504 Help Wanted Office-Clerical

RECORD CLERK - life im company located in Plymor company located in Plymouth has opening for record keeping clerk in accounting department. Figure aptitude required. Light typing, contact Mr J Love 453-850 MATURE WOMAN for the medica records filing department. 5 day week Garden City Medical Certain (21)

SALES ORIENTED* Employment counselor to interview applicants, also client phone contact Salary and commission Suburban Office Services, Rochester 551-1500

Full time position is open for work at our Quakertown Office on 12 Mile at Formington Rd. Requires obliny to meet the public and be occurate with figures. Call Monoger for interview of 553-3500

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CENERAL OFFICE
If you a career oriented individual
with office skills consisting of Seretainal. Bookkeeping, Underwriting, or Personnel, please contact me for further information on
iccal career opportunities. All fees
company paid Call Sarah Serra

American

Permanent part time Challenging position for competent secretary with good experience Accurate typing and shorthand required Mixt be able to work independently and enjoy public contact. Pleasan and enjoy public contact. Pleasan 355-553 orang conditions at convenient Birmingham location Call 9 AM -PM, 647-7960 After 6 PM - 647-79 NOW INTERVIEWING for expensed general office person to oversee order entry & customer service. Requirement occurrence than typing skills. Work in great location with a growing company Benefits. Call for appointment. DEPENDABLE, mature person to ralculate rates and perform gen-eral office work, including typing in the field office of nationally known insurance company. Experience group insurance helpful Southfield location. 234-5850

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"Supervised On The Job Training'

Now at last there is an opportunity for you to accountly SEE AND LEARN HOW to be a successful Pea Estate Salespersor YOU WONT JUST BE TOLD HOW TO DO SOMETHING, YOU WILL SEE HOW IT IS DONE!

Extensions is not necessary, but we have certain studies are come in and let's talk about starting your New Year off in the right direction. Ask for Jank Pomercy.

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Explore the presentates of a CAREER in Real Estate in the Fattorigito, West Bloomfield, Lavonia and Novi market area (mostly as a preferential Realthy Associate Frenchis, unfinited incomes to a professional Realthy Associate Frenchis, unfinited January CAREER MURINIS we will florus all flows of the Gast Estate Industry. Whether experienced or inseparenteed from our what CENTURY 21 can bring to you. Call the Train properties of the Career C

DID (OU KNOW) That Century 21 had over 8 BILLION dol-bury is soften notininally in 1927, and that we helped over construction tracks, sended you like to be part of it.

33312 GRAND RIVER, FARMINGTON (*) block east of Farmington Road)

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Has openings in Western Suburban Locations. We would like to expand the professional staff of one of the Fastest Growing Real Extate brokerages in this state COME & MEET The Team At Botsford Inn

25080 Grand River — Farmington Hills, Tuesday — February 5, 8 PM Trainers of experienced sales associates welcome, if further information is needed call:

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Professional Offices • Management that cares about YOU • Company membership in 4 principles of the Professional Profe

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CLERICAL neous duties including fil nds, typing & mail. South

Receptionist

r growing young company. Appli nt must have 2 years minimus or work experience includir ing, etc. Good starting salas i excellent fringe benefits.

Billing Clerk Must have prior work experience in all areas of billing including exten-sion, footing, preparation of custom papers, sales summaries and typ-ing Good salary and fringe

APPLY IN PERSON ONLY
EXOTIC RUBBER
&PLASTICS

23936 Industrial Park Dr., Farm.

ASSISTANT BOOKKEEPER for hotel Experience necessary. Salur-day work essential Southfield area Call between 9 AM - 12 noon 569-4700, ext 378 BOOKKEEPER
Wanted to accumulate and analyze
record and cost data, Belleville
area, Please call Ron, 397-2212 SKILLED typist - prefer exp

DART TIME PART TIME CONTROL OF THE PART TIME C

SECRETARY, part time, ac yping required. Filing, inv store answering. Southfield Pleasant working conditions

RECEPTIONIST
Grow with his friendly subarban agency Charm, a flast for figure, Call Orbite Ross, gar the keys So-9-0-000
Smelling & S-nelling PRESONNEL
TYPESTS, secretaries, stenot.
TYPESTS, secretaries, stenot.
Typest Stenother agency and subarband propertions of the subarband propertion operations of the subarband subarband propertions operations of the subarband subarban

GENERAL OFFICE and phone orders Must be accurate with figures and a good typus References required Apply at Slater Wallcovering, 31195 Schoolcraft, Livonia, between \$30 AM - 5 PM

SON CORP is searching in secretary to work in material duties inc. ing a Telex, processing purchase orders and searchase orders and searchase orders are researchase. tomer purchase orders and service call reports. Telephone responsibility, filing, maintaining price books, ETC. This successful cardiate will have sharp typoga shalls, ability to handle details, desire to succeed and the ability to work with a minimum amount of supervision literated candidates please call for appointment

