1968 Green Rd., Ann Arbor 769-6511 Equal Opportunity Employer M/F EXECUTIVE Director-Ser for Livocia Housing Comm Management 182 miles Po

SUBURBAN OPPORTUNITIES
SECRETARY, to \$500. 1
d. S.H. 80. Type 50. Beginn
lition. Southfield.
URANCE CLERK, \$700. F
d. Experienced. Major medi ms apprienced. Major medica ms approver. Southfield. OUNTS PAYABLE, to \$600+ Paid. Minimum 1 year expe-tion. Advertising Agency, hield.

LEGAL SECRETARY, 3 year legal experience with litigation Type 70 wpm, dictaphone pre-ferred. Great benefits, 2830. fe u. to \$320. Fee Paid. Goodeded for Southlield adver

typist needed for Southiero auchtising agency.
SECRETARY. 10 5100. Fee Paid.
Dictaphone plus extensive telephone experience preferred 9-Tel.
INSURANCE TECHNICIAN. 510.
Fee Paid. Figure spirided. Minimum 2 years college or equivalent work experience. Southfield.
work experience. Southfield. Call Mrs. Evans 477-9840 SUBURBAN PERSONNEL

Small FIRM Moving to **NORTH** AREA

GENERAL OFFICE nt salary to qualific fust have knowled

office help. Call 851-689
GIRL wanted to assist in SaleManagement. References required
Apply in person, 31135 Schoolcraft
between Merriman & Middlebelt
Livonla, Mich. established
it concern.
BLOOMFIELD
MANAGEMENT CO
mendale, Troy.
521-2211 ASSISTANT BOOKKEEPER. Must be experienced. 3 days per week Call 9 to 5 pm. 478-3600 RECEPTIONIST Pleasant phone vo

WE are an expanding wholesase distributing company looking for an ambitious energetic person with above average telephone skills for our sales department. No experience necessary, will train right person. Call Mr. Taft at 34:14t GENERAL OFFICE \$550 rsified job in congenial office SECHETARY
Sharp, attractive person with
excellent typing & shorthand skills
to assist management team at large
private club. 333-2811 Southfield area bank neros secretary with good typing and shorthand ability. Michigan shorthand ability Michigan National Bank Oakland. 569-1760 Ext. 238

ONE GIRL OFFICE

Minimum 2 Years Secretarial experience. Type 60 WPM, Shorthand SOWPM Bookkeping background. Telex experience preferred, language beligibul. New Companies outgoing personality and must be available for after house and limited travel. Apply in person, 1812 Middlebelk Road, Garrien City. S & G ASSOCIATES, INC.

EXECUTIVE SECRETARY Sout field firm , good typing a shorthand required for treasurer firm , 1300 plus. Fee paid. LOIS RAY PERSONNEL 559-0560

ADAMS

&

MARTIN

646-5600

PERSONNEL 20 E Maple BIRMIN

SECKETARY
Good sale, y, good working
conditions at a fast growing
etail chain. Challenging full
ime position for sameone who
can type and enjoys detail
work. Call Mr. Ledy.
968-2400 JR. SECRETARY - for large Bloomfield Hills firm. Good typing no shorthand. Start at \$475 with good benefits, including 3 weeks vacation after I year, Fee paid. EXECUTIVE SECRETARY
For CPA firm in Southfield
Shorthand required, excellen
fringe benefits. Call 355-485 SECRETARY - with good skills for position offering opportunity to become assistant buyer for Bim-runingham firm. Salary 1693 to 8760 with benefits and fee paid.

Earn Good Pay The Kelly Girl Way TROY - Publishing firm needs good, accurate typist who will be trained in typesetting. Some phone work. Salary \$502 with good benefits, including profit sharing and fee paid.

ONE TIME PART TIME OR ALL THE TIME

See KELLY GIRL. You'll work for us in our customers' offres. Work a schedule tallored to your ability time and needs and EARN TOP ARTES. You only need to come in once and register to start a new and varied career. We have a serious demand for:

SECRETARIES TYPISTS DICTA TYPISTS
KEY PUNCH
SWITCHBOARD

KELLY GIRL

OFFICE GIRL
Building Office. Experience not necessary. Southfield area. Ask for Mr. Farrell.

