504 Help Wanted Office-Clerical

LEGAL SECRETARY excellent typing, Birmingham office. 642-5074

CLERICAL ASSISTANTS needed. Elecronic Manufacturer. Good benefits. Hours 8AM-4:30PM, Monday thru Friday. Call from 10AM-3PM: 875-2505, Ext 7

OFFICE CLERK wanted. Must have good telephone voice. Requires light typing, filing, etc. 40 hour week includes Saturdays. H.A. Smith Lumber. 474-6610

SHARP SECRETARY for busy travel corporation. Typing, shorthand, & phone experience. Must have ability to organize & handle details quickly. Salary negotiable. Excellent fringe benefits. Call Wendy: 557-5145

SECRETARIAL position for stock brokerage firm, general office experience necessary. Southfield area. 358-2282

CLERK typist needed. Must be permanent. Must be able to expand with company and take on extra duties. Typing 60-70 wpm, and must have good spelling. Shorthand, speedwriting or dictaphone a must. Contact Mrs. Rapoport Monday thru Friday, 9-5. 589-7300

LARGE LIVONIA BASED Insurance Agency has opening for a manager in their accounting department. Prefer College graduate or individual experienced in all accounting functions. E. D. P. experience helpful. Please send resume, including salary requirement, to: Mr. Lee, P. O. Box 2727, Livonia, Michigan, 48151.

RECEPTIONIST/BILLING CLK. Accurate typing skills required for a local firm. For an interview, call between 8:30 AM - 5:00 PM 338-9611

BIRMINGHAM INSURANCE Agency needs general office help. Must be good typist. 646-0099

504 Help Wanted Office-Clerical

SECRETARY

For large real estate firm. Duties include: telephone, typing, and light office duties. Hours from 9 to 5 Pm. Monday thru Friday. Call for interview FRANK D'ANGELO.

261-4200

ACCOUNTS PAYABLE Clerk With some general office experience. Warm Air Wholesale, 26289 W. 8 Mile, Redford. 531-2340

CLERK TYPIST
For insurance office. No experience necessary. Contact Mrs. Wolf between 10-2 pm. 883-7300

BOOKKEEPER position available at Post Furniture Co. 937-2525

CLERICAL. Steady. Part-time, 7 Mile and Lodge area, flexible hours, no Saturdays. Send age, phone number qualifications to T Francis, P. O. Box 36355, Grosse Pointe, Michigan, 48236.

IMMEDIATE opening for bright individual with good skills (typing 70, shorthand 90, dictaphone) at least 1 year secretarial experience. Good benefits. Pleasant working conditions. Send resume to: Amurcon Corp., 26555 Evergreen, Suite 1717, Southfield, Mich. 48076, Attention Sharon DeWitt.

FILE CLERK needed for Southfield law firm. Salary commensurate with ability. For appointment call 358-4660

TYPIST to train as Keypunchers. Must type 60 to 65 WPM. Will train for Inforex, Tape equipment and card equipment. Days or afternoons. Good benefits, incentive pay and great atmosphere. Call first 478-7447

504 Help Wanted Office-Clerical

SECRETARY - to VP of Bloomfield company in automotive industry. Busy, interesting spot for person with good skills. Salary starts at $800, benefits are outstanding including 3 weeks vacation after 1 year. Fee paid.

LEGAL - secretary, will train, nice Birmingham law firm will train you to be a legal secretary if you have good typing and shorthand of 90-110. Salary range is $750 to $856. Fee paid.

ACCOUNTING - clerk for large Troy company. Position requires some bookkeeping background. Salary starts at $715 with very nice benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600
DIAL-A-JOB
24 hr. service to hear about our most recent openings. 646-8780

EXCELLENT job opportunity for housewife with secretarial skills to work part time. Hours negotiable. safety equipment distributor, 12 Mile-Farmington Road area. Call 552-7066

BOOKKEEPER -SECRETARY for Southfield firm. Typing, payroll & general bookkeeping required. Call Mon thru Fri 9AM -5PM. 424-8770

504 Help Wanted Office-Clerical

FRONT DESK RECEPTIONIST
With shorthand and typing experience for plush Southfield office. Benefits - salary negotiable. 557-9191

ADVERTISING REPRESENTATIVE
CLERK TYPIST
AD TAKER

Southfield ad agency is seeking bright, energetic individuals who like fast paced diversified work. Must work well with people with minimum of supervision, type 55-65 wpm. accuractely, be mature minded, and good with details.

