504 Help Wanted Office-Clerical

BOOKKEEPER
One girl office, full charge thru trial balance, experienced,tax form, light typing. Pleasant telephone manner. Full time. 547-0777

SECRETARY
One girl office, general office procedures, typing, posting & billing. North Woodward Area. 541-2424

TROY SECRETARY
Engineering firm needs experienced person to assist Manager with reports, phone work, etc. Shorthand, to $10 800, full benefits, fee paid.
Durham Personnel 569-1522

TYPIST - SUBURBAN, $185
Purchasing agent seeks accurate 55 wpm, typist to assist with follow-up duties. Fee paid, benefits.
Durham Personnel 569-1522

EXECUTIVE - secretary, NE suburb, work for president, excellent skills required, $12,000. Fee paid.

PAYROLL - clerk, Southfield firm, typing 50 WPM, payroll and bookeeping experience. $100.

BIRMINGHAM - firm, personable, experienced secretary in retail department, typing 60 WPM, no shorthand, $150 Fee paid.

RECEPTIONIST - Southfield office, national firm, 55 WPM typing, good spelling and phone ability. Experience necessary, $700, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY,for 1 girl sales office, an equal opportunity employer, call C P Clare & Co. 352-2820

LARGE auto casualty agency looking for experienced help, excellent starting salary. Call Mr Harvey 542-5761

GAL FRIDAY NEEDED
For Livonia Area Cabinet Co. Approximately 35 to 40 hours per week. Duties include a lot of everything. From Dusting to Light Bookkeeping to Greeting Customers. Nice Phone manner & much aptitude essential. If you feel you can help us, please phone for appointment. 476-2666

Secretary
Full time, typing 50 wpm, or better. Good phone voice essential. Great variety of work for which we will train. Salary range $140. Livonia area.
425-4500

SECRETARIES
BLMFD. HILLS law firm needs 2 legal secretaries. Shorthand or dictaphone.

MAJOR FINANCIAL institutions in S'field. & Birm. need good secretaries Good typing & shorthand a must.

PLUSH & PRESTIGIOUS downtown law firm needs an exc legal sect. $13,000 plus good benefits

ALL FEES PAID - Call, come in or send resume to:
PROFESSIONAL PLACEMENT PARTNERS, LTD.
555 S Woodward SUITE 616
Birmingham, 48011
644-2822

SECRETARY
With good business machine experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & auto plan. Send resume, including salary history to: Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
MANAGERIAL ASSISTANT
Duties include typing, filing, dictaphone and assisting property manager in local office of national corporation. Opportunity for sharp individual to advance within the company.
PART or FULL TIME
Call Down 535-7855

SECRETARY
Management consultant firm is seeking an individual with general office experience. Secretarial skills required with typing at least 60 wpm on computer. Shorthand helpful but not required. Send resume to: R. A. Seibert, 26622 Five Mile, Redford Michigan 48239

504 Help Wanted Office-Clerical

ATTENTION
Professional
Temporary Personnel

Exec-U-Temp
IS LOOKING FOR
Experienced

Typists
Secretaries
Stenographers
Key Punch Opr.

Salary Commensurate With Skills

Register Now
NO FEE NO CONTRACT
For Interview Call
565-0266

Exec-U-Temp

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	563-8060
Detroit	961-6808
Clawson (Mon.,Tues.,Wed.)	583-4387
Mt. Clemens	791-3059
Oak Park	967-0336
Wyandotte	284-9666
Livonia (10Am-3Pm)	525-0330
Farmington (10 Am-2 Pm)	478-8080

WITT SERVICES

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

SECRETARY
Major insurance company has a responsible position open for a Secretary to our Assistant Manager of Sales. Requirements are accurate typing in excess of 50 WPM and knowledge of dictaphone. Diversified work, good opportunity for advancement, full benefits including tuition reward program. Southfield/Birmingham area Call Cheryl Johnson between 9 AM and 4 PM. 644-4100
An Equal Opportunity Employer

GENERAL OFFICE
Mature woman with management company wanted preferred for general office work. Pleasant tele, phone manner. Southfield area. 358-3777

AVAILABLE NOW

Exec Sec'y- Troy to	$1500
Exec. Sec'y Southf.	$1500
Exec Sec'y Westland	$1100
Exec Sec'y N.W. Detroit	$975
Legal Secretaries	$656
Keypunch/Data	$800
Secretary Bloomfield	$730
Sec'ys Farmington	$750
Reception Secretary	$650
Clerk Typist Novi	$650
Clerk Typists	$500
Credit Clerk	$500

Many other positions available in the N E & N W Suburbs
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22969 Hamilton
Farmington Hills 553-3100

