Attorney Good typing and lega experience required. Free parking Salary \$11,180 to \$11,700. Fee paid.

CLAWSON - retail store tooking for a Manager. No management expe-rence required if you have good retail sales background. Matur-person to supervise sales staff Salary plus override. Fee paid.

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DIAL A JOB 24 Hr service to hear about our most recent openings 616-878 PERMANENT Part time position in Southfield law office Good typist, dependable, intelligent & personable 15-20 hours per week, hours flevible 332-1945

BOOKKEEPER

453-4600

permanent openings i afternoon shift Cor d international organi

erience | 369-5700 ext 240 for an intel | appointment | ual Opportunity Employer M.F.

With good business machine experience meded to run computer & handle diversified office duties for Royal Oak manufacturer Full time, good nearlits including profit sharing & pension plan Send resum; including salary history to

SECRETARIES

SPECIALIZES EVENTS IN THE PROCESSION OF THE PROCESSIO

358-0060

Experience Analysis (Libera with 15ping skill) To work in a special to the forester (Ling area See the Rockster (Ling area See Columbia, Barmangham, Mach 3009). Barmangham, Mach 3009

# 504 Help Wanted Office-Clerical

CLERK TYPIST \$6760 ntastic place to work All I to work hard, Greal trail I to work hard, Greal trail promotion Call Kathleen SNELLING & SNELLING ,478-3500

TYPIST TRAINEE \$600
Entry level Variety position with Birmingham bank Will train in general office, type \$9 wpm., fee paid burham Assoc \$69-1522

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Suburban music company offers
exciting opportunity for outgoing
person Lots of public contact. Earn
top salary, excellent benefits Typing, 3750 a month Call Pam
SNELLING & SNELLING
AGENCY

Mature Type 40 accurately Farmington Hills
GENERAL OFFICE, to \$880 Geod
typist Company will train on computer terminal Tel-12 area
EMPLOYERS PAY ALL FEES
Coll Mrs. Evons 477-9840 ACCOUNTING CLERK-TYPIST ate opening for so

CLERK-TYPIST Immediate opening for good typis with good figure aptitude. Compan located in Birmingham area Please call Mrs. Marcus. 647-860 SUBURBAN PERSONNEL

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Wanting an attractive girl
with impressive personality.
Nat have pleasant and experlenced telephone voice and
enjoy meeting the public Typing required. Permonent position Hauss are Mon through
Fr. 9-5 P.M. \$150 week. Call
Horry S Wolfe Co. Realto and CLERICAL

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National service corporation has immediate openings for general office clerks at the beganning level Will be moving from Southfield Will be moving from Southfield Troy within the next few months Requires good math aptitude 4 typing ability Benefits are provided If interested call 175-330. Ext. 256 for an interview appointment. Equal Opportunity Employer M F CLERK-TYPIST

Branch Operations
Permanent position international
service company moving soon to have the ability to type M with some general office

2238 Fay Mile 411300
ENTRY LEVEL position in Engineering Department, fooling for a warehouse engineering fraince perfectly for the company of the composition of the SOWPM with some general office experience experience. Call \$95-8700 Ext. 295 for an interfere appointment. Equal Opportunity Demploys of March 2000 Ext. 295 for an interfere appointment. Sec. Co. Sec. 2000 Experience and Experience GENERAL. CLERK Typest \$1.30 per week. Farmington area, typing skulls, accounting knowledge & pleasant phone personality required Call for interview. 477-666

Michigan 4439.

ADMINISTRATIVE ASSISTANT Requires top secretarial and administrative skills including shirthand and abbility to accept the control of the co to 2 years claims experience idis-bility preferred). typing desired, xcellent working conditions, locu-on and benefits. For further infor-tation, please contact Personnel

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MIEREST & VARIETY
Well known suburban company
seeks your good typing for gorgeous
executive office\* 3715 plus, full benelits. Call Kyle Fox today
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SHIGHLE-TELEGRAPH AREA

National firm looking for sharpmains and the sharpmains and

Liveoia. Michigan 48160.

LiVONIA Firm needs apprinced full time Secretary-Bookkeept all phases of office work. Must be good with figures, abulty to deal with public, pleasand working conditions, excellent fringe benefits. 477-560.

