504 Help Wanted Office-Clerical

LEGAL SECRETARIES

demand for legal secretar omenal! Candidates with a can choose from a wide: of positions available in S Troy, Dearborn, Birming mifield Hills and Down

358-0060

EXECUTIVE ASSISTANT Large suburban corporation witrain. Dynamic success orient personality needed. Fantast growth opportunity and benefit Typing. Fee paid \$500 a most Call Civil.

644-4600 SNELLING & SNELLING AGENCY

ADMINISTRATIVE AIDE mal company in suburbs r poise, sparkle, ligence. Good office skill this position. \$750 a r

Gina. 644-4600 SNELLING & SNELLING AGENCY

TYPIST \$7,000 This busy insurance agency note. Interesting job with advances possibilities. All you need tood typing. Call Kathleen now. SNELLING & SNELLING 478-3500

BIRMINGHAM Law office need reliable girl for 1-5 PM, 5 days Good typist, high school graduat 547-145

SECRETARIAL POSITION +

POSITION +
Small quality office seel individual with excellent see ographic and typing skil who desires a position with working. In addition to the usual secretarial tasks, the jaincludes a challenging variety of other job assignment Excellent working condition good benefits. Farmingta Hills area. 8:30 cm. - 5PM.

GENERAL OFFICE Accounting firm is seeking an ind vidual with General office experience. Secretarial skills helpful with opportunity to learn statistica typing. Heech Daly, 5 Mde Ré area. Redford Twp. Call MR SEIBERT:

532-0696

ACCOUNTS PAYABLE

Must be experienced in handlin Payables, experience with Syster 12 desirable fixed solary and excellent working conditions Send Resume to Mrs. ilorner, P.C. Box 505, Southfield, M. 14807

woman preferred. 322-185

RECEPTIONIST
Cheerful smile and bright personal try needed for glamorous company and Advancement potential, some typing, no shorthand. Hurry on the strate one strate of the strate of the

ACCTS RECEIVABLE CLERK Some experience n-cessary, full o part time. Call 804-98

RECEPTIONIST te person needed to assist ng staff. Answering phones, eting clients. Cheerful per-important. Accurate typ 0 a month. Fee paid. Call

Monday & Tuesday. 341-1164
CLERICAL help needs required. Good typing skills. SMall computer experience in bookkeeping required. Good typing skills. SMall computer experience beligiou. April during blook. 756 dr. No calls. Aerollik Bloomfield, E. of Hingarety, between 15 Mile & Pontiac Trail. Expansion creates openings for ac eral accounting clerks with Payab and/or leceivable experience. We offer excellent working environment, opportunities for growth, in eral employee benefits. See resume or call Mrs. Laidlaw: 34 ACCOUNTING CLERK-I to 2 years experience preferred or 1 to 2 years College. Please call for as application, Madison Heights 558479

OFFICE JOBS

SECRETARIES TYPISTS

woman needed approximately 3 hours on Tuesdays & Thursdays mid-day. Downtown Birmingham law office. 545-353 KEYPUNCHERS CLERKS
Apply 9am-3:30pm Mon.thru

GIRL Friday, all around office duties, shorthand required South-field area 424-8300 WELL ESTABLISHED small com-

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We have driver Independent Contracts open in Rochester & Troy for men or women drivers. Must have truck, van or full size station wagen

Observer & Eccentric
Circulation Department

CLERK Pyles Industries

promotional sales office. Minimum live years experience, thist know Pegboard and able to deal with mubile. Troy ares. 69-5540

INTELLIGENT, self-reliant woman to run small office. Minimum 5 to run small office, such man years office experience. Book-keeping essential. Pleasant surroundings and facilities. Permanent position, good pay and benefits. Call Mary. E33-1800

GENERAL OFFICE. Secretary needed for full time position in Farmington Hills. Duties include answering telephone, typing, filing, immediate opening. Picasant work-ing conditions with benefits. 628-924 An Equal Opportunity Employer.

Executive Secretary ar Ren Cen mortgage compare e need a person with good ski ortgage or legal experience p reed. Room for advanceme od benefits. \$225 for 35 hr w sek. Commuter train to our do ul Mr. Rired. Call Mr. Birch 259-4609
ARE YOU THIS PERSON? Bored?
Obliden grown? If you want to return to the working world call
Mrs. Harris 559-5210

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EXECUTIVE SECRETARY for public illorary, 65-wpm typing, Soorthand desirable. Experience required. Salery range \$11,64 to \$13,232. 37\(^1\) hours per week. Excellent fringe benefits. Reply to Box \$74 Observer & Eccentral Newspapers, 34251 Schooleraft, Livoria, Michigan 43150.