477-5700 Equal Opportunity Employer M F SECRETARY, one gart office, statistical typing Southfield

appointment call 353 209

CLERK TYPIST
Typing, filing, varied office duties including some transcribing, Expensee preferred Call for appointment 416-0111

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Industrial Park
INSURANCE FIRM presently intersevering for the following processor
Property-Casualty Unferentier
with management ability, experence Mandatory Both positions
offer challenge, excellent benefits
growth potential & carreer opportunity Resource preferred Opensor
My Schaden at 28-6433
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OFFICE CASHIER

Experienced, mature, full time, 2
years of college Call Good
Housekeeping Shop. 228-5637

MATURE person needed for man-agement office in Southfield Light typing, filing and bookkeeping required If interested, please call 569-067

504 Help Wanted Office-Clerical

SOUTHFIELD OFFICE has immediate opening for person with good math aptitude, typing 50 WPM excellent benefits. For appointment call

call 333-200

ORDER DEPARTMENT

Young lady needed now Delait
work Good math aptitude, typing
SWPM, pleasant voice needed for
Executive to the properties of the properties of

appointment call 232-137
GENERAL OFFICE, ponition available near Livonia Mali Diversified duties Good typing & light bookkeeping skills needed for small office for small office

Seekers Call Berty ritem 33-250e GENERAL CLERK-with light typ-ing wanted for filing detics. Will train beginner. Full time, per-person. National 20, 2500 Labers. Tel. Southfield, ask for Mr. Nichols. An equal opportunity employer.

SECRETARY with bookkeeping and Steno abilities Excellent salary Farmington Hills area Please send resume to Box 286. Observer & Eccentric Newspapers, 2023) Schoolcraft, Livenia, Mich-igan 48190

RECEPTIONIST
Fee Poid
Diversified daties will make your day hurry by A lot of public contact, so personality and appearance important Available now

SECRETARY Some experience necessary Shorthand 80 pps. 40 cool salary, all benefits Fee Paid Beryl Personnel. 4274 N. Weedward, Royal Oak Steeper Steep

INSURANCE SECRETARY, casu-ally insurance experience required must be good typist, Farmington Hills area. 851-460 INSURANCE SECRETARY
Experienced, needed to run casualty property agency Immediate permanent position available to responsible woman with background in insurance agency pro-

SECRETARY
Looking for a challenge instead of a job? Want to be a member of a dynamic team? Typing 65 WPM with shorthand Southlield area Call us. 333-3209

Call us. 353-3209

ASSISTANT MGR TRAINEE. Typing with good math apittude and ability to interact with people Supervisory experience or some college helpful. Southfield office For appointment call 353-3209

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Call or visit one of convenient lo tions right away

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504 Help Wanted Office-Clerical



Typists, stenographers, key punchers, switchboard, ligure clerks, general office. Choose your own work schedule. Yes, you can at Manpower, No Fee Interested?

See - Doris O'Connell 24755 5 Mile at Beech Daly

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Excellent opportunity for individual with limited experience. Must be able to handle phones pleasantly and work with numbers using an electronic calculator. Benefits of a large corporation within a small office setting.

Applicants must apply in person, Monday thru Friday, 9 am-3 pm

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30405 Industrial Road Between Middlebelt & Merriman Livonia

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Take Charge Type re are looking for people incred in one of the folio reas; IBM, 4COBOL, PL/1, I URROUGHS, Call 689-1450 RECEPTIONIST/SECRETARY full time. Typing, filing, dictaphone work, \$1.65 per hour. Soublided area Call Susan: 569-545 DENTAL ASSISTANT DENTAL ASSISTANT
Resceptionist, will train. Busy
practice. Must be neat. Salary
open, fringe benefits. Bring resume
to: 501 Northland Medical Bids.
Southfield or Phone. 332-0011

so, thru Friday.

652-0801

Typist
perform musc clerical functions was greed 48 WPM minimams are to \$1,000 A Applicants must et the following CETA ultrements.

Typist may be a second of the second of the following CETA with the second of th

GENERAL OFFICE
Monday thru Friday, 8:38am
5:30pm. No experience necessary
Call for interview appointment 5:30pm. No experience necessary.
Call for interview appointment,
478-3355
GENERAL OFFICE WORK
Light shorthand, knowledge of
invoicing & bookkeeping helpful,
Farmington Area. 478-1182 Farmington Ares. 478-1122 TYPIST, Billing Clerk, light book keeping, general office for manu-lacuturer rep firm. Full time. permanent position. Hospi-lahaation, pension, profit sharing to 5 PM, Ms. Mucciante. 278-2230, Alter's PM and weekends. 855-9442 PART-TIME Inventory Gril for created chain located in Southfield.

