04 Help Wanted	504 Help Wanted	504 Help Wanted	504 Help Wanted	504 Help Wonted	504 Help Wanted	COA Hale Miner 1	Thursday, April 6, 1978	(S,F,Ro-ISC)(O)13E
Office-Clerical	Office-Clerical	Office-Clerical	Office-Clerical	Office-Clerical	Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical
finimum of 1 year experience.	SR. CLERK FTD is offering an excellent opportunity for individuals who pos-	SECRETARY For Birmingham Theatre, short- hand & typing required, call 642-0010 BILLING CLERK-TYPIST	SOUTHFIELD Prestigious consulting firm offers start to \$225 for super typist with	field has a part time position available for a college student majoring in accounting Must be available 15 to 18 hours a week Call: 555-2000 ext 117	AMBITIOUS GIRLS ONLY TELEPHONE SECRETARIES	GAL FRIDAY Responsible hardworking indvidual is needed to lill diversitied position Must be experienced in handling general office duties. Neat & accurate. Typing a must Excellent benefits. Salary open. Ask for Mr. Walker at: 63-606	WITT	BOOKKEEPER West Dearborn Builder has immedi-
relient benefits. Applicants must	sets excellent organizational ability and a flair for detail. Southfield area Individuals should have typ-	BILLING CLEMK-TYPIST Coestruction equipment distitution seeks billing elerk-typist with experience in invoicing, labor conting, light bookkeeping Must be cherate, having be fugure plu- ter and the second second second the second second second second light promotin Rd. Livonia An Equal Opportunity Employer	start to \$225 for super typist with administrative skills. Organize project schedules for this busy staff Call 562-8900	Call: 555-200 ext 117 EXPERIENCED Legal Secretary	Work 5 PM to 9:15 PM, Monday thru Thursday for Prestiguous	scurate. Typing a must Excellent benefits. Salary open. Ask for Mr. Walker at: 63-640	SERVICES	ate opening, experience necessary, background in Real Extrate and Rental Management helpful. Salary based on experience. Apply in per- son. John S. Uznis Builders, Inc.,
memployed for 10 days or under- mployed. Call: Personnel Office or appointment. City of Farm- ington Hills 4744115	ing of 60 wpm or better. If inter- ested, contact Nancy Hofmann. FLORIST'S TRANSWORLD	costing, light bookkeeping. Must be accurate, have good figure apti- tude, typing ability & shorthand. Miller Equipment Co. of Detroit	Your New Boss Pays Our Fee' HARRIET SORGE PERSONNEL	EXPERIENCED Legal Secretary desired. Southfield area, salary commensurate with experience plus Iringe benefits. No corporate work Call between 9 am-tpm. 354700	National Company in Troy. Hourly plus Commission. Flexible summer hours also available. Call MRS. HUDSON 4PM to 9 PM.	Patter 21: 05-040 EGAAL Secretary, Tel-12 Birming- ham. Modetily successful Attorney desires compactent, mature and chicaen Gai Friday to assist hum detainen and expectally be able to spell, because 1 can't, it wood to spell, because 1 can't, it wood to spell, because 1 can't, it wood to pell, because 1 can't, it wood to pell to be a set a set a set a set a set a pell to be a set a set a set a set a set a set a detain to be a set a set a set a set a set a set a detain to be a set a detain to be a set a detain to be a set a	TEMPORARY NO FEE	son. John S. Uznis Builders, Inc., 24610 Michigan, SAM-SPM, or call for appt. 565-6650
SECRETARY	DELIVERY ASSOCIATION 355-9300, ext. 294 An Equal Opportunity Employer	An Equal Opportunity Employer	DICTA TYPIST Expanding suburban offices need	INSURANCE CLERICAL - full time	HUDSON 4PM to 9 PM. 643-4700 BOOKKEEPER wanted, full time.	desires competent, mature and efficient Gal Friday to assist him by taking machine and shorthand	REGISTER NOW	
