504 Help Wanted Office-Clerical

RECEPTIONIST, Typist, 3 days week, 9 AM to 5:30 Pm. Birmli ham. Reply to: Box 326, Observed Eccentric Newspapers, 363 Schoolcraft, Livonia, Michig

BOOKKEEPER/RECEPTONIST
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Schlance Abuse Facility located in
Inktier area has immediate ful
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responsible individual. Applicant
need light typing skills an
ezecillent math ability. Knowledge
of pegboard billing system and
third party payments helpful
Sarting salary: 17.000-18.200, Pul
brefills Call Bettly: 55-265

RECEPTIONIST uthfield personnel agent our front desk P.R. perso se, good typing, and abil iood typing. . ; with figures. Call Ms. ot Snelling & Snelling. 569-0400

GENERAL OFFICE GENERAL OFFICE
General office duties. Heavy tele
phone work. Light typing. Knowl
edge of Bookkreping preferable. It
file & Southfield Rd area. Cabetween 9 AM - 4 PM. 897-894

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SECRETARIES STENOGRAPHERS DICTAPHONE OPR. TYPISTS orror authorized insurance mpany needs an Assistant to the es Representative, on a representative in the figures; we would to interview you. Need good cation or equivalent business writing. GENERAL OFFICE

Sales Representative il you are personable, independent and good with figures, we would like to interview you. Need good education or equivalent business experience Complete training provided Cood salary and employee benefits Beautiful new office on Telegraph at 12'h Mile RECENT HIGH SCHOOL GRADU RECENT EXPERIENCE NOT NECESSARY Maintain and improve your skills while working on a temporary basis For appointment, call BETT DYGERT at 645-2700

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GIRL FRIDAY
Variety of office duties, part turn
11 AM 4 PM. 5 day week
Apply In Person
BONWIT TELLER
2701 BIG BEAVER - TROY
(Someraet Mall) GENERAL OFFICE
Staff position available
Livons Mall Good
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position available near a Mall Good typing & light repling skills needed for small rn office Diversified duties TYPIST, GENERAL OFFICE 2 Girl office, good benefits, 10 Mile Telegraph Area 357-35

SOUTHFIELD 2 busy executives in this firm off 2 spots for bright typist with die shility. Learn and earn near hom \$550 start. Call \$49-\$145.

HARRIEI SUNGE FERGAWALE
SECRETARY - seek mature individual with excellent typing skills
and office experience for a 1 person
to start. Send resume in confidence
c/o P/O Box 74. Bloomfield Hills,
Michigan 4801
An Equal Opportunity Employer

SECRETARY

To Manager necounting leter national organization moving from Southfield to Troy - Spring 1978. Wast have excellent typing and destaphone skills and the ability to independently compose business letters. No shorthand required States of the skills of the benefits
If interested, call 275-5350 ext 222
for an interview appointment
Equal Opportunity Employer M-F

ADVERTISING AGENCY in Southfield requires an experienced secretary, advertising experience helpful Must have excellent typing & shorthand skills, be well groomed, accurate & responsible Benefits Call Addie. 353-2000 Equal Opportunity Employer MrF

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Part time, for Rochester Attorne
Must have excellent typing skill
Hours flexible. 631-56

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603-9135

BOOD TYPIST with head for igures needed. Real Estate or title work background helpful, 8:30 to 5: days week. Located in Troy. Call Mrs. Skubic, 643-9435

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appointment, cati 544-34

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Unusual Secretarial position wi
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with organization and typing abties To \$700. Fee Paid, Call Kyle.
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This friendly suburbar firm offer opportunity and advancement fo bright and charming Typist! Goo benefits! To \$85. Call Debbie Ross 569-0400

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5-9-0-400
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Orio WFM 1999 & 1991 & 1991
Ross 214, Observe & Execution
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Newspapers, 31231 Schoolcraft.
Livense, Mirchings 4-1620

WOMAN For full & part time office position, must type. Garden City Area Ask for Jan. 522-7375

SATURDAY RECEPTIONIST needed by Bloomfield Hills Real Estate firm. Some typing. Call Mr. Kelber. 647-5950

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1 year office experience preferred Good typing and filing skills. Ability to deal effectively with the public Salary 17,227 per year. City of Farmington Hills, Call for appoint-ment. 474-6115.

RECEPTIONIST To \$9,000 Fee Paid skills necessary for this some s frantic spot. Excellent bes ts Immediate opening. Snelling & Snelling 478-3500

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your clerical ability and kna
feating with people to land to
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on month. Call Diana.
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Light typing and filling, apply Novi
American, 40200 Grand River,
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Patients are, but Empire the maintainers of CAREER in Bed Date of Parinington, West Biomrield, Livenia and Nort market. Parinington, West Biomrield, Livenia and Nort market. Growth as a preference liked generational REALTOR Associate creates used as the control of the control

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Now at last there is an opportunity for you to ACTUALLY SEE AND LEARN HOW to be a successful Real Estate Salesperson. YOU WON'T JUST BE TOULD HOW TO DO SOMETHING, YOU WILL SEE HOW IT IS DONE!