LEGAL SECRETARY - Part time - experienced, hours flexible. Southfield. 358-1960

GENERAL OFFICE Work - part time - flexible hours - no experience necessary - year round. KE 2-6300

RECEPTIONIST needed for busy Southfield law office. No experience necessary 557-1158

504 Help Wanted Office-Clerical

SECRETARY
ADMINISTRATIVE ASSISTANT
Duties include all phases of 1-girl office management, must work well independently, show initiative and have 3 to 5 years recent experience. Birmingham area, hours: 8:30 AM - 5 PM, corporate paid benefits.
644-7077

SECRETARY
General office, 30 hours per week. Full time benefits. One girl office. Southfield. $4 per hour. Call before 3 pm 358-3858

RECEPTIONIST
ADVERTISING AGENCY
Exciting atmosphere of the auto related advertising world. Your personality and typing is the key to this special position. $650. Hurry, call Ms Hawley.
SNELLING & SNELLING
PERSONNEL
353-2090

LEGAL
SECRETARY TRAINEE
Executive Secretary Skills
FEE PAID
NORTH SUBURBS
KAY TURNER PERSONNEL-1101
18280 W. 10 Mile Rd.
SOUTHFIELD

SECRETARY TO PRESIDENT
DESIGN & Engineering development firm, 12 Mile-I-75 area, experienced shorthand, typing, good appearance and personality. Client contact.
548-8100

EXECUTIVE SECRETARY
PART TIME
Our Mid-Detroit hospital has an immediate opening for a part time executive secretary to work for our administrative staff. Must type at least 60 wpm and have previous secretarial experience. We offer an excellent pay rate and a comprehensive, fully paid benefit package. Qualified applicants, please apply at the Personnel department.
METROPOLITAN HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

BILLING CLERK
Our mid-Detroit Hospital has an immediate opening for a full-time Billing Clerk. Previous hospital billing experience preferred. Must have typing and adding machine skills. We offer an excellent starting salary and a comprehensive, fully paid benefit program. Apply at the Personnel Department.
METROPOLITAN HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

SECRETARY
Full time Supervisor/Secretary of 4 girl office, previous experience in Bookkeeping, such as: posting, balancing, etc. helpful. Pleasant personality and good phone voice are essential. Must be excellent with numbers, typing, and have a feel for details. Salary range $175 Livonia area. 422-4500.

RECEPTIONIST
$7800
Young dynamic company needs you to answer their phones and greet their clients. Varied duties will keep you busy here. Call Tina now.
SNELLING & SNELLING
478-3500

GOOD TYPIST, 60 wpm for weekly publication, varied duties, learn basic photography & developing skills, will train, Betsy, 261-8300

GENERAL OFFICE
Typing & experience helpful but not necessary. Pleasant Office - Southfield area. 569-0290

SHARP PLEASANT GIRL
For full time receptionist/secretarial position. Experience required. Southfield firm. Call Susan, 569-4545

OFFICE ASSISTANT
FEE PAID
Top national company offers beautiful opportunity to you with good typing! To $800. Benefits. Call Carl for this diversified position.
353-2090
SNELLING & SNELLING
PERSONNEL

TYPISTS, part time, for billing invoices. $3 an hour. Apply at Williams Plating, 13170 Merriman, Livonia, between Schoolcraft & Plymouth Rd.

LEGAL SECRETARY
Experienced, responsible, self starter with growing Southfield Negligence Practice. Benefits. Mr. Jaemer. 358-3000

OPENING - in busy property management division for mature woman with strong secretarial skills. Some bookkeeping knowledge and telephone experience. $850 per month. Call Jim Reed. 353-1090
BYRON W. THERICE CO.

504 Help Wanted Office-Clerical

SECRETARY-Sales, a nationwide food management company located in the Southfield area is seeking an experienced individual for an executive sales - secretary position. If you are highly motivated and have good typing and shorthand skills, can work with numbers, and exhibit strong organizational abilities, you are the person for the job. Benefits include a starting salary of $200 per week, health and life insurance and a retirement program. For an appointment, please contact Nancy Ebel 569-7500
An Equal Opportunity Employer

INSURANCE SECRETARY
5 years general agency experience, homeowners, rating and typing. Pleasant Bloomfield Hills surroundings.

644-7161

EXECUTIVE SECRETARY
$10,800
National company offering great opportunity in this challenging spot for experienced Secretary. Excellent benefits with room for advancement. Call Tina today.
SNELLING & SNELLING
478-3500

SECRETARY
Must have excellent typing and office skills. Shorthand preferred. Good organizational ability. Apply in person: Northville Public Schools, 303 W. Main, Northville.