557-0770

504 Help Wanted Office-Clerical

National Company with Headqu ters in Bloomlifed Trep, looking. Devisioned Mature person we reduced Mature person we for figures. Salary commensura with experience. Excellent Frin Benefilts. Send resume to Box 31 Observer & Eccentric Newspaper 3251 Schoolerafi, Livonia, Mici Igan 6150. LEGAL SECRETARY for down form Experience plus typing and shorthand needed. Excellen benefits. Salary commensurate with experience. Fee Paid. When the presence of the property of the presence of the property of the presence of the presence

HIGH SCHOOL graduate to act as ibrarian for Southfield legal firm and on general office work, and on graduate firm and one graduate firm and one graduate firm of the firm of

1 Saturdays, SAM-12 Noon. ACCURACY PERSONNEL 1050 338-2010 642-3050 335-2019
RECEPTIONIST - Typist, 60 - 65
w.p.m., dictaphone, Alert, responsible, Mast be free to travel, Call
Kathy between 8:30 AM:5 PM.
362-6522 722-7355

CLERK-TYPIST for general office work, Mon. - Fri. Hospitalization paid. Southfield area. Apply in person, College Service Corp. Suite 209A. 29200 Southfield Rd.. Southfield Rd. PHONE WORK. Advertising sales Typing 45 w.p.m. for weekly Livonia publication. 251-810

PERSONNEL CLERK PERSONNEL CLERK
National manufacture beadquicture beadquicture beadquictured beadquictured beadquictured bead February bear Schoolcraft and Telegraph requires a person with typing (50 wpm or better) and shorthand for the person bear person and I PM to 3.3 PM or call 338-800, etc 10 for application.
FUND TINK
CORPORATION
ZBIII Gimshat, So, Redford
An Equal Opportunity Employer

SECRETARY

Excellent opportunity with a growth oriented company. Please send resume (preferred) or apply after Monday, 9-26-77.

Vlasic Foods, Inc. 33200 W. 14 Mile Rd. (Near Farmington Rd.) W. Bloomfield, AN 48033 An Equal Opportunity Employer

RECEPTIONIST
With general office and secretarial responsibilities. Troy area, \$700 month, ask for Marge Benesh, 649-2600 SECY TRAINE: - \$650

paid. This nice suburban comy will train sharp, motivated gal
o has good typing and some
rthand: Call Today.

TOWN & COUNTRY

EMPLOYMENT CENTER

474-1717

SECRETARIAL

CLERK TYPIST er position for person with accurate typing and cle Attractive salary and '6 nefits. APPLV PERSONNEL DED

An Equal Opportunity Employer

CLERICAL
Several beginning positions avail
able at corporate differs of international organization headquartered in Southfield
Good math aprilinde and the ability
to type required. No previous expo21 for evaluary. Call: 59-5100 ent
Equal Opportunity Employer Myr.
Equal Opportunity Employer Myr.

ACCOUNTING

An Equal Opportunity Employer
SECRETARY/TYPIST, variety of
duties including automatic typewriter, Mirs/week, good pay, for a
dependable permanent person.
Farmington Hills. Own transportation, 831-6507

PERSONNEL CONSULTANT

growing employment excellent chance for t Place office personnel agency experience a till train, you.

GENERAL OFFICE

Arbor Drugs 336-4700

SECRETARY SECKE JARY
Strong typing with just light short hand needed for this Lahser Rd professional firm, \$175 - \$185 stars. includes benefit package and con ventent location. Call \$52.850. Your New Boss Pays Our Fee: HARRIET SORGE PERSONNEL

BANK SECRETARY TRAINEE

BANK SECRETARY TRAINEE

Intelligent, congenial employee
needed for prestigious position in
growing firm. Advancement opportunity for career minded. No
shorthand 4850 month. Call Disorthand

644-4600

SNELING & SNELING

AGENCY

A GAL FRIDAY
Pleasand office in downtown Birmingham needs a gal Friday to
help with all phases of office work.
Must have light bookkeeping type
ga do ther good general office
stills. Must be neat, alert, with
alteriting personality and easy
easter the personality and easy
ment & details.

6.17111

ment & cetails.

INSURANCE RATER

Established officer portain
planning to relocate part of a
portain to North Suburban Arn

Seeks experienced commercia
raters Successful candidates w

arters Successful candidates w

mercial package policies, as

mercial package policies, as

mercial package responsable

please respond in confidence of

please respond in confide

Come in to see us for a friendly chat over coffee and tell us what you would like to do.