AUTOMOTIVE BOOKKEEPER BORED WITH an 8 hour day at a deak? Read on: Typing, telephone answering and driving required. 8 days, no weekends, 8:30 AM - 4:30 PM, Interviews May 22, 24h, 10 AM - 1520 N. Woodward, Suite 200, Bloomfield Hills. t have auto dealership, kkeeping experience, king conditions. Many em efits. Call for appointment Jim O'Brien Mulligan of Dearson. 274-8800

SWITCHBOARD RECEPTIONIST

Mulligan of Dearborn, Inc. 274-8800

LEGAL SECRETARY, mature experienced. General practice in Maditon His. Hard work, good pay great ambiance. 588-727. CLERICAL, General Office, Small Farmington company, Accurate typist, 50 to 80 WPM minimum. Good figure aptitude, process orders, answer phone. Good future with growing

typist, 50 to 50 WPm mmmmm.
Good figure aptitude, process
orders, answer phone. Good future
with growing company. Excellent
benefits. Starting salary 5600
monthly.
477-2601 SECRETARY - will train. Book-keeping and typing helpful. 584-5473

KEYPUNCH OPERATOR experienced operator on 3742/3741. Contact Miss Williams. 525-8201 HIGH SCHOOL grad, good typist, for entry position with title insurance branch office in Birming-ham. Excellent benefits. \$45.200

CONTACT lens manufacturer look-ing for general office & lab trainer. nath background & finger dexterity helpful. Located on W. 8 Mile near Northland. Call 345-7193

MAIL CLERK/RECEPTIONIST
Sort & distribute inter-office mail,
back up for receptionist & switchheard, occasional messenger. Neat board, occasional messenger, ne appearance, mechanical ability, Work in new offices, receiv excellent benefits. Call Denise at The Taubman Co. Personnel Dept. 643-30

GENERAL OFFICE

Heavy involvement in payroli prep-scration, billing service orders and other interesting assignments. Some typing required. Excellent salary and fringe benefits.

398-2233 An Equal Opportunity For GENERAL BOOKKEEPING, Typing and phone work for Southfield Office. Full time. Call Mr. Beneson between 9 AM and 5 PM 354-1730

PROPERTY & CASUALTY Io insurance agency in Farmingto Hills. Desires full time woman thandle personal accounts. Typin necessary. H.O., auto or commensurate with experience helpful. Salar commensurate with experience \$25-400.

TWO positions available. Matur weeman for general office work must be able to type, some office apprisone necessary, will train o job. Southfield location. 256-646 TOWN CENTER - Southfield, needs self starter with good typing and shorthand skills. Managerial capa-bilities helpful. 8:30 am 5:30 pm. 4 day week. Start June 5. Call between 8-J. Aak for Peggy 439-5666

Accounting Ofc. reperienced, permanent, full ti milion. Must know how to han coming and outgoing cred ovi area. Call Miss Harrier we sys between 10 AM and 3 PM.

349-5000

SECRETARY IC FOODS has an imme opening for a matur well qualified Secretary is active Sales Depart

Basic skills include: Typing 70 Basis skills includes Typing 70 WPM occurately, above over-ope dictophone transcribing oblity and some shorthand. The successful applicant will have had experience in a sole office and will respond of the superience of the supe

ASSISTANT bookkeeper for pro-gressive agency, Good salary plus fringe benefits. Apply Physician's Rehabilitation Service, Suite 1504, Travelers Towers, Southfield. 358-1850 ACCOUNTS PAYABLE Clerk. Call Bill Butler, Warm Air Wholesale, 2023 W. 8 Mile, Redford \$31-2340

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Tidented interior store designers
needed to expand our ant departments. We are embarsing on a great
opportunities and rapid solventees, for OG-GETTERS. Architectural detailing experience necesstry. Office is located PhymothAnn Arbor area. Call for an
interview.