full time opening is available for a experienced individual who can	BOOKKEEPER Full Charge, 0500 to 1400. Recent	BOOKKEEPER - nart time. Mon & Thurs. hours flexible. Payroll and payroll tax experience necessary. References required. Small machine shop. Apply 12302 Farm- ington Rd. Livonia.	you for this newly created spot. Shorthand preferred but not neces- sary Share-the-load team concept	office experience required Apply in person: Professional Insurance Associates, 3028 S. Wayne Hd., Wayne, Mi	BOOKKEEPER wanted, full time, minimum 5 years experience, salary negotiable. 348-1888 An Equal Opportunity Employer	spell, because I can't. It would be helpful if you would have more than nodding acquaintance with office	Secretaries Stenographers	RESPONSIBLE GIRL needed immediately for Insurance Agency. No experience necessary. Must type 50 WPM. 37% hours per week. \$10 weekly. Farmington fills area \$55305
sperience. Shorthand helpful. scellent salary and fringe ben- its. Contact: Personnel Office	accounting graduate or up to 2 years experience. Birmingham Area Call, leave name & phone number 399-3090		offers to \$200 start Call 649-414. Your New Boss Pays Our Fee' HARRIET SORGE PERSONNEL	CUSTOMER SERVICE REP Detroit Book Publisher currently has operagin with some general business office experience for entry level customer service assign- reperience in accounts recovered as customer contact helpidal Pease cuitater tames 561 2232, er 233 Equal Opportunity Employer M. F	CLERICAL	management and legal terms. Permanent position offers higher than average salary plus fringes.	Dictophone Oprs. Typists	
BOTSFORD	TYPIST	PRODUCTION CONTROL AND EXPEDITING	SECRETARY	for person with some general business office experience for entry level customer service assign-	on our of the	SECRETARY Law firm, Southfield No legal	Clerks	KEYPUNCH-KEY TAPE OPRS. Schoolcraft - Middlebatt Area. Minimum 6 months experience, full 6 part time, days, afternoons 4 midnights. Call between 10 AM-12 Noon 572,775
General Hospital OSTEOPATHIC: 20050 Grand River, Farmington	Good Skills required Call for Interview	Do you enjoy talking to people on the phone" We need someone who can handle our production sched- uling and our customer expediting	With good business machine expe- rience needed to run computer & handle diversified office duties for	ments Six months to one year experience in accounts receivable & customer contact helpful. Please culture three of 212 art	Immediate openings for applicants working "on call" on the day shift in various departments throughout	SECRETARY Law firm. Southfield No legal experience necessary, good typing skills required. Call 352-2300	A great opportunity to maintain and improve your skills while working on a temporary basis.	Soon St2-1719
476-7600	MICHIGAN LIFE Insurance Company	uling and our customer expediting calls Experience in Production Control desirable. Send resume or apply in person to: Dynamic Seals			the hospital. If you're seeking diverse responsibility, a chance to use your clerical expertise, pos-	SECRETARY for life insurance agency, full or part time, life insurance experience desarable but not necessary. Excellent opportu- nty for person with good showhand and typing skulls. Benefits (for full inme i Includes pension, life naur- ance, major medical. Southfield, 32-1760		Sales
EMPORARY OR PERMANENT WE NEED IMMEDIATELY	28333 TELEGRAPH 355-5500 Ext 215 An Equal Opportunity Employer	apply in person to: Dynamic Seals Inc., 1966 Heide, Troy 48084; 15 & Lavernois area	time, good benefits including profit sharing & pension plan Send resume, including salary history to Box 476. Observer & Eccentric Newspapers, 36251 Schooleraft.	gifl manufacturer's rep - office Typing general bookkeeping short- hand Good salary & fringes Redford Twp \$07-3000	tions are available for Secretary	nity for person with good shorthand and typing skills Benefits (for full time) Includes pension, life insur-	high school graduates to get started in the business world. Work a day, week or longer. 8 loca- tions for your convenience open Monday thru Friday 9 Am. to 2 Pm.	INSIDE SALES Individual needed to coordinate office. Duties include order desk purchasing, shipping & receiving & light assembly. Must be mechani- cally inclined & have some electrical knowledge. 539-550
