504 Help Wanted Office-Clerical

MODERN Nursing home needs Gal Friday, experience in peg board posting necessary, receptionist and general office duties. Oak Hill Nursing Home, 34225 Grand River, Farmington. 477-7373

ARE YOU looking for an interesting job in pleasant surroundings? If you are a good typist with a pleasant voice & interested in general office work, please call: 352-8061

NORTHLAND AREA. 1 girl office requires Secretary with skills and general office experience. Starting salary $752 per month. Hospitalization, Dental, Vacation, Benefits. Call 569-2474

PUBLIC CONTACT
Top rated bank pays $550 and fee and will train you for teller position in Farmington Hills or Livonia. 1 year work experience.
#1 Personnel Place
846-7280

SECRETARY
Consumer Services
Vlasic Foods has an immediate opening for a mature, experienced secretary for its Consumer Services area of the Marketing Department. Major responsibilities include responding to customer inquiries and secretarial duties for a Product Manager. The successful candidate will possess above average secretarial, communications and human relations skills. Please apply at:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

SECRETARY - 1 girl office, phone, typing and bookkeeping. No experience necessary. Redford. 533-3030

ACCOUNTS RECEIVABLE, must be experienced, mature. Benefits. Southfield area. 424-8335

GENERAL OFFICE CLERK FULL TIME
Typing experience required. Good starting salary. Excellent benefits and working conditions.
455-1400

INS. CLAIMS CLERK-TYPIST
Transcribing and other varied clerical functions. Dictaphone experience helpful but not required. Fringe benefits. Call for appointment. Universal Underwriters Ins. Co. 642-6018

SECRETARY - receptionist for 5 mans sales office in Troy, accurate typing skills essential, some filing and bookkeeping helpful, excellent opportunity for right person. Salary negotiable, call for appointment. 588-1272

SECRETARY - take charge gal, work for a very nice man in the sales office of Southfield firm. 60 WPM typing. Salary to $700. Fee paid.

KEYPUNCH - minimum 1 year experience and 1200 strokes for lovely Bloomfield Hills company. Salary $750 to $775. Good benefits. Fee paid.

SECRETARY - experienced with excellent skills, for large Southfield firm. $850 to $900. Fee paid.

ADAMS & MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

BOOKKEEPER
Advertising agency needs experienced bookkeeper, with typing skills. Media or agency experience helpful but not necessary. Southfield location. Hours: 8:30 am to 5 pm. Phone 358-4800 ext. 40.

OFFICE GIRL - prefer someone with restaurant industry experience. Bookkeeping, clerical, etc. Farmington area restaurant. Also assist with banquets. Call between 2 and 4 Pm. 851-4094

SECRETARY, sharp, ambitious. Legal or Executive Secretary wanted for small Southfield office. Must type 80 WPM. Blue Cross. $900 per month to start. Send Resume to Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FILE GIRL, Part time, 4 hours daily, Monday through Friday, Farmington Hills area. $2.30 per hour. Call 855-2605

BOOKKEEPER
Farmington construction firm pays up to $13,000 if you can handle several sets of books. Full charge a must.
#1 Personnel Place
846-7280

SECRETARY
Full time or part time. For Southfield construction firm. Apply in person: 21751 W 11 Mile, Suite 109. 355-5492

GIRL FRIDAY, diversified office duties involves phone, typing, invoicing, filing, letters and quotations. Good phone ability and fast accurate typing required. Shorthand not necessary but helpful. Call Mr. Clare. 522-1200

ACCOUNTING CLERK, 3 to 5 years experience, company benefits. Southfield. Ask for Jan. 353-9080

SECRETARY-Girl Friday. Accurate typist (mag card experience helpful) good shorthand, phone and figure aptitude. Extremely comprehensive benefit package. Birmingham area. Could be career position/growth. Call Julie, 644-9200

PAYROLL CLERK
If you have a good personality and enjoy a challenge, this prestigious firm wants you, $770 month. Call Diana now.
644-4600
SNELLING & SNELLING AGENCY

FILE CLERK
Good position for those new in the general office working field. Job entails filing, copying, orders, light typing of 50 WPM and pleasant telephone voice. Plenty of room for advancement in this Southfield Office. For appointment call 353-3209

BOOKKEEPER/ACCOUNTANT
Fee Paid. Challenging position with suburban accounting firm. Some public accounting experience a real plus. Excellent growth potential.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