CEERX-TYPIST & general office work to modern office, full health neurance, dental, optical & previous control of the previous control of the previous comportunity. (Or advancement Please seed, bryte informal resume Please seed, bryte informal resume opportunity for advancement Please send brief informal resume to Health & Welfare Plans, Inc., PO Box 35417. Detroit, Mich. 48235

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TOX PHOTO has an opening in our
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Involves telephone and written
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office. Must be reliable and willing
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bookkeeping, typing 63 wpm.
shorthand helpful Safary commensurate with ability. Livensa
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Your office skills advance you the company you've dreamed o super friendly people with benefit states as the company of the company OFFICE ASSISTANT FEE PAID

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Prominent national company seeks your good typing for newly created position To \$500. benefits! Call Kyle for this beautiful opportunity! ACCOUNTS RECEIVABLE Book-keeper, must be experienced & dependable, excellent working con-ditions & benefits. 333-974 ie for this beautiful opportunity 353-2090 SNELLING & SNELLING PERSONNEL

### 504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

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hand FTS plus

TYPIST TRAINEE
Start fresh with your 60 wpm

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BUSY SOUTHING A Agency Must have good typing and a telephone voice. No dictation. Good location floors, salary, bonus and fringe borness of the control of the con

SECRETARY. experienced Good shorthand, syping, light book-keeping Good Southfield location Excellent salary Call 5 AM - 5 PM 333-788.

INVENTORY GIRL for retail chain located in Southfield Experience helpful, but not necessary Fully paid like Cross & Pottly Paid like Cross & Pottl

RECEPTIONIST Typist, experienced, Royal Oak office Call between 9ASt-4PM, ask for Grada

SECRETARY with good skills to train as a legal secretary Livonia area Ask for Kathy 525-3500

area Ask for Kathy 525-3560

GENERAL OFFICE
Mon Fri. references required
Birmingham area. Typing, no
shorthand. 644-4134

SECRETARY capable of handling many diversified duties for Execu-tive Requires typing, shorthand ability Salary \$856. Fee Paid. RECEPTIONIST Experienced Good typist & Mile-Grand Rive area Call for appointment, Mr. Mueller 285401

OFFICE PERSON for front d and general office duties. Typ ability required. Safary \$700 p health & life insurance. Fee Paid 459-457
GENERAL OFFICE Typing, ling, phone for general contractor or Farmington Hills
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PERMANENT STAFF 353-0505

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Experienced. For Southfield Law
Office. Excellent Typing. Dictaphone. Southand required. Call S
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OPEN SAT 9 am-12 NOON.

ACCURACY Personnel.

42:3050 388-2010. BOOKKEEPER, part time for Southfield office Full charge through trial balance Experience with cash flow analysis and projection required 559-7430

be valiable always 38.4990
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Permanent Part time Advertising
Publisher's Secretarial help needed
in Troy. Somerate Area Office
Accurate typist with good skills
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to accept responsibility Hours
Retable 861-4118

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ADMINISTRATIVE
Diversified reponsibilities requiring adaptability, organizational
ability, above average typing,
shorthand and Dictaphone skills,
ability to communicate with all
levels of personnel Previous experence in a hospital desirable and
resume to Roger Howland, Kingswood Hospital, 1020 W. 8 Mile Rd.
Ferndale, Mi. 48220 RECEPTIONIST - Typist, South-field, 65 WPM required, good phone ability, \$700, fee paid.

SECRETARY - Southheld, good typing, some shorthand helpful for head of personnel. 2 to 3 years experience, \$730 , fee paid

BOOKKEEPING supervisor. Detroit supervisory experience in legal or CPA firm, \$16,000 Fee paid.

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SECRETARY - BOOKKEEPER
Full Time for CPA Office in
Southfield Must be expenenced,
excellent opportunity Call 534-915
Evenings or write Box 77:
Observer & Eccentric Newspapers,
33331 Schoolcraft, Livonia, Michigan 41350

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Bos 18. Frankin, Michigat. 4025

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Garden City Public Schools will

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demonstrate general maturity, typ
ing & other circuit skills involve assisting graduates a

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skill will involve assisting graduste in securing employment with local businesses. Salary is 33 42 per hour. 40 Hours per week. Application forms are available from the Personnel Office Garden City Public Schools Administrative Serv-ice Center, 1333 Radeliff.

SNELING & SNELING
PRODUCTION TYPEIST for westly
production to the production of the production to the

504 Help Wanted Office-Clerical

# SECRETARY

Immediate opening for individual with excellent typing skills. 60 wpm., accurately, and shorthand 90 wpm. Experience preferred.

FOR APPOINTMENT CALL Mrs. Powell 421-8000



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Has your present job lost its challenge? Are you looking for "more"? The Hobbs Div. of Stewart-Warner Corp. has an immediate opening for an applicant who can handle a variety of duties in our sales office.