Call Ms. Alexander
353-2074

RECEPTIONIST
Super suburban location! This is your opportunity to put both your sparkling personality and good typing to work. $650-$700 a month. Call Debbie.
644-4600
SNELLING & SNELLING AGENCY

GENERAL OFFICE
Responsible person. Must have pleasant voice, accurate typing to learn all office procedures. Full time Southfield. 353-5650

ADMINISTRATIVE Assistant - experienced in secretarial functions as well as bookkeeping. 1½ girl office, Royal Oak location. 549-3400

DIVERSIFIED OFFICE DUTIES
In Northwest area Auto Dealership. General clerical work. Must be a good typist. Pleasant working conditions. Insurance. 535-7377

504 Help Wanted Office-Clerical

BOOKKEEPER
Electronics firm has immediate opening. Must have experience through adjusted trial balance. Exposure to cost accounting helpful. Plymouth area. Excellent working conditions. Good salary and benefits. 459-8565

ACCURATE Typist, answer telephone, mailing and filing, will train. Oak Park area 543-7613

SECRETARY
For busy Real Estate salesperson, varied & interesting duties, hours flexible, 25 to 30 hours a week. Call VIOLET SIEGAL
559-8181

TYPIST
50 WPM - 35 HOUR WEEK
BENEFITS
NEAR TEL - 12
CALL LORRAINE, 642-6013
LUMBERMEN'S UNDERWRITING ALLIANCE

SECRETARY-National company regional office, Farmington Hills. Good typing skills & rusty shorthand. Personable & intelligent to handle diversified activities. 855-9200

SALES SECRETARY
For Novi Area Firm. Typing and math skills required. About $150 per week. Mr. Eckstrom 349-7600
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENTRY LEVEL BILLING CLERK
For marketing/distribution facility serving the automotive industry. Applicants must be aggressive and self-starters. No prior experience required but good math aptitude helpful. Contact: MERLE HARRIS.
ADISTRA CORP.
101 Union St., Plymouth
425-2600

CUSTOMER SERVICE Secretary for manufacturing rep. Pleasant personality and phone voice. Experience in office routine necessary. Lots of variety. Part time, 3 to 4 days per week. Oak Park area. Call 968-5282

ADVERTISING REPRESENTATIVE

Southfield based national advertising firm is seeking a personable self-starter who enjoys fast paced diversified work. Responsibilities: media buying, co-ordination of advertising campaigns, and extensive client contact. 2-3 years experience in advertising, newspaper, travel, personnel agency or related area is required. Must be capable of working with minimum of supervision, type 55-65 wpm. accuractely, have pleasant telephone voice, and be good with details. For consideration, forward your complete resume with letter stating salary history and requirements to Box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE-ACCOUNTS RECEIVABLE
And General Office. Experienced. Send resume to Box 620, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY/Administrative Assistant. Downtown Birmingham advertising agency seeks person who would enjoy varied responsibilities with emphasis upon greeting clientele, typing and organizational skills. Applicants should be enthusiastic and want to become a key member of the team.
Salary commensurate with experience and qualifications. Call 647-6060 for interview.
STOCKWELL, MARCUSE ADV.
280 No. Woodward, Suite 210

SECRETARY/RECEPTIONIST - Pleasant surroundings, Birmingham area. Salary commensurate with qualifications. Call Mrs. Jeffery 9 to 5PM. 642-0800
An Equal Opportunity Employer

KEYPUNCH OPERATOR
Immediate openings for keypunch operator with 2-3 years experience. Full time position, afternoon shift. Opportunity to learn computer operation. Pleasant working conditions. Phone Jim Ham, Seligman & Associates, Southfield. 355-2400

SOS SOS SOS
We Need APPLICANTS for Short and Long Term Assignments:
SECRETARY
STENO
DICTAPHONE
TYPIST
RECEPTIONIST
CLERKS
Call CORINNE
SURBURBAN OFFICE SERVICES
651-1500

CLERK TYPIST
60 wpm., New Center Area
Call Mr. Lobsinger
875-8300

ACCURATE typist, 70 WPM minimum, shorthand necessary. Full or part time. 353-4454

GAL FOR busy tel-answering and secretarial service 5 day week 12 Mile/Northwestern area 353-4466

ACCURATE WITH NUMBERS?

