504 Help Wanted Office-Clerical

644-4600 SNELLING & SNELLING AGENCY

PREFERENCE

PERSONNEL

362-3420 HOURS 10-6 PM

PERSONALITY PLUSI Fee Paid. Your good typing an attgoing personality are the 2 b, requirements for this exciting post on Excellent starting salary, NO SHORTHAND - \$775+ Fee Paid. All you'll need to work

mpanies all over town are calling KELLY GIRL TYPISTS. As a ult, we have the best temporary assignments available. KELLY PRESENTATIVES will be inter-tion in your neighborhood on

A Division of Kelly Services Not an agency Never a f SECRETARY
Shorthand of 100-120, needed for the busy office. Location is near Somerset Mail. Benefits include 7% hour day: plus Medical. Salary commensurate with ability. Fee Paid

BUSY property office management needs clerical help. Must be intelligent, accurate with numbers, have good typing, filing, and telephone answering stoll and be willing to work. Call 10 am to nome only 358-0455

series and the series and series an apprinced typat with emphasize an apprinced typat with emphasize appropriate and accuracy. An accuracy American and benefits For immediate consideration, please call Mr. htmcolo, 343-4000, ext. 204. area. 322-304

ACCOUNTS RECEIVABLE - Inventory Control. Bookkeeping back
ground required Position with
quality furniture retailer with 1
locations in metropolitan Detroit
Apply in writing to Piersor

569-0400 Snelling & Snelling PERSONNEL

station.
INSURANCE - \$12,000
Por Paid Growth opportunity
excellent with well known computer computer to the state of the s AUTO INDUSTRY BENEFITS n location wants you Call Mary Alice \$6 644-4600 SNELLING & SNELLING AGENCY

EXPERIENCED in Payroll and Office routine. Retail background preferred Pleasant office. 19 Mile. Southfield area Mrs. Rubin, 569-50750 ERSONNEL - assistant, Farm-signo. Hills financial institution eeds bright individual with good sping to work in personnel spartment. Great benefits, salary 66 and fee paid. GENERAL OFFICE - Clerk Typist.
Type 33 wpm , minimum 2 years
experience Southfield area Call
Personnel Mgr 9 AM - 12 mom,
Mon - Fri 338-3667

TYPIST for general office work, Southfield area, full time, 353-7790 XECUTIVE - secretary. Sou eld realty firm needs care troon for a challenging positio ood skills required. Good benefi dary \$12,000 plus and fee paid. LEGAL SECRETARY, part time, some experience. Hours and salary onen Bloomfield Hills 334-061 open Bloomfield Hills 334-051

BOOKKEEPER to operate NCR 355
billing machine, through trial
balance, experience on machine or
will train Apply in Person:
Qualitrol Color Lab, 1547 Beech
Daly, Redford 335-8800 ECRETARY - real estate firm roy needs secretary who types PM and likes figures, salary \$7 and benefits. Fee paid.

ADAMS

MARTIN PERSONNEL 20 E Maple BIRWIN

CHOOSE NOW

TELLER TRAINEE ight typing, love math & people 'ee Paid, \$495

SECRETARY, Full time position must have resume with work must have reason.
references, wage to be negotiated.
Garden City area Call Michigan
Paralyzed Veterans for interview
aronisimment at: PERMANENT

STAFF 353-0505 GENERAL OFFICE
Part Time, flexible hours Typing,
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Area. 425-5313

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Southfield Law firm needs experienced File Clerk imme-diately. Must have own cor. Monday thru Friday, 9AM -5:30 PM, 559-8600

KEYPUNCH OPERATOR, part-time, 20-30 flexible hours per week, must punch 16,000 accurate. South-field location, friendly office Excellent opportunity. 569-3177

GENERAL OFFICE - Recept or office of local restaurant of

Typing, filing, some shorthand or speedwriting helpful. Hours: 8 AM -4 PM. Call Pam at 342-6733

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Degree in accounting, experi-Hotel beneficial. Apply in 1PM to SPM 17017 West 9 Mile Southfield Mich. An Equal Opportunity Emp

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Type 50 accurate for people-pleas-ing job with lots of phone duties and some figure work. Southfield com-pany pays fee and \$600. #1 Personnel Ploce 846-7280

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Office manager trainee position
available in international sales
company for self-motivated,
mature individual with good organzational skills. Minimum requirements: 2 yrs recent office esperience, typing 30-40-wym accurately,
Call for interview. 333-425

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Large progressive chemical company offers diversity for you with good typing. To \$150. Fee Paid Top benefits! Call Kyle For today.

