504 Help Wanted Office-Clerical 504 Help Wanted Office Clerical GIRCE-CERTLUI SECRETARY - BOOKKEEPER for Garden City Trealment Center, Sal-Hilleatlens: accretarial, accounts receivable, Blue Cross billing experience. Duties and respossibilities record keeping, accounts received below able, Blue Cross billing, possible via ble, Blue Cross billing, possible via ble, Blue Cross billing, possible via bluer 2 FM - 10 PM Mon. Ft., Call between 9 AM - 5 PM, 477-4337 SOUTHFIELD SPECIALIST Doctor's Receptionist, \$500. Versa-tile, Medical Know How needed: Of course, you'll be a good typist. Rosemary Ford Employment Serv-ice. 424-4616 TYPIST

PERMANENT-PART TIME roellent skills, five day eek, approximately 30 week, approximately 30 hours.

DETROIT FEDERAL SAVINGS Orchard take & Pine Road W. Bloomfield 681-9440,ext. 10 Equal Opportunity Employer M/F EXPERIENCED person for Accounts Payable & Receivable

SECRETARY filing, typing, light bookkeeping, answering phones Southfield. 333-103 KIDS GOING BACK TO SCHOOL?

ADMINISTRATIVE ASSIST. WANT TO GO BACK TO WORK? Intelligent person needed immediately to handle personnel and operation procedures. Good typing a must. Don't wait interview today. To \$10,000. Call Lee. 588-5400

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If you are looking for a challenge, divens responsibilities,
professional growth and a
one supervision of a
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Requirements are: Typing at
least 60 W.P.M., extensive Dictaphone work, several years
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emphasis on mag ands most
helpful, shorthand a definite
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INTELLIGENT girl for various office functions, must be very good with figures. 8 Mile, Telegraph area. Mr. Pearlman. 333-0160

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General office, career oriented per-son, stimulating work in pleasant environment in Highland Park, great opportunity for advancement.

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478-3300
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WANTED: Statistical Typist CPA firm positions are available in Southfield or Mt. Clemens area. Please specify your preference if nv. Please call, ask for Heim. 424-8404

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have basic office skills. Apply in
person at 24510 Michigan Ave..
Dearborn, between 9-5 or call resume to: Box 424, Observer 4 Eccentric Newspapers, 3625; Schoolcraft, Livonia, Michigan 43150. NORTHLAND AREA
Responsible person for Medic.
Receptionist. Typing essential.
435-5400

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For small CPA Firm. Must be exp rjenced. Trial balance, payro laxes. Northwestern-12 Mile are Excellent salary. Call Mrs. Ruth. 354-3177

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office. Experience in peg board,
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PART-TIME legal secretary
delire. Experience preferred but
will train good typist. 255-1033 SECRETARY, 8 years recent work experience. Type 85 W.P.M. like detail work, be totally self-moti-EXPERIENCED general office, very accurate typings 50 WPM. \$7,500. plus benefits. Call Mrs. Markham.

ICE Clerical, permanent part

OFFICE Clerks, permesses ent formation of the control of the contr

PART-TIME help needed. Willi Irain for credit investigation. Must type and have flexible hours. Livenia. Service of the properties of the

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BILLING CLERK TYPIST W. BLOOMFIELD

years minimum experismon month plus benefits. 624-8083 SECRETARY-STEND, A-1 sho hand & typing. Modern Northis area Office. Salary negotiable.

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Prefer one rear experience in a bospital or doctor's office handling payments from patients and third party payers such as Blue Cross or Medicaid. Typing requirements: 45 WPM. Full time day position. Enclosed parting. CALL FOR APPOINTMENT
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In Southfield area. Experience necessary. Call Personnel Dept.
333-8889

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A SMALL company needs responsible, energetic girl for office and stockroom work. Duties will include: phone answering, light product packaging, cleaming, etc. bitst be high school graduite and able to work full time within 12 Noon 5 PM; Monday through Fridsy, Apply in preson only, Tues. SECRETARY - we are looking for a capable, conscientious stat typ-ist/ receptionist for Southfield CPA firm. Fringe benefits, salary coent

ORDER DESK - girl wanted experienced in sales work and general office work. Must be good on the phone. 1027 E. 14 Mile, Troy.

