CLERICAL

SECRETARY

CLERK

TYPIST

Immediate opening for Typist to wark in Mortgogo Department at our Bloomfield Critical located at Cranbrook & Maple Must type at least 45 WPM coursely Previous mortgoge experience desirable. Call Mortgogo Monager at 647-3800

1st Federal Savings of Detroit An Equal Opportunity Employer

UVONIA TRAINEE

FEE PAID II you can type 50 apm. and wish to work close to be some call today for this great job Pail benefits and good salary too!

RNGURANCE EXPERIENCE EXPERIENCE AND A CONTRAINED AND A CONTRA

and benefits that include denial Call today RECEPTIONIST-SECRETARY FEE PAID Beautiful Southfield from needs a super sharp Receptuage to handle front dest and also so that the paid for the super state of the super supe

CLERK-TYPIST

For insurance complicated in Tel-Twelve Good solory Fringe ber 35 hour work week. Ple atmosphere. Call ber 8 30 AM - 4 PM 642-6013

FIGURE CLERI d mortgage comp

LOU LaRICHE CHEVROLET 40875 Plymouth Rd Plymouth 453-4600

MAKE YOUR MOVE NOW LET KELLY SHOW YOU HOW

For Your Career For Your Future

KELLY GIRL Become

KELLY GIRL
A Division of Kelly Service
Not an agency Never a fe Renaissance Center Bloomfield Hills Southfield Livonia Madison Hts

TYPIST

Processing Skills

Word processing skills coupled a good typing ability could key more rewarding future for y Immediate openings with top pay KELLY GIRL
A Division of Kelly Services
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Several permanent openings on the day and afternion shift Corporate offices of international organization iccited in Southfield but mixing soon to Tros. Must have working

CLERK-TYPIST

Branch Operations e company moving some to office of publisher. Must have good of the state of the st

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504 Help Wanted Office-Clerical

s. stenographers key punchers, switchboard, figure , general office. Choose your own work schedule. you can at Manpower. No Fee. Interested?

MANP®WER'

Temporary Services
We'll give you the help you need
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SECRETARY Looking for a diversified position in the Detroit and Birmingnam area? Qualified candidate with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST

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SECRETARY sormand too with syping 39
PM 2-3 years office experience
all fringe benefit package. Salary
immensurate with experience
all for a p p of int ment
646-1000 ext 268
An Equal Opportunity Employer

Call for appointment
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An Equal Opportunity Employer
FULL or part time typist, espenenced only, excellent typing skills
required Schreiber Manulacturing
Co., 1400 West 14 Mite Rd.
Clawson

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RECEPTIONIST
Large and finely established corporation wants someone to grow with
them Personality and light typing
needed. Tremendous opportunity.
STB0 per menth, call Pam
644-4600

SNELING & SNELING
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AGENCY
RECEPTIONIST
Grow with largest and finest company in it's field People ability and high typing needed Superb benefits and advancement potential, 800 monthly Call Chris
O44-4-400
SNELING & SNELING
AGENCY

SECRETARY Take Charge Secretary with diver-sified General Office Duties Good Shorthand, Tsping & Knowledge of Office Procedures required Pleas-ant 4 grl office Minimum 3 years experience 9 Mile - Southfield location

ADVERTISING AGENCY in Northwest Suburb needs person with keylining and pasteup shills to work in congenial office. Must be accurate typist, good benefits Send salary requirements and employment history to Box 80, Oberver & Eccentric Newspapers, 36231 Schoolcraft, Livonia, Michigan 4150

SECRETARY for Southfield area CPA FIRM Good typing and general office skills required Good starting salary and pleasant work-ing conditions. Ask for Mr. Kushner. 612-0130

Minimer 1100 Ass 60 (5741)

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Garden CH1 Phalic School will
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PERMANESET Part Imm Servetury Receptions in for very beay private out pattern Psychactric Cine to Bloomfield Hills Responsible Indianated Control of the Psychological Control of the Psychologic STUDENTS