FULL Charge Bookkeeper through Trial Balance. Ability needed for AE's 1 monthly 3. This growing Farmington Hills company will pay commensurate with background Reply to: Box 434, Observer & Ecchetic Newspapers, 352 4020.

GAL Friday, a head for many has we seek a gal with ability & bac ground in follow-up and secretariareas. Rey position. This growi Farmington Hills company will prommensurate with backgroun Reply to: Box 431. Observer.

STENOS TYPISTS KEYPCH.

MANPOWER

MANPOWER
TEMPORARY SERVICES
20049 5 Ms. at Berch Daly
2026 Ryan Rd. N. of 12 Ms.
2026 Ryan Rd. N. of 12 Ms.
An Equal Opportunity Employer
ORDER DESS. POSITION
Applicant to have order desk A
strategies of the Control of the Control
Applicant to have order desk A
strategies of the Control
Applicant to have order desk A
strategies of the Control
Applicant to have order desk A
strategies of the Control
Applicant to have order
Equal Opportunity Employer M/F
SECRETARY Destricts
Competitive salary and frange bendriver order of the Control
Secretary of the Control
Secretary order of the Control
Secretary order order order
Secretary order order
Secretary order
Secretar

igan 4130.

SECRETARY - BOOKKEEPER for Garden Lip Treatment Center, SalGarden Lip Treatment Center, SalGarden Lip Treatment Center, SalGarden Lip Treatment Center, SalGarden Life Canada Control

Ifications: secretarial, accounts receivable. Bise Cross billing expesion. Bise Cross billing, posting for garden Center, SalGarden Lip Canada Ca SOUTHFIELD SPECIALIST Doctor's Receptionist, \$600. Versatille, Medical know How necoed. Of course, you'll be a good typust. Rosemary Ford Employment Service. 424-616

ice. 425-6010
SECRETARY TO V.I.P., \$700. Join
a well-known Southfield prestige
from and use your good skills,
Rosemary Ford Employment Service. 426-8516

ADMINISTRATIVE ASSIST.

Snelling & Snelling PERSONNEL

tion available for mature person with office experience & typing skills. Grand River - Novi area. Cell Mr. Farrell, 478-2720

504 Help Wanted Office-Clerical

BOOKKEEPER Full & Part-Time
for small CPA Firm, Must be ear
lenned. Trial balance, page
axes, Northwestern-12 Mile ar
Excellent salary, Call Mrs. Ruth.

Michigan 48180.

ABOVE Average typing essential Excellent salary, We are a branch office and participate in our company's affirmative action program Excellent employee benefits. Call Ms. Dec 333-774 An Equal Opportunity Employee

for Bill Morgan

SECRETARY in Interior Design
Department to order wallpaper and
drapes. Selling and typing expetience helpful. Call for appointment.

644-7370

TYPIST with adding machine skills, mature, 6 Mile, Beech area, 538-810

Key Punch-Key Tape Operators Schoolcraft - Middlebelt area. Min-imum 6 months experience, full & part time, days, afternoons & mid-nights. Call between 10 AM:12 Noon. 522-1718

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

506 Help Wanted Sales

REAL ESTATE SALES REAL ESTATE SALES
Career Opportunity
WOODWARP ASSOCIATES
ESTATOS, would like the
opportunity of decusing with
Red Career Opportunity of decusing
with the career opportunities in
Red Career Sales. If you are a
politiment monitorated, your
future can be very politicable
in Red Estate Sales. As a company, we have gone
to great lengths to provide the
tools that will embely out to
your disches you will be,
and the company of the company
or quickly, or well be,
continue to ossist you, an aggrestee modeling opposed, a
notionwide reternal system, a
modern efficient office conmotion will controlled the controlled
or market place. For a personal interview control Jose
controlled the controlled the controlled the
property of the
property of the controlled the
property of the
prope

TYPIST
Must be able to go at least to be able to go and the able to good made hashing, wages commensurate with ability. Call
RECEIVING CLENKS
NORTHLAND AREA
Permanent position, day shift.
RESPONSIBLE or receiving, storing and issuing corporate materials and property.

REALTORS.