SECRETARY, experienced, wanted for large Southfield insurance company: Shorthand required. Excellent benefits. Salary based upon experience and background.
352-0205, ext. 219
An Equal Opp ortunity Employer

AUTOMOBILE DEALERSHIP
Auto dealer is looking for a person to employ as Cashier. Dealership experience preferred. Contact Steve Lathrop:
JACK CAULEY CHEVROLET
WOODWARD at 8½ MILE RD.

A BANK TYPIST
Farmington Area
Fee paid for employer, must type 50 WPM accurately, no previous experience required. Excellent benefits. Employment Center. 569-1836

SOUTHFIELD FIRM - needs sharp Mature woman for secretary receptionist. Full time, permanent. Good math aptitude, typing 55WPM, pleasant phone reception. Company benefits, insurance, medical, sick & vacation pay. Call Mrs Jason between 9AM-5PM: 354-9570

TYPIST
Citizens Insurance Co. of America
Currently has an opening to its Southfield branch office for experienced typist, 65-70wpm required. Excellent starting salary and excellent benefits, including pension and profit sharing. If interested, please call Mrs. Robinson, Clerical Supervisor, 1-313-352-7000.
An Equal Opportunity, Affirmative Action Employer, M/F.

SALES OFFICE requires person to answer phones, typing invoices and quotations, etc. Motivation, organization and responsibility required. Kuhik Inc., Troy. 585-7021

BOOKKEEPER
Established Rochester area firm will soon have a full time opening. Experience or formal training required. Need someone with initiative to work with minimum supervision. Salary commensurate with ability and experience. Mail resume and salary requirements to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

INSURANCE AGENCY-located in Troy has 2 positions open: good wages, benefits, pleasant working conditions. If you have previous knowledge of Commercial Fire rating or Personal Lines / homeowners rating, good typing skills & general office experience contact: Fred S. James & Co. of Mich.
643-9100
An Equal Opportunity Employer

RECEPTIONIST, little office work necessary, little typing, salary to be discussed. 25 Southfield, Contact, Carol or Maria. 557-0177

GOOD TYPIST. Phones, filing. Wixom area. Benefits. Busy office.
624-8800

BOOKKEEPER - for fuel oil business. Some experience necessary. Will train on Phillips 358 machine. Salaried. Apply in person City Fuel Co., 316 N. Center, Northville.

TEMPORARY - NO FEE. Work at your convenience. Long and short term assignment close to home.
TYPIST
MAG CARD I & 2
SECRETARIES
(Shorthand & Dictaphone)
SWITCHBOARD & KEYPUNCH
SUBURBAN
OFFICE
SERVICES
ROCHESTER 651-1500

EXECUTIVE SECRETARY. Part time position for newly founded Rouge River Watershed Council. A self-starter with pleasant personality & organizational skills. Responsible for records, correspondence, light typing, public relations. Knowledge of local government, public speaking, natural resources helpful. Send resume to L. Schenk, 28000 Evergreen, Southfield, 48076. Filing deadline May 15

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Part Time
Electronic company seeks a sharp self-starter to assist with a variety of clerical duties for busy sales office on a permanent part time basis - hours 9 am - 1 pm. Duties will include heavy phones and typing of correspondence and reports. Requiring at least 3 years of responsible clerical experience and typing skills of 50+ WPM. Call Mon., Wed., Fri. between 9 and Noon to arrange an interview appointment:

553-9320
RUSCO
Electronic Systems

Equal Opportunity Employer M/F

SECRETARY for Private Detective, various duties. Call for appt. 644-4340

KEYPUNCH OPERATOR-TYPIST. Distributor of outdoor power equipment needs 1 mature person full time. Duties include typing, answering telephone, general clerical & keypunching. Some experience with IBM 3741 Data Input machine is preferred. Benefits plus excellent working conditions. Fantiac Stadium area. 373-8800
An Equal Opportunity Employer

INSURANCE AGENCY, Farmington Hills desires full time woman to handle personal accounts. Homeowners typing necessary. Auto experience helpful. Salary commensurate with experience. Send resume to Box 838 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER - Part time for Livonia based firm. Some clerical & posting.
Evenings: 559-1173

SOMERSET MALL area - international company needs secretary for 1 girl district sales office. Duties include customer and home office contact, use of dictaphone, PWS machine, order placement & follow up, record keeping. Must be able to work unsupervised. Shorthand preferred. Salary based upon experience. 9-5. 649-6529

SALES
CO-ORDINATOR
Order desk, pricing, quoting, expediting, work with field sales personnel and customers. Hydraulics experience helpful, communications skills helpful. Send written resume to:
ACE CONTROLS INC.
P.O. Box 715
Farmington, Mich. 48024

GENERAL OFFICE WORK
Part time, 1-5 PM. Typing, pleasant telephone voice, light Bookkeeping, Southfield area. 557-4420

SECRETARY-Highly responsible position coordinating details. Will train an unusually good typist with 9 Mile-Coolidge area. Must be good with numbers. 547-0138

BOOKKEEPER
with payable and payroll experience for Wayne-Romulus area. Send resume to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEY PUNCH operator with supervisory skills for afternoon shift. Key Disk experience necessary and Entrex experience preferred. Excellent salary and benefits. Send resume to M. Huebner, Personnel Dept. 31200 Mound Rd, Sterling Heights, Mich. 48077.