569-0400

PERSONNEL

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interesting job, good pay and
benefits, aleady position, must be
good with detail, neat typist, high
school graduate and independent
worker. For appointment call billing
Green, SS77000 SECRETARY with bookkeeping apprience needed for sales office. Sed resume to Box 34s Sed resume to Box 368, Observer & Eccentric Newspapers, 38251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST

If you love people, this position is for you. Suburban firm offers an unlimited future. Some typing, excellent benefits. \$710 a month. Call Diana.

office. West Bloomfield. hooving
TEMPORARY OFFICE. Must
snawer phones, type, file. Misc
office work. Farmington Hills area.
477-2200

SCRETARY FOR SEGNATURE SECTION OF THE SEC GENERAL OFFICE, busy Phymoth Office needs gri expe-ritioned with telephone and recep-tion work. Also must be accurate typist. Math aptitude a pha. Non-tunder preferred. Good benefits Also mathes and the phymothese of the phy-mother preferred. Good benefits Phymoth.

GIRL experienced in procedures in Dr's office for cardiologist in Southfield. Good pay, fringe ben-efits, must type. Call 9-5 617-7272 no EXPERIENCE NECESSAR

NO EXPERIENCE NECESSAR

People needed to work part time is
our Southfield office. Hours 53
Mon. Thurs, 10-2 Saturda;
mornings. 22 39 per hour plus bonu
to start. For more information ca
after 1 PM

388-318

SPECIAL?

phone, some Bookkeeping bookground or good figure optitude. Excellent poy and benefits. Experienced only need apply. Call Shirley between 8:30 AM - 5 PM.

837-7898

MATURE Secretary needed for one girl office in Southfield Typing, shorthand and filing required. Please call 559-1414

the Home Insurance Company I immediate openings for typists their Troy, Michigan office. Exclusive salary structure, education program, plus life and medapackage. For continuous package. their salety structure. It is and interpretation of the program. Plus life and interpretation of the package. For confidential interview, call Mr. R. E. Ebersole, 879-200.

Smoloyer M/F. yiew., call Mr. R. E. Ebersele, Equal Opportunity Employer Mr. PERMANENT, PART time. Buy-office in Plymouth/Southeld su-ceeds mature person. Sone photo-filing, accurate typing. Hours: 10, AM. 2. PM., Monday through Friday Send resume to Box 3M, Observer & Eccentric Newspapers, 3531 Schoolcraft, Lavonia, Mich-igan 48150.

from Somerset Mail. 694-556
SECRETARY - part time, secretarial help needed in Birmingham area office. Accurate typist with good stills required. Must be mature and stills are secretarial to the secretarian secr

GENERAL OFFICE WORK in Plymouth area for Management Management and Company of the Company of the

BOOKKEEPER, variety of general office duties in Church office Maple & Orethard Lake Rd, w Bloomfield Call Mr Davis 855-9150

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r Clerical position. Good figure
kitude. Know 10 key adder, light
ping. Southfield area. Call Marinat. 353-4010

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RECEPTIONIST/Typist for Troy office, opening March I. Call Mrs Gladchun 955,9150

Ign 48150
THE PRUDENTIAL currently has an opening, for a Secretary. Shorthand preferred but not required. Excellent fringe benefits before the property of the