		NEED MATURE WOMAN For Office Typing, Likes to work with people Mon thru Fri 8 30 AM-5 PM	Livenua, scienigan 40150	TYPIST	Typing 60 WPm, shorthand 90	ance, major medical. Southfield, 353-1760		purchasing, shipping & receiving & light assembly. Must be mechani- cally inclined & have some
E M. SPEARS & ASSOC 1041 Buhl Bidg . Det. Mi. 48226	RECEPTIONST-SECRETARY for Law Firm in Birmingham. Bloomfield Hills area. Mast be accurate typist, familiar with dictaphone and willing to be trained as Legal Secretary Please call Mrs. Kratt for interview appoint- ment at 645900	AM-S PM Apply in person PADOVER, VALENTI, LIEBERMAN	LEGAL SECRETARY TRAINEE Start your career in this fascinating	PERMANENT PART-TIME Excellent skills, 5 day week, approximatley 30 hours	wPM previous secretarial experience desirable	GENERAL OFFICE accurate typ- ing, pleasant telephone voire, light bookkeeping. Southfield area. 5574420	Detroit 963-0808 Clawson (Mon., Tues., Wed.) 585-6337 Mi. Clemens 731-3059	BUSY Wallpaper store needs experienced sales help, with knack for interior decorating. 477-1260
963-0810 CURATE TYPIST, personable.	Mrs. Kratt for interview appoint- ment at 643-9400		profession working for a partner in a new suburban office' \$60-\$670 per month Call Debbie.	Detroit Federal Savings Orchard Lake & Lose Pure	Clerk Typist	SECRETARY with good stulls to train as a legal secretary Lavona area. Call 'Kathy' 525-1360	Oak Park 967-0338 Wyandotte 284-9066 Livonia (10Am-3Pm.) 525-0330	for interior decorating. 477-1280 EARN extra income in spare time.
CURATE TYPIST, personable, inthand, 2 girl office, Southfield naider recent grad. Fringe nefits, 8:45 AM to 5 PM 352-6322	SECRETARY, no shorthand, part time, flexible hours, Capitol cam- paign, Call A J Coenen-Brown, Monday or Tuesday, for appoint- ment 642-1500, ext 66	OFFICE CLERICAL Good math aptitude, general office skills Starting salary \$135 a week with chance for rapid advacement Campbell Services, Inc. 21700 Northwestern Highway, Subt 1070, Southfield Call Celia 559-555	544-4600 SNELLING & SNELLING	W Bloomfreid 681-9440, ext 10 Equal Opportunity Employer M F	For consideration, the work sched- ule must remain flexible per departmental need. We will offer	SWITCHBOARD	Farmington 110 Am-3 Pm + 478-8088	EARN extra income in spare time. Training provided. Call for appoint- ment. 422-4296
and River area Call for	WTUD INCE CECOUTION	chance for rapid advancement Campbell Services, Inc. 21700 Northwestern Highway, Suite 1070,	OPERATIONS	GENERAL OFFICE	you an excellent wage based on your experience and qualifications Apply Employment Office SINAI HOSPITAL OF DETROIT	OPERATOR	SERVICES	ASSISTANT MANAGER & SALESLADY
PIST, 60 wpm, good benefits, d starting salary Southfield a. Call Dee, 353-4520	Experience homeowners, rating & typing General agency Pleasant Bloomfield Hills surroundings 644-7161	Receptionist-Secretory	ASSISTANT FEE PAID Unusual clencal posi- tion with international company for	Fastener Distributor located in the Farmington Freeway	SINAI HOSPITAL OF DETROIT Professional Bidg Lower Level 14500 W McNichols	RECEPTIONIST National book wholesaler has an	Keydisc/Keypunch	For Ladies Specialty Shop. Must be thoroughly experienced Excellent salary plus commission. Store ben- efits. Great opportunity for
a Call Dee, 353-4520	644-7161 SERVICE ORIENTED Company in	For Southfield real estate broker, must be sharp with good telephone & typing skills. Call Ron Galperin	tion with international company for you with good math & typing abili- ties \$650 plus benefits Call Kyle Fox	Industrial Park is in need of a person to work with IBM reports. Some typing required.	493-6161 Equal Opportunity Employer M F	immediate opening for an expe- rienced switchborard operator. Neal appearance and good tele- phone manner are essential if you	Experienced operators and bright trainees occepted for	efits. Great opportunity for advancement to other areas. Expe- rienced only need apply. Call Mrs. CHRISMAN.