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ANALYST

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Programmer perienced in RPG2 language owledge of system 3 model ISD to required. Liberal employee nelits Apply today Call 425-5600.

S.M.C.

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19910 GOOD Opportunity
17 TUNKER PERSONNEL-1
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SOUTHFRED
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Experience desired. Call
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Experience desired. Call

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TYPIST/RECEPTIONIST sonable individual to handle y office. Phones, filing, heavy ing. For real estate development in located in Bloomfield Hills. riterview. or interview: 644-2000
The Development Group, Inc.
Equal Opportunity Employer M/F Equal Opportunity Employer Mir-THE FOLLOWING POSITIONS Are now open in our Southfield Law Firm. Experience Legal Secretary. Experience Receptions: & File Clerk. Please apply in Person Mon. Intu Fri. between 11 AM+ FM at 21700 Northwestern Hwy. Saite 803. Southfield.

Southfield so-eous

SECRETARY EXPERIENCED
Fpr Southfield Insurance Company.
Typing 60-ypm, Shorthand 10-ypm,
apittude for numbers, excellent
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ENTRY LEVEL.

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For marketing/distribution facility
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Applicant must be aggressive and
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OOKKEEPER/Secretary. Expe-ienced working with builders, real state or morigage companies. 626-7210

GAL to assist Sales Manager. Muster be mature and well groomed and possibly artistically inclined. Prefer experience in advertising, such as. Layout work - for flyers and bulletins. Must type. Artistic Interiors, 8 Mile - Merriman. 478-7770

ors, 8 Mile - Merriman. 478-7776
SECRETARY FOR life insurance
agency, life insurance experience
desirable, but not necessary,
Excellent opportunity for person
with good shorthand & typing stills
benefits include, person,
life insurance & major medical, social
field. 35-3766

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LIFE INSURANCE experience preferred but not mandatory. Callenging part time position (up to 35
bours per week! for experienced
Secretary possessing good Maki,
grammar, typing, and Dictaphone
skills and an aptitude for dealing
with people. Ability to take charge
and west independently needed for
various administrative dulies. Salary commensurate with experience.
Call Mr Franklin at 50-1616 field. 253-1760
LEGAL SECRETARY wanted for small Southfield law firm Typing 65 wpm, dietaphone & some bookkeeping experience preferred. 256-6000

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Redford area. S44-0890
SECRETARY, CRT Border Extry,
Inside Sales, Customer Service, 2
Years College minimum. Potential
management position. 180 per
week to start. Full benefits, many
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Plymouth.

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Experienced full & part tim Troy 588-8020

CLERK TYPIST Excellent typing skills and an accuracy with figures required for our research laboratories.
Competitive pay, fringe became which bearing

efits. 238-1600
EXPERIENCED GAL for general office, accounts receivable and accounts payable. Please send resume to: Box 127, Observer & Eccentric, Newspapers, 36331
Schoolcraft, Livonia, Michigan 48130. EXPERIENCED LEGAL Secretary needed for Birmingham law firm.
Excellent typing, aborthand, &
Sctaphone. Competitive fringe benfits. Call Jeri
645-5800

PISURANCE AGENCY needs experienced Typist, 55 WPM. Some

504 Help Wanted Office-Clerical

RECEPTIONIST for Mechanical Contractor & Service Co. located in Southfield. Some typing & filing required. Call 559-799 PART-TIME secretary needed Typing easential - Shorthand desii able. W. Bloomfield. Call after 9 A 661-514

M. 661-3460
SECRETARY, experience, administrative headquarters of multi-office Real Extate firm located in Troy. Must be excellent typist & like working on a variety of transfal reports. Shorthand helpful but not expential. Call 641-959 ut not easemilal. Call 643-959

(COUNTING - BOOKKEEPING
eckground with good typing skills,
b train for closing transactions for
susy multi-office Real Estate firm
coated in Troy. For the person who
kes talking with people & would
ke the challenge of a new career.
15-9455

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KEYPUNCH
Need 5 experienced operators for
second or third shift in Troy area
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WE NEED IMMEDIATELY
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With good business experient needed to run computer & hand diversified office duties for Roy Oak Manufacturer. Full time, go

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44. Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL

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506 Help Wanted Sales

SALES MANAGER

INTERSTATE ALARM. Minimum:
years previous outside sales cape
rience required. Must be ambitious
high-calliber Excellent careet
opportunity. Tri-county area Cal
for interview: 585-500

SALES

Marking Device
Leading manufacturer of ma
systems & related products. Ir
rewarding career opportunit
experienced individual Ideal date will have a proven
record of 2 years experience;
side sales, be highly motive
aggressive, hard working &
organized.