Accounting Clerk

504 Help Wanted Office-Clerical LEGAL SECRETARY, Law Offices in Southfield seeking experienced legal secretary in Corporate and Real Estate matters. Excellent salary and fringe benefit. Call J. Mathia. 333-1400

ong the requirement cresting and varied

\$ CASH BONUS \$

TYPISTS

isi. Egister today ... work tomorros

478-8350 OFFICE PERSONNEL POOL

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Mathia. 333-1400
SECHETARY
Statistical typist & general office
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office experience preferred. Exceltent opportunity. 537-0842 GENERAL

ADVERTISING AGENCY Starp, mergetic girl with excellent typing & shorthand skills for executive manager of suburban sovertising agency. At least 3 years secretarial experience preferred what some agency background a plan Call for confidential unerview. Tim Brown.

Tim Brown. 967-1313
TELEPHONE RECEPTIONIST,
Real Estate Office in Farmington
Typing & filling. 9 AM to 5:30 PM,
Mooday through Friday. 3600 per
month. References required. Notwood No. 12 478-5000

able Gul for appointment 333-1466
BOOKKEEPER/OFFICE MGR for large dental office - Detroit Administrative ability with bigh bility and the secretarial skills required Accounting background preferred Salary commensurate with credental secretarial skills required using the secretarial skills required country of the secretarial skills required using the secretarial skills required to the secretarial sk

PART TIME general office assistant, preferably with nursing home or medical experience. Sunday, Monday afternoon, all day Tuesday Farmington area (2all between 9am-J pm only. 474-6570

BOOKKEEPER with good typing skills Responsible conscientious person for large Southfield law firm. Call Barb 355-5001

325-3559

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Mature, responsible woman needed in rapidly growing company. Detail work with good mash aptitude
Typing 35 WPM, pleasant voire needed for telephone comact Excellent benefits, working coditions. Southfield area. For appointment call ment call 333-3209

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Executive Secretary
Opportunity for ambitious, mindigent, outgoing individual with excellent shorthand and typing shills Position demands perfection and much respossibility. Salary statements of the control of the contro

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Minimm 2 years expence, in processing group claims. Expenence with brophists, surgest and medical claims desirable. For further information contact Personnel Department.

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Challenging part time position tup
to 33 hours per week for expenmenced Secretary possessing ago
Math, Grammar, Typing and Ducksphone skills and an aptitude
charge and work independent
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WANTED FULL Time file clerk-typist for Southfield insurance agency Contact Cindy at 335-360 CLERICAL recent high school praduate Will train. Must know how to type. Hospitalizatio, mun-tace, waxelin Contact Westrons. Company, Mr. John Breitling.

TYPIST for Legal firm. Openings March 1, In Troy. Mag Card Experience helpful. Call 965-9350

Gladehun 965.9330

BOOKNEEPER with Real Estate experience preferred for large Livonia real estate office. Excellent salary and benefits. Hours 9 to 5 Pm. Send resume to Box 262, Observer & Eccentric Newspapers. 30251 Schooleraft, Livonia, Michigam 49130.

RY for General office ng ability. Berkley area 44.977

EXOTIC RUBBER & PLASTICS 504 Help Wanted Office-Clerical

ACCOUNTING BOOKKEEPING background with good typing shifts, to train for closing transactions for bury multi office Real Estate firm located in Troy. For the person who likes talking with people & would like the challenge of a new career.

GOOD TYPIST with head for figures needed. Real Estate or title work background helpful 8:30 to 5 6 days week. Located in Troy. Call Mrs. Skubic. 642-8435

Witt Services Inc. TEMPORARY HELP AGENCY

EXPERIENCED

mediate full time position

arp. responsible person as off
sistant. Good math apixude ar
bookkeeping background

usst. Typing and ability to hun
sometimes frantic phone in

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terration and varient contil WELCOMES ALL QUALIFIED SECRETARIES BNSURANCE AGENCY needs experienced Typist. 55 WPM Some filing and other duties Benefits. Farmington Hills. 553-4800

STENOGRAPHERS DICTAPHONE OPR. TYPISTS GENERAL OFFICE RECENT HIGH SCHOOL GRADL ATE - this is a wonderful opportunity to get started in the busines world.

