5 D(O)	Monday, December 19, 1977			-				
504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	Office-Clerical	Uttice-Liencal	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	506 Help Wanted
PART TIME bookkeeper. Westland area, electrical contractor. DU 3-2900	GIRL FRIDAY for 1-girl office. Bookkeeping-lavoicing experience preferred. Ardon Business Forms. 1821 West 8 Mile, Detroit. Call for appointment. 533-1446	SECRETARY BOOKKEEPER for one girl CPA office, Southfield , 12 Mile area. Required skills: Bank reconcilitation, write up, payroll taxes and light typing. 557-6470	BOOKKEEPER, Part-time, prefer- ably with knowledge of Burroughs L 3000 computer, Phone 844-5711.	RECEPTIONIST for Birmingham Pediatrician's office. Part time & Rellef. Approx. 25 brs. per week with Full time possibility in future. Experience preferred but not essential. Call between 10 AM-12 PM. 645-1741	TYPIST WITH some bookkeeping experience for Southfield manage- ment office. Pleasant working conditions. flexible work achedule. Days: 352-655; After 6 PM: 626-055	ESTABLISHED Insurance Agency in Troy seeking Policy Service Clerk, For interview call Mr. Archey at 878-9000	INSURANCE FIRM Has opening for cierical position, typing skill needed, full or part time. Southfield area. Call firs. Wick, 557-3900	RETAIL SALES - Full and part, time. Busy wallpaper stores. Call S Stevens. 477-5284
GENERAL SECRETARY - the S. Redford school district is accepting applications for the position of general secretary. Applicant must be available for work by Jan. 3. 1972. Type 60 WPM, shorthand business seperience preferred Start 9148 per hr. Excellent frings benefits. S. Periford Sendent frings benefits. S. Periford Sendent frings are preferred. Start 9148 per hr. Excellent frings benefits. S. Periford Sendent frings 1251.	appointment. 533-1446 BOOKKEEPER - Typist, part time, for professional office. In Southfield	TELLER	TYPIST To perform misc. clerical functions. Typing speed 45 WPM minimum. Schary to \$8,006. Applicants must meet the following CETA	essential. Call between 10 AM-12 PM. 645-1741 CLERICAL POSITIONS, available	SECRETARY, typing, shorthand, filing, good telephone wire. 5 Days per week. Must be reliable. Salary plus Benefits. Call Mr. John Griffin.	TYPIST With general office experience for data processing, relating to	Wick. \$57-3900 EXECUTIVE SECRETARY Young, progressive, Medical Laboratory seeking ambitious, responsible, realiable, secretary to the	Rapid Advancement Can you meet our requirements?
be available for work by Jan. 3. 1972. Type 60 WPM, shorthand, business experience preferred. Start M.48 per hr. Excellent fringe breefits S. Redford School District.	GENERAL OFFICE and phone orders. Must be accurate with figures and good typist. Apply: Slater Wallcovering. Inc. 1185 Schoolcraft, Livonia, Mich. between 6:30AM-5PI.	Company pays fee and \$125 week. Positions available in Wayne and poilants areas. Good figure aptitude plus some office.	*Farmington Hills resident	CLERICAL POSITIONS, available for insurance office in Southfield. Call Pat Gough. 332-1155 FULL Charge Booktreper needed immediately, experience, 4 day week. 427-233	279-8522	NOW TAKING APPLICATIONS STAHL MFG.	Director.	Can you meet our requirements? Are you ready for advancement, becefits with a solid future? If you are selected you can start at \$150 per week & you'll be advanced as tast & Iar as performance war- rants. You must look sharp & be black to trait immediately lores.
