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Filing, light typing, light bookkeeping, experienced. Oak Park
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Novi based contractor is seeing a
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should have previous experience
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SWITCHBOARD RECPT Large Southfield Office in need of Experienced Switchboard Recep-tionist. Must have good phone voice, good appearance. & to able to run board with 23 incoming lines. 4MPM Typing would be helpful. CALL 355-2400 Ext. 298 S25-7810 SHARROW & ASSOCIATES PERSONNEL AGENCY PHONE ORDER CUSTOMER SERVICE TYPIST, fast, accurate, must use Calculator and be good in Math. Oak Park. 341-1144 Oak Park.

SCPRETARY. We have an open-poor an experienced indurfular para an experienced indurfular Typing skill SWPM and general office skills. Prior experience in customer relations is necessary. We offer an excellent salary, sub-conceptial almosphere. For conso-conceptial almosphere. For conso-conceptial almosphere. For conso-ceration, please call.

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COLLEGE STUDENT for light typing & filing. Must have excellent phone voice. Call 'Jan' at Simon Modernization: 253-5344 MATURE WOMAN

Wanted for office of local re-tourant chain. Pleasant phon personality & good typin skills required. Office conver CLERICAL help, part time, Insur-ance office, Call Mr. Lange, 563-6464 TELEPHONE/Receptionist, experience in handling incoming call plus minor office duties. Permanent full time position, excellent benefits. Oak Park area. Reply to Box 256. Observer & Eccentric Newspapers, 3251 Schoolcraft, Livonia, papers, 35251 S Michigan 48150. 342-6939 TYPIST-Permanent, part time posi-tion available in Birmingham office, 18-20 hours per week. Call Linda Bell, Erh Lumber Company. 644-300

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OFFICE

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Including Job Coating with typing,
full responsibility for expanding
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Dynamic company needs your typ-ing skills and outgoing personality for this public contact spot. Call Tina for details soon. SNELLING & SNELLING 478-3500

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Permaneut secretarial help needed
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SWPM, dictaphone. 80.4500

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Belleville location. Full time position. Type 60 WPM, shorthand 80 to
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photous accretarial experience. be
depended and writing skills and
enjoy Sealing with people. Some
independent decision making ability.
Important. Willing at certain times
Good salary and benefits. 897-014
ext 4.

ext 4.

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Exec Sec'y - Shorthand 90:10 Typing 70 plus. Very diversifie position. At least 3-4 yrs exp. Re-estate background a plus. 12-13K.

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Bloomittee mins, Statengas and Straight typing speed, 40 wpm, position involves the indexing and classifying of claims. Conact Ms. Morrison, Employer's Insurance of Wassau, Southfield. 32:1500
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SMALL LOCAL Company needs receptionist & one who's free to travel occasionally as a substitute demonstrator of new hair dryer. Call For Appointment. 591-1701

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Capable, mature woman to do typing, wait on public, etc. Must be accurate and neat writer with some bookkeeping experience. Good pay and fringe benefits. Bloomfield area.
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Bookkeeper experience a must.
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Suburban Office Services ROCHESTER 651-1500 FARMINGTON 477-9840

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If you have legal experience, we have a multitude of jubs for you to to the receipt who will need to the receipt who will need to the receipt who will need to the receipt with will need to the receipt with the receipt will need to the receipt with the receipt will need to the receipt will need to the receipt will need to the receipt need to th

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sournield based, multi-leca-tion service corporation. Typ-ing, shorthand, plus other odministrative duties. Com-petitive salary, medical, den-tal & other benefits. Call Gail

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Expert typist with IBM typwriter
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SECRETARY for plastic surgeon's office. Neat and accurate typing skills. Sinsi Hospital area. 272-4770

CLERICAL office, full time po ent working conditions, on to Personnel Dept

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Day and evening work available
Work in plush Lathrup Village
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\$10,000 - \$12,000

ACCOUNTING Assistant. Accounting and analytical experience, education, bookkeeping, versatility are musts. Accounts Receivable, accounts Receivable, accounts Receivable, accounting the second of the second accounting the

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EXPERIENCED receptionist with bookkeeping experience, part and full time openings. 355-0000 BOOKKEEPER - Office Manager, full time, must be experienced in construction field. Livonia area, Call between 8-5 P. M. 261-2200

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BOOKKEEPER wanted Expemonths of the control of the control
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sous the full particulars of all
you for our professional placeent austiance. SECRETARY for small but busy Southfield law office. 2 years legal experience minimum. Salary com-mensurate with ability. 559-5670

CLERK/TYPIST - American Car-feer Society. General office experience. Dictaphone akills, typing 50-55 WPM \$7,200-47,800. Excellent benefits. Shirley: \$35-541

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To open in September in need of
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3233 Schooleralt, Livonia, Michquan 4110. TYPIST - 2 days per week, hours flexible, 45 WPM accurate, Susan, 338-504 TYPIST, minimum 50 WPM. General Office. Southfield area. 557-2520 OFFICE CLERK to work cost cleri in Livonia. Must be accurate wyth SESS Semonstraining and 48150.

