504 Help Wanted, Office-Clerical

\$700+ - NO SHORTHANE
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i this career position 2 openis TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

ADMINISTRATIVE - Assistant, top secretarial skills and writing ability. Farmington Hills company. Work for VP of finance. \$22, fee

BOOKKEEPER - Restaurant ex rience, \$10,000, (see paid

LOIS RAY PERSONNEL 559-0560

Scholerali, Livonia 225-1135
Finance Company as customer Service Representative. Must type downward from the following and following and following and following and following following the following following the following fol Florists' Transworld Delivery Association (313) 355-9300 ext. 284 SECRETARY
For busy Troy Real Estate Office.
Ability to deal with the public. No
shorthand required. Call George
Gore 685-3300

FILE CLERK-TYPIST
Full time. Southfield insurance
agency. Contact Cindy. CLERK TYPIST

CLERK
Filing & light typing Life Insurance Company located in Plymouth
has opening for clerk in Underwriting department. Please contact
Mr. R. Travis. 653-8500

Alexander Hamilton Life Insurance Co. Of America 12 Mile & Farmington Rd 553-2000

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& MARTIN PERSONNEL 920 E Mople BIRWING

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Woodward, Royal Oak. ST4-0278

EXECUTIVE SECRETARY, Bitteringham area. Need typing and shorthand, decision making and organizational skills necessary.

Sobmit qualifications and salary requirements to: Creem, P.O. Box 1004, Birmingham, Michigan, 40011.

INSURANCE

Agency in Southfield needs another commercial and persect claims. Must know covery typing essential Fringe 2027-203. Days: 325-235. After FPM. 2021.

504 Help Wanted Office-Clerical

504 Help Wanted Office-Clerical OFFICE MANAGER al office skills and ver-and this outstanding of with highly rated sul any. 19 month year. ights area. Some typing and okkeeping experience preferred il Mr. Randall, for appointment many 19 mon...
th, Call Debbie.
644-4600
SNELLING & SNELLING
AGENCY GIRL FRIDAY needed for small adjpublic relations firm. Good typing required. Chance to earn and rearn. Birmingham area. Send resume to Box 814, Observer & Eccentric Newspapers, 38151. Schoolcraft, Livenia, Michigan 48150

\$ CASH BONUS \$ SECRETARIES

TYPISTS

ART-TIME Clerical Insurance ency, 12 Mile, Telegraph area. 555-276 CLERK TYPIST

478-8350

OFFICE ci: Nancy Hofmanin

OFFICE
PERSONNEL POOL
Temporary Personnel Since 1949
DISPATCHER CLERK, typing and other office skills required. Minst be master pidgement and be side to tactfully, efficiently and courted with standie the public both in other persons, and the person of t

GENERAL OFFICE CLERK

We are seeking a omnore who is an accurate typish thigh rate of speed is not essential), one who has good apstude for figure on the phone. We are flexible, you can work part time or full time. We believe diverse the phone who have a flexible, you can work part time or full time. We believe diverse the phone of the p

Key Punch Trainee Corporate offices of international service company moving early 1978 from Southfield to Troy has imme-date openings on afternoons. No outside assignments. Will train

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in Troy seeking Policy Service
Clerk. For interview call Mr
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PART TIME - Interesting Position for Secretary with 2 yrs experience that would like to work 3PM-2PM Mon-Fri. At a law firm in Downtown Birmingham. For Inter-view call Gioria Shelton 983-6420

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PART TIME OR FULL TIME.
Mature women, Housewires, Also
need women with good eyesight to
do fine work. Detail work with
hands. 12 Mile, Orchard Lake
Roads area.

553-4220

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BIRMINGHAM AREA Insurance Agency has opening for young woman, experienced in Home owners, auto or commercial casualty rating. Accurate typist and pleasant telephone voice. Salary open. After 5 PM 681-0251

ACCOUNTING CLERK
For Southfield based mortgage
company some experience with
Batch Type Computer systems
desired. Call Miss Blake 33-6700 BOOKKEEPER WANTED - Must drive - Pontiac Area 338-4916

GIRL FRIDAY, 2 days per week, Thes. and Thursdays. Must type and some local driving required. Birmingham — Bloomlield area. Reply to Box 850. Observer & Eccentric Newspapers, 36231 Schoolcraft, Livonia, Michigan 4436.