INSURANCE UNDERWRITER
Work Comp. Experience necessary. Good future. Call Mr. Yaeger
353-5000

DICTAPHONE TYPIST
65wpm. Salary commensurate. Hours, 9am-5pm. Call Cathy
353-3000

EXPERIENCED versatile person to assist several dallies in a 2 girl office in Troy. Accurate with figures, typing, filing, inventory. Call 585-2400

EXPERIENCED Receptionist with knowledge of basic office duties, neat appearance and working well with the public required. Farmington Hills. 851-3760

GENERAL SECRETARY - Troy area. Typing, Shorthand experience necessary. Call Pam or Ron at 585-6660

RECEPTIONIST, Chiropractor office. Mature adult woman, partime, afternoons, 2 to 9PM, Monday, Wednesday and Friday. Non smoker. 459-0200

RECEPTIONIST/TYPIST
Accounting office needs sharp, intelligent girl to handle front desk, type 40 WPM and prefer some college. 559-7800

LEGAL SECRETARY wanted for Southfield office. Experience desired. Call Vicky. 353-0503

STENOGRAPHER IBM executive typewriter, shorthand essential, law office. Honeywell Bldg., Southfield. 569-3600

General Office
Expansion has created office position openings in our fast growing Southfield Corporation for both full and part time personnel. Top benefits and good salary with training available. Office experience is helpful but not required. Call 642-4200 today and ask for Jean.

SECRETARY
Must be alert, have good skills, including shorthand. Ability to handle detail. Excellent opportunity for the right person. Send Resume to P. O. Box 576, Farmington Hills, Michigan 48018

EXPERIENCED general office, accounts payable and receivable, accurate typing and pleasant telephone manner. Starting salary $700 month, paid hospitalization and life insurance. Paid vacation. No Saturdays. 272-2202

SECRETARY
Who can spell, type accurately, and take some dictation for medium sized office in Southfield. 569-7300

SECRETARY
RECEPTIONIST
Full time position for a person who enjoys challenging & varied duties. Applicant must be good typist & enjoy meeting people. Other functions will include filing, general office procedures & receptionist duties. Shorthand helpful but not a requirement. Excellent benefits & working conditions. This position is available in an established office operated by a national security firm in Troy. Please send resume to box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL duties at Maple Courts Racquet Ball Club. Part time 5-30 AM - 8 AM. Ask for Mr. Steeley. 737-3333 362-3777

CLERK BOOKKEEPER. Payroll, accounts payable, typing, back up bookkeeping, experience preferred. Mr. Schrup. 358-7020

EXPERIENCED person to run 1-5000 machine. Excellent pay and benefits. Oak Park area. 543-8300

CUSTOMER SERVICE
Mature responsible person needed in rapidly growing Sales Promotion company. Detail work, some math. Accurate typing of 55 WPM, excellent benefits and fast advancement. Southfield area. For appointment call 353-3309

504 Help Wanted Office-Clerical

CLERK TYPIST
Attractive Southfield Office has immediate opening for person with good math aptitude. Typing 50 WPM, excellent benefits. For appointment call 353-3200

INSURANCE SECRETARY, with recent experience in property and casualty for agency in Farmington Hills. Call for appointment 553-2280

GENERAL OFFICE, full time, pricing and invoicing, must have good math skills and like working with figures all day. Now accepting applications. Contact Danny Chupp. 681-9608

GENERAL OFFICE
Beginning Clerk/Typist needed with outgoing personality. Able to assume responsibility, typing 50 WPM. Excellent benefits and advancement. Southfield area. For appointment call 353-3200

ACCOUNTING FIRM needs experienced bookkeeper-accountant with some ability, minimum 2 years college, data prep and tax return prep helpful. Part to full time. Female preferred. Bloomfield Twp. 333-3304

GIRL FRIDAY - Must have car, general office work, flexible hours, interesting position. Birmingham area. 644-4134

PART TIME SECRETARY
For small office, Maple - Telegraph area. Mature, experienced person. Call after 6. 647-1023

GENERAL office Good figure aptitude, able to type & run calculator. Apply in person 30966 Grand River, Farmington.