RECEPTIONIST
Plush ultra-modern suburban doctors office needs someone who loves people and wants to learn Personality and light typing needed Excellent benefits. \$566 and up. call STUDENTS
Work from our newly located
Redford area office, part time
evenings, 5-9 PM Call Keith
Revnolds at 533-8173

644-4600 SNELLING & SNELLING AGENCY AGENCY
EXPERIENCED BOOKKEEPER
Receptionist for Brimingham inte roar design studio Call for interview 616-700

nternational corporation presently ocated in Southfield but moving son to Troy has several permanent penings. Requires good clerical kills and typing ability. Must have to 2 years experience in either layroll, billing or accounts

receivable

Call 569-5700 ext 295 for an interview appointment

Equal Opportunity Employer M F

CLERICAL

SECRETARY DECRETARIO
International service corporation
has immediate opening in its
branch operation department for an
experienced SECRETARY. We are
represently located in Southfield but
will be moving soon to Troy
Excellent lyping and shorthand
Excellent spings and shorthand
Excellent spings and shorthand
Flease call 373-339 ext 322 for an
interview appointment
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WATERFORD TWP. CONTRACTOR

Seeds top notch key individual to
handle inter-office duties, job disparching, light accounting Exerlent typing skills needed Salary
commensurate with abbity 666-3100

FARMINGTON AREA ng accuracy and math ability itial Mature person without lyping accuracy and subsequence of the samplas of t

iO4 Help Wanted Office-Clerical

PURCHASING

Nation printing ink company seeks individual for it's corporate purchasing department. Some of the duties include processing of orders telephone contact with suppliers, and general typing. Applicants should possess a pleasant telephone voice and the ability to work with a variety of people Previous purchasing experience helpful but not required.

Send resume, call 538-6800, ext. 10 for application or apply in person between hours of 1 AM - 4 PM

FLINT INK
CORPORATION
25:11 GLENDALE AVENUE
DETROIT. MICHIGAN 4823

INSIDE COLLECTORS

The Time Credit Department of Detroit Bank and Trust is seeking individuals for Collector positions in the Credit Card and Consumer Loan areas. One year experience desirable.

Excellent fringe benefits package. Salary will be commensurate with experience.



Apply 9 A M. - 4 P M. 211 W FORT ST. — 1st Floor Cor Washington Blvd.

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504 Help Wanted Office-Clerical

JR SECRETARY - retail department of Birmingham firm need outgoing person, good typing, phospills, benefits include dental, \$6 plus fee paid

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NENT Part time

EXECUTIVE - secretary to pre-dent of engineering firm, excelle

LOIS RAY

PERSONNEL

559-0560

BILLING CLERK

Our mid Detroit heapsid has an immediate opening for a full time billing clerk Previous hospid billing experience preferred Mis skills We offer an excellent staring salary and a comprehensive fully paid fringe benefit program Apply at the Personnel department AMEROPOLITAN HOSPITAL BOO Taxedo Detroit

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Available at 11874 Market

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ndividual for General Office

work. Previous experience

necessary. Light typing

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Specializing exclusively in the placement of legal per-unnel has allowed us to accumulate a large and another than the placement of legal sections and the placement of legal sections are with tase firm a minister for legal Sections are with tase firms and industry in the suburbs and down town Detroit. Top salaries and tractive benefits for experience species usual with a filler in 15 confessionals with a filler in 15 confessionals with a filler in 15 confessionals with particulate of a confessional series.