BOSTITCH TEXTRON INC	SERVICE ORIENTED Company in Wayne has immediate opening for an experienced accounts receivable clerk, good benefits, Apply at: 36860 Van Born, Wayne	Durbin Co., Realtors	353-2090 Snelling & Snelling PERSONNEL	Coll 477-8100 ext. 47	LEGAL SECRETARY - law office in American Center. Southfield.	phone manner are essential If you are interested call MARY KNIE- RIM Between 9 AM and 11 AM	top pay. Immediate openings for all shifts. Excellent benefits	626-7170 or 357-0549
real office work in cleaned	An Equal Opportunity Employer	559-8181 GENERAL OFFICE work, some typing Farmington area Full time 477-9050		An Equal Opportunity Employer	LEGAL SECRETARY - law office in American Center, Southleld, seeking legal secretary, expe- renced in corporate and real estate matters, for partner in firm Excellent salary and finge ben- efits, Call Jan. 333-1400	\$25-1500	and incentive pay. Southfield 569-2220	JACQUELIN SHOPS Oak Park Birmingham
ellent fringe benefits including	consultant. Require judgement. typing ability, hours arranged	typing, Farmington area Full time 477-9050	TYPIST	SECRETARY	efits. Call Jan. 353-1400 SECRETARY chilled times the	GENERAL Office, good typing skills essential, pleasant telephone voice and aptitude for figures Livonua area 427-5335	Utica 254-1910	WANT TO BE Your Own Bess? Farmers Insurance Group has openings for Agent Traines. Training will not interfere with your present employment. All for
tpany stock savings plan for able person. Foe interview, call is. 477-1200 n Equal Opportunity Employer	EXPERIENCED SECRETARY for	CLERK TYPIST full time with experience. Redford area. call between 9 am- 3 pm. 507-8570	With Word	Duties will include Reception, Typing, Filing, Shorthand nec-	hand preferred, real estate and bookkeeping experience for South- field property manacement com-		PBX OPERATOR Part-Time Birmingham Area 846-5500	openings for Agent Trainees. Training will not interfere with your present employment. Call for particulars. 459-8070. Evenings. 397-0605
PIST, we will train you on photo-	Livonia Corporation Typing 60, Shorthand 100, must have pleasant telephone manner Call Lon for interview. (18-9206	PERMANENT part time dull time possible National company, sales man's assistant Good phone per- sonality and ability to learn precup No typing. Birmingham area Mon through Fr., 30 hours per week Salary \$105 per week to start 624.600	Processing Skills	essary. Hours 9 AM - 3 PM, 5 days per week. For informa- tion call.	SECRETAILY, skilled typust, short- hand preferred, real estate and bookkeeping experience for South- field property management com- pany Fringe benefits. Salary commensurate with experience. Monday thru Friday, 9-5 352-2013	SECRETARY Mature individual for sales office in Southfield, shorthand and typing required. Excellent company pud benefat program, contact Mr Rehm, 357-3539	SOUTHFIELD	particulars 459-8070 Evenings,
e important than speed. Full e days 535-2960	CHIROPRACTIC CLINIC in Javonia Full time, challenging position with experience in typing Must have pleasant personality, enjoy public contact and a pleasing photo voice foral for individual who would like to re-enter the work force Apply in person Thurs & Fri-	sonality and ability to learn pricing No typing. Birmingham area. Mon- through Fri., 30 hours per week Salary \$1.05	Word processing skills coupled with good typing ability could key a more rewarding future for you	FRANKLIN	SECRETARY		If that is your area or you would like to work in Southfield, we have a temporary job for you.	SALESMAN for national power scallolding company, knowledge of construction & related Helds neces- sary. Established territory, monthly draw, commission, car blowance, company, bandles &
