504 Help Wanted Office-Clerical

SECRETARY. Want to learn to be a Claims Secretary? 60 WPM and some office experience qualify you. $625 per month and benefits, fee paid. Beautiful new Troy offices.

LEGAL SECRETARY for beautiful Bloomfield Hills firm. 80 WPM shorthand, 70 WPM typing. Salary $10,000. Nice job. Fee Paid.

TROY TYPIST. $650 for typist with speed of 65 WPM. Fee Paid.

ACCURACY PERSONNEL
Where You Receive Special Attention
BIRM'HAM 642-3050
SOUTHFLD 358-2010

HOSPITAL RECEPTIONIST, $160. For outpatient pediatric dept. Pull files, meet patients, type 40. Medical terminology helpful. Full benefits with opportunity.
SHARROW & ASSOCIATES PERSONNEL AGENCY

SECRETARY
Life Insurance background preferred and minimum comparable experience of 3 months. Need good typist with figure aptitude. Only career minded need apply. Full benefits. Call Miss DeGeorge 352-0300.
An Equal Opportunity Employer

EXECUTIVE SECRETARY. We are a rapidly growing data processing consultant corporation in need of a well-qualified secretary to assume full secretarial responsibilities for our Bloomfield office. We are looking for a person with excellent secretarial and receptionist skills, initiative, self-motivation and willingness to assume responsibility, and a desire to do an excellent job in a challenging environment.
DECISION CONSULTANTS, INC. 353-6320

SUBURBAN OPPORTUNITIES

SECRETARY, to $650. Fee Paid. Type 55 WPM. No S.H. Figure aptitude. Southfield.

INSURANCE, to $675. Fee Paid. Light typing. Figure aptitude. Detail work. Southfield.

CLERICAL, $485. Fee Paid. Beginning position. No typing. Southfield.

EXECUTIVE SECRETARY, to $900. Fee Paid. Excellent skills required plus legal experience involving mortgage foreclosing. Farmington area.

STAT TYPIST, to $800. Fee Paid. Experience, with some knowledge of accounting preferred. Novi.

Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

DICTAPHONE TYPIST. Southfield on call, days. $3.50 per hour. 557-2259

SECRETARY for real estate office, good typist, pleasant personality. Extra benefits available. Southfield. 557-7750

COMPANY RECEPTIONIST, includes all normal office work. Some errands. Shorthand helpful but not necessary. Grand River & Mile area. For appointment, 537-1919

RECEPTIONIST for busy Aberg-nat's office. Must have experience in peg-board. Farmington Hills area 474-6455

504 Help Wanted Office-Clerical

Female Secretary

Tired of driving? Local Livonia young progressive real estate office desires a young attract. minded-thinking SECRETARY. Must be quick, an excellent speller, have shorthand skills as well as typing; with a cheery attitude and interest in working 20 to 30 hours per week at flexible time periods. Call MR. KANGAS. 522-6000.

ONE WAY REALTY

SECRETARY
Good typing and shorthand required, along with some accounting, call Joanne, at Computer Services, Corp. 358-2820

SECRETARY - BOOKKEEPER, mature man or woman with secretarial bookkeeping background. Understanding of real estate closing function helpful but not essential. Apply stating salary requirements along with resume. Would consider recent college grad with business related background. Write to Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARY. 3 man firm in Livonia. Detaphone, typing and general office work. Full-time. Attyle, Freeman and Kalubiak. Ask for Fran. 427-0300

INSURANCE

COMMERCIAL CASUALTY TRAINEE. Must be good at typing and math. Excellent opportunity to learn the insurance business. Fringe benefits. Southfield location.

352-7350

INTERNATIONAL SECY. Plush sales office of worldwide firm offers top benefits and salary the fee for your typing and other talents' $690 Call Kate Harmon now!