504 Help Wanted Office-Clerical

504 Help Wanted Office-Clerical BOOKKEEPER to post through trial balance and assume other general office responsibilities for medium-sized Southfield law firm. Salary open. Please forware 18: Box \$56. Observer 4 T-TIME - 12-15 Hours Weekly nament. 10 Mile-Greenfield Must type using dictanhone general
medium-sized Sou.
Salary open. Please Iv.
Resume to: Box 836. Observer &
Eccentric Newspapera, 38351
Cehoolcraft, Livonia, Michigar
Ceptionia Call 599-4464
STENOGRAPHER, immediate opening with shorthand experience, general office skills, part time, with small contracting firm in Birmingham area, 647-4107 44150.

PART TIME office receptionist accurate typing, light bookkeping filling, errands. Desire to learn excellent working conditions. South field area.

359-451

ham area. 67-4107

CLERK TYPIST for Real Estate related service company. Experience in good typing shills. Must be detail conscious, have follow-through 8 be able to desi with through 8 be able to desi with administrative for assisting with Administrative for assisting with administrative for a consideration of the control of the cont ACCOUNTANT
Birmingham headquarters downtown area, dealing with leading
corporations in USA & Canada
needs Juli time experience
accountant. With general office
accountant. With general office
accountant. Parking provided. Phone
644000 GENERAL OFFICE, insurance agency, personal lines experience Birmingham 647-338

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Payroll Clerk

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required. Call 619-477

LEGAL SECRETARY - Needed to basy Troy Law Firm. Will train Typing & shorthand necessary Part time to start. Call 10-non Mon. thru Fri. 528-270

Secretary/

Personnel Clerk

referred.

if you are people oriented. a self-starter and able to work with a min-imum of supervision, picase submit resume or letter of application detailing salary requirements to: Personnel Dept., P.O. Box 1179,

Personner Dept., Detroit, Michigan 48266. Equal Opportunity Employer M/F

LEGAL SECRETARY for Town Center, Southfield office. Expe-rienced. Salary commensurate. fringes. 358-4104

BOOKKEEPER, experienced through Trial Balance. For full or part time work. Must furnish references. Call Walter Here Interiors.

ACCOUNTANT/ORDER Clerk, experience required. Local office of

advancement.

Zio-boss.

Zio-boss

ACCOUNTANT BOOKKEEPER GENERAL OFFICE, typist, good with figures, experience not necessary but helpful. Northwest Detroit area.

Purchasing Clerk

fits. Call for appointment.
Albin Industries
478-3521
An Equal Opportunity Employer

An Equal Opportunity
GENERAL OFFICE. Burroughs L
Series Computer experience helpful, but will train. Must be accurate
typist. 2 girl office in Southfield.
Salary commensurate with experience.
333-744 rienze. STAPH

CLERICAL & RECEPTIONIST.

Buss Reinble. Apply: Silvo Northwille Road, Plymouth.

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ACCURATE WITH NUMBERS?

Busy builder's office needs full
time, permanent help. 355-666

time, permanent help. 355-666
LEGAL SECRETARY needed for Farmington Hills area law firm. Good dictaphone and typing skills required. Excellent benefits. Call Linds Widrig. 31-9500

LEGAL Secretary, Legal experience with transcribing equipment required, shorthand helpful, energy practice, Troy Law Firm. Salary and benefits negotiable. 643-4515 CLERK TYPIST

mum of 1 year experience ing 50 WPM., filling, recon-ing, and public contact. Salar 17 to \$8.006. City of Farmington 1, 31555 11 Mile Rd.

PERMANENT PART-TIME Cleri-cal with telephone answering experience, some typing for secre-tarial service. 12 Mile and North-western, Monday, Wednesday, Friday, 9-SPM 253-465

Interiors. Salation Interiors. NATIONAL COMPANY, small office, Birmingham area. Good typist, aptitude with figures, 5 days, full time. All benefits, Call 9-5 644-5370 Clerical Position CLERK TYPIST. Immediate opening for Mortgage Company Bloomfield Hills. Mr. Cerwin 64-150 644-8015 TELEPHONE RECEPT.