REAL ESTATE SALES A career opportunity. Long estab-lished Livonia office with out-standing reputation for profes-sionalism and integrity. Excellent training program. Call 425-7307. Mr. Clark or Mr. Fron.

Weldon Clork 425-7300

OFFICE CLERK

Northland

GROUP HEALTH CLAIMS Examiner, experienced, 7 Mile and Lail ser area. Salary commensurate with experience 511.78 MORTGAGE PROCESSOR CLOSER, experienced Call Mr Cerwin 615-150

2 years minimum experience.

\$600 month plus benefits.

624-8083

SECRETARY-STENO. A.1 short.

hand & typing. Modern Northland
area Office. Salary negotiable.

MANUFACTURING Companioneds experienced person to handle correspondence, typing, genera some form of speed writing required. Salary open. Contact Mr. Randall.

LEGAL Secretary needed for South field law firm. Typing & shorthand required. Must have J years legal experience. For appointment, please Call 'Carole': 355-2776

504 Help Wanted Office-Clerical

SECRETARY
Troy Insurance Agency. Call Mr. Archey at 878-900
OFFICE Official, permanent allime Sedior Office clerk. Must like Dictables. have 8 years recent lime to the formation, cupe 60 Mr.M. the formation, cupe 60 Mr.M. the formation, cupe 60 Mr.M. the formation of the format

Fr.. M3-9130
CLERICAL GENERAL. some typing necessary, wholesale building
materials, After 10AM. 814-9581

ONE ON ONE
When this method we have to
very selective in our hiring. If
are outgoing, self-confident & h
clear realistic goals. Call
Logeman. TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls
Bookkeepers.

WANTED

Bright aggressive sakespersons with an eye to serving the public in an amoughere of boosety and night amoughere of boosety and night was relocking for people where the service. Company paid advertising personnel and convenient beator are what we effect call cody force are what we effect. Call cody force are what we effect. Call cody force when the call cody force we call the call cody force when the call cody

REALTORS
4080 W. Mople 645-9700
WOMEN OVER 21, be a Queens
Way Counselor. Free warderobe to
show and wear. We train. Skirley.
728-9810: Nancy. 65-0506 SALES COUNSELOR Looking for a career instead of just a job? Then join a select team of professionals at the Livonia office of the world's largest employment service. No nights or weekends First year potential, \$12,000 - \$14,000 plus benefits. Snelling & Snelling 478-3500

506 Help Wanted Sales

1st United

SALES CLERK

чем. Hudson's

CUSTOM JEWELRY STORE
Full or part time sales belp.
Openings for Manager and Assistant Manager, Apply in person; Ad
Libs. 2nd Level. 12 Oaks Mall.
Friday, Sept. 23, 19 AM - 3 DM. Or
cal for appointment: 38-224

INTERESTED IN A CAREER? Long established iscal company looking to expand sales force in Western Wayne Co. Want career minded individual with ambtion and desire. You could quality for training with our experienced sales learn. Previous sales helpful but not necessary. Call Mr. Donals. 26(4)755

SALES PERSONS WANTED Northern States Land Co Ron Raden 569-4297

WOULD you be interested in earning \$23,947 on a part time basis Call for details 522,9455 OPPORTUNITY AVAILABLE in retail management with a fast growing company. Apply in person at Kinney Shoes, 12 Oaks Mall, Novi Mich.

BERLIN'S ORCHARD MALL 851-5110 \$30-\$70 Day

Women: Full & Part/Time
Earnings start immediately. Must
be enhitiately & file provide party plan or safe experience
behalf but not necessary. Work in
leading Department Store & Major
Malls making appointments
Yational Photographic Studio, Must
have our transportation.

Cal \$64-775

506 Help Wanted Sales

HELP

SAKS FIFTH AVENUE

TROY
BIG BEAVER & COOLDIGE
APPLY IN PERSON
PERSONNEL OFFICE

968-4400

PALMER

WANTED Call 537-4543 SEASONAL SALES PERSO

Mich.