GIRL to work in our Southfield Office, General office work, Good typing skills needed, Call Kathy 559-7872. in Livonia. Must be accurate with lighters and have experience with calculator or adding machine. 5 day week, fringes. Excellers opportu-nity. Call for 427-7850

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person: 348-1540

ADMINISTRATIVE ASSISTANT Regional office of Wiscomin based manufacturing company needs efficient, manure person to take full charge of sales office chutes, Good at ligures, telephone communication, public contact. Accurate typing a must. Contact Phil Gannon, 9AM-SPM. 399-9404 RECEPTIONIST "for pleasant Birmingham offic Light typing required, experien desirable.

642-8700 WANTED: hardworking mature individual for attractive general office position, full time employ-ment, salary \$130 per week, must be H.S. Graduate and type between \$540WPM. For appt call between \$40M-5PM GENERAL OFFICE, Part time.
Must type. Variable hours including
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GENERAL OFFICE, full time Including typing, bookkeeping, fil-ing. Southfield area. 333-778 TYPIST ITTIO I

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Typists
Key Punchers
Accounting Clerks
We need your skills! We have
immediate openings for various
temporary clerical assignments is
your area. Work as sillite or for your
like halle earning good mone.
If like hall earning good mone
to like the same apply at: **TYPIST**

Kelly Services Inc 2239 S. Telegraph, Bimfld Hills 642-9650

23777 Greenfield, Southfield (Suite 122) 424-9100

27629 John R. Madison Hts.

Not an agency ... therefore no fee Equal Opportunity Employer M/F

TELLER

Full time position is open for work in our office located a Middlebelt north of 7 Mile Re

e with higher for interview at: 474-4643

1st Federal Savings of Detroit An Equal Opportunity Employer

CLERICAL

An Equal Opportunity Employer

applement your income. If you are good typist or have office expe-ence, call Peggy.

TEMPORARY STAFF

GENERAL OFFICE Gerical daties. Full time only, 8AM - 5 PM. RS Electronics, Livonia 525-1155

INVOICING & COSTING person with minimum 2 years experience. Southfield and Schooleraft Call Sam-3pm daily \$38-739

Sam-Jpm daily

GENERAL OFFICE - Typist good with figures. Experience not necessary, but helpful. Northwest Detroit 491-300

area. CLERK TYPIST
Entry level position, figure agritude, knowledge of keypunch
helpful. Northland location. For
appointment, contact Wilding Division, Bell & Howell. 18000 %. Stile,
SId., Mi. Mon. Thru Fri. 9-11 am
ad 24 pm. 589-200 est. 388
Equal Opportunity Employer M/F

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PERSONAUTY PLUSI
FEE PAID. Put your charm and
clerical skills to good use working
for a well known corporation. Rapid
advancement to COUNTRY
EMPLOYMENT CENTER
474-1717

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FEE PAID. Nice firm will give you that first big break. Good typing is all you'll need.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY
or excellent typing & phone
erience can get you a position at
oyal Oak firm. Fee paid, 358-3250
Placement Plus Personnel

opportunities for sharp guys Is seeking a career. No expe-required, only your desire to

MANAGEMENT

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504 Help Wanted Office-Clerical

AVAILABLE NOW Exec. Sec'y
Sec'ys (shorthand)
Sec'ys (shorthand)
Sec'ys (Dicta-phone)
General Office
Statistical Typist
Payroll Clerk
Legal Secretary
Clerk Typist
Steno Typist
Keypunch

Keypunch Many other positions avail the N. E. & N. W. Suburbs. ALLIS JOHNSON PERSONNEL Quakertown Plaza 32969 Hamilton Farmington Hills \$53-3100 ATTENTION TEACHERS

CLOSING SECRETARY
for multi - office real estate
firm in Teor. Typing essential, title work or book
keeping experience helpful
but not essential.
643-9455

ADM. SEGRETARN Belgville location. Full time pool to the control of the control o

BIRMINGHAM - engineers need general office/clerical for Purchas ing Department. Start At \$650 with good benefits and fee paid. An Equal Opportunity Employer
WANTED: Combination Manager/
Rental Agent for 256 Units
apartment complex. Must be
bondable. Call SECRETARY - for Exec. of larg Ad Agency, Beautiful Troy location Company offers top benefits an pays our fee, Salary \$25. BOOKKEEPING,

> ACCOUNTING - department of Tros land developers need secre tary with stat typing. Salary 186 with full benefits and fee paid. **ADAMS** & MARTIN

