

**504 Help Wanted Office-Clerical**

**OPPORTUNITY**  
If you have enthusiasm and want to grow large suburban area, we will train you immediately. Accurate typing and spelling. \$600 a month.

**644-4500**  
**SMILING & SNIBLING AGENCY**

**OFFICE POSITION**  
Available at 11874 Market, Lincoln. We need an energetic individual for General Office work. Previous experience not necessary. Light typing required.

**522-7431**  
**SECRETARY-TYPIST** full time position. Must be excellent typist. Good spelling and composition capabilities. Salary in excess of \$1000 per month. Full equipment. Salary in excess of \$1000 per month. Previous experience not necessary. Light typing required.

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**CLERICAL POSITIONS**  
Interested persons in our main office, for mature individuals who have experience in general office work and a good telephone voice.

Positions offered good starting salary. Regular salary increase and many employee benefits.

To arrange an interview, call Mrs. Jeros, 433-4045.

**Winkelman's**  
Equal Opportunity Employer M/F

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**HOME OFFICE**  
of Plymouth based insurance company has immediate opening for a **TRANSCRIBER, POLICY TYPIST** and **CLERK TYPIST** and **SECRETARY**. Excellent salary and benefits. For further information, call 433-7200.

**RECEPTIONIST-TYPIST**  
Plastic Fabricator-Distributor in seeking experienced Receptionist-Typist for permanent position. Good salary and benefits. Call for appointment.

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**EXOTIC RUBBER & PLASTICS**  
2206 Industrial Park Dr. Farm 477-2129

**RECEPTIONIST** full time, evenings and weekends. Good starting salary. Call for appointment.

**ADAMS & MARTIN PERSONNEL**  
920 E. Michigan  
**646-5600**

**LEGAL SECRETARY**  
Begin your legal career with one of the best firms in the state. Good salary, no overtime. 175 month. Call Debra.

**644-4000**  
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**RECEPTIONIST**  
Now is your chance to run the front office for a young expanding company. Lots of people contact and varied duties to keep you busy. Excellent benefits. Call for appointment.

**SMILING & SNIBLING**  
478-3500

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**Are You Bored?**  
Not interested in being told you're not a full time job, we can help you.

**TYPISTS**  
SECRETARIES  
GENERAL CLERKS  
Matchmakers  
Office Services  
Call for appointment.

**398-4390**  
600 Edison Park Dr. Detroit  
**963-5026**

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**BOOKKEEPER/Accounts Payable**  
Full time position with rapidly expanding plastics company. Includes salary, benefits and computer accounting on Burroughs 1-3000. Good salary and benefits. Experience not necessary.

**EXOTIC RUBBER & PLASTICS**  
2206 Industrial Park Dr. Farm 477-2183

**BOOKKEEPER** with Real Estate experience. Please call for appointment. 398-4390.

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**CONGRATULATIONS!**  
Bookkeeper/Accounts Payable. Full time position with rapidly expanding plastics company. Includes salary, benefits and computer accounting on Burroughs 1-3000. Good salary and benefits. Experience not necessary.

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**TYPISTS**  
and that's what we need. Copy typists, legal typists, stenographic typists, transcription typists, and every kind of top-notch experienced typist available for interesting, rewarding temporary assignments. You'll love our work and our schedule working as regularly or as rarely as you choose. Stop in this week for an interview.

See Mary Ann or Doris  
2475 S. 5th Ave. in Beach Dr.

**MANPOWER**  
Temporary Employment Agency

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**PROGRAMMER**  
System 3, RPG II Programmer

Heavy in testing and debugging, with system design experience. Requires 3 years experience minimum. Data Base Query, On-line experience a plus. Challenging position with future upgrade to On-line and systems design. Company in NW suburbs with excellent benefits.

Send resume and salary requirements to:  
Box 370  
Observer & Eclectic Newspapers  
3251 Schoolcraft, Livonia, Michigan 48150

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**Executive Secretary**  
President and Chief Executive Officer of a Detroit based U.S. Steel Corporation is seeking a mature Executive Secretary with outstanding administrative skills. Must be capable of managing own work and assignments with a minimum of direction. Must be well poised, well educated and have excellent verbal skills. Should have had important secretarial assignments with top-level executives.

To the successful candidate, we offer a professional opportunity accompanied by an excellent salary and a comprehensive benefit program.

For confidential consideration, qualified applicants are invited to respond with a complete resume and salary history to Box 484, Observer & Eclectic Newspapers, 3251 Schoolcraft, Livonia, Mich. 48150.

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**STENOGRAPHER**  
We have an immediate opening for a Stenographer at our World Headquarters office in Southfield. Applicants should have excellent typing and shorthand skills. This position offers a competitive salary, excellent benefits and an attractive work environment. Please contact:

**CHRIS LANE** 354-8895

**FEDERAL-MOGUL CORP.**  
26555 Northwestern Hwy.  
Southfield, Michigan 48034

**AN EQUAL OPPORTUNITY EMPLOYER**

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**PAYROLL CLERK**  
Full time day position is available for an individual who enjoys working with figures and can type 40 WPM. Must be experienced. Will be able to handle routine office work. Excellent salary and benefits. Call for appointment.

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**RECEPTIONIST PART-TIME**  
Light typing and filing. 5 days a week. P.M. 4:30 P.M. 6:00 P.M. 433-4045.

**569-5555**  
**SMILING & SNIBLING AGENCY**

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**GENERAL OFFICE**  
Applications must possess ability to type 40 WPM. Insurance experience helpful but not essential. For confidential consideration, call for appointment.

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**EXPERIENCED EXECUTIVE SECRETARY**  
Knowledge of executive office procedures. Excellent salary and benefits. Call for appointment.

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A small 30 yr. old Michigan Corporation is seeking a Secretary for a busy sales office. Located in Southfield. Duties include: answering phones, typing, filing, a large variety of other activities. Excellent salary and benefits. Call for appointment.

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**506 Help Wanted Sales**

**SALESPERSON**  
Aggressive, experienced salesperson available for Industrial Sales. Must be experienced in selling products in all areas of inter-company and commercial products. Please call for appointment.

**324-4035**  
**STINE JEWELRY STORE**

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