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522-4025 Equal Opportunity Employer M F

TYPIST-CLERK

. accurate typist, general office es Learn switchboard relief mis manufacturer. Call Miss

BOOKKEEPER - TYPIST South field Professional office, 10-20 flexible hours, Public Raissian harkeements. **BLUE** d Professional office, 10-2: ible hours. Public Relation: kground helpful. 357-231: **JEAN**

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Area Ask for Jan. 522-737.

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Accounting Staff of Builder-Developer. Inventory Records, Journals Ledgers, Trial Balances. Banking Location. 13 Mile & Northwesters High. Ask for Mr. Colgan 855-120.
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with experience.

SECRETARY for manufacturing representative in a growing one man office, expansion plans are immediate. Must have 2 years would prefer some

AF-8100 JPM. 478-8100 JPM. SS 2-1860 KEYPIINCH
Need 5 experienced operators for second or third shift in 770 years. Scoretary, Full-time. Typing, Illing, described and Substitution of the State of the

your reservation or strange for interview.
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33312 GRAND RIVER, FARMINGTON
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Howevener, Families TYPIST NEEDED for general typing. Must type at least 50 WPM. Salary commensurate with expe-rience. Southfield area. Call 'Beth' 157-3750, Ext 251.

559-3344 POMEROY ASSOC: REALTORS

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Sontifield, 4894.

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If you're a good typist 150-68
wp.m.), and have some previous
experience with accounting to
bookkeeping, we may see the job
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SECRETARY as second girl of business office, shortband and typing required, references neces-sary. 37½ hours. 12 Mile. near Northwestern. 355-1613 RECEPTIONIST-TYPIST
Experienced
Send resume and expected salary,
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Southfield C.P.A. office Good
salary, benefits. Office experience
desirable but not necessary.
Parker, Wittus & Co. 185 Travelers.
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from Southfield to Troy has immediate openings on afternoons No
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PERMANENT full time office job.
Must have 60 wpm. typing, legble
writing, ability to work with
numbers, and enjoy people Starting wage. 31 to 33 50 per hour
Contact Craft Line. 24145 John RI.
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Farmington office, starting pay-Prefer experienced, non-ker and living in area, over 30 474-7744 YOUNG RECEPTIONIST - light typing necessary for busy South-field law office. Ask for Mr Bockoff's secretary 557-1155

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EXPERIENCED
Send resume and expected salary
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CLERK/Typist, part-time, 2 to 3 days, Southfield area Minimum \$3 per hour, possible advancement SKILLED typist · pret

per nour, possible advancement
Software
Section 200
SECRETARY (FIDIAY
Soorthand, typing, filing No bookteeping required. One gif ellies
An Equal Operaturity Employer
SECRETATRY (Filir Finday, to
help aller angineers include
typing, customer coatact, order
follow-gip and general office work
Must have pleasant telephone
manner and willing to accept
Kathy, MSS 2300 or
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SECRETARY for 1 grit office
Typing, filling & processing orders.
Mature person. \$550 to start Good
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\$33-0223

TYPIST. experienced, 49 45 wp.m., full time only, 8 AM 5 PM. RS Electronics, 34443 Schooleraft, Livonia. 525-1155

SECRETARY shorthard, typing, experienced, references, pleasant personality, 1 man office. Downtown Birmingham location, Indoor parking.

A Dyaamic, growth oriented builder/developer has an out-marked to the second of the second paradiant to act as our reception and the second of the second of the tomers. Good chance for advanc-ment. The position requires intelligence, energy, the shilty to work well with people & good typ-ing skills. Send resume to Hernal Frankel Org., 3475 Lone Phe Boad. W. Bloomfield, 4633.

W. Bloomfield, 4833.

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LEGAL SECRETARY wanted for small Southfield law firm. Typing 65 wpm, dictaphone and some bookkeeping experience preferred. Call 356-650

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500 Junction, Plymnon.

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Ppr Southfield Insurance Company.
Typing 60wpm, Shorthand 80wpm,
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Light shorthand, knowledge o
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Vou need not be experienced. We
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the business.

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Sales Admin. Ass't

Albin Industries
478-0009
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EARL KEIM

LADIES part of full time Need several cosmetic counselors Must be over 18, neat and have car Call Bill or Donna 722-4860

SHARP in the home salesman to train for management, excellent opportunity. Call Mr Telft \$59-949 CENTURY 21

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255-2100

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