RECENT EXPERIENCE NOT NECESSARY Maintain and emprove your skills while working on a temporary basis ring in this ad and receive a \$10 wh bonus upon the completion of

Assignment area and length of assignment is up to you - DAILY. WEEKLY and LONGER. We have 8 locations for your co-venience Call the office neares you for an interview Open Monda thru Friday from 9 Am. to 2 Pm.

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MEET

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Secretaries Stenographers

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ONE GIRL office, 12 Mile-Southfield Rd area shorthand, typing required, liberal benefits, phone for interview 557-4135

NO CONTRACT

FEE

LEGAL SECRETARY WANTER
For Southfield office. Knowledge of
defense work desired. Call Vicks CLERICAL several permanent con y level opponings of the permanent con y level opponings of the permanent continued with and some typing tabley. We are moving early 1978 from the Southfield area to Troy Call 58-5700 ext 126 between the hours 9 AM to moon for an interview appointment of Opportunity Employer M F LEGAL SECRETARY Must be good typini with 1 years experience (ECOAL SECRETARY Must be good typini with 1 years experience (ECOAL SECRETARY Must be good typini with 1 years experience).

SECRETARIES

We have many fine openior experienced legal socre
us. Fee paid by employer,
Ask for Groce Ask for Groce
HILLSTROM & ROSS AGENCY
Southfield Make open Livolina area 323-329.

LEGAL SECRETARY wanted Mature attitude, minimum 5 yrs experience, dictation & excellent office skills required. Must know legg forms & be capable assuming responsibility. Salary to examine expension of the salary for the skills of the salary for the salary Southield 626-8189
SECRETARIAL POSITION
Beginning 3-16-78 with Storm and Secretarian and Secre

PART-TIME CLERICAL General office clerk needed for alternon for Southfield office. National company Duties: types, filing phone Possible move to full time in summer. Above average pay 337,557 GREAT NEWS

DEPENDABLE, part time Gir Friday, possibly full time in future Good typing necessary. Flexible hours. Rochester area 652 3013 INSURANCE AGENCY
Southfield office Experienced commercial lines underwriter Salary
commensurate with experience
569-560.

RECEPTIONIST, Typist, 3 days a week, 5 AM to 5:00 Pm Birming, ham Reply to 5:00 Pm Siming, 6 Eccentric Newspapers, 1825t Schoolcraft, Livonia, Michigan 44150 GENERAL OFFICE General office duties Heavy

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OPPORTUNITY nationwide casualty Insurance empany needs an Assistant to the less Representative you are personable, independent d good with figures: we would a to interview you Need good ucation or equivalent business perience.

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Liberty Mutual Insurance Company Equal Opportunity Employer M.F.

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Manager - accounting, onal organization moving thirid to Troy - Spring 1976 it have excellent typing am one skills and the able rependently compose but

res. No shorthand required. ting salary \$175 week plus fits.

benefits.

If interested, call 275-5350 ext. 222for an interview appointment.

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Staff position available near
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2 Girl office, good benefits, 10 MisTolegraph Area.

20 House of the second benefits, 10 MisTolegraph Area.

20 Miss of the second benefits, 10 Miss
days for approximately 3 months
d shes move into full time, Jobs. 4
d shes move into full time, Jobs.

4 benefit of the second benef FULL SERVICE Bookkeeper, part ime, Tuesday & Thursday Refer-338-2230

SECRETARY needed for Farmington Hills area law firm Good typing and dictaphone skills required Excellent benefits. Call Linda Widrig 851-960 contacts 39-4900
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SECRETARY seek mature individual with excellent typing skills and office experience for a 1 person effice in Southfield 1180 per week to the seed resume in confidence of the seed of

SECRETARIAL POSITION in Southfield Law firm Must have good typing & dictaphone skills. No logal background necessary. Call Mrs. Frank. 559-2522

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Typing a must, si

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Health & Life Insurance Paid Vacations Great Fringes Coll Sharon for Appointmen 354-0990