25141 Schoolcraft, Redford, Mi. 48233. 535-4000	Schoolcraft, Livonia, Mich. between 8:30AM-5PM. SECRETARY/RECEPTIONIST	#1 Personnel Place	lower living standard. *Registered with MESC *Unemployed for 15 of the last 29	week 477-7139 PABT-TIME receptionisi-typist, securate typing, 4 hrs. per day. Good opportunity to turn your spare time into cash. Apply: Bearkat Products, 1660 Axiell, Troy.	TYPIST - Part time, carm extra money doing piece work typing, in office or at home. Southfield Area. Call Michigan Data Systems 258-2020 PART TIME - Interesting Position	12222 Woodbine, Detroit LEGAL dictaphone typist, needed for Southfield law firm, minimum 2	EXCELLENT BENEFITS SALARY \$5.000 to \$14.000 LIMITED TRAVEL STENO/TYPING49 WPM Send resume to Miss Daughetty. Advance Medical & Research Center, Inc., 1279 Doris Road, Pontiac, Michigan, 48057, or cali 773-9170	views conducted by appointment
Variety of duties makes this an interesting position with a real estate management company in beautiful Southfield office building.	SECRETARY/RECEPTIONIST Quality, close bait office seeks capable, enthinature personality to take dictation. Pleasing phone to take dictation. Pleasing phone personality a must. Booksteping experience helpful but not manda- tory. But centiled and soft manda- tory. But centiled to the manda- man	HEAD PAYROLL Bloomfield Hills Schools needs payroll supervisor, 12 months per year. Payroll experience required. Apply personnel office. Bloomfield	weeks; or whose family is receiving AFDC; or recently discharged veteran. City of Farmington Hills 31555 11 Mile Rd. 474-6115	time fato cash. Apply: Bearant Products, 1600 Ariell, Troy. PAYROLL CLERK for general contractor. Experience in this line desirable. Send resume to: P.O. Box 313, Novi, Mi. 48356.	PART TIME - Interesting Position for Secretary with 2 yrs. experience that would like to work 1PM-7PM Mon-Fri. At a law firm in Downstown Birmingham. For inter- view call Gloria Shelton 953-5429	appointment please call Carole 155-2775	Pontiac, Michigan, 48037, or call 273-9120 EXPERIENCED Legal Secretary	GA 44430 CASHIER/clerk full time. Apply in person. Revco Drug. 2100 N. Woodward, Bloomfield Hills.
Must be accurate typist and have some bookkeeping experience. We will train. Call now. DAYS: 252-9555	experience helpful but not manda- tory. Job contains a lot of variety and requires a withingness to accept challanges as they occur. Excellent	Apply personnel office, Bloomfield Hills Schools, 4175 Andover, Bloomfield Hills 647-1224 BOOKKEEPER through trial bal- ance, Esperience with Blue Cross-	474-6115 RECEPTIONIST/TYPIST. Mag card experience needed to perform	desirable. Send resume to: P.O. Box 313, Novi, Mi. 4856. GENERAL OPPICE, clerical back-	TYPIST BOOKKEEPER	time. Must have prior typing and phone experience. Good salary and fringe benefits. Apply in person only to: Exotic Rubber & Plastics. 23\$15 Industrial Park Dr.	EXPERIENCED Legal Secretary need for Birmingham law firm. Good typing, shorthand and Dicta- phoce required. MT-200 experience preferred. Salary \$190 - \$200. Call Jert' 645-5450	LOSELEAP BINDERS Nat' I mfg custom catalog covers indexes seeks self-motivated saler person Macomb/Oakland accis Graphic arts sales experience helpful. Salary plus unlimited
