

RECEPTIONIST
 new national suburban com-
 mers unbelievable opportu-
 nity vivacious person. Some
 general office duties. ASAP.
 Month, fee paid. Call Gina.
 644-4600

SELLING & SNEBING
AGENCY
 IN NEED OF SECC-
 onkeeping and typing
 a must. Good office
 Southfield location. Call
 9-2 pm. Ask for Carolyn.
 557-4983



**BANK
& TRUST**
Equal Opportunity Employer

Since Co.
30400 Telegraph
Birmingham.

MATURE PRODUCTION Ty
experienced on Mag Card
direct mail services. Mc
Johnson Associates Inc.
Schoolcraft, Detroit, Mi.

BOOKKEEPER part time.
Charge through Trial Bal
Experiencing with cash flow
& projection required.

SECRETARY for Southfield
firm, typing skills required,
keeping knowledge helpful.

TELEPHONE Receptionist, m
woman, must have pleasant
day, 5 days week. Wilshire C
City, 5 - Telegraph area. C
app. KE

WE ARE LOOKING for a



**DETROIT
BANK
& TRUST**

An Equal Opportunity

211 W. Fort
First Floor
Detroit, Michigan
9 a.m. - 4 p.m.
Community Employer

55
STARY
Full time position
each year.
stand preferred.
retreat center
organized. Have
living and com-
enjoy dealing
at certain
work
and good salary and
work.

PERSONNEL
Full time posi-
tion. Over \$10 to
12. Must have
experience. Be
have excellent
skills and be
people. Some
making ability
certain times
evening hours
benefits. ST-0174

EMPLOYMENT
POSITION
REQUIREMENTS
STINTING
SECTION
MAG CAN
For An
Proliferation

Account
Experienced,
position. Must
incoming in
Nova area. Ca
days between

34

BOOKKEEPING AREA
At least 2 years as
General Bookkeeping
area.

ASSISTANT
experience in
Birmingham
644-6500

ing future can begin today
established company. Typ-
ing general office duties. \$700
month. Call Gina.
644-4600
**SNELLING & SNELLING
AGENCY**
FRIDAY, Livonia Real Estate
some bookkeeping helpful.
some manner & typing impor-
shorthand helpful. Salary
261-9611

Accounts Payable
have 3 years experience in
ing invoices for payment and
processing of high volume of
s accounts Payable. Now area. Call
barrier weekdays between 10
and 3 PM
349-5000

TELETYPE OPERATOR
8:30 am to 12 noon. Fast.
5 days a week. Livonia
\$25-3360

STENOGRAPHIC SECRETARIES
"Friday", with typing
experience. Salary &
benefits. Call Mrs.
369-4900

BOOKKEEPER
phases
clarity
able. So

SECRETARY
Agency
Short-ha
area. I
pleasa
Mrs. Ko

CLERK - Able to do all thru general ledger. Familiar with computer input desired. Southfield. 559-6265

CLERK - Life Insurance. Experienced preferred. And not required. Southfield. Excellent benefits. Clean, safe surroundings. Contact at. 357-3550

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1-800-
55-1122

position
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1-800-45
55-2600

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48-2800
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Billing Machine. Pe-
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& Eccentric News
Schoolcraft, Livon-
48150.

SUMMER
Typing
Dicta T

NEW TO AP
NEED SUMMER W
Why not be a POOL C
Whyn't you now just for
able to type and it is
hard - that is super
NEVER A FEE.

478-83
OFFIC

RECEPTIONIST
Sales/Engineering office that
division of a major corporation
in need of a permanent receptionist
with good typing skills & telephone
manners. Located at 12 Mile
Telegraph. Please call: bet-
w: 30AM-4:30PM. Ask for Mrs. J.
358
An Equal Opportunity Employer

SECRETARY
We have many fine
for experienced leg
ies. Fee paid by emp
Ask for Gro
HILLSTROM & ROSS
Southfield

AGENCY
626-8188