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Drestried dutes, figure spitules,
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STAFF ASSISTANT, postion swallable in small office located near
Livonia Mall. Must be experienced
in all phases of office procedure,
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For sales menager. Multi plant company. N W. Suburbs. Ability to handle work of others on staff and intablish priorities. Good working conditions, excellent benefits and friendly atmosphere.
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Most delive Typing, fiftig, a parsering phone, 20 hours a week, evely
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Attractive position available for
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For pediatrix department of
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Greet polients and hondle cor-respondence typing. Some medical terminology helpful, tenefits with dental plan. \$25-7870
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ASST. BOOKKEEPER
Basic Bookkeeping knowledge,
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broostant 968-240 Typing shorthand, filing Location desired: Birmingham, or Royal Oak Terry. 333-4540

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SALES office requires person to answer phones, type invoices and quotations, maintain office record and files. Motivation, organization and Take Charge responsibilities received. ed. KUBIK, INC. 247 Minnesota, Troy 545-7431

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BUILDERS OFFICE: General office work. Bookkeeping. typing. Experienced. 12 Mile - Northwestern area. 3542111 FILE CLERK

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We are seeking an individual with experience in mandescrizing purchasing. This person will be respondent to the seeking and the seeking to make a mandatann. Should have general steeking raphic and celerical stills. We offer an excellent salary and frung benefit program. DUNN STEEL PRODUCTS. Townsend Division of Textico. In Province and the seeking program. DUNN STEEL PRODUCTS. Townsend Division of Textico. In Province and the seeking program of the seeking program. 453-6620 Equal Opportunity Emplo

GENERAL OFFICE position small, but busy Northwest Detroit sales office, some experience preferred, dictaphone and light short hand helpful \$37.4800

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1 year public accounting expensers is all that is required to this challanging position with suburban accounting firm Excellent growth potential

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Paid Cord board experience plus typing Southfield. SECRETARY, to \$750, Fee Paid. \$0 SH 60+ typing Minimum 2 years experience. Farmington Coll Mrs. Evon's 477-9840 SUBURBAN PERSONNEL

ADMINISTRATIVE SECRETARY to President of an Engineering firm, in Southfield. Experience required, liberal benefits, An Equal opportunity employer. For addi-tional information, call Suc.589-0118 TYPIST wanted, 1:30PM-5 PM Mon thru Fri., must be good typ st, minmum 60 wpm, salary open Call \$25-0920 BOOKKEEPER KEY PLINCH OPR

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I you can take charge of a com
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Must type accurately, and be good
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Start \$4.00 hr. Farmington Hills.
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Southfield Agency needs self starter, some college preferred. Salary and benefits.

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Large company needs person with
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AGENCY MATURE WOMAN, experienced for part time mornings, early after noons: for bookkeeping position Livonia area Call Kathy Less, for interview. SECRETARY Prominent Southfield based real estate firm desires mature individual with good secretarial skills and pleasant telephone personality. Shorthand a must Call:

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RECEPTIONIST - For Troy company Good typing a must. Salary \$550, plus benefits. For Paid. ACCOUNTING CLERK - For Troy company Good figure aptitude plus light typing. Salary \$550, plus benefits Fee Paid.

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Business Majors are neede ajor corporation for full trais-cition. Leads to middle man rot. Full benefits and salary. McGuire & Assoc. 559-6020 FINANCE p Exec. in busy ad World re tres skilled secretary to take arge with personality and super see ability. \$750 - \$800. Call 562

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Experience preferred, some short
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stablished firm needs take-chandividual. Must be good typiat at the lot handle some customer set on phone. Super spot!

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Congenial person required for posi-tion in large firm. Lot of public con-tact and diversified duties, no abort-hand, 1890 month. Call Diana Bondy

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Full time permanent position Accu-racy more than speed, preferred. Apply: Ms. Hubbard, Central Ac-counting, on second floor MONTGOMERY WARD TEMPORARY SERVICES 26049 5 Mi. at Beech Daly 29256 Ryan Rd. N. of 12 Mi An Equal Opportunky Emphy An Equal Opportunaty Employer
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Experienced full time secretary for
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Company in the new Prudently
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Reception, typing, shortband &
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Full time Somerset area. Accurate typist. Pleasant phone personality a plus. Call Kathy at 643-8900 GIRL FRIDAY for tool & gage shop. Permanent-Benefits Cour-tesy Tool & Gage. Call for appoint-ment 255-3722

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Trained Keypunch Operator, some experience preferred Job involves some Clerical Functions Contact Mr. J. Siler. 433-6500 RESPONSIBLE POSITION to you smilling and intelligent? RESPONSIBLE POSITION
Are you smilling and intelligent? If
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Trudential Town Center has immeiate opening for 3 persons of dealation and talent who desire oportunity to demonstrate their sectarial ability Knowledge of IBM

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We have an immediate opening for a mature person as Typisi Receptionist Want have good typisg and general office skills, along even affect with the state of the 651-8533 Ext 223 An Equal Opportunity Employer

GENERAL Office, diversified work Full time Good typist, Jew ish organization, Southfield area Permanent position for right woman. 335-915:

Accounts
Receivable Clerk
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EXPERIENCED medical receptionist for fast paced Livenia

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ACCURATE TYPIST
WE are looking for an enhance to be a continued to be a continued to be a continued to be a continued to the accurate to the accurate

CLERK TYPIST CLERK TYPIST

Bloomfield Mills personnel
from teeks a clark typist for
fromty sells, ageneral tyfice position. Diversified responsibilites include typing, relief
twichboard, assisting secretaries with over-flow work, and
all general clerical duties. Typing 60WPM, 600d hisphone
manners, 1-2yx. similar work
experience required. Please
contact Mrs. Mosten for opsolitiment

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ADMINISTRATOR
We are a major book distributor
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ACOCCHERGO CLERK for Twy
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GENERAL SECRETARY.
Bloominal Residential Contractor
needs personalis gri with mature
nititade. must have plause expe-rience and he accurate typics. As any personal with Bennius. Good working conditions. Call Mr.
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related activity. A/M and ATI
supervisory experience experience experience processary. Good salary (Seen) and benefits. Southfield location.
Send reaume detailing salary requirements and experience to:
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Sales Engineer - Hydraulics COR GRAND RAPIDS OFFICE What be conversant in Creek Design and Engineering commonents in the distantial application. Excellent product her and earning potentials Carpenses, frances, plus salery som or confidential interview or send araming in strict confidence to Rob-SECRETARY for 1 girl office Southfield, typing, filing, shorthan or dictaphone, 253-60

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Southfield needs Jr Secreta
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ROOTS Footwear is looking for a full time Salesperson Career-minded, excellent opportunity, must have Retail background and be eager for advancement. Excel-lent benefits Call 647-4229 The Frankenmuth Mutual lasur-ance Company has a receptionist: Typist postition available in their Telegraph-Bingham Farms office Postition requires person with neat appearance, good personality and typing skills of 9-53 FWM if qual-filled call the branch claim man-ager for interview appt at 647 4000. An Equal Opportunity Employer REAL ESTATE

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PCA INTERNATIONAL INC
POSITIONS AVAILABLE
Train for 4 weeks at \$11.70 or week
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To quality are you sasertive.
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For interview, call Tuesday - Jim Zienick or Frank Russo from 9 A M until 5 P M. 585-4224 An Equal Opportunity Employer CATHOLIC Fraternal has opening for life insurance salesman in Dearborn & Lincoln Park, Full time. All frage benefits. No prospecting, 200,000 - 225,000 income. 481-342

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