Key Punch Operator	efits Farmington Hills area 8:30 am-Spm. 831-8900 PURCHASING	BOOKKEEPER through trial bal- ance. Experience with Blue Cross- Blue Shield helpful, very libra- fringe benefits. Small office. South- field area. Cali Ken Burek. 338-4510 PURCHASING. JUNIOR. Burger.	RECEPTIONIST/TYPIST. Mag card experience needed to perform varied responsibilities. Must type 60 wpm and have good grammar and spelling skills. New offices at 13 and Northwestern. 645-5776	BOY 313, NOW, and was a company of the process of helpful, good typing easen list, salary commensurate with ability. Call for appeloiment. Liveria. \$22-1200	PART TIME OR FULL TIME.	Farmington SECRETARY, Must have short- hand and good typing skills, experience preferred. Birmingham location, Call Nancy. 646-5522	EXPERIENCED SECRETARY. Shorthand, knowledge of construc- tion and real estate. 557-0770	oriented person Full Litton fringes
For afternoon shift, 5 PM - 1:45 AM, in modern computer installation. Must be experienced and have pro- ven 14,000 strokes per hour Alpha	OFFICE DESIGN and furnishing firm seeks sharp person to order and expedite office furniture, must	PURCHASING JUNIOR Buyer, Record keeping/Buying, High School Graduate and some expe- rience. Apply 12-29-77 at Photo- Sources, J7100 Plymouth Road, Livonia.	CLERK TYPIST: experienced, min- imum 45 w.p.m., full time only. Hours: 8 AM - 5 PM. Cell Mrs. Oades. R5 Electronics, 1443 Schoolcraft, Livonia 125-1155	\$ CASH BONUS \$ SECRETARIES	fixed women with good eyesight to do fine work. Detail work with hands. 12 Mile, Orchard Lake Roads area.	experience preferred. Birmingham location, Call Nancy. 546-5522 GENERAL DFFICE. Requires log- ical thinking. 10 key calculator.	Keypunch-Key Tape Operators Schoolcraft - Middlebelt Area. Minknum 6 months experience, full & part lime, days, aftermoons & midnights. Call between 10 AM-12 Nove - 523-237	Send resume to: McBee Binders, 22255 Greenfield. Room 101, South Red. Mi. 48075. An Equal Opportunity Employer
and Numeric key punch speed and accuracy. Excellent salary and top benefits. Apply: Personnel Dept. NATIONAL BANK	476-0396 SECRETARY with bookkeeping	CITY OF TROY KEYPUNCH OPERATOR Needed in finance department, for	FULL time position with a major Finance Company as customer Service Representative. Must type 40WPM and your basic office	TYPISTS	553-4220 MORTGAGE SERVICING Dept. needs a 215 Clerk to handle excrow	GENERAL OFFICE. Requires log- scal thinking. 10 key calculator, typing experience. Position has variety of functions, Full benefits. Snap-On Tools, 2340 Industrial Park Dr., Farmington.	midnights. Call between 10 AM-12 Noon. 522-1710	Real Estate Sales W Bloomfield/Farmington Area Established Firm
OF SOUTHFIELD 29201 Telegraph, Southfield	SECRETARY with bookkeeping experience for Public Accounting Firm Southfield Monday-Friday 352-002	CITY OF TROY KEYPUNCH OPERATOR Needed in finance department, for afternoon shift, salary com- mensurate with qualifications, apply to City of Troy, Personnel Office, 500 W. Big Beaver, Troy.	FULL time position with a major Finance Company as customer Service Representative. Must type 40WPM and know basic office functions. Experience in finance preferred but will train aggressive person. Contact: Mr. Milbourne. Associates Financial Services. 557-550	cash bosus upon the completion of your first 40 hours of work. We have immediate short and long term jobs for qualified people who want to work when and where they	MORTGAGE SERVICING Dept. needs a 235 Clerk to handle escrow sudis & certifications. Must type accurately, have figure aptitude & be able to deal with the public. Some mortgage background pre-ferred. Call Mrs. Castori. 335-861		Sales	Experienced Preferred Training Available Mgmt. & Advertising Support Int'l Relocation Service