EXPERIENCED SALESPERSON
Needed for Fine Jeweby Storr. Full
lime position available immediately. We are seeking ambitious &
interacted individuals to bin our
growing organization. Good benefit
package, opportunity for advancement. Localison Troy. For more
nformation. Please Cal Mr. Boke
695411 The Doll Hospital Toy Soldier Shop
during Oct. Nov. & Dec. Possibility
of part time during bislance of year.
November,
November,
Sondhe, familiar the decide year
sonable, familiar the familiar
dolls & toys. Fetable November
time, 1 or 7 evening & Saurdays.
Cal Lil 33116 days or M154033739
P. M. - 10 P. M.

506 Help Wanted Sales

PART TIME help. High school shidents. 459-4300 students. 4094300
APPLIANCE Salesman wanted, experienced only, full time, hourly wage, commission, plus path filter foros, opening in our Deathorn location. Apply in person Fride Spel, 22, 1977, 10AM-PJM, Wakers Home Appliances, 39915 Michigan Ave, Catano. No phone calls.

-EXPERIENCED-SALESPERSON WOMEN'S SHOES PART TIME FULL TIME 1-Guaranteed Wage 2-Excellent Working Conditions 3-Bonus Program 4-No experience Necessary 5-No Age Barrier Call Richard Pixard SHOE SALES, Children's, Full Time, Will Train. 427-3230 569-4297 MATURE PART-TIME Salesperson needed at Somerset Gift Store.

SALESLADY SKI WEAR, Full & Part Time, Start 555-0044 Now. 585-004 SALES CAREER, If you can sell or think you can and want to make over \$25,000 a year. All leads furnished. Call Jim Stevens, 646-423

furnished. Call Jim Stevens, 664 125
SALESWOMAN, Ages 25 to 60 Fire
linen end bath accessories. No
evenings. Tuesday thru Saturdays,
or Tuesday, Thursday and Saturday, Apply in Person only. Finday
or Saturdays. See Ms. Mandel The
Linen. Closet. Telegraph at Maple
Roads.

HYDRAULICS
SALES
FOR THE HYDRAULICS
SALES
FOR THE HYDRAULICS
FOR THE H

Telephone 313-331-1833.

DIREC SALES Experienced sales person for the Rochester. Michigan area to sell the most desired and needed home insulation product on the market. Previous home improvement experience Preferred. Reply in writing to Box 455.

Observer & Eccentric Newspapers. 3531 Schooleraft. Livonin, Michigan 4150.

REAL ESTATE ONE IS NOT FOR EVERYONE

Real Estate One is quie selective about who joins our sales team (probably an important factor in why we sell over 5,000 homes a year. We do need reputable, ambitious people to earn and grow with us. To learn more about the exciting opportunities available, you're invited to attend our next Career Seminar on Thurs. Sppl. 22, 7 p.m. at 1025 E. Maple. Birmingham. Call 646-1600 for your reservation. Thank you for calling Real Estate One.

HANNETT INC. is growing! Our new branch office will be doing business by Oct. 1, 1977, servicing the Birmingham-Bloomfield Market. A new sophisticated training program for the motivated Sales Person is offered. A confidential interview will be arranged for you.



BILL DEMETRIOU 646-6200

ATTENTION

PARTY PLAN MANAGERS onwide, established Party Plan Company now ning in this and surrounding areas, offering to les who quality:

ANTEED SALARIES OF \$100 to \$500 AND UP PER WEEK

PLUS TOP OVERRIDES AND COMMISSIONS
GENEROUS BONUSES AND EXPENSE AC-

COUNTS
• 1978 AUTOMOBILE

Absolutely No Investment to Demonstrators or Man-agers. Guaranteed Quality Product. Outstanding Host-ess Program. No Delivering. No Collecting and No Territory Restrictions. All information kept confidential: CALL 332-0026 OR 427-5570

FASHION SALES

HUDSON'S NORTHLAND

ACCURATE Typist with good spelling and learning ability. Large amount of filing. Sarting salary, 92.3 per how with increase in 3 months. Bibe Cross and retirement of the company in Farmington Rising Company in for appointment at 85-9411

KEYPUNCH INSTRUCTOR Keypunch experience necessar Part time evenings. Livonia Bu ness Machines Institute. 477-28

SECRETARY-BOOKKEEPER. experienced in office procedures. Full time job. Southfield area. Tennis Club. Call Tom. 3524000 CLERICAL HELP erience not necessary. Full Permanent. ly, Mrs. Hubbard, Central sunting. Second Floor

504 Help Wanted Office-Clerical ALL JOBS FEE PAID

PREFERENCE

362-3420 SECRETARY to work in Tax Dept type 70 wpm, shorthand, 50 wpm, to 3 years experience plus diete phone, \$500. Fee Paid.

