleasant working conditions, benefits. 355-4900

SUPERVISOR PRINTING

For "in-house" off-set printing and related activity. A/M and ATP equipment supervisory experience necessary. Good salary (teen) and benefits. Southfield location. Send resume detailing salary requirements and experience to:
PERSONNEL DEPT.
P.O BOX 1179
Detroit, Michigan 48284
Equal Opportunity Employer M/F

LOBBY Receptionist $350. Meet people, handle clerical details, type 55 wpm! Bush Reservoy! Call Employment Service. 624-8416

JR. Secretary, $140. Exciting public contact his needs file shorthand 60 WPM. 45 per hr. plus full benefits. Pleasant working conditions. Call Mrs. Goodwin 569-3158

LEGAL SECRETARY

Experienced for Southfield office Mag Card helpful. Fringe benefits. Call before 2 PM.
352-3322
Ask for MRS. ROSE.

TYPIST with adding machine skills. Mature, experienced, 40 hour week 6 Mile, Beech Daly area 538-8810

GENERAL OFFICE, experienced. Excellent working conditions, permanent, Livonia. Resume including salary requirements to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

JR. SECRETARY CORPORATE OFFICE

in Southfield needs Jr Secretary. Responsibilities include typing invoices, correspondence, receptionist duties, filing, operating telephone. 50 WPM typing speed required. Call Sharon at:
358-1760

TYPIST/CLERK
Must be mature and dependable. Dictaphone experience necessary. Age not important. Dearborn area. Call for appointment. 933-4430

SECRETARY
For Southfield Law Firm, excellent secretarial skills, good maturity & must Salary open. Call Barb. 355-5000

INSURANCE FILE CLERK

Multi-line Insurance company seeking recent High School graduate for entry level position in central filing unit. No experience necessary. Excellent benefits with competitive starting salary. Contact Mr. Hine.
RELIANCE INSURANCE COMPANIES
649-4300
An Equal Opportunity Employer

GENERAL OFFICE position. 5 days per week, hours 8-AM to 5-PM, must have 6 years experience. $4 per hour. Must have shorthand, Dictaphone, type 60 wpm electric. Call for interview, Birmingham area. 646-2955

INSURANCE Agency needs personable, full time underwriter. Experience preferred. Royal Oak location. 398-1700

SECRETARY

Experience preferred but not necessary. Must be 18. No calls, apply 3-4:30 PM. Monday thru Thursday, at.
STEAK & ALE
24666 Northwestern Hwy.
Southfield

SECRETARY for a sales office with typing skills of 70 wpm. Troy location. Contact R. Miller 528-8100

ADMINISTRATIVE Assistant - Executive Secretary. Excellent Troy location requires an assistant with outstanding ability for a sales office. This position is an interesting and challenging one requiring some overtime. Contact R. Miller. 528-8100

SECRETARY

Cool person needed by top executive in newly reorganized corporation. $175 - $200 plus for take charge type able to handle diversified public contact schedule. Tremendous advancement potential. Call 542-6900
YOUR NEW BOSS PAYS OUR FEE!
HARRIET SORGE PERSONNEL

BLOOMFIELD Hills architectural office has full time opening for girl with general office experience. Typing 60WPM and organizational ability. 644-3640

GIRL FRIDAY
For General office work, light Typing, Filing, Etc.
JAY-CEE SALES CO.
22261 Chesley Dr., Farmington

BOOKKEEPER

Variety of duties involved here include billing, receivables and payroll. $200 plus start in expanding area corporation. Call 862-8000
YOUR NEW BOSS PAYS OUR FEE!
HARRIET SORGE PERSONNEL

SECRETARY
Experienced to District Sales Manager in busy 2 Secretary, Birmingham office. Diversified duties.
540-1800

ACCOUNTS RECEIVABLE
Noted management company offers secure future for your bookkeeping experience and ability to work with others. $600. Call Joan Harts.
569-0400
Snelling & Snelling PERSONNEL