Renumeration package will include above average draw, car allow-ance, attractive fringe benefit pro-gram including company paid hos-pital & life insurance & a secure future.

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Reeded at once We can offer you
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GOLD NE. 27349 W 7 Mile 255-2100 Join The Join The
Chamberlain Team
Chamberlain's record breahing
after softime is creating the above
for additional sales associates if you enjoy working with people and
would like to earn income com-mensurate with your effort, call
today and sice about writing your
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We would like to expand our professional staff with assocites of a cal

If you are already licensed ar seek a dignified business environ ment, please call us.
PARKE, WINTER & REED
646-5000 Mv. Re

WANTED: New or used sales people: Excellent training, professional marketing methods, management positions available call Lynn Maltette 455-7790 REALTY WORLD

AREA Sales Manager Must have party plan experience. \$10,000 annual salary to start plus bonus and over-rides, up to 10°7. Send resume to Jewelry & Accessories, Warminster, Pennsylvania. 1874. Dept. V or call, 1-015/674-5210 MOONLIGHTERS WANTED -Extra income to fight inflation, detailed presentation, 3-5:30pm, February 1rd, Holiday INN-Farm-ington, 10 Mile Rd. & 1-96, Odin Hall

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Strong Recruiter & Motivator
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Dolimited advancement, for builde
of sales staff, Most be experience
Bitrahingham-Bloomfield Boare
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CENTURY 21

SALES MANAGER wanted

TWO WOMEN needed to work to replace 2 who, would not. Call after 6 PM 349-8091

Fred Madley (Livonia Westla

chamberlain PARKE, WINTER & REED
REALTORS
has restored the historic poster
nial borne at Lone Pine Road a
Woodward in Bloomfield fills, c
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estate facilities imaginable

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Michigan (4)50

BUTLER's-Maling Shoes, has an opening for bright, energelic, salesperson who wants in learn the coportunity to work for a nation wide chain of women's shoe stores where the benefits are great & work is appreciated. Excellent company Lastinger, Butler's Shoon, North-land Center.

Land Center

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Sales personnel for our new office servicing Troy. Birmingham Bloomfield area We have 4 openings for individuals who are willing to earn \$15.000 to \$10,000 per year You need not be experienced. We You need not be experienced We will guarantee complete training in our professional school as well as in our office. For confidential interview, contact Mr. Podoske.

CENTURY 21 OAKLAND, INC.

643-9550

AMBITIOUS OUTGOING PERSON
For Sales Work, 6 months inside training Salary plus commissions
Apply In Person
Mayer Janitorial Supplies Co.
25743 W 7 MILE AT BEECH

PART-TIME retail sales mer-chandiser, large food company, hours 9 to 3:30, Mon thru Thurs Need car Opening in Downsiver area. Call Tues only. 1-31, 1978 between 9 and 4 51/4002

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OF OUR BEST REPRESENT
IVES because they late meets
people. having fun and earning
noncy. You can begin a part time
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CONGRATULATIONS You have sold your hame. Call today for your \$500 deposit on our unconditional

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UNLIMITED **EARNINGS** GIRARDOT INC. REALTORS expanding! We are opening our of office in Rochester, with an ecellent main highway location to have openings for full time less people who realize they can me as much as they want to reperenting us and working with our

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Paper products (with experience),
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BIRMINGHAM

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LIKE DETAIL WORK' Are you a wil-statier' interesting Secretarial position at Detroit Courty Day Schmil for good Typest with vacellent knowledge of English Abilay to organize work and keep accurate records important 966-717.

TELLERS

506 Help Wanted Sales

REALTY

An Equal Opportunity Employer MIF

SALES SECRETARY

OFFICE

able, good typing skills a must. shorthand helpful Call Mrs Besse-sen 424-4860 Equal Opportunity Employer M F

years of college lifeusekeeping Shop 288-507 lifeusekeepin

TYPIST - GENERAL OFFICE 2 girl office, good benefits, 10 Mile-Telegraph Area. 357-3500

504 Help Wanted Office-Clerical

minimum 5 years experience, thru
trial balance, including financial
statements & payroll taxes South
field Lab. Salary commensurate
with experience. Good fringe
benefits Call Betty Riehl \$57-5240

BOOKKEEPER, Bloomlield Hills, experience thru general ledger, good typing, Real Estate Investment & Management Co. Send resume to Rowin & Sparrow, Box 695, Bloomfield Hills, 48012

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Bloomfield Hitls 642-9530
Southfield 424-9400
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Snelling & Snelling 478-3500

We have a serious demand for special project in the Southfie area beginning right away for I to weeks. We need

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Active firm pays fee for your ambition and sharp skills. Plush profesional offices: To \$100, plus benefits Call Kyle Fox
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