SJ4-U77U
STATISTICAL Typist and genera
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Must be pleasant and willing in
work, permanent position. Resly to
such permanent position. Resly to
such permanent position. Resly to
such permanent position. Resly to
Livotia. Michigan 413.69
STATIST ANCE AGENCY Livotis, Michigan 48159

INSURANCE AGENCY
For young woman, experienced in
automobile, homeowners, or commercial dept. Accurate typist &
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Salary according to experience
Expanding agency in Birmingham
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SECRETARY with bookkeeping
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Programmer Experienced in RPG2 tanguage Coowledge of system 3 model 150 ilso required. Liberal employee enefits Apply today. Call 425-5000.

S.M.C.

too Junction, Plymouth
SECRETARY EXPERIENCED
For Southfield Insurance Company
Typing Googhm, Shorthand Sovens,
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fringe benefits. Salary commanualse with experience, 335-1122 EXPERIENCED LEGAL Secretary needed for Birmingham law firm. Excellent typing. shorthand, & dictaphone. Competitive fringe ben-efits. Call Jeri 645-300

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353-798

56,320 9,600 6,500 To 12,000 9,100 6,760 6,240 7,280 11,000 6,760

478-3500 29200 Vassar Rd., Suite 404, Livonia, Mich.

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SALESPERSON wanter women's apparel. Immediate ing for qualified, experi-serressive individual. Good fringe benefits. Call: 647-996 THE WILLOW TREE

Short Hours

GOOD PAY
We have both MEN & WOMEN
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Maybe you too can qualify support
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HIGH INCOME potential in retail sales. Part time or possible full time. Very large, beautiful water-bed showroom in Bloomfield Hills Sales experience required. 333-3343

LADIES - High commissions paid for direct sales positions. Zevenings per week. 3 wardrobes. Vo investment. Must have car. No experience necessary. For appoint-ment call, Shirley. 728-1007. Caro-lin. 226-7625.

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Sales personnel, male & (emale for a new family sports wear apparel store opening soon. Experience is necessary. Send resumes to 230 personnel.

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353-4610

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Plate on the year can make good
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SALESPEOPLE to sell advertising space in Birmingham's hometown newspaper. experienced, cheerful, metalligent and creative, draw plus commission, 646-2164 or 646-2181 EXPERIENCED Telephone solic-itors Southfield company needs full and part time phone workers Office environment, hourly plus commission Mr Redford, 598-8120 commission Mr Redford, 599430
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Fastest growing and largest dating
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experienced, direct one-cal closers
460. to \$500 commission weekly II
you can start immediately, call Mr
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Roule Salesman, Ambatuoa person

desire to sell, in service, ner de

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wages, fringe benefits to qualified

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and benefits. Call for appointment Ask for Mr. Dan Campbell 642-5600

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Local manufacturer of maintenance
supplies needs ambilious sales
person Experience in junitor
supply sales preferred, but not
coessary, Salery, commersion &
car allowance Call Mr Pelske,
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RED WING TICKET WINNER

But you must call the Pro-motion Department of The Observer & Eccentric by 5 p.m., Tuesday, February 14 1978 to claim your two free RED WING HOCKEY TICKETS 261-8600, ext

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TEL-TVELLER MALL his immediate opening for partitime, evening, Saurdays, and Sandays we specialize in wallpapering, pair.

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Ask for K. Darke
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Century 21

TELEPHONE PERSONNEI NEEDED no experience necessary We will train you you to se We will train you you to se appointments for our licerard sale personnel For private intervies call Mr Picard S99-129

WANTED SALESPERSON for Retail paint department. Must have basic knowledge of paint & paint supplies. Flexible schedule Returess welcome Apply & Murray's Ace Hardware, 27207 Plymouth Rd. Reddard Ask for Barry.