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ISTANT. Varied office duties, is typing. Westland area Call ween 1-5 PM weekdays. 722-0044 SECRETARY with good shorthand and typing skills, experienced, \$150 week to start. Benefits, call 476-500

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intelligence more important than
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BOOKNEEPER
Must have experience with double tilty set of books & payroll taxes. Associates Degree in accounting or equivalent experience necessary Send resume & salary requirements to Box 750. Observir & Eccentre. Newspapers. 36251 Schoolcraft. Livonia, Michigan 48150

LEGAL secretary wanted experienced, full time. For interview call Mr Golden 645-2101 BOOKKEEPER

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For Troy construction company
Must be experienced in check
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place to work Please submit
resume to box 752 Observer &
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4810

GENERAL office girl, Lathrup Village, full or part time good typing skills, pleatant personality Send brief resume & salary desired to box 748 Observer & Eccenter Newspapers, 36231 Schoolcraft Luvonia, Michigan 48130

RESPONSIBLE Female for general sales office work Should be available 9AM-5PM Monda through Friday Part time work Hours negotiable No phone calls

Shorthand 644-4134
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Construction equipment distributions
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Siller Equip Co of Detroit
32910 Plymouth Rd Lavonia
421-2620

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Accounts Payable
Payroll Experience Must Type
352-2627

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The applicant for this position in
have a pleasing phone voice, is
typing skills and pleasart perso
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through 6 daily with weekends.
For further info call Jack Keosh
at \$38-2000 BOOKKEEPING /ACCOUNTING Experience & typing ability necessary for this full time position in Birmingham area. Must have initiative to work with minimum supervission. Duties include Accounts Payable, billing to clients, preparation on reports to clients. cash forceast and special projects. at \$33-2000
SECRETARY, full time with strong typing skills needed for Birming-ham based public relations firm.
Some writing ability desirable Call 9 30 AM-3 30 PM. 614-0598

644-4514 SECRETARY GENERAL Office, must be alert, efficient and have good typing skills, part time. Send resume to box 762, Observer & Eccentric Newspapers, 36231 Schoolcraft, Livonia, Michigan 48150 RECEPTIONIST Full Time position for a persor enjoys challenging & varied & Applicant must be good type enjoy meeting people Other times will include Fullan Co Applicant must be good typat. Applicant must be good typat. enjoy meeting people Other enjoy meeting people Other enders be Receptions Duties Shorthand helpful but not swattable in an established office swattable in an established office available in an established office of the entry of th SECRETARY NEEDED for runs way shelter, experience with adolescents & crisis intervention is desirable. Call Jan 547-226 BOOKNEEPER-Full Charge the Trial Balance Must be well-verse in Accounts Payable and Receivable. Call Southfield. 338-452

dictugan 48150.

GENERAL OFFICE
tesponsible person, must has
tespons phone voice, accura
yping to handle all office pr

251-2500
CLERK TVP15T. Many positions available for Insurance Agency. No experience necessary. Call Mrs. Wolf between 10AM-2PM. 853-7300

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One girl office for Southfield Cry.
Some bookkeeping
PART-TIME Secretary, it bus a week, in real sealate & investment
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Must type \$5. wpm. Decaphone
Exceptional office in prime Troy
location. Send resume & salary
desired to Root M. Citrin Co. 3276
Which Booker Rd. Suite 103. Troy
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SECRETARY - typing, filing, Dictaphone, light shorthand good but not required. Office experience necessary. Troy area. Call for interview appointment. 649-4030

Clerical Typist

FRANKLIN

FASTENER 537-8900

GENERAL OFFICE Mature woman with management rompany experience preferred for General office work. Pleasant tele-phone manner Southfield area. 358-3777

38-JTTT
SECRETARY, experienced ping time, hours 1-5 P M. Typing 50, shorthand 39 Call between 1-5 PM for appointment.

FEMALE office manager wanted. Should be efficient, well organized, work well with people Salary, Plymouth area.