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SUITE 2580.
SOUTHFIELD, MI 4865

358-0060 CUSTOMER SERVICE
SECRETARY
Auto related company in a lovely
suburban office offices an interesting public contact position for
you' Hurry for this' \$800 Call My
Headley

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LEGAL SECHETARY for pleasant suburban office Experience pre-ferred 285-4720

be good in Math, goo I for filing and quote

Triple Seal Enar. 31122 W. 8 Mile Rd. Formington 533-605 RECEPTIONIST

\$7800
Dynamic young company needs you today to handle their busy front desk. Lots of varied duties in this people contact spot Tina SNELLING & SNELLING 478-3500

478-3500

SECRETARY SALES
Must be cabable typist, wilting learn computerized invoicin
Background in business requipment of the computerized invoicin
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An Equal Opportunity Employs
SECRETARY
\$10,800
Accellent established company
seking a good typist who eny
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SNELLING & SNELLING
478-3500

IBM SYSTEM 32 Operator - release or shipping control experience required Good salary and liberal employee benefits Call 425-560

SALES SEC'Y. motive related firm needs you d skills and outgoing personality Public contact, to \$10,200 when heardity Fire flood 522-4210

RECEPTIONIST Seautiful Suburban office needs our good typing and bright smile or from desk spot \$650 Good PERMANENT STAFF

522-4210 EXECUTIVE SECRETARY for Troy area Good shorthand and typing Lots of client contact Experienced SIR-8100

SECRETARY
Experienced For established Insur-ance firm in Troy For interview. call Mr Archey at #79-900 call Mr. Archey at \$39.900
SOUTHFIELD based mortgage company. has ummedate opting for a clerk typist Applicant must possess a minimum typing speed of SWPM and be able to use a 18 key adding marhime. Call Md-States Mortgage Co. 335-9700-ext 262 CLERK TYPIST
With experience Downtown
Delroit Pleasant working condi-tions and excellent fringe benefits
Call Ms. Auerhach 965-3339

Call Ms Auerhach 200 2807
SECRETARY light bookkeep ne.
Poshiba America Inc in Southfield.
Mr. Shirmokura inc interview.
5504677

SECRETARY Bloomfield Hills Law firm Typing, shorthand Dicta-phote experience required Excel-lent salary and benefits Pleasant surroundings. Send resume to P.O. Bix 421, Bloomfield Hills, Mr 48013

Box 421. Bloomfield Hills, Mi 4803.

BOONKEEPER wanted by North-west area firm. An experienced self-starter to handle accounts payable, filing typing and hank reconciliations. Excellent salary and firings benefit package Send resume to P. O. Box 800. Nov. Mich 1800.

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BOOKNEEPER with construction
and trade union payroll experience
wanted by Northwest area firm
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package Send resume to P. O. Box
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SECRETARY
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Demander partition for competers secretary with good
shorthard required Most be sible to work independents and enjoy
pobler contact. Pleasase working
ham location Call I am John Air.
790 After 6 pm 67 oil: 101 am John Air.
790 After 6 pm 67 oil: 101 am John Air.
790 After 6 pm 67 oil: 101 ACT 5 RECEIVABLE CLERK ham location Catter of 647-0814

ACCT S RECEIVABLE CLERK
Must have friendly personality,
good with liqures some adding
machine experience. Ability to
learn fast The position is in the
Southfield area. Full time Please
call between 9 & 11 Am. Mon thru
Fr. Mrs. Cotter.

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HELLP Growing wholesale companied of the page resists organized and intelligent individual for expanding accounting department and general office Immediate systems, for receptions lite elect. Systems for receptions are proposed by the companies of the page of the

call between V. H. Am. Mon thru Fr. Mrc Caler. So 321. GENERAL OFFICE: Us burns per week writine, owner's 100n; glad vo-week writine, owner's 100n; glad writing call from 3-4 272.111. BIOOK SEC 1981. Established, Livenia Frem will soon hove an opening for full from how any opening for full from how any opening for full from to the per to be a deversalled position with excellent potential in one of the period of the period of the matter to work with menimum supervision. Salary & statung date condidence in Mr. Salar Palaries. TYPIST with dictating machine experience for Dearborn Heights law office Send resume to Mr George Gusts, 711 Tobin Dr. Api 309 Inkster Mich 48141

A LEGAL Secretary-office man ager. Southfield law firm good benefits opportunity harry com-mensurate with ability minimum 3 years legal experience 559-555

SECKETARY

SECKETARY

MANAGERIAL ASSISTANT

Dutes include typing, filing,
dictaphone and assisting
property manager in local
aftice of national corporation

Opportunity for sharp individual to advance within the

PART or FULL TIME Call Down 535-7855 Coll Down 505.