EXPERIENCED, mature woman, small office, pleasant telephone voice, accurate detail and figures. Call 10 am - 1 pm 537-6602

SECRETARY for large Southfield law firm, must possess excellent clerical skills, good telephone presence and maturity. Challenging and rewarding position. Call Barb. 355-5000

INSURANCE
Commercial lines underwriter with 5 years plus experience. Excellent growth opportunity. Southfield and Ann Arbor locations.
Send resume to:
ALVIN'S
HAS OPENING FOR
EXECUTIVE SECRETARY
EXPERIENCED for full time busy Office in Waterford area. Shorthand and typing required. An excellent opportunity with a growing and busy company. Congenial atmosphere and company benefits. Send Resume or Call for appointment.
1165 SEBA RD. PONTIAC
674-4112

GENERAL OFFICE - full time for busy insurance agency, moderate typing and figure work, pleasant phone manner, hours 9-5. Telehand experience. Salary based upon experience. 9-5. Ask for Patti. 353-2464

SECRETARY for life insurance agency. Life insurance experience desirable, but not necessary. Excellent opportunity for person with good shorthand and typing skills. Benefits include: pension, life insurance, and major medical. Southfield. 353-1760

DISTRICT SALES OFFICE of major electronic company requires secretary. Busy office in Birmingham. Duties require shorthand, typing, customer phone messages & credit work. 642-1590

FILE CLERK

Several part time positions on 2nd shift of international organization located in Southfield.
Call 569-5700 ext. 335 for an interview appointment.
Equal Opportunity Employer M/F

BOOKKEEPER for Birmingham CPA firm. Must be experienced in preparation of payroll, payroll tax returns, posting, general ledger, preparation of trial balance. 20 - 30 hours a week, flexible. 647-5025

RECEPTIONIST needed, part time office help in Troy. 18 hrs. a week. natural health oriented individual. Light office duties. Send resume to: 5510 Sunshine Place, Orchard Lake, Mi. 48033

RECEPTIONIST needed for modern office in Southfield Good telephone skills and good typing skills needed. Call Mr. Maxwell 9AM-4PM. 424-8860

INSURANCE AGENCY. Some insurance helpful, office skills, typing, desire & brains important. 644-5621

SECRETARIAL POSITION
Experienced, person who enjoys a variety of duties, computer knowledge helpful. Salary commensurate with ability. Stamprite Industries, 169 W. Clarkston, Lake Orion 693-6122

LEGAL SECRETARIES

Permanent full time & temporary openings exist in Southfield, Birmingham, Troy, Westland and Downtown Detroit in medical malpractice, general personal injury, collection, divorce and negligence practices. Experienced Legal Secretaries are receiving $200 - $250 per week plus benefits. General Secretaries with solid skills but no legal experience will be considered for training. Many fine practices are actively seeking candidates. Leave a fee to you for our service. Call, come in or mail your resume

'PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 1800
SOUTHFIELD, MI 48075
358-0060

WILL TRAIN
TWO GIRL Office in Southfield requires accurate typist with good shorthand. Fringe benefits. 8:45 AM to 5 PM. 352-6533

AUTO CASHIER

For northwest area auto dealer. Must have dealer experience and be familiar with PBX switchboard. Call Mr. Sante at Morris Buick Co.
342-7100

SECRETARY, full time, experienced in typing, dictaphone & light bookkeeping. Manufacturer's Representative. Oakland Mall area. Call 585-9200

EXPERIENCED WOMAN with excellent typing and general office skills needed for office of publisher in northwest suburbs. Permanent position with many benefits. Call Pat between 8 AM and 5 PM 477-6600

EXPERIENCED TYPIST and light Bookkeeping for progressive agency. Good salary plus fringe benefits. Apply Mon. thru Fri. 10 AM-3 PM. Physician's Rehabilitation Service, Traveler's Towers, Suite 1504, Southfield.

IMMEDIATE OPENING for Accounts payable clerk. At least 1 yr. accounting experience. Salary commensurate with skills & ability. Call Dennis Sherman any weekday from 8-5 P.M. 353-0702

GENERAL OFFICE - Full time. Must type, be alert & efficient. Call Tuesday & Thursday after 4PM. 476-7480 Other times, 871-1565

BUSY NATIONAL Executive Recruiting firm seeks experienced secretary who can work with Min. supervision, no shorthand, necessary, typing 55-60 WPM. This Southfield base firm offers you the opportunity to work in an unstructured environment with an excellent group of people. We offer a competitive salary and superb fringe benefits package. Call 352-6320

SECRETARIAL position open. Duties include customer relations, clerical responsibility and credit management. Hearthside Inc., Livonia store. Call for appointment. 422-8770

RECEPTIONIST/CASHIER, full time, some office experience, light typing. Excellent benefits. Requires poise and good telephone manner. Apply in person 18540 James Couzens between Puritan & Meyers, Detroit

RECEPTIONIST
Farmington area firm looking for receptionist with pleasing personality. Some typing & clerical work involved. Experience not essential for a short person. 40 hour week, good benefits. Call Mr. Lyon for appointment. 476-5870

504 Help Wanted Office-Clerical

GENERAL CLERKS
TYPISTS
SECRETARIES
A variety of positions available in the pleasant surroundings of our downtown offices. A minimum of 6 months working experience required.