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Dept V or call, 1-215/674-5210

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Full time sales people needed in our
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70°7 COMMISSION PLAN, call
JOHN HALSER, TODAY

Norwood

504 Help Wanted Office-Clerical is for OFFICE SKILLS

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

See - Doris O'Connell 24755 5 Mile at Beech Daty MANP@WER

SECRETARY

Qualified candidates with working experience Typing skills of 60 wpm and Shorthand 80-90 wpm Interviews to be held Monday thru Friday, 10 AM to 3 PM

American Center Bldg. 27777 Franklin Rd (near 11 Mile Rd.) DETROITBANK-SOUTHFIELD

> DETROITBANK CORP

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WILL INTERVIEW
AT THE
FARMINGTON
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OFFICE MANAGER - 1 girl office with manufacturing firm in Livonia. At least 5 years expe-rence. Duties include: Kelly Girl

Farmington Community Center 24705 Farmington Rd. (between 10 and 11 Mile Rd.) ual Opportunity Employer M.F.

CISTION AVAILABLE with grow-ve consulting engineering from in studios His. Responsibilities include word processing, typing, authatings records and files for consist duties. A position with screening warrety of work and apposibility for I key marketing apposition of I key marketing approximation of the consultation of the include the consultation of the consultation of the include the consultation of the consultation of the superior of the consultation of the consultation of the superior of the consultation of the consultation of the superior of the consultation of the consultation of the superior of the consultation of the consultation of the superior of the consultation of the consultation of the consultation of the superior of the consultation of the consultation of the consultation of the superior of the consultation of the consu

ART TIME secretary for small

PUBLIC CONTACT have an outgoing perso elephone manners, con

ECRETARY - apartmens comps Southfield needs secretary IPM position offers a variety steresting duties. Good benefit alary \$753 plus, and fee paid.

&

646-5600

SECRETARY Mice experience, type 50, fe

Accounts Payable ACCOUNTS PGYGD

Clerk

We are seeking a permanentime employee for a challed position as an ACCOUNTS

ABLE CLERK. Experirequired. Contact: Personal Contact.

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2000 Grand River, Farmington 476-7600 Equal Opportunity Employer Ma Equal Opportunity Employer Mri-NOW INTERVIEWING for expe-renced General Office person is oversee order entity and customer entities of the control of the state and galling work in Great Location with a growing company Benefits. Call for appointment 674012

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al Secretaries needed for Sout
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full, typing 78-73 wpm. Ved opportunity for an ambitto
on. Salary 3730-3800. ptm be
i. Fee paid. PREFERENCE PERSONNEL

SECRETARY for Southfield law firm to train for legal work, excellent secretarial stills a must. Some college preferred. Call Barb. 335-300.

504 Help Wanted Office-Clerical

NERAL OFFICE work with retarial skills for a church ice. West Bloomfield 855-8183

RECEPTIONIST to answer busy telephone, typing required starting telephone, typing required, starting salary \$132 week. Apply 10 am - 2 pm, 24425 Haistead Rd. corner Hailwood Ct. just N. of Grand River, Farmington.

THEN WE NEED YOU!
typing skills, Dictore,
some Bookkeeping
tround or good figure
de. Excellent pay and
fits. Experienced only

American ersonnel Agency 355-5529

Please call 2007-con TYPIST - general office, with minimum 2 years experience, Southfield area, for appointment call 253-0612

LEGAL SECRETARY Experienced For Troy office across from Somerset Mail. 649-456

ACCOUNTS RECEIVABLE clerk, experienced in collections, full time, Birmingham. 644-650 Qualitrio Color Lao. 335.8880
Daly, Redford 355.8880
GENERAL OFFICE WORK
Light shorthand, knowledge of morocing & bookkeeping helful Farmington Area GP-1182
EXECUTIVE SECRETARY, FORMULE 430, resume & references required. 430, resume & references required position available immediately position available immediately 651-2000

349-2260 MATCHMAKERS Office Services
A Temporary Help Services PAYS TOP \$\$\$ FOR TYPISTS

SECRETARIES GENERAL CLERKS RECEPTIONIST Register Now:
551 E. 11 Mile Rd.
sdison Hts 388-139
660 Edison Plaza Dr.
wntown Detroit 963-502

UNDERWRITER-Personal lines. 2 years experience, good pay 6 benefits, large agency in Troy Call Ralph Petersen. 649-6500 **SECRETARY** STECKLIAKI
FID is offering an excellent
spectrumity for individual
who possesses excellent
spectrumity for individual
who possesses excellent
spectrum
for detail. A knowledge
of Accounting procedures and
the ability to type statistical
reports is a must. Typing
wpm and Shorthand is
desirable.