504 Help Wanted Office-Clerical

SOUTHFIELD office has an opening for clerical secretary with experience in shorthand and typing; fringe benefits available, must have own transportation. Call 358-5715

An Equal Opportunity Employer

SWITCHBOARD OPERATOR, experienced, typing. Southfield Law office, Mr. Koslow. 358-3000

BOOKKEEPER
Part time for retail & wholesale warehouse. Will train. Call Mr. Burt, or Mr. Kogel. 356-6444

FIGURE CLERK-FEE PAID!
Excellent opportunity for mature Bookkeeping procedures with reputable bank. Your math aptitude and neatness are in demand. $500. See Kyle Fox.
569-0400
Snelling & Snelling PERSONNEL

CPA FIRM
Southfield. We're looking for a good Typist who likes detail work & a variety of duties. Call Sandy 10 AM 2 PM. 358-4411

GENERAL CLERK / Typist required for busy sales office. Part time position, excellent fringe benefits, apply DeSoutter Inc. 11845 Brookfield, Livonia 522-7818

TYPIST
To perform misc. clerical functions. Typing speed 45 WPM minimum. Accurate typing. Applicants must meet the following CETA requirements:
• Farmington Hills resident
• Family income within 70% of the lower living standard
• Registered with MESC
• Unemployed for 15 of the last 20 weeks; or whose family is receiving AFDC; or recently discharged veteran.
City of Farmington Hills
31555 11 Mile Rd.,
474-6115

MAIL & FILE CLERK, some lifting and messenger service. Good driving record essential. Call for appointment between 9 - 12 Mon. Thurs. 557-2848

GROWING Troy Plumbing firm needs girl Friday to run office & do errands. Must be good typist, good on phone & have own car. Experience necessary. For appointment call: 548-2254

KEYPUNCH

Immediate long term temporary assignment in Southfield area. All shifts and weekends. One phone call, puts everything in motion.
478-8350
OFFICE PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946

SECRETARY with good business machine experience needed to run Computer & handle diversified office duties for Royal Oak manufacturer. Full time & good benefits. Send resume including salary history to Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SOUTHFIELD Insurance agency needs general office help, filing, phone and light typing. 569-1494

RECEPTIONIST

Poised personality needed for an opening in large firm. Sharp individual, pleasant attitude a must. Typing, no shorthand. $650 month. Call Diana
644-4600
SNELLING & SNELLING AGENCY

GENERAL Office Clerk. Must have good telephone voice and be able to type 60 w.p.m. accurately. Call for interview: 728-2100

GEN'L OFC. SECRETARIAL. Diversified assignments in Engineering department of construction company. Must have above average typing and shorthand skills and minimum 2 years previous experience. Send resume and salary requirement in complete confidence to Weiss Pollution Control Corp. 30900 10 Mile Rd., Farmington, Michigan 48024.
An Equal Opportunity Employer

KEY PUNCH OPR. SECRETARIES TYPISTS

Become a KELLY GIRL employee and work a schedule tailored to your needs. We need your experience for interesting short and long term assignments in the Livonia, Farmington and surrounding areas. Come in or call us today at 522-4220.
Kelly Services, Inc.
29449 8 Mile, Livonia
Equal Opportunity Employer M/F

PBX OPERATOR FILE CLERK

We have opening for a file clerk who has had experience operating a switchboard. Liberal fringe benefits. Hours 8am-4:15pm, Mondays through Fridays. For appointment call 358-2180
Equal Opportunity Employer M/F

MATURE SECRETARY
We are now accepting applications for a secretarial position, we require a self-starting individual capable of handling constant telephone contact with people in industry. Shorthand and typing skills, and some bookkeeping a must. For business in Northwest Detroit. Send hand written resume, include recent picture. Reply Box 838, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST TYPIST