BUSY Builder's office in Southfield offering full time permanent position Call 355-0666

SALES SECRETARY
SOUTHFIELD LOCATED
MULTI-PRODUCT
DISTRICT SALES OFFICE
OF LARGE CORPORATION

Full time position available for Secretary with excellent typing skills, office aptitude and customer contact abilities. Salary commensurate with experience. Corporate benefit package.

KOPPERS CO., INC.
For interview call Mr. Tracey
352-3920
Equal Opportunity Employer M F

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM. Insurance experience helpful but not essential. For further information contact Personnel Department
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd
553-2000

Westland/Canton Area
Large real estate office looking for SECRETARY. Must type. Have pleasant phone voice and be eager to learn. $500 per month to start with good opportunity for rapid advancement. Call Mr. Verkerke for appointment
Century 21
Boardwalk Div. 459-3600
In the Jox-Hix Shopping Plaza

EXPERIENCED full charge woman bookkeeper, for Oak Park company, 5 days, $240 weekly. 355-5160

Typist-Receptionist
We are a Fashion Business with an opening for a pleasant young woman to handle phone calls and do typing for an executive. Little previous experience required. Good hours, excellent working conditions & company benefits. Call Mr. Felder, for an appointment. 548-8511
ALBERT'S, INC.
10811 Northend
Ferndale

GENERAL OFFICE Assistant: position offers opportunity for advancement, casual office atmosphere, and a chance to learn about magazine publishing. Requirements are a good figure aptitude, typing, handling telephones, general office skills, and a sense of humour. If you are interested, please send a brief resume of qualifications, nothing fancy, to: P.O. Box 1064, Birmingham, Michigan, 48012. Att: Gene. Please give us a phone number and hours when it's best to reach you.

GENERAL OFFICE
Full Time, 5 days per week
Redford Twp. Area. Apply at:
MAYER
JANITORIAL SUPPLIES CO
25743 W. 7 MILE at BEECH

SECRETARY for top quality 2 person Executive Recruiting Firm in Troy. This challenging position requires a person who is very proficient in Secretarial skills, who can also deal effectively with the top management of Client Companys over the telephone. Provides a professional atmosphere with opportunity for personal development and financial growth. Send resume, typing speed and salary requirements to Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE
Agency in Southfield needs experienced girl in Homeowners and Personnal Auto. Fringe benefits. 352-7350

MERCHANDISING Secretary. Part time, for contemporary women's boutique in Birmingham area. Must xave experience. Interview by appointment: 851-6368

TITLE INSURANCE
Insurance agency needs clerical personnel experienced in insurance work. Part time or full time positions available. Rating & typing skills required. Farmington area. 478-0880

RECEPTIONIST
Immediate opening for individual with pleasant manner. Some experience preferred, full time position, excellent fringe benefits. For appointment Mrs. McKinney, Southfield. 569-4001
An Equal Opportunity Employer

OFFICE/CLERICAL
Person to do Accounts Payable, Invoice Processing, Etc. Skilled in typing and Figure work. Downtown Detroit Location, full or part time. Call for Appointment.
962-0090

BOOKKEEPER
Experienced in accounts payable, accounts receivable, invoicing & payroll. Full time employment. Excellent fringe benefits.
474-8200
An Equal Opportunity Employer

SWITCHBOARD OPERATOR wanted for Southfield location, experience preferred, 50wpm typing, 5-8 PM Monday thru Friday. 9AM-3PM Saturday & Sunday. Call Ext. 298 355-2417

WOMAN experienced in Bookkeeping and General Office procedures. Full or part time. 477-9900

APPLICATIONS for experienced office help for small business in Redford area. Hrs. Mon.-Fri. 10 AM to 3 PM. Call Tri-Way Services between 9 AM & 12 Noon. Mon. thru Fri. 538-8182

504 Help Wanted Office-Clerical

SECRETARY
EXPERIENCED for administrative headquarters of multi - office Real Estate firm located in Troy. Must be excellent typist & like working on a variety of financial reports. Shorthand required. Call 643-9459.