Typists should have skill of 55 W.p.m. Secretaries 55-60 w.p.m. and shorthand or dictaphone experience.

Excellent fringe benefits including tuition reimbursement.

Applications being accepted Sat., May 6, between 10 AM - 1 PM at:
CITY NATIONAL BANK
21350 Greenfield Rd.
(Near 8 Mile)
Oak Park, Michigan
An Equal Opportunity Employer

KEYPUNCH
Experienced operators needed to fill full & part time positions, at our Dearborn location on the afternoon & midnight shifts. Part time operators must work a min of 20 hours a week. Good base pay, plus incentive bonuses & fringes. For information 278-1182

SECRETARY - Flexible Hours Branch office, large national corporation needs secretary. Shorthand, typing & tele-type. Call Mosler Safe Co., 255-2200

ALVIN'S
HAS OPENING FOR
EXECUTIVE SECRETARY
EXPERIENCED for full time busy Office in Waterford area. Shorthand and typing required. An excellent opportunity with a growing and busy company. Congenial atmosphere and company benefits. Send Resume or Call for appointment.
1165 SEBA RD. PONTIAC
674-4112

SECRETARY

EXPERIENCED for administrative headquarters of multi - office Real Estate firm located in Troy. Must be excellent typist & be workable on a variety of financial reports. Shorthand required. Call 643-9509.

STATISTICAL TYPIST
Accounting firm has immediate opening for experienced individual. Must have minimum typing 60 WPM. Beech Daly - 5 Mile Rd. area, Redford Twp. Call: MR. SEIBERT for appointment.
532-0696

KEY-TAPE OPERATOR - Experienced operators, days and afternoons, pick your own hours - benefits. Call Kathy 559-0160

GENERAL OFFICE Filing, typing. Full time, 1-2 years experience preferred. Fringe benefits South-field area. 354-2231

OFFICE GIRL. Must have experience in Bookkeeping & Real Estate Management. For Hines Southfield Area Evenings 851-5362

SALES SECRETARY, for busy one girl office, some shorthand, likes to work with figures, self-motivated start immediately. 8:30AM-5PM, ask for Kathy. 645-2812

AUTO DEALER

Accounts receivable bookkeeper for large volume Southfield dealer. VIII II experience desired, excellent benefits and pay. Call Sandi at 353-1300

LEGAL SECRETARY. Birmingham. Salary open 642-7474

EXPERIENCED SECRETARY to train as legal secretary. Accounting background desirable Excellent typing a 'must'. 642-5200

GENERAL OFFICE, part time 10 AM - 2 PM; 5 days. Typing necessary. 13 Mile/Telegraph area. 646-4909

OFFICE HELP - part time. Approx 2 to 3 days week, general office duties. Apply in person: Livonia Big Boy, 33427 Plymouth Rd., 421-4350

LEGAL SECRETARY
Excellent Shorthand & Typing skills required. Southfield location.
353-0500

PURCHASING CLERK - type 50 WPM, $120 week. Farmington Hills area. 2 week vacation, Blue Cross. Blue shield, call for appointment. 478-9000
An Equal Opportunity Employer

BIRMINGHAM LAW firm
Needs good & accurate Typist. We will train. Call Mr. Thompson 645-2440

ORDER DESK CLERK for wholesale food distributor Livonia area. Call for appointment 477-7630

OFFICE ASSISTANT
Apartment Complex
Southfield Area
569-4870 .. 9-5:30pm

PERMANENT PART-TIME Secretary, mature person with excellent skills for diversified position Hours 9 AM to 5 PM. 2 to 3 days. Troy. 649-1500

TAKE-CHARGE INDIVIDUAL
$750 Per Month
Busy Manufacturers rep with 4 salesmen, needs Gal Friday Typist with strong telephone personality & minimum 2 years office experience. Willing to learn all facets of the business. Convenient Birmingham-Southfield Location. Benefits. Call 559-8630

CLERK/TYPIST
Challenging position for individual with General Office experience. Diversified duties. Pleasant surroundings & benefit package. For interview appointment, call:
368-3800