The Frankenmuth Mutual Insurance Company has a receptionist - Typist position available in their Telegraph-Telegraph office. Position requires person with neat appearance, good personality and typing skills of 50-55 WPM. Excellent call the branch claim manager for interview appt. at 647-8000. An Equal Opportunity Employer

BOOKKEEPER - Experienced. Accounts payable & receivable, payroll & payroll taxes, typing 3 to 5 days per week. References required. Farmington Hills. Monday thru Friday, 8AM - 4:30PM. 478-8300

CLERK - TYPIST

Typing experience. Farmington Hills location.
477-3800

PROJECT CLERK-good typist, machines, offset printing, folding, postage, addressing. Will train interested person. Mon. Fri. 8 AM - 5 PM. Call Southfield office, Mrs. Hersch. 948-0770

SECRETARY
Real Estate experience, typing, shorthand, bookkeeping. Salary $800 plus. Call Mr. Kogel Co. One Northland Drive, Suite 300, Southfield.

BOOKKEEPER-OFFICE CLERK
Pegboard system. Accounts receivable. Typing required. Ability to deal with public essential. Call in person.
GLOBE INTERIOR RENTALS
1100 E. Maple, Troy

ACCOUNTS Receivable, continuer, direct supervision and responsibility for receivables from 4 major clinical laboratory. Prior experience of third party billing required. Excellent fringe benefits. Send resume to: Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150

504 Help Wanted Office-Clerical

LEGAL Secretary, Birmingham area. Shorthand or equivalent required. 647-8000

STAFF ASSISTANT position available in small office located near Livonia Mall. Must be experienced in all phases of office procedure. Light bookkeeping & good typing skills. 478-2610

CAREER
SECRETARIAL POSITION
in Southfield for experienced responsible Individual. Typing, minimum 60 wpm, and shorthand required. Immediate opening available with good benefits. Call for on appointment. 559-8200
An Equal Opportunity Employer M/F

CLERK TYPIST
Summer job, full time. Duo & BradStreet, Inc. Detroit. 40 hours work week, 8AM-4:45. Monday thru Friday, $100 per week, call Mr. Pitzurach 961-4100
Equal Opportunity Employer M/F

MADISON HEIGHTS CPA firm, desires young female to perform general office duties, typing required, accuracy more than speed, call Rachael. 544-8290

TEMPORARY KEYPUNCH OPR.

Temporary positions available on our automatic word processing set. Set your own hours from a minimum of 15 hours per week up to 40 hours per week. Must have a keypunch certificate or keypunch work experience. Starting salary from $2.50 per hour based on qualifications. Interested? Call our personnel office for an appointment.
CPHA
1968 Green Rd., Ann Arbor
769-6511
Equal Opportunity Employer M/F

BOOKKEEPER PAYROLL CLERK. Must have experience with Payroll, Accounts Receivable, Accounts Payable, general ledger, etc. College background preferred. Salary commensurate with experience. Birmingham area. Call Gordon. 642-9393

SECRETARY
ADVERTISING AGENCY
Southfield Office. Excellent shorthand & typing ability. Experienced. 557-1414

TEMPORARY ASSIGNMENTS

MAG CARD TYPIST
MTST TYPIST
Call For Interview
967-0339
WITT SERVICES

SECRETARIAL, part-time, shorthand and general office work. Northwestern and Lahser area. 9AM to noon, 5 days. 353-8900

WANTED: Receptionist for Bloomfield Hills Law firm with bookkeeping responsibility. Ideal for mature lady, seeking new career opportunity. 338-9445

SECRETARIES CLERKS TYPISTS

We have many openings for temporary employment in a number of areas and companies. Call or apply at
Somebody-Sometime
420 Village Plaza, Dearborn
565-3500

EXECUTIVE SECRETARY-for national CPA firm in Southfield. Shorthand and transcribing experience required. Excellent working conditions and fringe benefits. Call between 16 AM - 4 PM. 356-4800