354-5250 Equal Opportunity Employer M·F WOMAN needed to assist manager in our appointment department	READ A LOT? Southfield company needs person with excellent spelling and gram-	BOOKKEEPER - Experienced, (ull) charge including preparation of linancial statements and tax returns for Real Estate Broker/ investor in U of D area. Arihur and King. 342.8600	Equal Opportunity Employer M/F PART-TIME Clerical Insurance Agency. 12 Mile, Telegraph area. 77-1140	want to work when and where they wish. Register today — Work tomorrow.		Experienced and matter with good typing & shortband. Minimum family responsibility. 9 AM. 5 PM. 6 days paid vacation. Blue Cross. Northland area. Moving to Troy. Fall, 1978. Send resume to: Buz \$50, Observer & Eccentic: Newspapers, 30251 Schoolkraft, Livonis. Michigan 4430.	SALESWOMAN, personable, intelligent, attractive for work at Blake Art Gallery. Good pay, good opportually, Apply in person, 2199 Northwestern at 12 Mile, Frankin Shopping Plaza or call after SPM. 625-935	Earnings Unlimited All inquiries confidential Ask for Betty Koskey SNYDER KINNEY & BENNETT
in our appointment department. Must be dependable and have transportation. Phone experience preferred. Salary plus bomas over- ride. Call Mon through Fr. 9AM- 5PM. Mrs. Rapoport or Mr. Taubman. 569-7303	mar to proof read policies. No typ- ing needed, \$550. #1 Personnel Place		FILE CLERK-TYPIST Full time Southfield insurance agency Contact Cindy. 353-5800	478-8350 OFFICE	Inturance Agency has opening for young woman, experienced in flome owners, auto or commercial casualty rating. Accurate typist and pleasant telephone voice. Salary open. After 5 PM 581-0251	TYPISTS	WE NEED 2 salespeople who want to earn over \$15,000 a year. Our people doing it. For further information, call E Hodge 646-4814	DO YOU HAVE
504 Help Wonted Office-	846-7280 Clerical	WOMAN needed to assist manager in our appointment department. Must be dependable and have transportation. Phone experience preferred. Salary plus bonus over- nde. Call Mon. thru Fri. Ask for Mrs. Rapoport or Mr. Taubman. 559-7303	353-5800 EXPERIENCED TYPIST - general office work, small sales office. Oak Park. Call for appointment, 198-660	PERSONNEL POOL Affiliate of PPA Temporary Personnel Since 1946	ACCOUNTING CLERX For Southfield based mortgage company some experience with Batch Type Computer systems desired Call Miss Blake 353-6709	SECRETARIES STENOS	EXECUTIVE	OPPORTUNITY
		SECRETARY Small company in Plymouth area	SECRETARY - for laboratory supply distributor, type 50 WPM, personality and good phone voice, start at \$160 week. Paid vacation, Blue Cross and Blue Shield. Call for	GENERAL	BOOKKEEPER WANTED - Must drive - Pontisc Area 338-8916	All Office Skills WE NEED YOUR EXPERTISE	SALES \$750-\$1250 monthly to start	Earn up to \$35,000 yearly commis- sion. Work on qualified appoint- ments only. Represent a leader with over 450,000 in sales last year. We urgently need Sales Rep's who
Executive	Secretary	SECRETARY Small company in Plymouth area needs typist with good language skills & figure apritude. Book- kreping experience helpful. Good salary & benefits. 455-280	An Equal Opportunity Employer	OFFICE CLERK	GIRL FRIDAY, 2 days per week. Thes. and Thursdays. Must type and some local driving required. Birmingham - Bloomiteld area. Reply to Box 839, Observer &	Recent experience not necessary. TEMPORARY NO FEE	plus bonus, if qualified. Out- standing coreer opportunity, leads to exceptional income.	We urgently need Sales Rep's who, have a desire to earn high income and are available immediately for ''' training. Absolutely no canvasting. For interview call: BOB HODGES.