PART-TIME
Woman with Secretarial & Bookkeeping skills to be office manager
in small Birmingham advertising
basiness. Hours flexible Phone
Jack Metzel. Captive Commercials
617:667

BOOKKEEPER part time. for Southfield office. Full-charge through Trial Balance Experience with cash flow analysis and projections required. \$59-7130

projections required 559-7130
SECRETARY receptions for 4 man 3 get 1 re receptions for 4 man 3 get 1 re 1 saw fifter, need mature indisvidual with solul seeperatural background and profinent typing skilfs, shorthand and detaphone preferred but not essential Legal experience helpful, solary commensurate with abolity Call Donna at 589-5704

BOOKKEEPER

A GIRL FRIDAY
Needed for busy interior decorating studio in Birminingham. Faccinating position for woman over 10 Must type and have general office experience. Call between 3 to 37% for appositionen ppointment TOP INC. THOY, MICHIGAN 524-1500 An Equal Opportunity Empli

dealership General office skills, light bookkeeping Must be alen & reliable Salary based on expe-rience 477-5459 **SECRETARY**

CLERK

532-0696

SECRETARY

OPERATORS

Many Positions Avoilable
SWITCHBOARD experience helpful We will train on the job Openings in our Livonia Office. Must be
able to work evenings and weekends. 522.1563

OFFICE LADY experienced, typ-ing and phone Southfield area \$37-07-0

Receptionist, Typist Southfield Area

The applicant for this postion must have a pheasing phone voice, good typing skills and pleasant personality. The hours required are 9 through 8 daily with weekends off. For further info call Jack Keoshian.

CENTURY 21

TYPIST POSITION Southfield and Evergreen Full time 354-026

538-2000 GIRL WANTED PART TIME To Address Post Cards & Answer Phones. 4 days per week approx-imately. 36 PM. Apply in Person 1775 S. Woodward. Berrangham

TODAY

EXPERIENCED, Order Coordina-tor for inside Order Desk of tor for instead order best of wholesale appliance distributor Excellent pay and benefits. Located in Livonia area. Phone G. Reasor 525-6220 An Equal Opportunity Employer XPERIENCED for administrative eadquarters of multi- office Real state firm located in Troy Must excellent spirit & like working to a variety of financial reports northand required Call 643-9459 PART TIME. General Office Work Southfield area For interview call 626 8842 **BILLING**

SECRETARY National Company -Farmington Hills office requires person with good typing stalls and willingness to learn. Good starter position for ambitious person. 355-9200 PART TIME secretary, 12 hrs per week in real estate & investment business office Some bookkeeping, must type 55 WPM diretaplace exceptional office in prime froy location Send resume & salary desired to 3270 W Big Beaver Rd Sunte 143. Troy, Mi ar with Medicare a old billing. In mode ig home Call Mrs. Bo 522-1444 STATISTICAL

General Office fyping, filing, detail work Wust be good typist and willing to learn keypunch oper ation. Southfield area. Call

SECRETARY-BOOKKEEPER needed for Runaway Shelter Call Jan 547-2260 SEVERAL OFFICE, accurate typ-ist handle phones Southfield 352-8051 COLLEGE girl for part time office work full time for summer Mr Limiton 255-982

355-2422

GENERAL OFFICE CLERK Experienced for customer service

Experienced for customer service department with pleasant phone voice, typing skills and mechanical aptitude. Farmington area Appointment only. Ask for Mary 477-008. An Equal Opportunity Employer