WORK Comp. medical payment clerk, N. suburban office, general office duties, will train. Experience. Type 50WPM, excellent benefits and wages. Call personnel office 788, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXECUTIVE SECRETARY
Excellent typing and knowledge of bookkeeping and computer helpful. One girl office. Diversified work. Call for appointment.
644-6564

BOOKKEEPER. Typist, receptionist, full or part time, for payroll service. Experienced, detailed field. Call 357-3313. 851-8465

INSURANCE AGENCY
Immediate opening for experienced property or package rater. Fringe benefits. Farmington Hills. 553-4800

Office Position

Real Estate Management experience desirable.
Southfield Area
Ask for Mr. Horton
557-0770

FULL TIME SECRETARY, good Math in person to investigate. Able bookkeeping. Good benefits. Farmington area. Call Linda. 477-7180

Temporary No Fee

SUMMER WORK

REGISTER now for short or long term assignments.

SECRETARIES
TYPISTS
DICTAPHONE
SWITCHBOARD
KEY PUNCH
GENERAL OFFICE
CALL
967-0339
For Office Nearest You
WITT SERVICES

SECRETARY - girl Friday, responsible individual to work for girl sales and service office in Bloomfield Hills. For information and appointment, call 646-6000

W/C CLAIMS exam. 3 to 5 years experience, service company, northern suburb, excellent wages, fringes and office. Send resume and salary history to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers.
E. M. SPEARS & ASSOC.
1064 Buhl Bldg., Det. MI. 48226
963-0610

SALES SUPPORT
Prefer women with secretarial experience, however will train. Call Betty Ann Pesut Personnel Director Ken Ent. 557-9500

LEGAL SECRETARY
Busy with large corporate practice. Typing and shorthand. 559-0900

504 Help Wanted Office-Clerical

SECRETARY. Part-time. Good with figures. 397-0900

504 Help Wanted Sales

MAY I SHOW you how you can make $3 to $5 an hour as a Vanda Benny Consultant? Teach, advise, show this prestige cosmetic line in your free time. Call 945-9176 or 420-7423

PHONE SALES PROMOTION. Part time phone work for home modernization business. $2.00 per hr. Plus commission. Call Mr. Brooks.

CAREER NIGHT

Openings for Real Estate Salespeople in the Farmington area of Century 21 Realtors. Whether experienced or just thinking of finding out what the Real Estate Profession and Century 21 has to offer, you are invited to attend our next "CAREER NIGHT". If you are interested in selling Real Estate in the Farmington, Livonia, some Bloomfield and Novi area, please call for more information and a confidential interview. Phone:
CENTURY 21
Hartford 414, Inc. 478-6000

MATURE PERSON with Retail Office & Cashiering experience for jewelry store. Some evenings & every Sunday. Call 352-3868
DEROY RING SMITHS INC
Fairlane Town Center

SARAH COVENTRY is hiring 2 managers 1 Part time- 1 Full time. An opportunity for an enthusiast and no rewards. Come to a job that is exciting, a chance to meet people, a chance to help their dreams come true, and a chance to earn a high-figure income, too. We have a complete training program. You must be intelligent, aggressive, and have the ambition to work for your success. The real estate industry is growing faster and faster and in need of good, qualified counselors. We're located in the heart of Livonia and Farmington Hills. Call Richard Burt.
Norwood
No. 11, Inc. 522-3010

RETAIL CAMERA Sales, good knowledge of photography, retail time & part time positions Mt. Clemens 463-7460

WORK YOUR OWN HOURS
PLAYHOUSE CO.
Is now taking applications for ambitious women for Avon Cosmetics this Xmas help in several suburban areas. No experience needed, we train, no cash investment, must have car
729-6464 723-8943
881-2259 464-7711
522-6573 525-8318

EXPERIENCED SALESPEOPLE needed full time and part time for new 12 Oaks Mall store. Now taking applications at Kuhn's Boutique, 25000 W Warren. Westland. 427-1162