	ecutive Officer of a Detroit- oration is seeking a mature	SECRETARY able to write original letters using proper punctuation & spelling. Benefits. Health Agency, \$500-\$500. Call Isabelle \$54-6199	TYPIST part time. Flexible hours. Dictaphone typing for Southfield office of national firm. 275-400 HIGH SCHOOL GRADUATE with	We are seeking someone who is an occurate typist (high rate of speed is not essential) one	Schooleraft. Livonia, Michigan	NOW IS THE TIME TO EARN THAT EXTRA MONEY FOR THE HOUDAYS	Extensive 3 year training pro- gram if you have some col- lege or business equivalent	522-5062
and work assignments wi	AT with outstanding admin- pable of managing own time ith a minimum of direction.	SECRETARY for Life Insurance Agency, light insurance experience desirable but not necessary. Excel- lect opportunity for person with good typing and shorthand skills. Salary commensurate with expe- rience and ability. Southfield. 333-1760	HIGH SCHOOL GRADUATE with experience in typing 50 WPM and filing. Benefits. Farmington Hills 553-4800	or speed is not essential; one who has good aptitude for fig- ures and a pleasant manner on the phone. We are flexible, you can work part time or full	BRANCH SALES office of world wide computer manufacturer needs receptionist to handle phones, typing, and a variety of other tasks. Southfield location. 333-2006 An Equal Opportunity Employer	FOR THE HOLIDAYS We have E locations for your con- venience. Call the office nearest you for an interview. Open Monday	and are an aggressive self- starter. Three people to be appointed the first week of January. Please send resume	DOKING for Mature individuals to work in Telephone Sales Depart- ment with The 7-Up Bottling Co. of Detroit. The candidate must pos- sess a degree of self-responsibility and must have a pleasant telephone voice. Pleasant working conditions flours 8:30 AM to 5 PM. Mon thru
i	nave had important secretar- level executives. date, we offer a professional	good typing and shorthand skills. Salary commensurate with expe- rience and ability. Southfield. 353-1760	EXECUTIVE SECRETARY	you can work part time or full time. We believe diver- sification of duties will be enjoyable to you. Ours is a	An Equal Opportunity Employer MATURE WOMEN for General Office work Must be accurate typist. Some office experience necessary. Will train on job. Southfield Location. 33-6464	you for an interview. Open Monday thru Friday from 9 Am. to 2 Pm. Dearborn 555-8660 Detroit 963-888 Clawson (MonTues Wed.) \$85-8187	January. Please send resume to Penn Mutual Life Insurance Company, 17117 West 9 Mile Road, Suite 940, Southfield,	and must have a pleasant telephone voice. Pleasant working conditions. Hours 8:30 AM to 5 PM. Mon. thru Fri. Located at 12201 Beech Daly. Redford Twp. Apply within.
	sate, we offer a professional by an excellent salary and a sgram. cration, qualified applicants ith a complete resume and 6, Observer Eccentric News-	ADMITTING & OUT-PATIENT CLERKS Full or part time positions available on Afternoon shifts. Typing and	Prominent O.E. Manufacturing Sales Department is searching for an executive secretary to work in its Farmington Hills Office Minimum requirements: business school & 3 years experience, short-	enjoyable to you. Ours is a small affice; there is plenty of work to be done, occasionally under some time-pressure. Location: Southfield - 10 Mile	PAYROLL	Clawson (Mon. Tues Wed.) \$85-8187 Mt. Glemens 791-3059 Osk Park 967-0338 Wyandotte 254-9065 Livenia (10 Am. to 3 Pm.) 525-0330	Mich. 48075. A \$1040 MONTHLY	Real Estate Sales Commissions up to 70% Openings for new trainees or experienced
are invited to respond w salary history to: Box 93 papers, 36251 Schoolcraft.	5, Observer-Eccentric News- Livonia, Mich. 48150.	on Afternoon shifts. Typing and insurance knowledge belpful Neat appearance, public contact. Excel- lent salary and benefit program. GARDEN CITY HOSPITAL		area. Starting salary: \$120	Prominent manufacturing firm in Redford Twp. has opening for expe- rienced Payroll Person. Liberal employee benefits. Apply today.	Northville 110 Am to 3 Pm.) 349-5509	Guaranteed to Start	for new trainees or experienced- sales associates. For personal inter- view ask for Jerry Mominee.
An Equal Oppo	etunity Employer	GARDEN CITY HOSPITAL 6245 N. Inkster Rd. Ext. 277, 421-3300 An Equal Opportunity Employer	transcribing & typing. Interested candidates respond to: Box 872, Observer & Eccentric Newspapers, 18231 Schooleraft, Livonia, Michigan 48150.	Box 848, Observer & Econtric Newspapers, 36251 School- craft, Livonia, Michigan 48150.	STAHL MFG. 12282 Woodbine, Detroit	WITT SERVICES	Opportunity openings with on-the- job training program. Experience not necessary but car is. Call Per- sonnel Monday-Tuesday 9 AM - 4 PM. \$34-3104	Norwood
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