TYPING, 45 WPM, advertising sales, for busy Livonia weekly publication, 261-8300

SECRETARY
Full-Time
356-5005

TYPIST to train as Keypuncher. Afternoons, 4:30pm to 1AM. Will learn for interex. Tape equipment. Excellent benefits and incentive pay. Livonia. Call first. 478-7447

BOOKKEEPING, General Office Work, Full or Part time. Also needed: General Assembly. Must have Good eye sight. Full or Part time. 13 Mile-Orchard Lake Rd. 553-4250

BOOKKEEPER position available at Post Furniture Co., Redford, 937-2020

LEGAL SECRETARY wanted for Southfield Law firm. Minimum 3 years experience. Good salary and benefits. Please call office manager at 353-3434

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

504 Help Wanted Office-Clerical

BOOKKEEPER
Real Estate management, multiple companys. Northwestern-9 Mile area. Qualified, full service bookkeeper with secretarial skills. Excellent salary & benefits. Opportunity for advancement. Send resume to: Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WATERFORD TWP.
CONTRACTOR
Needs top notch key individual to handle inter-office duties, job dispatching, light accounting. Excellent typing skills needed. Salary commensurate with ability. 666-3100

IBM SYSTEM 32 Operator - release or shipping control experience required. Good salary and liberal employee benefits. Call:: 425-5660

Integrity,
Realtors
Typing and aptitude for figures required. Will be trained on IBM system 32. Call 525-5600

EXPERIENCED, Order Coordinator for inside Order Desk of wholesale appliance distributor. Excellent pay and benefits. Located in Livonia area. Phone G. Reasor. 525-8220
An Equal Opportunity Employer

OFFICE LADY, experienced, typing and phone. Southfield area. 557-0778

LIGHT BOOKKEEPING - W Bloomfield area. Prefer high school student. 626-6446

INSURANCE SECRETARY
Experienced secretary, rating & typing. General Agency. Pleasant Bloomfield Hills surroundings. 644-7161

506 Help Wanted Sales

UNLIMITED INCOME with rapid growing company, name your own hours. Ground floor opportunity, tax benefits, will train 476-0519

AUTO SALES
PONTIAC/GMC TRUCKS
At least $50,000 yr. Potential
Large volume Auto Dealer needs top notch, experienced sales person to fill position created by increased Sales productivity. Great showroom traffic, an opportunity for a conscientious salesperson to build a large clientele. Send resume or call Pat Moran for confidential interview.
ART MORAN
PONTIAC/GMC
353-9000
29300 Telegraph
Just. N of 12 Mile Rd.
Southfield, Mich. 48034

JCPenney
Northland
Needs Experienced
Fine Jewelry
Commission
Sales
Full or Part time
Experienced
Paint &
Hardware
Sales
Benefits include paid vacation, paid holidays, discount on purchases, profit sharing, hospitalization and more.
Apply in person.
JCPenney
Northland
Personnel Office, Northland Center only, Monday thru Friday, 10am-8pm.
Equal Opportunity Employer M/F

FASHION ORIENTED
Sales person needed for Women's exclusive shoe salon in Farmington/Troy area. Extremely high wages, excellent fringe benefits. Call 851-8855

GOLD
IS THE COLOR
OF OUR OPPORTUNITY
If you have professional sales experience, get in on Michigan's housing boom now! Our top salespeople are averaging over $50,000 per year. Global, one of Michigan's largest housing companies, will be opening 50 new offices statewide.
We offer:
*15 existing locations
*Management Positions
*2 week sales training program
*Exclusive bank financing
*Commission up to 5% of gross ($100,000 per year in advertising & promotion
*Company sponsored excursions
*Credit Union Services
*Skincare Plan
*Life Insurance Plan
*Company Blue Cross-Blue Shield
*Limited competition
*We will have a need for over 60 managers within 18 months This does not involve land sales
Professional salespersons, call 538-5200, Monday thru Friday from 10AM-5 PM.
SALES TRAINEE
Major Pharmaceutical firm seeks degreed person with sales ambition and stable work background for outside salaried position. NW suburban area. $11,500, bonus and car. Fee paid.
Durham Personnel 569-1522

506 Help Wanted Sales

REAL ESTATE
Full time sales people needed in our West Livonia Office. For info on the 70's COMMISSION PLAN, call JOHN HALSER, TODAY.
Norwood
No. 1, Inc. 464-2800

BE A
PROFESSIONAL
WE will train you in Michigan's finest Real Estate School & provide you with all the modern tools & facilities needed in the Real Estate profession. Highest commissions paid & very lucrative incentive plan For details, call 522-8300. Ask for JOHN BUGGY