RMINGTON area credit union king individual to learn credit on business Immeduale opening, p at office for application. No ne calls please 23617 Liberty, mington.	Must have pleasant personality, enjoy public contact and a pleasing phone voice [deal for individual measured by		Immediate openings with top pay	FASTENER 537-8900	TEMPORARY - could lead to per- manent position Diversified duties.	APPLIANCE SERVICE company needs telephone secretary. Full or part time: no typing. Must be able to speak clearly and think fast Redford. 255-1818	TYPISTS	profit sharing plan. 491-1929
and great	who would like to re-enter the work force. Apply in person Thurs & Fri. 9 AM - 1 PM, 3 PM - 5 PM 27448 W 7 Mile Rd.	MATURE gal. must type fast and accurately Enjoy working with figures 8 Mile-Merriman area. Call 478-7770	KELLY GIRL A Division of Kelly Services Not an agency Never a fee	COMPANY CONTRACTOR	manent position Diversified duties. Senior typing skills Good at fig- ures Pleasant phone manner Hours 8 Am to 5 Pm Southfield	CETA FREE VOCATIONAL EDUCATION	SECRETARIES GENERAL CLERKS	ATTRACTIVE WOMAN to contact, restaurants. Good salary and benefits. Must have own transporta- tion. Call 253-1055
RECEPT. & BILLING CLERK surate typing skills required for scal firm. For an interview, call ween 8.30 AM - 5 PM. 338-9611	7 Mile Rd. SECRETARY for Birmingham taw office & real estate firm Abdity & mtelligence more important than experience Nice place Good pay	AITENTION	Not an agency Never a fee Renaussance Center 259-1400 Bloomfield Hills 642-9650	BUOKKELPERTUIL broks & all government reports except annual corporate tax returns - includes payroll, job costing. & inventory Skady, full time employment Send resume with salary requirements Westronic, Inc. 2366 Industrial Park Drive, Farmington Hills, 4924	ures Pleasant phone manner Hours 8 Am to 5 Pm Southfield area Experience desired FOR INTERVIEW CALL	MEDICAL TRANSCRIPTIONIST	RECEPTIONISIS For further information and a per-	Uon. Call 233-1065
CASUALTY INSURANCE CO	meligence more important than experience Nice place Good pay 645-0730	Professional Temporary Personnel	Southfield 424-9100 Livonia 522-4020		967-0336 WITT	The City of Lavonia CETA program is seeking participants for CETA VOCATIONAL EDUCATION as MEDICAL TRANSCRIPTIONIST TRAINEE The program will begin	Sonat interview call Dorlene 398-4390	SHARE SHAKLEE Products. The greatest opportunity of the 20th Century. Earn full benefits includ- ing car. 261-7220 525-0505
ASUALTY INSURANCE CO BIRMINGHAM MICHIGAN its experienced Auto Insurance retary who can phone & quote help Auto Departmert. Salary n. Please call 9am-5pm, 646.6657			SECRETARIES	BILLING CLERK - TYPIST Excellent benefits and working con- ditions for right person with clerical	SERVICES	in May in downtown Detroit. Tup-	OFFICE SERVICES	COSTUME JEWELRY STORE
n Please call 9am-5pm, 646-6657 SECRETARY	CLERK	Exec-U-Temp IS LOOKING FOR	TYPISTS	skills. Farmington Hitls location U.S. TOOL & CUTTER CO.		CETA. Applicants must be. Livonia residents, high school diploma or	LEGAL SECRETARY needed for Farmington Hills law firm. Good dictaphone & typing required Excellent benefits. Call Linda Ridng: 851-9500	Apply in person: Ad Libs, 2nd level, 12 Oaks Mall 348-8666 OUTSIDE sales to call on paint &
time position for store Secre- Must have good typing &	TYPIST	Experienceed	CLERKS We need your skills Immediate	553-2036 An Equal Opportunity Employer	CLERK/TYPIST PERMANENT PART-TIME	equivalent, unemployed or under- employed for 30 days and able to type 35 to 40 WPM. Only those inter- ested in career will be vonited.	Excellent benefits: Call 'Linda Ridrig': 851-9500	OUTSIDE sales to call on paint & hardware stores. Detroit area. Car required. \$35-0407