ALL AROUND GIRL. Must know typing, shorthand, some figure aptitude, telephone experience & various office functions for general contractor & property management firm. Call Mr. Weisberg. 557-9820

EXPERIENCED General office, good at detail work. Hours preferred, 12 noon-9 PM, 5 days. $115. to start. Alan Lori Carpets, Livonia. 477-6500

SECRETARY - Receptionist. Typing & shorthand required with telephone answering in Fisher Building. Paid parking & & Blue Cross. Judy at 871-3606

CLERICAL
National service corporation has immediate opening for GENERAL OFFICE CLERK at the beginning level. Will be moving from Southfield to Troy within the next few months.
Requires good math aptitude and typing ability. Benefits are provided.
If interested call 275-5350 ext 296 for an interview appointment.
Equal Opportunity Employer M F

INSURANCE AGENCY needs individual to handle general agency operations & personal lines. Must have 2 years general agency experience. Salary commensuate with experience. Southfield 559-9877

STENOGRAPHER IBM Executive typewriter, shorthand essential, law office Honeywell Bldg., Southfield 559-3600

MANAGEMENT - SECRETARY Sharp ambitious individual needed for 1 girl office. Typing, filing and bookkeeping required. Salary commensurate with experience. 569-0367

FULL OR Part time Mature person to do bookkeeping, payroll & office work in Bloomfield Hills for Retail business. Inquire 247-6039

Accounts Payable & Payroll Clerk
Real Estate Company in Farmington area has an opening for accounts payable & payroll clerk. Bookkeeping knowledge essential. Good working conditions & benefits. Call Lillian Grode. 553-8700

OFFICE CLERK Entails filing orders, checking confirmation, some typing. Call Racine Hydraulics of Michigan 537-0577

LEGAL SECRETARY. Southfield, good typist, shorthand required. High intelligence, some experience preferred but not essential. Salary commensurate with ability. W. 9 Mile Rd 559-2333

WITT SERVICES
TEMPORARY NO FEE
REGISTER NOW
Secretaries
Stenographers
Dictaphone Oprs.
Typists
Clerks

A great opportunity to maintain and improve your skills while working on a temporary basis.
A wonderful opportunity for recent high school graduates to get started in the business world.
Work a day, week or longer. 8 locations for your convenience. open Monday thru Friday 9 Am. to 2 Pm.

Dearborn	565-8060
Detroit	963-0808
Clawson (Mon., Tues., Wed.)	585-6387
Mt. Clemens	791-3059
Oak Park	967-0336
Wyandotte	284-9066
Livonia (10Am-3Pm)	525-0330
Farmington (10 Am-3 Pm)	478-8088

WITT SERVICES

PART TIME receptionist with plan for full time work within three months for Southfield law firm, light typing and general clerical work. Good position and opportunity for bright ambitious person. 353-8100

INSURANCE AGENCY
WOMAN experienced in automobile rating. Accurate typist & pleasant telephone voice required. Salary according to experience. Opportunity for advancement. Expanding agency in Birmingham. 646-6657

IMMEDIATE opening, busy Royal Oak law firm, typing essential, salary based on experience and qualifications. Send resume to P.O. Box 368, Royal Oak, Mi. 48067

PERMANENT, must type, good in basic arithmetic. Hours 8:45 to 5 PM. Call before 4 PM. Remco Office Equipment, Southfield. 358-0900

BOOKKEEPER
Trial balance, sales tax, payroll. Must be able to operate NCR or comparable bookkeeping machine. Oak Park area. Call Mr. Klein. 543-7613

CLERK-TYPIST
General clerical duties. Typing, telephone work, insurance billing. 10 Mile-Southfield Rd. area. Call between 9am-4pm
897-8941

Keydisc/Keypunch
Experienced operators and bright trainees accepted for top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

TYPIST
With adding machine skills. Mature. 6 Mile - Beech area. 538-8810

WANTED: Full time office person & full time sales person, benefits, experience preferred. Apply in person: The Willow Tree, 138 S. Woodward, Birmingham.

SECRETARY for Downtown Detroit Law Firm - Full or Part time. Excellent benefits. 961-9139

CPT operator needed for Farmington Hills law firm. Excellent benefits. Call Linda Widrig 851-9500

EXPERIENCED legal secretary needed for Farmington Hills law firm, good typing and dictaphone required, excellent benefits. Call Linda Widrig 851-9500

PART TIME Northwest auto dealer needs experienced part time cashier & PBX operator. Please contact Mr. Sante at 342-7100

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

LEGAL SECRETARY
Growing middle sized Troy law firm seeks competent legal secretary. Competitive wages, fringe benefits including Blue Cross-Blue Shield. Call Jeri, 645-5800

504 Help Wanted Office-Clerical

KEYPUNCH-KEY TAPE OPRS.
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights. Call between 10 AM-12 Noon. 522-1710