LAW OFFICE - Southfield

Secretary Good typing & shorthand 355-2825 Mr Gold SECRETARY Southfield area CPA Firm offers an excellent opportunity for good types with general office skills. Good salary, pleasant working conditions in new office building. Ask for Mr. Kushner. 6420132

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Immediate opening, experienced payroll using pegboard system, accounts payable thru trial balance Small sales and engineering office. Some typing, telephone, and filing

office: Some typing, telephone, and files of the some typing telephone, and files of the some typing telephone some typing typing telephone some typing typing typing telephone some typing typin

ACCOUNTS RECEIVABLE
CLERK
Must have friendly personality,
good with figures, some adding
machine experience. Ability to
learn fast. The position is in the
Southvield area. Full time Please
call between 9 and 11 AM, Man,
thru Fri. Mrs Cotter. 569-1227 

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fringe benefits. 520-423
GENERAL OFFICE - good typing :
must. filling & clerical dusies, n
experience necessary. Southfiel
Area. Contact Weltronic Co., John
Breitling 338-009 Breitling

MATURE GO-GETTER, typing

Wills essential, bookkeeping, expetypist, dictaphone, light book-keeping telephone, common sense. Permanent position. Call 261-5380 or apply at 33200 Schoolcraft. Suite 200. OFFICE CLERK
Part Time, 4 days, 3 PM-11: 30 PM.
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REDFORD COMMUNITY HOSP.
S31-6200 EXT. 47 GENERAL OFFICE
Diversified office duties in northwest area Auto Dealership. Full
time. General clerical and cashler
work. Some typing required.
55-7377, et 21.

504 Heip Wanted Office-Clerical GENERAL OFFICE ivunia-based company has open-ig for general office clerk. Must ope accurately 60 w p m. be exact ith figures and 10-key calculator revious experience NECESSARV

522-7774 An Equal Opportunity Fm

Typing, phone, adding machine, fil-ing, etc. Small diversified firm located in Southfield, good pay-tracellent working conditions. Call for appt. 8–39 AM-4 PM 353-1606

RELIABLE and experienced general office Must be good typest Excellent pay and fringe hendits Call after SPM only 335-6178 Call after SPM only 335-6178
GENERAL OFFICE 35 hrs per week, writing orders, filing, light typing, must have good handwriting Northwest area Call from 9-4PM 772-1311

RECEPTIONIST Typisi, minimum 3 years experience, 50 wpm, for a construction company in Southfeel Call Bernice \$59-990 GENERAL OFFICE

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General General applications for a
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### BILLING CLERK

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2/2-1444

LEGAL SECRETARY-position available for person with good clerical skills in Troy officered but not necessary Sales previous legal experience preferred but not necessary Sales commensurate with experience Please Contact Timothy Young Please Contact Timothy Young RECEPTIONIST TYPIST For large apariment complex in West-land Experience preferred but not required 644-1300

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GENERAL OFFICE help needed Tel Twelve area Accurate typist,

ACCURATE TYPIST, personable shorthand. 2 girl office. Southfield Consider recent grad Fringe benefits 8 45 AM to 5 PM 3324532 SECRETARY for Birmingham law office & real estate firm Ability & intelligence more important than experience Nice place Good pay 6450750

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Full time position, experience pre-letered but will train right applicant with good math skills and neon appearance for Waterford To-effi package. Call for interview, Liberty State Bank & Trust 722,350 Equal Opportunity Employer M.F.

EXCELLENT opportunity available for full time bookkeeper in Lavonia area. Experience helpful, but not necessary. Call Mr. Rowaleshi for interview.

Interview 355-260

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Shorthand Required, Southfield
Firm Mon thru Fir, Call Ed.
Gross

FOX PROTO is leoking for a
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as a full time Secretary/Center
person, Mon. Fri. 8.0 5 PM
Experiment preferred Apply as FM
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An Equal Opportunity Employer Super position with a fortune 500 Company setting up operations in Michigan. Requires top Secretarial & Admistrative skills including: Sorthand & ability to accept diverse responsibilities 1 gif 3 man office. Troy. Excellent benefits, salary commensurate with

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NATIONAL COMPANY
Looking for permanent full time
Saletiman's assistant. Good phone
personality & absitity to learn
pricing No Typing Between Royal
Mx, Birmingham & W Bloomfield
Area. Salary \$110 per week to
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EXPERIENCED for admerssratis headquarters of multi-office Re Estate firm located in Troy Mi be excellent typist & tike works on a variety of financial report Shorthand required. Cell 643-959 HELP! Mary's been promoted, need super "Person Finday" to fill her shoes Must have excellent typing skills, be personable, like small companys and make good coffee Southfield. 258-035 Shorthand required BOOKKEEPER Secretary for established contractor in South Must be experienced. Top sala established contractor in Southfield Must be experienced. Top salary & fringes. Reply Box 734. Observer & Eccentric Newspapers. 36251 Schoolcraft. Livonia. Michigan