MATURE WOMEN for General Office work. Must be securate typist. Some office experience necessary. Will train on job. Southfield Location. 258-6446

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POSITION
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sportunity for career with national
orangeny, some typing, no shortand Act now. \$7,000 - \$8,000 Call

BRANCH SALES office of world wide computer manufacturer wide computer manufacturer needs receptionist to handle phones, typing, and a variety of other tasks. Southfield location. 33-2006 An Equal Opportunity Employer

MATURE WOMAN to work for property management company. Filing, typing and detail work. Must be willing to learn keypunch and computer operation. Southfield area. Call 355-2422

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Meet and greet in plush surroundings a real dream job. Accurate typing, nice appearance, and good phone ability necessary, Rush!

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Michigan #8150

Michigan 4150

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Suburban CPA firm has opening
available for senior audit CPA
desiring to begin specializing in
taxes. Please respond in confidence
taxes. Please respond in confidence
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was papers. 21252 Schoolcraft,
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Immediate position available for
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years experience in taxe exsential.
CFA preferred. Please reply
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immediate opening for tax specialits with 24 years Federal & State
tax experience. Audit beckground
helpful Please reply in confidence
to Box 928, Observer & Exempte
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Newspapers, 36251 Schooleraft,
Livota, Michigan 41100.

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CLERK
Full time position available for individual with experience in Accounts
Receivable, Billings, and Odlection. Must be good Typels and have
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ITHE WHALLE CORP.
18800 W. 10 Mile
Southfield, Michigan

SALES SECRETARY uthfield firm needs skilled typist coordinate input for newly ened service group, \$140 - \$160 art. Call \$42,800.

BOOKKEEPER BASIC duties in the suburbs include accounts receivable, accounts pay-sible and dally deposits. Typing and basic bookkeeping skills merit \$750 to \$800 start. Call \$45-1144 Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL BOOKKEEPER - full charge to general ledger, I girl office. Excellent opportunity and salary for right person. Good security. References. 341-7053

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after II Noon.

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COUNTING CLERK - for Department. Accounting skills and typing necessary. Progressive Tool & Industries, 21175 Telegraph Rd., Southfield. 253-888

CLERK-CASHIER, midnights, 7-11 Store, 160 S. Venoy, Westland, Must in person only, Mon.

24755 5 Mi. Beech Daly-Telegraph 29256 Ryan at 12 Mile

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All around experience necessary, previous background with smaller sales or contracting company preferred. Attractive wage and benefit package. Contact by a market package.

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for pleasant Birmingham location.
Good typing skills and light
shorthand required. Good benefits
Salary commensurate with experience. Call Veronics. 642-8700

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ACCOUNTING Clerk with payables experience for pleasant Birmagham office. Good typing skills and mathematical aptitude necessary.

Business matchine experience desirable. Experience on Burrough L
3000 beijful but will train, Attrach the control of the

RECEPTIONIST-TYPIST to United States and Control of States and Con

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Young, progressive, Medical Laboratory seeking ambitious, responsible, realiable, secretary to the

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EXCELLENT BENEFITS.
SALARY \$1,000 to \$14,000
LIMITED TRAVEL.
STENO/TYPING-90 WPM
Send resume to Miss Daugherty.
Advance Medical & Research
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Knowledge of Property Management, Southfield Ares, Good future.

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Experience helpful
Southfield Area
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Birmingham, West Maple at Telegraph, Real Estate office needs
personable, dependable high school
graduate to work full time. Call
John Palmer, Palmer Realitors.
645-8700

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LEGAL SECRETARY, Redford area, good typing skills, phone experience necessary, legal expe-tence preferred.

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has restored the bistoric post-colonial home at the northwest corner
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506 Help Wanted Sales

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WANTED INSTRUCTORS like yo to teach Lenure time classes at th Livoria Family Y. Crafts. don.

location. 477-8012
PERMANENT part-time, male, its 03 tyears, own car, 20 to 30 bours per week. Apply in person, LaPointe's Formal Wear, 19238
Ford Rd. Garden City, weekdays, mono to 8:30 PM. Sat., 13 AM to 3 PM. Located between Venoy and Wayne Rd.