package Apply in person, Per-	Immediate opening for Typist to work in Mortgage Depart- ment at our Bloomfield Office	Typists Secretaries	openings for very temporary office assignments in your area Enjoy working as often or as little as you	CLERK TYPIST for insurance company located in TeH2 area Good salary, fringe benefits, 35 hour work week, pleasart atmos- phere Call for appointment between 8 10 AM and HM (42.6013	Satural Publishing Company	ested in career will be accepted Preference will be given to qual- ified applicants according to the rules and regulations of the Depart-	506 Help Wanted Sales	Port Time
MONTGOMERY	located at Cranbrook & Maple. Must type at least 45 WPM	Stenographers	like while earning extra money. If interested apply at KELLY SERVICES	phere Call for appointment between 8 30 AM and 4 PM 612-6013	needs an accurate CLERK TYPIST imminum 30 WPM + who likes diversified work for Deer circula- tion department. Work in pleasant surroundings 4 hours day impre-			
WARD WONDERLAND CENTER	accurately. Previous mortgage experience desirable. Call Mangage Manager at	Key Punch Opr.	2949 6 Mile, Livona west of Middlebelt	BOOKKEEPER with good typing skills for time keeping system in large Southfield Law Firm Good math apistude Call Barb. 355-5600		will be given to qualified veterans. Applications must be made at the CETA office, 15420 Farmington Rd., 2nd floor, no later than \$ Pm.	DIRECTOR	OF SALES
AROUND GIRL. Must know ng, shorthand, some figure tude, telephone experience & ous office functions for general	647-3800 Ist Federal Savings	Register Now NO FEE NO CONTRACT For Interview Call	522-4020 Equal Opportunity Employer M F	INSURANCE agency. Tel-Twelve	in our modern new affice building. We will train you for this job Apply between 9-4 Pm to 29516 Southfield Rd. Southfield Office Park 1121-2	2nd floor, no later than 5 Pm. Friday, April 7, 1978. For further information call 522-8870 An Equal Opportunity Agency	Outstanding on	roor Opportunity
ractor & property management	of Detroit An Equal Opportunity Employer	For Interview Call 565-0266	INSURANCE GIRL needed for one girl office part-time 459-3434	INSURANCE agency. Tel-Twelve area, needs general affice help accurate typist, please Salary commensurate with experience 646-0099	Rd. Southfield Office Park 12 ¹ 2 Mile and Southfield) or call Evelyn 557-0100 INDUSTRIAL MACHIN- ERY NEWS.	SECRETARY needed to train on Mag Card machine Dictaphone required Call Linda Ridrig. 151-9500	Outstanding car	
PR PERSON willing to loom	STATISTICAL or Bookkeeping background required. Good verbal skills, experience or willing to learn switchboard, typing an assist 17% hrs per week. Call Carol SST-S3H	Exec-U-Temp	SECRETARY for general insurance office in Southfield Some knowl- edge and or experience of maur- ance and bookkeeping procedures preferred Pleasant telepione per-	TAKE CHARGE PERSON Needed for Food Broker to control	ERY NEWS. An Equal Opportunity Employer		Nationally known modeli Michigan has an immedia Sales, Must be an asserti	te opening for Director of
trational computer job Good 5 h figures, typing a Must, college fol but not necessary Excellent try, benefits & working cond- ts Call, ask for Marge 337-404	skills, experience or willing to learn ; switchboard, typing an asset 17's hrs per week. Call Carol 557-5341	Earn Good Pay	ance and bookkeeping procedures preferred Pleasant telephone per- sonality - an asset Excellent working conditions 358-1121	TAKE-CHARGE PERSON Needed for Food Broker to control bookings & orders Must have ability to communicate Typing required Demanding but inter- esting work in Livonia area 261-3120		GENERAL OFFICE - Payroll. Daily sales reports. \$130 weekly Call: S. Stevens. 545-0043	Strong background in sa rience necessary Exceller	ales and executive expe-
ury, penettis a working conci-	RECEPTIONIST-CLERICAL Full time - Southfield area Room for advancement Experience not necessary Salary negotiable Ask for Carole 352-4747	The Kelly Girl Way	ACCOUNTING CLERK for rapidly	LEGAL SECRETARY 2 years	GENERAL OFFICE	VARIETY · PLUS, Redford area advertising agency requires person to type 60 WPM, file, make	Box Observer & Eccer	686.