Exec-U-Temp
A Most Unique Temporary Service
We Offer Top $$$
We require 5 years professional experience. Typing 65 WPM, shorthand 110 WPM
Typists
Secretaries
Stenographers
Key Punch Opr.
NO FEE
FOR INTERVIEW CALL
565-0266
Exec-U-Temp

AN OFFICE GIRL
Telphone and typing
Southfield area
557-0770

TEMPORARIES UNLIMITED
Needs experienced SECRETARIES, with & without shorthand & LEGAL & STATISTICAL TYPISTS for hourly jobs in Southfield, Livonia & Farmington areas. You work the hours & locations you choose. We pay you direct. No contract. No fees. 478-8770 or 227-3001

Earn Good Pay The Kelly Girl Way
ONE TIME
PART TIME OR
ALL THE TIME
See KELLY GIRL. You'll work for us in our customers' offices. Work a schedule tailored to your ability, time and needs and EARN TOP RATES. You only need to come in once and register to start a new and varied career. We have a serious demand for
SECRETARIES
TYPISTS
DICTA TYPISTS
KEY PUNCH
SWITCHBOARD
FIGURE CLERKS
BOOKKEEPERS
Call or visit one of our convenient locations today
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Not an agency Never a fee

Renaissance Center	259-1400
Bloomfield Hills	642-9650
Southfield	424-9100
Livonia	522-4020
Madison Hts	398-2680

Equal Opportunity Employer M F

506 Help Wanted Sales

CAREER NIGHT
FREE
GALLERY OF HOMES LECTURES ON HOW TO SUCCEED AS A REAL ESTATE SALES COUNSELOR.
Gallery of Homes experts answer ALL your questions on a challenging career in real estate.
TIME: 7:00 P.M.
DATE: Monday, April 3rd.
LOCATION: 607 S. Main, Plymouth
HITCHCOCK GALLERY OF HOMES
453-2210
SIGN UP TODAY

CAREER
Full time job openings for men, women in new factory branches. Earnings to start at $254 weekly guarantee. Will train hard workers if unskilled. Call Miss Fox, Tues.
861-5363

SALES PEOPLE to sell advertising space in Birmingham's hometown newspaper, experienced, cheerful, intelligent & creative. Draw plus commission. 646-2164 or 646-2181

REAL ESTATE
Sales opportunity commission plan up to 70%. Birmingham-Bloomfield Board of Realtors

Norwood
No 9 Inc. 851-7190

SALES TRAINEE
FEE PAID
COLLEGE GRADUATE
PLUS WORK EXPERIENCE
KAY TURNER PERSONNEL-1101
18280 W. 10 Mile Rd.
SOUTHFIELD

Sales & Manager
POSITION OPEN. Should have experience in women's apparel. Full time. Apply
Boutique
Tel-12 Mall
355-5280

SALES HELP for ladies' fashion boutique, experienced. 642-1961

SALESPERSON experienced in wallpaper & paint. Apply in person, Decor Suburban Wallpaper & Paint Store, 33004 Grand River, Farmington

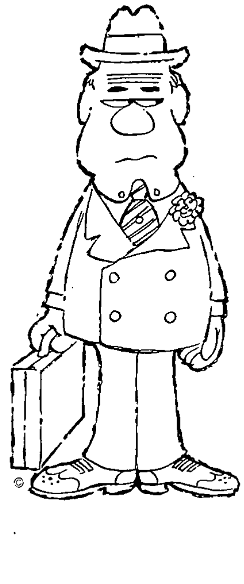
JEWELRY STORE MANAGER needed for Oakland County's most aggressive Jewelry Company. Top wages and benefits. Call and ask for Richard Yerant. 375-9100

Accountants & Attorneys Frustrated?
National Company needs person interested in sales management career, up to $18,000 and even higher insome cases. Reply in confidence to: P.O. Box 277, Southfield, Michigan, 48037.
Equal Opportunity Employer M/F

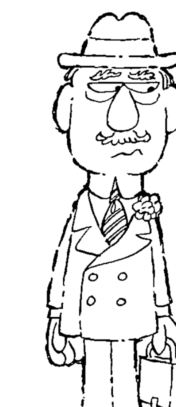
RUBBERMAID. New party plan leader needs demonstrators, managers. 363-3077
Also booking parties.

EXCELLENT After School Hrs.
Looking for students to work between 4 & 8:30 PM. Mon. thru Thurs.; Sat. from 9 AM to 2 PM. Call after 3 PM.
533-5700

FOR THE SMALL INVESTOR...



USE YOUR MASTER CHARGE OR BANKAMERICARD



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