Medium sized industrial distributor in NW Suburbs looking for a per-manent basis part time office assistant. 5 day week. Hours nego-tiable. Duties to include general office work & typing. Call \$37-3305 178-920 LEGAL SECRETARIAL Position Southfield Law Firm Excellen

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EXPERIENCED
Duties will include Reception
(Jyping, Filing, Shorthand nec
ssary, Hours 9 AM - 3 PM, 5
'ays per week, For informaon call. SECRETARY CLERICAL to answer phones, file, type & take shorthand for Property Management Co in Farmington Hills area Prior work references required Call between 9:10 - 4:30 628-5595

SECRETARY Small Bir business Answer phot typing, some filing CLERICAL HELP
STEADY part time. Troy &
Southfield area. No evenings or
Saturdays, flexible hours Send age,
those number phone number and qualifications to: T. Francis, Box 36355 Grosse Pointe, Michigan, 48236.

PERSON wanted for office work typing, filing, answering phone, etc. will train for light computer work Farmington area. 477-3500 Farmington area.

SEC'Y/RECEPT.

Experienced - typing, shorthand, various office duties, with a desire to get involved with Personnel recruiting Trojan Engineering, 17300 W. 10 Mile, Southfield, Calif

SECRETARY-BOOKKEEPER
For architect's office, top salary
plus benefits. 356-7365 PART TIME - Payroll clerk, with filing Novi Area 349-7440 PART THE - Payrall clerk, with ling North Area St. 1940 (Internal North Area St. 1940) (Inter

504 Help Wanted Office-Clerical

OFFICE GIRL wanted mature person with experience preferred Excellent pay and benefits 35750 Industrial Rd. Lavonia SECRETARY NEEDED for bus Plymouth office Self-starter shor hand & typing required 459-333

SHARP girl, personality with good phone voice, purchase ordering & light typing auto glass Monday through Firday 8 A M 5 P M 4 hours every 1rd Saturday Apply in person Coolidge Glass Co. 1213 Wormer. Redierd Twp. Plymouth & Telegraph area

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SECRETARY for the manager

A Telegraph area

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employer 647-800
SECRETARY for 1 girl office located in Truy Full 1 imme Experience necessary General secretarial duties. Call for appointment. 548-8872

549-5690

MATURE WOMAN - 3 to 5 dayweek General office work with
typing skills Apply in person
Opportunity Sales. 6790 Orchard
Lake Hd at 15 Mile 826-7127

ter 651-1500
OFFICE HELP wanted for growing oil reclamation company in Red-ford Tep Typing required Expenses in Syables and other office controls desirable Starting pay depends on skills Call Monday thru Friday 9 Am. to 4 Pm. \$35-2851 SOUTHFIELD

that is your area or you would to work in Southfield, we have emporary job for you TYPISTS

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RECEPTIONISTS

For further information and a personal interview call

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5 person office needs take-charge person to develop financial state-ments, do taxes and supervise all phases of office procedure. Excel-lent pay, benefits & incentives. Call 5 Stevens. \$45-001 MAKE YOUR MOVE NOW LET KELLY SHOW YOU HOW

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CASUALTY INSURANCE CO BIRMINGHAM, MICHIGAN Wants experienced Auto insurance. Secretary who can phone & quote and help Auto Department Salary open Please call Sam-Spm, 66-655 open Please call sam-spin, one-out INSURANCE SECRETARY Experience homeowners, rating & typing, General agency Pleasant Bloomfield Hills aurroundings 644-7161

With adding machine skills Mature 6 Mile - Beecharea 333-810

NEED MATURE WOMAN For Office Typing, Likes to work with people Mon thru Frt 8 30 AM-5 PM 3 PM Apply In person PADOVER, VALENTI LIEBERMAN 1523 N. MAIN ST ROYAL OAK

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Keydisc/Keypunch

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LEGAL SECRETARY needed for Farmington Hills law firm. Good dictaphone & typing required Excellent benefits. Call 'Linda Ridrig'. 851-8500

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If you have professional sales ex-nence get in on Michigan's hous boom now. 'Our Top Salespeople a weraging over \$50,000 per year Global, one of Michigan's larg housing companies, will be open 50 new offices statewide.

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HOUSEWIVES Carn excellent pay for part time sork during day time shift from 11 MM to 2 PM Salary plus bonuses is ur telephone sales department all tetween 10 AM and 2 PM

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EXCEITENT MOOFS
We are looking for part time telephone sales belp, evenings from 4 to
8 30 PM Salars plus commission
Excellent pay for short hours. Call
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