569-0400
Snelling & Snelling
PERSONNEL

BOOKKEEPER through General Ledger and preparation of financial statement. U of D area. KING REALTY. 342-6500

GENERAL OFFICE clerk, typing and shorthand essential, excellent fringe benefits. Southfield Area. 559-5647

GROUP INSURANCE CONTRACT ANALYST

1 to 3 years experience in group contract preparation required. Experience should include Life, A.D. & D. and Medical. Individual should be exposed to insurance department statutes and regulations. College helpful. Please contact Personnel Department.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
476-9000

"Hello" Person
Royal Oak
$550 Fee Paid
Be this automotive-related company's number 1 people-greeter. Interesting, energizing atmosphere with lots of high level visitors. Poise and charm a must. Good office skills, of course. PERMANENT STAFF. Personnel.
388-8900

504 Help Wanted Office-Clerical

SECRETARY for Southfield Law Firm. Must be over 25 with excellent secretarial skills. Salary open. Call Barb. 358-8000

GENERAL OFFICE, light typing, filing, use of business machines. Send resume to Business Manager, Madonna College, 36600 Schoolcraft, Livonia, 48150. An Equal Opportunity - Affirmative Action Employer

NEEDED EXPERIENCED secretary for general office work. One girl office. Detroit New Center Area. Call for appointment 871-2220

BOOKKEEPER. Troy area. Experienced to handle manual cash receipts, payroll disbursement and ADP payroll for Real Estate Co. handling 10 companies. Need dedicated, observant person who works well under pressure and likes to keep busy. ALL work will be done under direct supervision of head bookkeeper. Salary commensurate with experience and ability. Please send resume to box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE WORK. We are looking for a competent responsible person with good typing skills, starting salary $125 per week. Campbell Services, Inc., 21700 Northwestern Hwy., 1870 Tower 14, Southfield. 353-8953

COST ACCOUNTING Clerk. Individual responsible for maintaining inventory control records. Must have bookkeeping or inventory control experience. In Plymouth area. Excellent fringe benefits. Please send resume to Box 627, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE SECRETARY with good typing skills. Experience in home and car owners insurance preferred. 474-6334

PAYROLL CLERK
Part-time, full-time hours. Must have experience with Computer Payroll systems. Salary commensurate with experience. Call Sandy, at 942-9333

Accounts Payable Clerk
Wholesaler seeking an ambitious individual with aptitude for figures. Must have experience in checking invoices for payment. Novi area. Call Miss Harrier weekdays between 10 AM-3 PM
349-5000

KEYPUNCH OPERATOR
Immediate openings, day shift, 2 years experience in accounting data required. 12 Mile-Southfield area. 352-2292

TRAINEE for Insurance Agency Underwriter. Bright and ambitious, basic skills required (reading, writing & arithmetic) and typing. Southfield area. Call between 9 AM and 5 PM 357-2829

BUILDING ACCOUNTS CLERK, year around position. Knowledge and experience in bookkeeping, typing 50 WPM, ability to maintain accurate filing system, general office duties. Apply WEST BLOOMFIELD SCHOOLS, 3250 Commerce Rd.

LEGAL SECRETARY

Excellent skills, and experience for 1 girl Southfield office. $850 fee paid.
LOIS RAY PERSONNEL
559-0560

RECEPTIONIST - TYPIST, poised, outgoing individual to handle front desk position. Type 60 WPM. Afternoon, evening hours. Salary according to experience. Southfield. 352-4500

504 Help Wanted Office-Clerical

KEY PUNCH OPERATOR - Immediate opening. Day shift. 2 years experience in accounting data. 12 Mile, Southfield area. Call 352-2292

KEY PUNCH OPERATOR
6 months experience, second shift only, excellent fringe benefits. Southfield area. 358-3532, Ext. 224

SECRETARY - Part-time 20 hours a week. Must be good typist & have dictaphone experience. Excellent working conditions with dynamic marketing organization. 478-7815

RECEPTIONIST

Good typing and dictaphone experience for beautiful suburban clinic. $700.
LOIS RAY PERSONNEL
559-0560