GREAT SALES
Opportunity for outgoing men & women. Advance into Management. $115 per week guaranteed, plus Commission
Placements Unlimited 227-7051

MARKETING REP

TO $18,000
Company pays most of fee, free training, established territory. Call Tom or Jim
Personnel Recruiters
358-3300

$900 MO

Hiring for Marketing & Management training program. Must have car & be neat in appearance. No experience necessary
534-3104

FULL TIME sales help needed in growing chain of Ladies Specialty Shops. New store opening soon. Positions available in suburban locations. Experienced preferred. Call for interview Mr. Fisher. 968-3400

ASSISTANT MGRS.
Or trainees needed immediately. Must be aggressive & bondable. Earnings of $165 per week to start.
689-8355

504 Help Wanted Sales

BE Your Own Boss! Easmar Cosmetics looking for women to sell their products. Southfield. 559-2508

PRINTING SALES

Fast growing, progressive Livonia Printing Company is now adding to its sales staff. Experience in office sales a MUST. Excellent opportunity with good benefits. Call for appointment.
261-9400

Career Opportunity

Applications are being accepted to fill 3 sales positions, at $1875 per month starting. Compensation, 3½ year training program. Income $28,000 per year or more. Complete fringe benefits, profit sharing program. Metropolitan Life. Call Carol for appointment. 336-5810 from 8:30 to 4:30
An Equal Opportunity Employer

ROOTS Footwear is looking for a full time salesperson. Self motivated, excellent opportunity, must have retail background and be eager for advancement. Excellent benefits. Apply 122 W. Maple, Birmingham

FREEDOM

Join us and be free from time clocks, low earnings, no respect and no rewards. Come to a job that is exciting, a chance to meet people, a chance to help their dreams come true, and a chance to earn a high-figure income, too. We have a complete training program. You must be intelligent, aggressive, and have the ambition to work for your success. The real estate industry is growing faster and faster and in need of good, qualified counselors. We're located in the heart of Livonia and Farmington Hills. Call Richard Burt.
Norwood
No. 11, Inc. 522-3010

RETAIL CAMERA Sales, good knowledge of photography, retail time & part time positions Mt. Clemens 463-7460

WORK YOUR OWN HOURS
PLAYHOUSE CO.
Is now taking applications for ambitious women for Avon Cosmetics this Xmas help in several suburban areas. No experience needed, we train, no cash investment, must have car
729-6464 723-8943
881-2259 464-7711
522-6573 525-8318

EXPERIENCED SALESPEOPLE needed full time and part time for new 12 Oaks Mall store. Now taking applications at Kuhn's Boutique, 25000 W Warren. Westland. 427-1162

GREAT SALES
Opportunity for outgoing men & women. Advance into Management. $115 per week guaranteed, plus Commission
Placements Unlimited 227-7051

MARKETING REP

TO $18,000
Company pays most of fee, free training, established territory. Call Tom or Jim
Personnel Recruiters
358-3300

$900 MO

Hiring for Marketing & Management training program. Must have car & be neat in appearance. No experience necessary
534-3104

FULL TIME sales help needed in growing chain of Ladies Specialty Shops. New store opening soon. Positions available in suburban locations. Experienced preferred. Call for interview Mr. Fisher. 968-3400

ASSISTANT MGRS.
Or trainees needed immediately. Must be aggressive & bondable. Earnings of $165 per week to start.
689-8355

504 Help Wanted Sales

ENTHUSIASTIC health minded individual needed to sell nutritional weight loss program. Call 968-6780

SALESPERSON, male or female, needed for women's specialty store, in Birmingham area. Must be experienced in selling sportswear and dresses. Must be aggressive and enthusiastic. We expect high sales performance. Part time or full time. 642-6288

SALESLADIES

Full Time & Part Time. Selling experience preferred, but not necessary. Apply. Novi Mall, lower level, next to Penney's
Homecrafters Shops

SERVICE HOSTESSES OR HOSTS
Pub & Part Time. No experience necessary, will train. Excellent company benefits. For additional information & interviews call:
967-0025

Free Training

Are you interested in a career of helping people find a home they want and at the same time be rewarded handsomely? We are in the process of expanding into Birmingham and need two more sales associates. Please call Fran at 646-1040. Thank you.
B.E. JIGGENS & ASSOC.