FLORIST'S TRANSWORLD DELIVERY ASSOCIATION 355-9300 SECRETARY/BOOKKEEPER
all time. Minimum 50 WPM typing

Hills

SALESCLERK opening in sales

office. Requires typing, phone
snawering, teletype and customer
phone contact. Competitive salary,
good benefits. Southfield area. Call
between 83.

Equal Opportunity Employer M/F

LEGAL DICTAPHONE TYPIST
Southfield Law Firm
For Appointment call:
Carole: 255-270 Caroli: SS-7778

CLERK TYPIST needed by Visiting Murse Association of Metro Detroit to work on CETA Project Mona be work on CETA Project Mona be more. Men Seculiaris weeks of more. Men Seculiaris Seculiaris of except Royal Oak, Southfield, Waterford, or Parmington, Salary range 47,330 to 47,830. Excellent Denofits. Please contact Audrey Brazona at ESS-727.

Equal Opportunity Employer Men. 504 Help Wanted Office-Clerical ECRETARY needed, 10th Mile, ahaer. Office experience required. Typing, shorthand, and general recodures necessary. For inter-view please call Karen at 444-000

TWO BOOKKEEPERS, one accounts payable, heavy workload Other general office, limited accounts receivable and (typing, Berkley location, Sharon 477-1991 KEYTAPE LEADER

KEYTAPE LEADER

Years Keyponch experience for
teracon opening, miss have
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towledge of keylape machine,
towledge in keylape machine,
towledge in sort premium
di SST-SST? Ex. SO. CPU IN.
2023 Northland Dr., Southlield

GIRL FRIDAY for one girl office Experience preff preferred. Book-keeping, accounts payable, receiv-able Call for appointment 333-1466

Salary commensurate with creden-tials. Send resume to Box 350, Observer & Eccentric Newspapers, 38231 Schooleraft, Livonia, Mich-igan 48150.

SECRETARY for CPA'S office Accurate typing a precently to

between 9am-3 pm only.

SECRETARY, law office, no legal experience necessary, typing and shorthand required. Southfield area. 333-4940

Looking for a challenge instead of a job? Want to be a member of a dynamic team? Typing 63 WPM with shorthand. Southfield area Call us. 333-3209

SECRETARY - Receptionis Birmingham law firm, typi WPM and dictaphone rece call - ask for Judy 64

FILE CLERK for insurance com-pany in Troy Must be able to lift heavy cartons. 362-1912

ADVERTISING AGENCY in South-field requires an experienced secretary, advertising experience helpful. Must have excellent typing 4 shorthand skills, be well groomed, accurate & responsible. Benefits. Call Adde. 23-200 Equal Opportunity Empkyer M/F Equal Opportunity Employer M.F.
ADVERTISING A GENCY has
sumediate opening: young expeeinened receptionist. Must be
excellent typist, well groomed,
dependable is able to handle busy
lobby. Willing to train our switchjobby. Willing to train our switchbenefits. Call Addis. 33.200
Equal Opportunity Employer M.F. Equal Oppersums;

SECRETARY. Private Bloomfield
Hills club. Figure aptitude &
Accuracy, typing & general Office
Tues. Thruough Sat. \$AM-SPM
\$31-421

EXPERIENCED WORD-Processing operator for Southfield Law Firm. Ask for Mr. Issaes 557-5300 LEGAL SECRETARY - Experienced for small congenial South field Office, non-smoker preferred. Maida 335-3344 Send resume and salary requirements to: KEYPUNCH-KEY TAPE OPRS. Schoolcraft - Middlebelt Area Minimum & months experies