RECEPTIONIST, experienced. Accurate typist. Troy location. Reply to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY, must have good typing skills, light bookkeeping, good on phones. Southfield area. Call after 5 PM 968-4328

LEGAL SECRETARY, experienced. W. Big Beaver Rd., across from Somerset Mall. 643-6555

Secretary

Large modern Detroit area teaching medical complex has an opening for highly skilled SECRETARY to work at a management level for administrative personnel.
This position offers an exciting and rewarding challenge, career development. Our organized working environment. Our starting salary is highly competitive with a fully paid benefit program including family Blue Cross-Blue Shield and dental insurance benefits.
The necessary requirements are: typing 60 WPM, shorthand 90-100 WPM and previous secretarial experience functioning in a responsible capacity for department head or director.
Send complete resume, stating salary expectations, to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPING and general office duties. 1 girl office for yacht sales company. 277-5477

EXPERIENCED SECRETARY with good typing skills for modern Southfield office. Write - Personnel, CKC Inc., 26211 Southfield Road, Southfield, Mi. 48075.

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Work a schedule tailored to your ability, time and needs. Call today to work in your area. 522-4020 or apply at: 29449 6 Mile, just west of Middlebelt.
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MATURE WOMAN, general office work. Farmington Area. 474-1500

TYPIST - PART-TIME
Experienced with good typing skills. IBM Mag Card II a plus but not required. The Service Bureau Co. 30300 Civic Center Dr., Southfield. 352-8200 Ext. 304
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

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STENOS
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A DIVISION OF KELLY SERVICES
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EXPERIENCED Legal secretary with good skills, shorthand required. Excellent starting salary, convenient location, Telegraph Rd. near Expy. Southfield. 352-8100

CASHIER - Ferndale auto dealer. Dealership experience essential. No evenings. Fringe benefits including dental and pension plan. Call Betty Gaubis. 543-7870

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$650 Fee Paid

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388-8900

SECRETARY RECEPTIONIST for one girl office in Southfield. Excellent typing, light bookkeeping. 358-3170

TYPISTS

If you type 45 WPM or have office experience, register with TEMPORARY STAFF. We offer good wages for your skills and you can work in the modern business offices of your communities. Call Gayle. 352-4341. TEMPORARY STAFF.

TYPISTS
BOOKKEEPER

Southfield CPA firm requires experienced statistical typist, general typist, and full charge bookkeeper with recent CPA experience. Positions are permanent and full-time. Salary open. 355-5587
An Equal Opportunity Employer

TYPIST - RECEPTIONIST. Engineering firm is seeking experienced typist - receptionist. Send resume to: Halpert, Neyer, & Associates, 27000 Hunter Blvd., Farmington Hills, MI. 48018. Attn.: Mrs. Bennett
An Equal Opportunity Employer

KEYPUNCH OPERATOR

Desire person who one to two years experience on IBM-3741 or any Magnetic recording experience preferred. Position offers competitive starting salary. Profit sharing, and other fringe benefits. Please send resume to: Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
BIRMINGHAM

Seeking qualified, personable secretary for opening in small branch office of well known area organization. Must be dependable, possess ability to organize work, type and handle telephone well; shorthand not required. Pleasant working conditions. Excellent benefits. 965-7100 Ext 260

DATA MACHINE OPERATOR

One year business machine experience or the equivalent preferred. Good mechanical aptitude a must. Excellent starting salary & fringe benefits. For interview, call Miss Halle at
425-6000
United Stationers Supply Co

CLERICAL

H. S. Grad, good figure aptitude, light bookkeeping and general office. Apply at
12360 Beech Daly
Redford, Mich.
Ask for Controller

ENGINEERING CLERK

One year business office experience preferred. Good mechanical & clerical aptitude a must. Excellent starting salary & fringe benefits. For interview call Miss Halle at
425-6000
United Stationers Supply Co

MATURE woman for church financial records, typing, general office. Approximately 20 hours per week. Own transportation. Farmington Hills area. Call 476-8187 or 851-7528