		ONE TIME	expanding management company Accounts payable, payroll, general office experience desirable Com-	LEGAL SECRETARY 2 years legal experience required Must be good typist Salary open 525-0920	No office experience necessary for these 2 job operangs in national publishing company's	divertising agency requires person to type 60 WPM. file, make deliveries, errands, must have own car. 3600 Call Joan 255-4163	36251 So Livonia, M	choolcraft,
king public contact position T ad working conditions Variety of agriments for experienced retary	TYPIST to learn typesetting proof- reading for Southfield printing company 79 w pm, accuracy & good grammar a must "Nancy"	PART TIME OR ALL THE TIME	puter experience a plus. Excellent salary and benefits. Mr. Goodbalian An Equal Opportunity Employer	IMMEDIATE opening for target individual with good skills (typing 70 shorthand 90 dictaphone) at	national publishing company's offices Great opportunity to move ahead with this growing firm. Will train for additional	TYPIST to train as Keypunchers Must type 60 to 65 WPM Will train for Infores. Tape equipment and card equipment. Days or after- noons. Good benefits, incentive pay and great atmosphere Call first 470.742		
Thefiling salary offered along	354-2215	See KELLY GIRL. You'll work for us in our customers' offices. Work a	An Equal Opportunity Employer SECRETARY Professional Corp in Southfield needs Secretary with good typing and office skills Call Cindy at 333-1155	IMMEDIATE opening for teight individual with good skills ityping 70 shorthand 90 dictaphore: al- least 1 year secretarial experimere Good benefits pleasant working conditional Send resume to Amur- con Corp 26555 Evergreen Suite 1747. Southfield, Ma 18076 Attn Sharon DeW itt.	firm Will train for additional responsibilities. Pleasart work- ing conditions, modern offices	noons. Good benefits, incentive pay and great at mosphere Call first 478-7447	EXTERNO	
h excellent benefit package.	With adding machine skills Mature 6 Mile - Beecharea 538-8810	schedule tailored to your ability, tune and needs and EARN TOP RATES. You only need to owne in	needs Secretary with good typing and office skills Call Cindy at 353-1155		Apply between 9 and 4 Pm at 28516 Southfield Rd. Southfield Office Park (122) Mile and	LEGAL SECRETARY excellent typing. Birmingham office: 642-5076		SALES
n preferred Apply at	EVCORT LOW	once and register to staria new and varied career. We have a serious demand for	FEE PD. SEC'Y	BOOKKEEPER for small business in Southfield Pleasant working conditions Good benefits, starting salary \$110 per week (all 356:552)	Southfield) or call Ms. Bolton 557-0100 INDUSTRIAL	SOS SOS SOS	• PONTIAC/GI	
OF LIVONIA 38047 Ann Arbor Rd.	Experienced, established insurance agency in Troy For interview, call Mr Archey at 879-5000	SECRETARIES	Career opportunity with prosperous Southfield firm' Your office exper- tise and quick typing will start you	CLERICAL	An Equal Opportunity Employer	We Need APPLICANTS for Short and Long Term Assignments SECRETARY		
Mon Frs., 10-4 PM ual Opportunity Employer M F	PART-TIME SWITCHBOARD	TYPISTS	tise and quick typing will start you today To \$850 Call Sheri Day PERMANENT STAFF 353-0505	CLERICAL Pleasant Birmingham O E M sales direc Experience in processing production releases and shipping schedules Good mature telephone skills and typing necessary 35 betterner de Krepty on pagasta betterner de Krepty on pagasta betterner de Sales and and and betterner de Sales and and and betterner de Sales and and and paga 48130	ACCURATE typist - receptionist for general office duties Full time benefits Starting salary \$120 per week Ask for Mr Stanley, \$12600	STENO DICTAPHONE TYPIST RECEPTIONIST		uto dealer needs