TYPIST - Stenographer-recep-tionist 50 WPM capability, short-hand required, p-rmanent position for mature individual. 355-9230 BOOKKEEPER for construction and Real Estate investment may lipe Companies Southfield location Full time or part time Must be qualified thru trial baince and preparation of innuncial states—and applies and applies to the construction of the constr

tion Full time or part time. Next replaced in the manual statements of the part of the par

Dennis 336-180
ESTABLISHED manufacturers representative firm, based in Troy
seeks mature, experienced office
manager secretars. Bookkeeping
experience desirable Long term
relationship is lonker forward to
with the right applicant. 385-2521

and the rint application to 2021 boots. General New Year Bearing Con-

SECRETARY
Hours 9-3 Mature dependable, and typist and phone manner foereral ollier experience required as No 2 Secretary for small manufacturing company in Farmington Hills Call or write Carol. CMI INC P 0 Box 670. Farmington Hills BOOKKEEPER (ull charge for Doctor's office Experienced excel-lent position. Southfield. 354-0350

lett position Southfield 34-0350

LEGAL SECRETARY

Legal experience necessary Southfield area

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EXECUTIVE SECRETARY

recetary needed for Regional free of large Hotel Chain Good ping and ability to restrict and ganize Dictaphone helpful birt t necessary. No shorthand Sal-y commensurate with expenence only in Person (FKLY) for Southfield Law Firm, must have proficient typing & shorthand skills background of estate planning & probate procedure preferable Call Crystal 8-4 30 at 557-53/0 EXPERIENCED SECRETARY for Southfield law firm No shorthand dictaphone required Full time 599-5131

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For Southfield Office Typing
Shorthand & Accuracy with Figures
required Salary commensurate
with experience 333.2501 RAMADA INN SOUTHFIELD 28225 TELEGRAPH RD Ask for PAM An Equal Opportunity Employe

on experience 332-201
GENERAL OFFICE Typing, filing, relephone Must be able to effectively deal with people and co-ordinate the mixer out activity for Westland housing cooperative 54-00 hour plus benefits. An Equal Opportunity Entipolysis
ACCOUNTING DEPT wants some-for full time position Expe-tence not necessary, must type and enjoy detail work. Ask for Carol. 362-253

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ASSESSING CLERK
The ability to read maps Some knowledge of computers and build ing construction. Accurate typing Must enjoy working with the public Call. Personnel Office for appointment City of Farimington Hills.

474-6115

SECRETARY-CLERICAL
Must be experienced Typing &
some Shorthand preferred Prior
references required Mon thru Fri
13 Mile - Northwestern area Call
between 9 30 AM-4 30 PM 625 5395

CLERK TYPIST Part time, Must type 10WPM Greenfield 12Mile, 557-2360 LEGAL SECRETARY Position available in Bloomfield fields for person with good clerical skills Previous legal experience preferred but not necessary Salary commensurate with experience Please contact Mrs. Herrala 642-670

RECEPTIONIST or busy Sauthfield office.

yping 60 wpm., minimum 2

ears recent working expeence Excellent solary and

ooking conditions.

LIGHT BOOKKEEPING · W Bloomfield area Prefer high school student, CS-4446 PART TIME Receptionss: Typist for Churoprac-tors office. Apply between 12 30 PM2 PM Tuesday. April 23 21714 Fenkell at Lahser, Detroit RESPONSIBLE mature woman, full time. light litting required for BOOKKEEPER'S ASSISTANT full time, light lifting required for fast, interesting job. 8 Mile-Middlebelt area 3 am - 5 pm 478-7770

SECRETARY

769-6511 Equal Opportunity Employer M F

INSURANCE Office needs part time help. Approximately 12 hours per week Call for appointment Rochester area 622-606

LEGAL secretary wanted for Southfield office Experience desired Call Vicky. 333-6503

504 Help Wanted Office-Clerical

EXPERIENCED typist & his bookkeeping for progressi agency Good salary plus frin benefits Apply Monday thru Frid 10 A M to 3 P M Physicia Rehabilitation Service: Travele Towers, Sunte 1504, Southfield RECEPTIONIST TYPIST 2 year office or school experience necessary Must work weekends Oak land Park Ferndale area 341-188