RECEPTIONIST TYPIST, must type 50 WPM. Apply in person, Farmington Country Club, 27700 Haggerty Rd. 553-3333

WOMAN with Bookkeeping and general office experience. Typing required. Neat & responsible. For fine Southfield location. Call between 11 AM and 4 PM. 559-3330

KEYPUNCH OPERATORS
Permanent full time and temporary full & part time positions available in our medical research and education center. Must have a recent keypunch certificate or work experience. Midnight shift only. Starting salary from $3.27 up to $4.11 based on experienced and background. Call our Personnel Office for appointment.
CPHA
1968 Green Rd. Ann Arbor
769-6511
Equal Opportunity Employer M/F

FIGURE TYPIST
W. Suburban firm pays $675 for your teletype and stat typing experience. Work with shipping orders.
#1 Personnel Place
846-7280

PERSON Friday for immediate opening in Livonia based equipment sales office. Must be attractive, mature with good personality. Previous experience necessary. $600 month to start. 427-7780

BOOKKEEPER, accounts payable and general ledger, experience required, education preferred. Belleville area. 397-2212

SHARP Desk Receptionist needed for tennis club, day and evening shift. Call Val. Mon., mues., & Thurs. 9AM-3PM. 398-2450

SECRETARY
Public Relations area needs your help to promote special events and meet travelling celebrities. $180 plus start. Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

ACCOUNTANT-General. Immediate opening, retail experience. Must have knowledge through general ledger. Salary commensurate with experience. Reply in Confidence to Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GIRL FRIDAY. Answer phones, light typing, shorthand not necessary. 35hrs. week, 9:30AM-4:30PM, Troy Area. Before 4:30PM 649-0800, After 5PM 549-1761

FILE CLERK
Maintain files. Sort and deliver incoming and inter-office mail. Accurate typing 40 WPM. Good speller. Office experience desirable. NW Detroit. 532-2600, Ext 41.

SECRETARY/RESEARCH ASS'T
Elderly Care Research Center, Wayne State University, full time position, excellent typing necessary. College background necessary. Call mornings. 577-3307

PART TIME, typing 80WPM, also, shorthand. Hours 1-5PM Monday through Friday, Southfield area. 357-1204

Exciting Office Work Available
SECRETARIES, TYPISTS, TRANSCRIBERS, KEY PUNCH, MAG CARD, LEGAL SECRETARIES, BOOKKEEPERS and GENERAL OFFICE SKILLS.
Would you enjoy having the freedom to work in different offices doing a variety of exciting work. Never a dull moment - always something new and interesting from week to week.
Come in and see us, we promise to do more for you - TOP PAY, CASH BONUSES, PAID VACATION - convenient job location. Try us - we're here to serve you.
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OFFICE PERSONNEL POOL
Affiliate of PPA
Temporary Personnel
Since 1946

EXPERIENCED mature woman needed for receptionist position for Livonia weight loss clinic. Dorothy. 478-3200

LARGE TROY business office looking for above average individual for telephone receptionist and clerical. Salary based on experience. Broad program of fringe benefits. 643-0120

OFFICE MGR-SECY
Top-notch legal firm needs independent thinker to handle varied and challenging duties; including typing, supervising, and client contact. $12,000. Call Sue.
588-5400
Snelling & Snelling
PERSONNEL

GENERAL OFFICE, type 45WPM, full time. Livonia location, own transportation. 425-8770

RECEPTIONIST
For luxury high-rise apartment complex located in Southfield. Must have previous telephone experience and own transportation. Excellent working conditions including fringe benefits. Contact Mrs. DeLong 559-1113 between 9 AM - 12 Noon.
An Equal Opportunity Employer

OFFICE CLERK
Sharp gal over 25 with good business skills and background in typing, filing and inventory for pharmaceutical buying office. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.
349-5000

PART Time clerical office worker, Southfield. Monday, 6PM-9PM, Wed., 1PM-6PM. Sat., 8:30AM-12 noon. Call 559-8801

OFFICE Manager. Person with bookkeeping experience to be responsible for all office and inventory procedures. Warehouse as well as office responsibilities. Send resume to Fisher Electronics, 25170 John R., Madison Heights, Mich. 48071. Attention: Personnel. Include Salary requirements.