SECRETARY st take Shorthond Inter-	OPERATOR for Rehabilitation Center No expe-	DICTA TYPISTS KEY PUNCH	SECRETARY BOOKKEEPER Pari-time, Flexible hours, excellent opportunity. Southfield area 354404	skills and typing necessary 35 hours per week Reply to Bux 654. Observer & Eccentric Newspapers.	week Ask for Mr Stanley, 513600 RECEPTIONIST switchboard, Elkin Travel, many benefits, 968-7800	RECEPTIONIST CLERKS Call CORINNE	son to fill posi	enced sales per- ition created by
ng, diversified employ- nt,5 days.	Southfield Rehabilitation Center	SWITCHBOARD FIGURE CLERKS	GIRL FOR Order Dept Pleasant	38251 Schooleraft, Livenia, Mich- igan 48150	Elkin Travel many benefits, 968-7800	SURBURBAN	increased sale Great showroo	s productivity. m traffic — an
476-1160 REYPUNCH SUPERVISOR	22401 Foster Winter Dr 19 Mile-Greenfield area -	BOOKKEEPERS	GIRL FOR Order Dept Pleasant phone personality a must Some light typing, personal interview only Apply at Stater Walt- coverings 31195 Schoolcraft, twomen	KEY PUNCH Several permanent openings on the	SECRETARY for Plymouth law firm, excellent typing abilities Distaphone experience and short- hand preferred Salary open 453-404	OFFICE SERVICES	opportunity for	a conscientious
rediate opening for aggressive	569-1500, ext 315			located in Southfield but missing		651-1500	clientele. Call	o build a large Pat Moran for
n Ext. 224, 338-3852	SECRETARY - National company regional office. Farmington fulls Good typing skills & rusty short hand Personable & intelligent to handle diversified activities 8559200	Kelly Girl	FULL-TIME ceneral clerical posi- tion with small established South- field business. Some typing required. 9 Mile & Labser area Call for appointment. 333-4491	soon to Troy Must have working experience Call 569-5700 ext 240 for an inter-	506 Heip Wanted Sales			ali interviews
Help Wanted Office-C		A Division of Kelly Services	Cali for appointment 353-4491 RECEPTIONIST TYPIST	iter appointieten	SALES		Lation of the second second	
		Not an agency Never a fee PROOF-READER Interesting, challenging, position Renaissance Center 259-1400		Equal Opportunity Employer M P SECRETARY Ability to work with latte super- vasion, meet deadlines and have good phone manner Excellent Spelling and granmar required Min of 3 years experience, typing speed 60 upm and knowledge of distaphone N 532:500 est 61	Photo		ART M	ORAN
KEYLINER		A Drusse of Kelly Serves Ma a garacy Neer af the The CEPTIONS'T Tright PECEPTIONS'T TRIGHT		spelling and grammar required Min of 3 years experience, typing speed 60 wpm and knowledge of	Marketing	· · ·	PONTIA	
TD has an opening for a sk				dictaphone N W Detroit 532-2600 ext 61	National company has an opening in outside sales in the Photo finishing industry		353-9000	
roduction of publications a Ve require good mechai nowledge of production of	inical skills and sound	504 Help Wanted Office-(MATURE WOMAN, statistical typ- ist. 5 day week 1, ivonia area 591-3232	COMPLETE TRA COMPANY C COMPANY C	INING	29300 TELEGRAPH-N	IORTH OF 12 MILE
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