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JANITORIAL-Couple to clean offices in Southfield, evenings. Call bet. 11-4. 237-7820

MATURE woman to telephone solicit from office, Monday thru Thursday, 10AM- 3PM, Livenia area. 281-790

506 Help Wanted Sales

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851-0300

If you're looking for a Geneal job Preference Personnel's fees an paid by the company and this would be a good time for you to registe for that new job you're looking for

Birmingham company. Must have good stat typing experience, salary \$736 to \$866 with benefits and fee

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Available in the Planning & Control Department of Livonia office Part-time afternoon hours Must have strong English background and type 65 wp.m. Excellent general office skills. Contact Laurie Kurylo at 261-8600, ext 284 for an inter-view appointment

To the successful candidate, we ofter a professional potentially accompanied by an excellent salary and a sumprehensive benefit program. For confidential consideration, qualified applicants in Invited to respond with a complete restime and slary history to: Box 936, Observer-Ecentric Newspare, 3522) Schooleraft, Livenia, Mich. 43106.

BOOKKEEPER required for Bir-mingham Psychologist's office Working knowledge of pegboard system, typing necessary. Excel-lent bours & benefits. 644-707 lent hours & benefits. 644-7077

CLERK/TYPIST. Opening for good typists, 50 w.p.m., diversified daties, no shorthand. 8700, all benefits prepaid. Beryl Personnel, 4274 N. Woodward, Royal Oak. 376-6278

Executive Secretary

Clerk-Typist

typath only certain ware, n. vs. Detection. Sp. 25200 En. it. 25200 En. 5 days per Telegraph area Joan Mohr 200-200. SECRETARY - for laboratory supply distributor, type 50 WPM, personality and good phone voice, start at \$140 week. Paid vacation. Blue Cross and Blue Shield. Call for interview

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ORDSON CORP is searchin,
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SECRETARY

Prominent O.E. Manufacturing Sales Department is searching for an executive secretary to work it its Farmington Hills Office. Minimum requirements: business

PAYROLL CLERK for general contractor. Experience in this lin-desirable. Send resume to: P.O. Box 315, Novi, Mi. 48050.

GENERAL OFFICE, clerical back ground helpful, good typing easen tial, salary commensurate with ability. Call for appointment Livonia. \$22-120

EXECUTIVE - Secretary for downtown Detroit financial district company, work for personnel director, average skills required. Salary \$10,000 to \$11,000. Full benefits and fee paid. nterview An Equal Opportunity Em YPIST part time. Flexible hours. Dictaphone typing for Southfield ffice of national firm 275-4040

turniture and equipment brand new! Secretary with no shorthand will make a700 to \$800 Full benefits.

Light typing and liling. Apply: Novi American. 49200 Grand River. 6784100 FRILL Charge Bookteeper new Control of the Course typing. 4 hrs. per day week. 4 day week. 4 day week. 4 day Table Triller receptionist-typist. Every course typing. 4 hrs. per day week. 4 day Table Triller receptionist-typist.

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to type accurately. Helping others file disability claims. Hours 8-4. Southfield area. Provident Life & Accident 559-3225

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RESPONSIBLE person needed for one person office. General office work,college background required. Farmington Hills 851-0313

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\$10,000 Fee Paid
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a accurate typing and shorthan
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> To work in our security dispatch office. You must be over 21, a high school graduate and available to work any shift. For an interview call Christine 962-851, Ex. 24, 10AM-4PM, Monday hru Friday. Evening interview symilable

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HOLIDAY SPECIAL \$9600 \$9600
Terrific opportunity, bookkeeping and general office experience a must. Able to follow directions. This is a career spot. Benefits.

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project a government of the sale to assume a variety of responsibilities efficiently make a sale to assume a variety of responsibilities efficiently make a sale and confortable environment on the 23th floor of the Prudential Town Center Bids, in Southfield, Salary is based on experience, call 205.5500 ELECTRONIC SYSTEMS

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413-7135 FULL-TIME secretary - needed for busy travel corporation, previous secretarial expereince helpful, typ-ing 65 WPM, shorthand 80. Excellent benefits, references required. \$57.4145

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EXPERIENCED SECRETARY, Girl Friday, Diversified work, small office, Southfield area, Salary open, Pleas and resume to Box 10th, Observer & Eccentric News-papers, 4813 Schoolerah, Livenia, Kichigan 44130. Michigan 48150.

RECEPTIONIST - for large South-field law firm, attractive, per-sonable and mature with good cierical skills to train on P.B.X. Plessant telephone personality a must Call Barb. 285-500

WANTED TELEPHONE Claims yr. experience in handling workers compensation claims. Contact either Dick Wos or Cindy. 333-5800 EXPERIENCED Legal Secretary need for Birmingham law firm Good typing, shorthand and Dicta-phone required. M7-700 experience preferred. Salary \$190 - £500. Call Jeri' 845-800

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Minimum 6 months experience, full
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experience accessary, we train.

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