HOUSEWIVES or STUDENTS
FULL OR PART TIME. DAY OR EVENING HOURS AVAILABLE. ALSO WEEKENDS. Must Have Typing ability, some clerical. Pleasant working conditions. Northland location. Call Miss JANES.
569-1144

SECRETARY for manufacturers rep, part time, Wednesday & Friday, 8:30 - 3:30. $3.50 per hour. Franklin Village. 851-2288

CLERK - Typist, Bloomfield area mortgage company. Call Mr. Cerwin: 645-1600

RECEPTIONIST
Excellent position for intelligent, responsible person. If you have a smiling face, pleasant phone voice, typing, no shorthand. $600 month. Call Carole.
644-4600
SNELLING & SNELLING AGENCY

GENERAL OFFICE, accurate typist, light bookkeeping. Oak Park area, phone 543-7613

TWO GIRL OFFICE, diversified work, typing required. Some office experience necessary. Fringe benefits. Paid vacation. 5 days. For appointment, call Mr. LaBurn. 532-5636.
Anchor Fence Co.
19335 Glenmore, Detroit
An Equal Opportunity Employer

RECEPTIONIST
For real estate office. Hours 9-5. Good typist and answer phones. Livonia area.
522-8000

GIRL FRIDAY
Experienced. For 2 girl office. 40 hours. $115 weekly to start. Alan Lori Carpets 477-6500

TYPIST
Recent experience, excellent working conditions, full time. Call Mrs. Newman, Oak Park. 398-7406

CLERK TYPIST
Immediate opening for Typist to work in Mortgage Department at our Bloomfield Office located at Cranbrook & Maple. Must type at least 45 WPM accurately. Previous mortgage experience desirable. Call Mortgage Manager at:
647-3800
1st Federal Savings of Detroit
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - Successful candidate must be a self-starter, able to take charge of a busy office. Salary open Royal Oak area. Call between 9 AM and 5 PM. 549-3400

CLERK TYPIST, experienced, small Livonia based firm, part-time. Call 525-2648

CLERK TYPIST, experienced, small Livonia office, excellent working conditions, fringe benefits, 5 day week. Resume including salary requirements to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ADMINISTRATIVE SECRETARY
Sharp experienced self-starter to assist Operations Manager of large service organization. Individual must have secretarial skills & strong administrative background dealing with both clients & employees. Working hours approx 10AM-7PM with some Saturdays. Apply in person to: U. S. Maintenance Corp. 17143 W. 8 Mile, Detroit.

SECRETARY for Insurance Office, Redford-Livonia area. Experience preferred. 4 days weekly. Salary commensurate with ability. 535-6910

TRAINEE OPTOMETRIC ASSISTANT
We will train a neat appearing mature woman with light typing who does not mind working Saturdays and some evenings. Full and part time positions available in our Pontiac Mall office. For appointment, call 353-1434

BILLING CLERK
Need versatile individual for computerized billing system. Applicant must be able to type and run 10 key adding machine. Keypunch experience helpful. Benefits Paid. Apply in person: Washers, Inc., 33375 Glendale, Livonia. Corner Farmington Rd.
An Equal Opportunity Employer

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(SYSTEM 32)
(UNIVAC)
(CMC)
MONEY ISN'T EVERYTHING
But it sure does come in handy for most things. 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
26049 5 Mi. at Beech Daly
29256 Ryan Rd. N. of 12 Mi.
An Equal Opportunity Employer

PART-TIME typist, must type 50 wpm. Southfield area. 559-7221

ACCOUNTS PAYABLE
Person experienced in Accounts Payable Dept. using 10 key adding machine. Permanent only need apply. Central Livonia location. Modern office, hospitilization, and life insurance. Hours 9AM-5PM. Please send pertinent information to P.F.M., PO Box 2469, Livonia, Mich. 48151.

ORDER DESK
Busy sales/service office in Troy. Must be accurate typist and able to deal effectively with customers. Call Connie at
Applied Mfg. Co.
588-8160

LEGAL SECRETARY
Experienced, some shorthand, 1 attorney, Southfield Office. Call for appointment 355-1720

BOOKKEEPER, experienced in general, office work, must have skills in typing and dictating machine, downtown Birmingham office. Good wages and fringe benefits. Call Mr. Rein. 642-2600

MILLIGAN HOMES, INC. REALTORS
Has opening for General Office person, must be neat & accurate Typist. Bookkeeping thru trial balance required. Shorthand desired but not necessary. Call for appointment.
427-5050
15195 FARMINGTON RD.
LIVONIA

RECEPTIONIST needed, good phone manner. General office procedure required. Southfield Area. Contact Bea. 649-3480