Keypunch/Keydisc

Experienced only. Immediate openings for all shifts. Fully paid fringe benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

SECRETARY for legal office in Northland Towers, Southfield. 4 days, 9 AM - 5 PM. Profit sharing, life insurance, Major Medical Plan. Shorthand or equivalent preferred. Beginner considered. Phone for appointment 569-3350

BOOKKEEPER
Part time, fully experienced, Southfield. 353-3020

SECRETARY

To Assistant Controller Southfield office. Diversified position for an individual with good typing, figure aptitude and organizational skills. Experience necessary. Call:
559-2000 ext. 118

BOOKKEEPER-peg board system, good typist, construction experience helpful. Southfield area. Call for appointment. 355-1335

504 Help Wanted Office-Clerical

IBM MAG II OPERATOR
Southfield Law Firm is in need of Mag II typist for new word processing center. Legal experience preferred. Must be able to pass typing test at 70 WPM or better. Call Sharon Patrick between 8 AM-5PM. 355-5300

LEGAL SECRETARY. Interesting, creative, mag card experience preferred. Small firm, West Bloomfield. 851-9660

CLERICAL AND ADMINISTRATIVE SOUTHFIELD

Excellent opportunity. Duties are varied, stimulating, challenging, and rewarding.

Must be able to deal effectively with people, be mature, pleasant and responsible manner.

Good voice, aptitude for figures and spelling. Typing 50 wpm... transcription and invoicing helpful.

We offer a good starting salary with proficiency increases, salary reviews, progress evaluation, career counseling. Employee - Family Medical, Hospital Income Life Insurance protection Paid vacation. Retirement.

569-2333

INSURANCE AGENCY-Home owners & claims experience necessary. Southfield. 9 Mile-Lahser. Excellent fringe benefits. Salary negotiable. Phone 352-3030

PART-TIME Position, office in Birmingham. Proficient typing & shorthand skills required. Send typewritten reply listing job experience and references to: HLG & ASSOCIATES INC., PO Box 180, Bloomfield Hills, Mich 48013. Attention: Office Manager.

LEGAL Secretaries

We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 557-3007

LEGAL SECRETARY
Active Southfield law firm specializing in Insurance Defense and Subrogation, requires well organized, experienced Legal Secretary. Good typing, telephone, knowledge of Pleadings & Legal Procedures required. 358-5000

MAG CARD OPERATOR
Good benefits. Farmington Hills Area. Call Lynne Widing.
851-9500

506 Help Wanted Sales

SALESMEN-DISTRIBUTORS
This is your opportunity to create a sales network which will generate unlimited earnings. Consumer product - new in Michigan. No limit to sales fast year. Call Mr. Rogers. 341-1443

HAVE FUN & MAKE MONEY
We need people to show and share our fantastic line of California Jewelry. At home - at work - at bills everywhere. New in Michigan. Call Mr. Dinks 348-0131

SALES & MANAGEMENT OPPORTUNITY
United Tae Kwon Do Inc-the leading Martial Art School - is looking for a branch manager. You must have sales experience & ability to work with people. To find out more about this challenging position; phone 9AM-6PM. 946-5421

504 Help Wanted Office-Clerical

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SECRETARY-TYPIST for Southfield law firm. High compensation, excellent selection, training and insurance protection. Good location, growing company, looking for person with pleasant attitude, has good secretarial skills, and with either experience or willingness to learn. Contact: Mrs. Mag Card II typewriter. Send resume to: Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART-TIME Position, office in Birmingham. Proficient typing & shorthand skills required. Send typewritten reply listing job experience and references to: HLG & ASSOCIATES INC., PO Box 180, Bloomfield Hills, Mich 48013. Attention: Office Manager.

LEGAL Secretaries

We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
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STENOS
SECRETARIES
KEYPUNCH OPRS.

Apply 9 am-3 pm Mon. thru Fri.
26049 5 Mile at Beech Daly
29566 Ryan Rd. at 12 Mile
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