589-1559

wanted Man experience in wanted Man experience in van custom business and parts. 1007 E. 14 Mile, Troy. SP-1530 MANUFACTURING Company needs experienced person to bandle correspondence, typing, general cliffice. I typing and spend cram of speed custom spend cram of speed custom for the spending of Randall. Salary open. Contact M. Randall. Salary open. Contact M. Randall. Salary open. Contact M. SS-3300

Randall, 935-3300

EXPERIENCED general office girl for phone work and light office duties. Southfield area, full time to start immediately. 333-7905 BOOKKEEPER TYPIST for Real Estate
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start.

and be a hower grown, must be any or grown of the commentation with the commentation of the commentation o start. 444-1000
FARMINGTON HILLS Mamiacturer has openings for a receptionist, dattes include: Mail, phone.
typing, sales leads & Gling, Apply
in person at Van Mark Products.
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PART TIME SECRETARY-good
phone manner. Good spelling. Occaional dictation. Blimmighan-Troy
area. Please call Tuesday 15 PM.
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INSURANCE Secretary, experienced only. All lines, generations and salar

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SECRETARY needed for Southfield office of National Organization for the second of the secon

BOOKKEEPER BOOKREPPE \$160 weekly, 35 hour week, Real State expe-rience helpful. Send re-sume (please do not phone) to: Rowin '& Sparrow, 100 West Long' Lake Rd., Bloomlield Hills, Mich., 48013

& home owners insurance experience. Farmington are agency. Schedule can be flexibl 478-11

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proprise of large benefits. April 30
FARTTIBE Secretarial help
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LEGAL SECREATY. 3 to 4 years experience necessary. But how court procedures and forms. Pleasing the Pal or part time. Expanding and presentality. Northwill edific.

SALES REP. Eva. in selling a service. Pal or part time. Expanding to the part time.

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51 Schoolcraft, Livonia, Mich-ONE GIRL OFFICE City. S & G ASSOCIATES, INC.

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WANTED: responsible person for small sales & distributing firm. Position calls for good typing and pricing abilities. Eight Mile - Farm-ington Rd. area. Call 478-1019 ington Rd. area. Call "78-1019

CLERK TYPIST
Sales office requires general office person, office experience required. Farmington area. 477-3039

BOOKKEEPER for Novi firm. Bookkeeper, bank teller or similar background preferred. About 3159, per week. Mr. Eckstrom. 349-7600

TYPIST - Clerk. Full time position. Prior experience a must. Salary and excellent Iringe benefits. Apply in person only to: Exolic Rubber & Plastics. 2336 Industrial Park Dr.. Farmington. LEGAL Secretary needed for South-field law firm. Typing & shorthand required. Must have 3 years legal experience. For appointment, please Call 'Carole': 33-2776 please Call 'Carole': 335-7771

LEGAL Dictaphone Typist needed for Southfield law firm. Minimum: years legal experience required For appointment please cal Carole: 335-2771

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GRH. FRIDAY - Must be able to handle a variety of taxle for Khole-pale D subtibutor of Electronic Parts, located in Livenia. Light Typing required as well as ability to work with figures. We will train. Salary commensurate with ability. Full fringe benefit package. Call Mr. Robder for appointment.

322-3610

GENERAL office, experience duties to include receptionist, typing, will train on teletype. Apply Center Controls. Inc. 31391 Industrial, Livonia.

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for appointment. 644-040
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Full time, Southfield, Excellent typing and spelling skills required.
Call Eleanor Robinson Citizens
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Beech Daly - 5 Mile Rd. area. Red-ford Twp. Call Mr. Sebert for appointment. \$127-668 \$

STEADY full and part time cierical. Troy and 8 Mile - Coolidge
area. Flexible hours. No evenings
or Saturdays. Send age, phone number and qualifications to T.
Francis, Box 35353. Grosse Pointe.
4225

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Shorthand, knowledge of construc-tion and real estate.
557-0770 EXPERIENCED SECTY-RECEPT.

handle correspondence, telephone general office. Typing & shorthand a must. Salary Open. Contact. Mr. Randall 935-330

compensation community. 399-910a ability. Royal Oak. 399-910a community. Secretary Southfield Management Consulting firm/personnel, looking for secretary for one person office in pleasant surroundings. Some shorthand, book-Good typing, some shortnano, coun-keeping helpful but not necessary, Pleasant phone voice. Call Dee Car-lson, 557-1115

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ABOVE Average typing essential, Excellent salary, We are a branch office and participate in our com-pany's affirmative action program. Excellent employee benefits. Call Ms. Dee 333-747 An Equal Opportunity Employer An Equal Opportunity Employer
SECRETARY - Bookkeeper, NW
Detroit firm, aplitude for details
and figures important, typic of
WPM. Experience in secounta
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Employer of
Emplo temporal organization needs article to people who can communicate with college students & young couples. You must be near appearing & desire to earn above average income. Moderate travel possible. Company benefits provided. Must be able to start immediately. Call P. J. 9.3M3PM.