BORED OR BROKE? Earn extra income this or part time. Management opportunities available. Call 963-PM. 535-5330

AVON

Want To Meet People?
You'd be surprised how many nice ones you meet when you're an Avon Representative. To find out how, call:
334-2109 352-2926
422-2252 427-4000

EXPERIENCED salesladies, Fashion Apparel shop. No nights, hours 10 AM-5PM. 642-1981

REAL ESTATE

Highest commissions, good plan for high earner. Will train in Michigan's finest Real estate School. If you are willing to work, you are able to earn extremely high income. Livonia, Westland, Plymouth, Redford, Dearborn Heights areas. Ask for K. Dalton 525-7700, Farmington, W. Bloomfield areas, ask for L. Morgan,
525-7700
Century 21
Gene Darke Realty

AGRESSIVE men and women, for telephone contact work, invest your time, and make it profitable, call 356-5400

REAL ESTATE
SALES PEOPLE
FULL OR PART-TIME
Experience not necessary. Earn extra income through our investment company. FREE TRAINING. Ask for Jim Reardon.
SUMMIT REALTY
27520 5 Mile, Livonia
522-4440

DESPERATELY need mature sales person for challenging position, in medical- health office. Southfield. 646-7866

WE'RE EXPANDING!
Openings for trainees, experienced sales associates, associate brokers, sales managers. Excellent salary plan up to 70% For personal interview, call JOE E. NORWOOD.
Norwood
No. 12, Inc. 478-5000

NOVI-12 OAKS
SALESLADIES - Experienced, full time for Children's Apparel. Apply Youth Center Store, 745-12 Mall

BE A PROFESSIONAL
We will train you in Michigan's finest Real Estate School and provide you with all the modern tools and facilities needed in this Real estate profession. Highest commissions paid and very lucrative incentive plan. For details, call 557-4200, Ask for John Buggy
Integrity
Realtors

504 Help Wanted Sales

FASHION SALES

Exciting Sales position available for a fashion conscious woman to work in HUDSON'S NORTHLAND newly expanded WOODWARD SHOP.

Salary and commission combine for excellent earnings while selling TOP DESIGNER merchandise.

Excellent benefits.

Apply, Employment Office, fourth level, Monday through Friday, 9:30 AM -4 PM.

HUDSON'S NORTHLAND

CAREER OPPORTUNITY-REAL ESTATE

For a limited number of Realtor/Associates in our super Bloomfield Hills office (Located on Woodward & Long Lake Rds.)

Starting soon—our intensive training program for qualified individuals interested in a career as Real Estate Professionals.

We will teach you to make money in your new career. We will back you with superior 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 licensed to apply.

TOM RICHARD
Manager
647-5500
THE DURBIN COMPANY
REALTORS

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
CORPORATE OFFICES

You will be extremely busy working for our Vice President of Marketing, so need ability to work under pressure most of the time. Excellent skills & work experience and a proven record of office organization are mandatory.

The position of the person you will be working for indicates a need for you to be able to communicate well with all levels of management and supervision. Your excellent work reference should indicate that you can work with little supervision, can organize your work load and prioritize it, and are 100% dependable.

Qualified candidates must be able to type 60 words per minute, utilizing an IBM "Executive" typewriter, have shorthand, 100 words per minute or better, and be familiar with most types of office equipment, such as copiers, transcription equipment, calculators, audio visual units, etc.

It would be ideal if