BOOKKEEPER
Experienced through general ledger, salary commensurate with experience. 7 Mile & Lahser Area. 531-7850

General Office
Requires typing, records & filing. Good grammatical & mathematical skills. Shorthand helpful. See Jane Custance.
Ardmore Acres
19810 Farmington, Livonia

SECRETARY - Livonia area. Typing, shorthand, figure aptitide. Call Mrs. Laurie for interview: 478-9206

Key Punch-Key Tape Operators Schoolcraft - Middlebelt area. Minimum 6 months experience, full & part time, days, afternoons & midnights. Call between 10 AM-12 Noon. 522-1710

Insurance Agency
Immediate opening for experienced property or package rater for top commercial desk. Benefits. Farmington Hills.
553-4800

EXPERIENCED Bookkeeper, must have worked in a CPA office. Financial statements and taxes, part time hours to suit or full time. Southfield location. 569-3120

TYPIST, general office. Light bookkeeping, for Southfield CPA firm. Permanent position. For appointment call 353-0614

TYPISTS-STENOS
Advertising agency interviewing now for openings in our beautiful new Troy offices. September. Must be capable, experienced. Salary open. Call Mrs. Rust,
963-3000

PHONE LADY
6 hours per day, 5 days per week. Redford Twp. Area. Apply at: Mayer Janitorial Supplies Co. 25743 W. 7 Mile At Beech

CLERK TYPIST
Full time permanent position. Mature individual, accurate typing and spelling skills, excellent benefits. Northland area. Call Mrs Wehrley. 273-2180

KEY PUNCH OPERATORS
Henry Ford Hospital, Troy location, is currently looking for KEY PUNCH OPERATORS with a minimum speed of 10,250 strokes per hour. Expereince on key-disc system preferred, afternoon shift.
We offer an excellent salary and benefit package with shift differential. For appointment for Key Punch test, qualified applicants should call: Ms. N. LaBo 689-5200
HENRY FORD HOSPITAL
2849 Cattermole, Troy

TYPIST needed for insurance billing. 60 wpm. experience helpful but not necessary. Redford area. 538-8414

EXPEDITING or Order Desk experience. General clerical experience. Manufacturer's agent office. 356-3006

GENERAL OFFICE
Mature individual, answer phones, open and send mail, general office duties, average typing, excellent benefits. Northland area. Call Mrs Ron. 273-2180

GENERAL office work, good typing and shorthand necessary. 20 to 25 years experience preferred but not necessary. Excellent working conditions and benefits in Lake Orion area. Call 373-2500

MEET PEOPLE
National firm needs outstanding person with good office and communications skills. Plush office and lots of public contact. $650 - $715 month. Call Sue.
644-4600
SNELLING & SNELLING AGENCY

TYPIST - general office duties, must be experienced, type 50 WPM, salary to $150 week, 35 hr. 5 day week, office in Highland Park, excellent benefits. Call Mr. Turnball 865-0900

YOUNG LADY - Part time, Redford, work in Photography Office. 25-30 Hours per week. Phone & order work. Typing not necessary. 534-0009

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield - 626-8188

LEGAL SECRETARY, start mid September, suburban Northwest firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-9722

CLERK-TYPIST, mature woman, typing skills, pleasant phone voice, part time 25 hr. week. Southfield area. 444-8054

EXPERIENCED TRAVEL Agent/Bookkeeper wanted for Southfield agency. Only experienced need apply. Call Monday-Friday 9am-5pm 569-1466

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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

RECEPTIONIST FOR ADVERTISING AGENCY
Must be excellent typist, personable & reliable. Southfield. 358-4800 ext. 41.

CLERK TYPIST needed for media department in an advertising agency. Full time, 40 hrs. weekly. Will train. 559-0300

SECRETARY
Long established Birmingham company, centrally located in downtwon Birmingham, needs experienced Secretary. Must excel in shorthand and typing. Good salary and fringe benefits. Please reply to Box 128, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GIRL needed for receptionist work, some sales, light typing. Reid Carpet. 533-0665