FILE CLERK with recent office experience needed immediately for Southfield CPA firm. Learn PBX board and other office duties. Pleasant working conditions and good benefits. 335-400 Ext. 248

STENOGRAPHER
BOOKKEEPER
\$160 weekly, 35 hour
week Real Estate experience helpful. Send
resume (please do not
phone) 70: Rowin &
Sparrow. 100 West
Long Loke Rd.,
Bloomfield Hills, Mich.
48013

FARMINGTON HILLS area insur-ance agency needs experienced office help. Call 851-6808

SECRETARY TO VIP

GENERAL Office Work - office machine experience required Bloomfield area, 542-203

FULL time secretary to take over 1 gerl office. 624-4999

TYPIST - RECEPTIONIST - seek ing permanent part time individus

SECRETARY

EXECUTIVE secretary able to manage some administration in small Birmingham office. Too salary for qualified individual, M5-2036

SWITCH-BOARD RECEPTIONIST
Some Upht typing & general office
work. Northined Area. Call: Filework. Northined Area. Call: Fileor Mass Ross. Some
And Special Special Special
And Special Special
Mass Ross. Special
And Special Special
And Special Special
ALINE PLASTICS
SMOS GRAVIN RIVER
MATCH TO STATE
MATCH SPECIAL SPECIAL
MATCH SPECIAL

LADY TO WORK

BOOKKEEPER-Secretary. Excel lent typist, bookkeeping through trial balance and payroll return 278-539

LEGAL SECRETARY
Experience helpful but not necessary, shorthand required. 531-490

APPLY PERSONNEL DEPT.
NATIONAL BANK
OF SOUTHFIELD
20101 Telegraph. Southflid
354-5250
An Equal Opportunity Employer

354-0990 An Equal Opportunity Em

We will train, you.

ACCURACY
PERSONNEL

412-3680

CLERK TYPIST - above as typing essential. Excellent a we are a branch office participate in our comp Affirmative Action program, lent employee benefits, Call Dee. We are a branch office and participate in our company's Affirmative Action program. Excitation and the second of the second participate of the second population and the second population and the second population and the second participate. Transcribe, file, varied office dutte, the second participate of the second participate o

504 Help Wanted Office-Clerical

PART TIME - Secretary. Going back to work? Challenging opportu-nity with growing corporation. Shorthand required. Troy. Call for appointment. 649-1500

Livonia firm. 273-5701
MATURE WOMAN, general accounting experience, Car necessary, Call for details and appointment, Mrs. Mueller. 235-4010

SECRETARIES WORK NEAR HOME GET BEST PAY AVAILABLE GOOD LOCATIONS HOURS: PART OR FULL TIME

One easy phone call will give you all the information you want. Many

478-8350 OFFICE PERSONNEL POOL Affiliate of PPA Temporary Personnel Since 1916 TYPIST3

We pay you at the highest rate available to match your skills and experience,

OFFICE

PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946 BANK TELLERS

Experienced on NCR model 4 feller Machine preferred, but no equired. Apply: National Bank of Rochester 142 W. University, Rochester 651-8533 Ext. 223 An Equal Opportunity Employer SECRETRARY for Southlield patent law firm, experienced at legal por patent legal helpful but not required. Call for interview 557-1330

Dead end? CLU.'s Liberal fringes plus base pa & Substantical Incentive pay.

EXECUTIVE SECRETARY

Are you a self-mativated 'take charge person' for a small office? Do you want to work at 10 Mile-Southfield? We are looking for the one sincere person who qualifies. Call Richard Burton, Saturday at 559-7711, 10AM-2PM. And tell us how you qualify. Or tell sameone who is qualified to

coll.

SECRETARY For Engineering a Technical staff as well as working for the president of the Company are a short a property of the Company are a poor a present typin and the company are a poor a present typin and the company are a poor a present typin are a poor a

SECRETARY on a temporary basis. Flexible schedule. Good skills. No dictation necessary. In Bloomlield Hills. Call Mr. A. J. Coenen-Brown 642-1500, Ex 65. Bloomises
Conten-Bloom 642-1200.