MATURE Bookkeepers wanted, full or part time. Excellent wages and benefits. Apply in person. 12721 Michigan Ave, Dearborn. IELEPHONE RECEP!
needed immediately. Dependable
woman, full time for answering
switchbeard, filling, some typing
and clerical duties. Good telephone
voice essertail. 5°; days. (Sat. a
Excellent pay.
Apply in person.
SUN CONTROL INC.
2500 W. 8 Mile
1°a miles W. of Telegraph GENERAL OFFICE, full time for Troy location. Typing, filing, pegboard and assisting. 362-1373

ASSISTANT BOOKKEEPER for accounting department. Must be knowledgeable in all phases of bookkeeping up thru general ledger. Livonia. Call for appointment. LEGAL SECRETARY, Southfield Experienced, good skills, 1355-282 SECRETARY
For construction company is
Wayne. Experienced only in book
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receivables andentry
Call for interview 722-229

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> working one day, one week or many
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> Suburban Secretarial Services
> 459-457

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353-7220

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Seed Money? Wont Work
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Plymouth office, experienced and
references necessary. Com
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Secretary

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y's work. High solary by
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small carporation involves
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al equipment, catering it
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If you have at least 1 year of
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with recent experience in accour payable, receivable and son payroll need apply. Apply in pers only at 4513 S. Beech Dal Dearborn Hts. Mich.

resumte indicating qualifications & required starting salary to 3300 Schoolcraft Rd., Suite 6G, Livroita Mich. 4130.

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504 Help Wanted Office-Clerical

LEGAL SECRETARY

LEGAL SECRETARY

Experienced. Southfield. 2 secretary office. Challenging trial practice. Career opportunity for "take thange" person. 559-441 SECHETARY/RECEPTIONIST
A machine tool distributorship has
place for bright, energyic undwidual. Must type 60 wpm or better,
experience with Xerox 60 electronic typing system belgid. Send
resume or contact Claudia Kraft,
AMS, Inc., 351 Executive Dr., Troy,
Mich. 4604,

RECEPTIONIST INCLET I LONIS I Immediate opening for receptionist at NW suburban corporation. Candi-dates should be personable, ou-going, dependable, open to working independently, and have accurate typing 1631 and good language stills, followin resume in confessor stills, followin resume in confessor Observer & Recentric Newspapers, Settl Schoolerafi, Livonia, Mich-igan 4150. ounts Receivable collection
telephone, figure work, typing
mist, duties, Must be depend
e and have proven successfu
k-record, Send resume to:
BRANCH MANAGER
BURROUGHS CORP,
OPG/BFD
815 Northwestern Highwoy OPG/BFD 23815 Northwestern Highwa P. O. Box 5032 Southfield, Michigan 48037

must. Experience, and working conditions.

MATURE & agressive person for full time employment. Must be willing to learn all phases of running. a retail floor covering operation. Office or bookkeeping experience preferred. Blue Cross. Dismingham-illoemfield area. 6273. or Small office. State Salary estred, P.O. Box 681, Franklin fich., 48025.

LERICAL HELP Wanted, expe KEYPUNCH OPERATORS Supplement your weekly pay check with on-call weekend work. To memium pay for qualified oper tors. Minimum recent experienc I year. Livonia Area. 522-171 with figures, start immediately, froy office, Call between 8-5pm for interview Appointment, 689-3856 MATURE SECRETARY goodilions kills, pleasant working conditions part-time. Executive Group 612-202

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SECRETARY or headquarters of multi - off Real Estate Company in Tri Experienced, excellent typi shorthand. Work on variety linancial reports 643-9459 KEYPUNCH KEY TAPE OPR choolerait - Aliddieseli Area.
dinimum 6 months experience, full
le part time, days, afternous 6.
midnights. Call between 10 AM-12
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OY-GIRL Friday. Home furnishes store. Payables-receivable BOV-GIRL Frings, configs store, Payables-receivables, figs store, Payables-receivables, Phone, general office keeping, 40 hour week, 9AM-5PM, Some expe-rience preferred. Group Blue Cross available. Birmingham-Bloomfeld area. Call between 4PM-7PM.

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tote School. If you are willg to work, you are able to
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people must be near in appearance
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irge national special ency seeks qualified per ably sales and/or ac ekground. Salary ne ipenses, car allowance a nefits included.

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advanment. Call 534-018

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REAL ESTATE

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PART-TIME individual needed for maintaining stock rooms in South field. 3 hour day, 3 days week. Contact Jim Gallaway. 529-760 OUNG MARRIED Man hildren for part-time Far exchange for living-in r

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Mi. 48219.

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Accounting Clerks

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