CLERICAL GENERAL, some typing necessary, wholesale building materials, Alter 10AM, 834-834

WE are looking for a congenial responsible person with an aptitude for mathematics. Basic book-keeping or light insurance back-ground valuable but not necessary. Accurate typing. Southfield. 559-585 LEGAL

have many fine openings experienced legal secretor-Fee paid by employer. Ask for Grace

MATURE woman with cutgoing personality for sales position, call Northwile 368-2180

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ALES PEOPLE are neede
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a real gogetter personality
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PERSONNEL 362-3420 INSIDE SALES ephone sales position, full time, ing supplies to local componies, ary plus commission. Full ben-s, Farmington area.

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SALES
Recant electrical engineering
college or technical school
graduate with apstude for
counside industrial field sales
of electronic components and
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for appointment. Carter,
McCornic & Peirce Inc., Famington, Mich.

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WANTED full or part time Sales.

Must be experienced in Plumbing
and Electrical supples. Redirest
welcome. Apply at Murray's Ace
Hardware, 2727 Pymouth Rd.,
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Wathing the moan is Romantic, but it does not pay fie
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Looking for porticular typ
woman over 25 to assist m
in my fast growing business
15 hrs. per week, \$75. For interview call Mr. Bornes. 1-4
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If you can recruit & motivate
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KE THOSE MID MORNING
D MID AFTERNOON HOUR Troy, Call between \$11. 673409;
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SILDREN'S CLOTHING, sales person, full time only, Apply Kidde Land, SSS Orchard Lake Mil of Charles Son Orchard Lake Mil of Charles SSO Orchard Lake Mil of Charles Mil of C SILVERMAN'S

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Are you experienced in Real
estate, Survey or Sales Rep' work?
We offer a bright future in the
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Training with Century 21 as-sures success. No experience necessary os we train to suc-ceed. High commissions sell-ing in West Bloomfield and environs. Unlimited opportu-nities with aggressive active firm. Ask for Joe Bachledo ar Farial Dickow.

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Call Joe Bachleda or Farial
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Long established local company
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Joh fast growing sales team. Be
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Sell toys, and home decoratin,
items. No cash investment. No experience. We train. Must be ove

Integrity

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Marya Orthodox Church, Livonia. Western notation, English ian-guage. Experience and references required. Call 427-0891 WANTED: part time help. Monday - Friday, 11 AM - 1:20 PM. Mini Bus Driver for Bloomfield Nursery School. 851-4666 GAS ATTENDANT, part-time, Mon-day thru Friday, IPM midnight Minimum age, 18 years, 275 per hour. Redford 531-850

YOUNG MAN wanted, dishwasher & clean up, Figurehead Restau-rant, 2009 W. 9 Mye, Southfield.

ACCOUNTS Receivable Clerk, approximately 15 hours per week. Experienced in collections, typing preferred, Birmingham. 644-500 PART TIME Secretary. Going back to work? Challanging opportu-nity with growing corporation. Troy. Call for appointment. 649-1500

GENERAL OFFICE Typing, bookkeeping knowledge helpful, Southfield area, 569-3399 HIGH SCHOOL student wanted. Anderson's Bakery, Birmingham. Hours 1-7 PM. 644-7116

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BABY SITTER, minimum age III.

part-time Monday through Fridsy,
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WANTED: Noon Time mixi but driver for nursery school. West Bloomfield Area Mon. Wed. Frl. 11
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bary good driving record. 801-4864

DEAL Part Tane job for young
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when the college student of the
dren are to gran old. Local
Tennis Club at Birmigham Tennis
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BABY SITTER for play room, days, part-time. Bel-Aire Lanes, Farmington. 75-1550

HOUSEWIVES, College girls, working women, looking for way to earn basis, please reply -29201 Telegraph, Suke field, Michigan, 4834. field, Michigan, 48034.

CLUB Leaders needed for after school recreational gym program. Elementary age groups. Must be 18, 210 5 hours weekly. Great experience. Call Linds or Sue at the Livonia YMCA. 281-2161

PASS WINNER

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Tuesday, September 20, 1977, to claim your two free passes to the clubhouse at the DETROIT RACE

CONGRATULATIONS! EXPERIENCED Phone Women wanted lover 30) for telephone work from our Southfield office. Day shift 9.MSPM. Night shift, SPMSPM available. Guaranteed salary plus commissions. 353-9174

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BABY SITTER Wanted Thurs day time for two pre-school ences and transportal sary. Farmington Hills.

506 Help Wanted Sales

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