506 Help Wanted Sales

FRUSTRATED? SALES?
Are you fresh out of school, have you worked for a year or 2 - and are you uncertain about your present position & future? Is a career in Retail Management your desire but you don't know where to start? I MAY HAVE THE ANSWER! For more information & a personal interview, call Barb: 227-7651
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BIG OPPORTUNITY
For Advancement
As an AREA MANAGER, Must have Real Estate license & following in appropriate segments of the community: and fluency in a foreign language. Applicable: French; Belgian; Greek; Philipino; Italian; Jamaican; Korean; Chinese, Japanese; Maltese, European; Eastern European; Middle, Far, & Near East; African; Polish, Turkish; Lebanese & other similar groups. Consultant positions open in new International Division. Free Training, free retirement. Hospitalization & other benefits. NEVER LOOK FOR LISTINGS AGAIN! Money back guarantee, no credit rejects, low as 2% down acceptable. 10 years to pay. Full or part time, work in your local area. $2000 TO $4000 MONTHLY! Call Personnel Dept: 313-478-1302

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Attention: Pool, Education, Home Improvements, Books and other seasonal sales persons.
WE Have What You're Looking For
Discover the fun of selling one on one. Pre-set appts. All you can handle, straight commission, $400 to $600 paid weekly.
Learn a new concept in selling to single people. For personnel interview call Mr. Capper at
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FURNITURE SALES PERSON MALE OR FEMALE
Retail sales. Experience preferred but not essential. Salary plus, or straight commission basis. 5 days week, Mon., Thurs. Fri. nights till 9PM required. Blue Cross-Blue Shield - fully paid. Pension plan available. For interview appointment call:
541-3580
Edward Furniture
916 N Main Royal Oak

BUS. MACHINE REP
To $30,000
Sales experience or college degree. Good benefits. Call Mr. Hughes.
Personnel Recruiters
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Sales Counselor
The Livonia office of the world's largest employment service is seeking aggressive commission oriented individual. First year $12,000 - $14,000 possible. Benefits.
Snelling & Snelling
478-3500

PHONE GIRLS! Flexible hours, permanent. 2 openings. Top wages for top-notch gals. Experience preferred, but not necessary. No Phone Calls! Apply in person only. Mon. thru Fri., 11AM-2PM: General Development Co. 20853 Farmington Rd. north of 8 Mile at Kirby St.

WOULD YOU WORK FOR
$910
PER MO?
If you are aggressive, willing to travel, & can start immediately, then the above & much more can be yours.
424-8430

CAREER OPPORTUNITY
August is an ideal month to begin embarking on a new avenue of endeavor. If you feel that your full potential is not being utilized, and you are a self-disciplined, self-starting individual, I feel our "Million Dollar Plan" will interest and challenge. An aggressive Company built around self-motivated individuals forms a positive atmosphere necessary for success, call today.
Jacquelene Ponsonby, Manager
646-8000
WOODWARD ASSOCIATES
REALTORS
1550 North Woodward Ave
Birmingham

SALES GIRL, gift shop. Troy area. Full time work. Experience preferred but not necessary. 649-2636 or 357-1373

MATURE full or part-time saleswoman. No students need apply. Must be available mornings and 2 evenings a week for Hallmark Card Shop in Wonderland Shopping Center. Call Mrs. Lewis, 355-5260, 261-1454

JACOBSON'S
Due to our store expansion, we have permanent full time and part time openings in Ready to Wear Sportswear, Ladies and Children's Shoes. Sales experience desired. Excellent benefit program. Apply lower level, Personnel Office.
JACOBSON'S
22201 Michigan Ave. Dearborn

TRADITIONAL MEN'S STORE desires sales help. Full or part time. Male or female. Birmingham area. For appointment call The Claymore Shop. 642-7755

TELEPHONE SALES
Looking for 3 young, aggressive & money-motivated people that need to make $400 & up per week. Sell nationwide on straight commission. 15-25% plus. If you want to make what you're worth, call George: 553-8845

RETAIL SALES
To $20,000
Excellent management career with leading retail chain. 2 years experience. Excellent benefits. Salary & commission. Call Mr. Mack. Sundays or evenings. 893-1523.
Personnel Recruiters
358-3300

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Licensed Consultant. $600 to $1500 weekly. Contact Mr. Lee Berar: 478-1302

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For reasonable price & quality work on Insulation and Siding, call Bestway Builders. Licensed & Insured. Free estimates, Livonia. 537-5375

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$30 for 5 yd. load
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Crushed stone, topsoil, sand
Landscape stone-white, red, black, brown, pink, rainbow, coral - also Boulders.
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Genuine Railroad Ties-Delivered or Installed. Large Boulders. Complete Landscaping. 887-1929

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Trees, shrubs, trimming, flower beds, seeding, fertilizaion. Reasonable rates. Free estimates. 326-2193

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