Integrity,
Realtors
REAL ESTATE SALES
NEW HOME CONSTRUCTION
WE
HAVE
A
PROBLEM!
We don't have a large enough sales staff to follow up on our many buyer leads. Now looking for ambitious sales people who want to make good money and help us grow.
HELPING US GROW-
DEFINITELY WILL HELP
YOU! GROW!
OUR SUCCESS IS
YOUR BUSINESS!
FOUR OPENINGS - New Construction Department. Must be well informed in New Home Construction.
50/50 Split
And More!
As far as we know - Knoll & Associates offers the best commission schedule anywhere. Call today and find out more about what we can offer. Ask for Amos Knoll for confidential interview.
TOGETHER WE'LL MAKE
A GREAT TEAM!
KNOLL
& Associates
6346 Orchard Lake Rd.
West Bloomfield, Mich.
851-3560

A MARKETING REP
$15,000 to $20,000
Fee Paid
Experienced outside sales person, with mechanical aptitude. Guaranteed base salary plus bonus, car expenses & full benefits.
PERSONNEL RECRUITERS
358-3300

JEWELRY SALES
Full and part time.
Bluford Jewelers
467 Forest Ave., Plymouth

SALES TRAINEE MANAGER
$16,800 to $25,000
Michigan firm will upgrade your marketing skills. Instruct others, guaranteed salary plus override. Company car plus expenses. Full benefits. Female or Male.
PERSONNEL RECRUITERS
358-3300

SALES REPRESENTATIVE
Opportunity in sales, contacting our Southfield clients. Excellent potential, part time. Hours are flexible. Good commission plan.
TEMPORARY STAFF
353-0507

MICHIGAN'S FASTEST Growing furniture chain looking for ambitious, patient, person to assume responsible positions as professional salesmen. Experience preferred however we will train Apply 30160 W 7 Mile at Evergreen, Detroit 531-8220

REAL ESTATE
Full time, 4 sales people wanted. Training available. Call
Norwood
No. 10, Inc. 459-2800

WE'RE EXPANDING!
Openings for trainees, experienced sales associates, associate brokers, and sales managers. Commission plan up to 70%. For personal interview, call JOE E. NORWOOD
Norwood
No. 12, Inc. 478-2000

60/40
Commission
JOIN THE PEOPLE WHO
ARE MAKING THINGS HAPPEN
Experienced Salespersons Only
"Ask for" DEL HUTCHINSON
Pontiac 666-3337
W. Bloomfield 851-8787
Pyramid Homes Inc
A Full Service Real Estate Co.

BUSINESS OPPORTUNITY - Would you like a business of your own? You don't need an office to start. Begin at home, full or part time. Ideal for husband & wife teams No obligation - No information over the telephone. Must have coffee & talk. Call Roy or Paula 455-3836

WANT TO BE Your Own Boss? Farmers Insurance Group has openings for Agent Trainees. Training will not interfere with your present employment. Call for particulars. 459-8070. Evenings 397-0805

504 Help Wanted Office-Clerical

WE NEED A
SECRETARY
BURGER CHEF SYSTEMS INC. is looking for a SECRETARY to work in our district office with the Real Estate and Construction Managers.
The person we are seeking should have 1 to 3 years experience in dealing with real estate and or construction. In addition, the successful candidate must be a self-starter and possess excellent typing and shorthand skills.
We offer a competitive salary, a 37½ hour work week, attractive benefit package which includes medical and life insurance. Please call 646-8296 Monday thru Friday 9 am to 4 pm.
BURGER CHEF SYSTEMS INC.
10 W. Long Lake Rd., Bloomfield, Michigan
An Equal Opportunity Employer M/F

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified candidate with at least one year working experience. Typing skills of 60 wpm and Shorthand of 80 wpm.

TYPIST
Applicant with typing skills of 50 wpm can help us fill our positions in the Detroit and Birmingham areas.
Apply 9 AM - 4 PM
211 W. FORT ST. — 1st Floor
cor. of Washington Blvd.
DETROIT
BANK
& TRUST
Equal Opportunity Employer
O&E

504 Help Wanted Office-Clerical

O is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule. Yes, you can at Manpower.
See - Doris O'Connell
24755 5 Mile at W. of Telegraph
or Carol Gunther
29256 Ryan Rd. at 12 Mile
MANPOWER®
Temporary Services
We'll give you the help you need.
An Equal Opportunity Employer.

PURCHASING CLERK
National printing ink manufacturer headquartered near Schoolcraft and Telegraph requires clerk to process orders and relieve switchboard. Considerable phone work.
Applicant should be strong typist. Purchasing experience helpful but not mandatory.
Call 538-6800, ext. 10 for application or apply in person between hours of 9 A.M. - 4 P.M.