PERSONNEL 646-5600 DIAL A JOB 24 hr. service to hear about our most recent openings. 646-8780 RECENT HIGH SCHOOL graduate with typing & shorthand for Insurance office. Will train Located in Southfield Contact Miss Tillery. 644-2700

CLERK TYPIST, 45 wpm or better, full and part time available. Lots of phone contact and varied duties in ad department of weekly pub-lication. Livonia area. Must have own transportation. Call 281-8500

"EXECUTIVE"

farks your level of operation and our potential here! Birmingham rm needs super organizer and ifers \$250 start with top benefits, cluding dependant coverage. Call DOWN RIVER

Personnel is the PLUS in this con-rentently located firm. Public con-act spot offers plently of exposure and spot offers plently of exposure in did for any speed see'y, schedule, Benefits Include dental coverage with raise in 90 days from \$780 datart, Call 943-8900. Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL

PERMANENT STAFF

PERSONNEL

MANUFACTURER'S Rep in Southerld needs Secretary with good office skills. Typing and phone work most important. Excellent benefits & working conditions. 338-320 Personnel Assistant EMPLOYMENT

10STEOPATHIC: 28050 Grand River, Farm 476-7600 SECRETARIES TYPISTS KEYPUNCHERS

CLERKS Apply 9am-3:30pm Mon.thru Fri. 24755 5 Mi. W. of Telegraph General Hospital
OSTEOPATHIC
SESSO Grand River, Farmington 29256 Ryan Rd, at 12 Mile 476-7600

1968 Green Rd Ann Arbor, Mich. 48105 769-6511 Equal Opportunity Employer M/F

SECRETARY. Life insurance Agency. Experienced preferred. Southand not required. Southfield area. Excellent benefits. Clean. pleasant surroundings. Contact Mrs. Kost. 237-3550

OFFICE MANAGER BOOK-KEEPER for Troy firm Requires Bookkeeping knowledge, Pegbaard system thru Trial Balance plus office experience Salary \$758

BEGINNER STENO

ful office, excellent benefits, \$600 fee paid, HURRY!!
Permanent Staff
\$32,4210
TELEPHONE GIRL needed Pair time Altermons, I PM to 6 PM and \$31,9 PM 50me typing Ideal for college student. \$25,6770

nnce company will train. SS WPM typing necessary. SoutMetd. RECEPTIONIST: SWITCHBOARD. to \$700. Good typing. Southfield dvertising agency. ENTRY LEVEL POSITION, \$526. Collecting and assembling reports

arge Suburban office will train regimer with good typing for diver-ified general office position. Much divancement here, \$625 to start Permanent Staff 522-4210 EXPERIENCED Secretary needed for busy but casual Southfield law office 557-1155

SECRETARY \$200 a week. Good secretanal skills Sterling Heights. Fee paid. Mon-arch Personnel 773-590)

RECEPTIONIST \$8320 SNELLING & SNELLING 478-3500

SECRIARY/RECIPIUMS)
We are currently resking a Societary/Recipiumist to work full time for our Mid-Devictor loopstal. Previous reperience in a one-person office is preferred. Most have the office is preferred. Most have the comprehensive, kully pud fringe benefit program. Per more information, please apply to the Personel Department at:

MERCROUITN
HOSPITAL
1808 Tustedo, Durindt

04 Help Wanted Office-Clerical SECRETARY-one girl office. Good mature typist, general office duties. Must be self starter and reliable. 9 Mile-Telegraph area. 255-6535

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A bright personality and cheer
starts your career in the m
leal field. Plush office and typi
3009 \$350 a month. Call Sander.
644-4600
SNELUNG & SNELUNG
AGENCY

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uburban company needs someone
hat can work independently, has
no outgoing personality and like
seople. typing. Fee paid. 5745 a
month. Call Sander.
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AGENCY RECEPTIONIST RECEPTIONISI
Wanted for large national company
in Birmingham area Let your positive personality begin this new
arearer immediately. Fee paid 1950
a month Call Gina.
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AGENCY

into rev luvinous offices seds Receptionist, so let your niting friendly voice call Gina day Fee paid, \$455 a month 644-4600 SNELLING & SNELLING AGENCY

OPPORTUNITY

PLYMOUTH

EXPERIENCED Legal Secretary for law firm - In Blosenfield Hills Area - Please Call B. Mrs. Kratt for interview appointment at 645-940

JACOBSON'S

BOOKKEEPER Two positions open in Dearborn area Full Charge Bookkeeper through trial balance, prefer automotive manufacturing experience

Production Follow-up and Customer Laison, must be familiar with automotive releasing systems, inventory control, etc Good pay and benefits, Call: 584-7200

SECRETARY for Bloomleid Hills office of major law firm Excellent typing and shorthand skills required Salary open, mony frage benefits. 647-7500

EXPERIENCED Typists

TOP SKILLS

Exec-U-Temp

OAE