To train SECRETARY
To train precedual Secretary,
6WPM precedual Locking for
6WPM precedual Lock

SECRETARY

1200 Induster Rd.
CLEAN TYPEST Distalbusing rapeseries recessary Distalbusing rapeseries recessary Distalbusing rapeseries recessary Distalbusing rapeseries recessary Distalbusing rapetion of the recessary Distalbusing rapetion of the recessary Distalbusing rapetion of the recessary Distalbusing rapebusing rapement Dates include rapes and recessary distalbusing recession recessory distalbusing rapes and recessary distalbusing recession recession recessory distalbusing recessory distalbusing recessory distalbusing recessory distalbusing r

BOOKKEEPER

SECRETARY - Part time 1.2PM.
Mon thru Fri. Business office.
Downtown Birmingham. Send
resume to: Box 433. Observer &
Eccentric Newspapers. 38231
Schoolcraft, Livonia. Michigan
49150.

ALES COORDINATOR
Duttes consist of order entry, inside sales and other office functions. Prefer an individual with a college degree. Position must lead college degree. Position must lead college degree. Position must lead of the college degree. Position must lead to the college degree. Position must lead to college degree WANTED: typist to work part tim in Southlield law office. No experience necessary. Call Virginia. 235-035

CERCAL HEIP referred and execution from the property of the pr

TYPIST PERMANENT-PART TIME Excellent skills, five day bound approximately 30 hours.
DETROIT FEDERAL SAVINGS
Orchard Lake & Pine Road
W. Bloomfield
681-9440.ext. 10
Equal Opportunity Employer MrF

354-3177

KIDS GOING BACK TO SCHOOL? WANT TO GO BACK TO WORK?

Call Us 478-8350

OFFICE

OFFICE
PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1945
RECEPTIONIST
General office experience. Typing
55 wpm. fee paid. Call Bernice.
Suburban Office Services. Troy
area. 651-1500

Requires accuracy and attention to details. Must be able to work with minimum of supervision. No expe-ficace required.

Call 275-5359, Ext. 222 for interview appointment. Equal Opportunity Employer M-F

unity Employer M/F

Livonia, Michigan (1815).

RECEPTIONIST

Plush doctor's office needs a responsible personable individual to greet patients. Some typing, with train on insurance forms. 1530 month, Call Carol.

644-4600

SNELING & SNELING

AGENCY SECRETARIES TRANSCRIBERS TYPISTS KEY PUNCH GENERAL OFFICE One visit will start you work again in an area near your ho Work in different offices on tem rary assignments before you cide on a permanent job. We h jobs in all areas and we pay loc-every week. NO FEE.

MEDICAL BILLING Clerk wanted with a prior knowledge of third party billing desirable. Excellent irrige benefits. Bio-Science Lab, A subsidiary of Daw Chemical. Farmington Hills. 478-5550

CRT OPS.

Full & Part-time
For small CPA firm. Must be experienced. Trial balance, payroll taxes. Northwestern-12 Mile area.
Excellent salary. Call Mrs. Ruth.
354-3177

Randall, \$15-3100
LEGAL SECRETARY Interesting, creative, mag card experience preferred, criminal and
domestic relations, for small firm,
West Bloomfield area. \$51-9581

WOODWARD ASSOCIATES SSO NORTH WOODWARD AVE BIRMINGHAM

area. Mr. Pearlman. 2324/50
SECRETARY
Ceneral office, career encented person, stimulating work in pleasant environment in Highland Prat, great opportunity for advancement. Highland Prat, great opportunity for advancement of the person of th INVENTORY GIRL for retail chain located in Southfield Expe-tience belightl, but not necessary, Excellent wages, fully paid Blue Cross and profit sharing. 338-1191

RECEPTIONIST for OB/GYN office. Experience in peg board insurance billing and typing pre-ferred. Troy. 643-7735

349-5000 GENERAL office work, accurat typist, pleasant telephone manner mature woman preferred. 336-94

EXPERIENCED Girl Friday for steel brokerage firm, Southfield 353482 BILLING CLERK TYPIST W. BLOOMFIELD

SECRETARY/Receptionist. Imme diate opening. Good typing short hand shifts. Light bookkeeping will general office background. Small office, Livonia. 477-824

FULL-TIME