Secretary/Receptionist Machine Tool Distributorship ha ts for bright, energetic indivi-Miss type 60WPM or bette erience with mag cards ele-nic typing system beloful Se-

GIRL NEEDED for general office work typing & basic office skills 539-76-2

LEGAL SECRETARY, experienced, needed for Southfield law firm, some shorthand necessary Call for appointment 352-9683 SECRETARY
Mature woman needed for moving company Novi Area \$ 348-25/0

SECRETARY for Law Firm American Center Southfield Excellent typing skills required Call Jan 333-140

INSURANCE SECRETARY for nice Birmingham Estate Planner Handle phone, policy service, details & correspondence Sales knowledge helpful No shorthand, Private office Full fringes Mr. Divion or Linda. 61-13-50

ADMINISTRATIVE ASSISTANT Requires top secretarial and administrative skills including shorthand and ability to accept diverse responsibilities. Mail resume and salary requirement to 180x 880. Observer & Executive Newspapers 38251. Schooleraft Lavonia, Michigan 48159.

EXPERIENCED WOMAN with excellent typing and general office skills needed for office of publisher

We have many fine openings for experienced legal secretar-ies Fee poid by employer Ask for Grace HILLSTROM & ROSS AGENCY Southfield 626-8188 LEGAL SECRETARY re-ded for Farmington Hills law firm Good dictaphone & typing required Excellent benefits Call Linda Ridrig 851-8600

bour plus benefits CES-0290
GENERAL OFFICE CLERICAL
International Sales Company has
person to handle a variety of
cerical duties Minimum requirements. I to 2 years recent office
experience, pleasant phone manner, type 60 WPM accurately. Call
for interview. ACCURATE TYPIST personable shorthand, 2 gril office Southletd Consider recent grad Fringe Benefits 8 45 AM to 5 PM \$2-6322

SERVICES Station available in ser Medical search and Education Center for person with good typing and scellent language skills Theta bone or automatic type-strain apprince helpful Work in a creel-miguig environment with an creel-miguig environment with an extension of the control of t MPORARY

Typists Clerks

504 Help Wanted Office-Clerical

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Exec-U-Temp IS LOOKING FOR Experienceed

> Typists Secretaries Stenographers Key Punch Opr.

Register Now O FEE NO CONTRACT For Interview Call 565-0266 Exec-U-Temp

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With adding machine skills
Mature 6 Mile - Beech area
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Experienced operators and bright trainess accepted for top pay Immediate openings for all shirfs Excellent benefits and incentive pay Southfield 569-2220 Urica 254-1910

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STUDENTS Excellent Hours
e are looking for part time
one sales help, everings fro
DOPM Salary plus commis
scellent pay for short hours

533-5700 HOUSEW IVES Earn excellent pay for part time work during day time shift from 19AM-2PW Salary plus bonuses in our telephone sales department Call between 19AM & 2PM 533-5732

AUTO SALES
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Large Volume Auto Dealer
needs top nicitle expereneed sales person to fill
position created by
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of Great Abno room trailfic are opportunity for y
or build a large sentice
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Pat Moran for condidental
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PONTIAC/GMC 353-9000

SALES TRAINEE
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PLUS WORK EXPERIENCE
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has restored this historic post-co
nual home at Lone Pine Road a
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ating one of the most charming
comfortable and spacious re
estate facilities imaginable

we would like to expand our professional staff with associates of a caliber befuting our Company and its home. Our services core is home our services core with the west bloomfield. Troy and west Bloomfield. Troy and west Bloomfield if you are seeking a well-paying and independence-oriented career. and live in the area, let us talk with you

M. Clemen

One Park

Service S

SECRETARY

KEY PUNCH

experience Call 369-5700 ext 240 for an inter-iew appointment Equal Opportunity Employer M.F.

CLERICAL OPENINGS
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