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Bloomfield Pontiac 334-9220
Southfield S69-1560
RN'S - LPN'S

FULL & PART TIME
ALL SHIFTS
Apply In Person
FRANKLIN MANOR

& ORDERLIES

BEVERLY MANOR

504 Help Wanted Office-Clerical JUNIOR STENOGRAPHER, good knowledge of spelling and gram mar, accurate typing 50WPM shorthand 80WPM. Consulting firm Troy area. 5 days a week, 8:15-4:20 69-187.

Typists

Secretaries Key Punch Opr.

TOP WAGES

FOR

TOP SKILLS

TEMPORARY

TYPIST-Receptionist for office in Birmingham. Stat troing experience preferred Troy needs accounting clerk w typing experience to handle dis-sified duties in bookkeeping dep-ment. Blue Cross and profit shar-benefits. Ask for Mr. McKino RECEPTIONIST - TYPIST, 5 day week, 8:30-5 pm, \$3 per hr, Appl; 12532 Farmington Rd, Livenia.

Tremendous opportunity for sharp person with experience. Your chance to make a lot of money, phone Barbara, 963-360

are a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717
PART TIME. High school girl for
extaine Jours 6 through 9 PM. Real
extate office in Novi. For interview
phone MP Palka at

EXECUTIVE - secretary, Troy firm, 70 WPM typing, 90 shorthand,

LOIS RAY **PERSONNEL** 

559-0560 SUBURBAN OPPORTUNITIES K, \$520. Opportunity to re-business world. Accurate typ-armington. F READER, \$825. Requires spelling and grammar. Southfield.
BILLING CLERK, \$550. Good math
and typing. Southfield.
PERSONNEL SECRETARY COM-

and typing. Southfield.
PERSONNEL SECRETARY, \$850.
Shorthand and typing, lots of public contact. Southfield.
JR. ACCOUNTANT, sapid advancement for aggressive person. Immeent for aggressive person. Imm ate opening. West Bloomfield. EMPLOYERS PAY ALL FEES Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-0840
INSURANCE

INSURANCE
Firm has opening for Clerk Typist, full time. Southfield area. Call Mrs. Wick.

KEYPUNCH SIRO
For large Northville Co. with complete Senellis Model Detail Plan. Medical Insurance Detail Plan. Prefer some experience on IBM equipment.

Prefer some experience on IBM equipment. Sol-7270
SHARROW & ASSOCIATES PERSONNEL AGENCY
SECRETARY, experienced, partition to become full time, with strong typing and good shorthand for the strong typing and good shorthand accreates the strong typing and good shorthand accreates and strong typing and good shorthand accreates a strong the strong typing and strong typing area.

ACCOUNTS PAYABLE CLERK
Excellent opening for great-proof.

CLERK
Excellent opening for experienced
Accounts Payable Clerk. We offer
good salary, liberal employre benfits, excellent working condition.
Cell Mrs. Laidlow or apply:
436-400
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Borthville

Horthville

JUNIOR STENOGRAPHER, good throwledge of spelling and grammar, accurate typing 500PM, shorthand 200PM. Consulting firm, troy area, 5 days a week, 8:154:20, 49-1870

THE WHALL CORP. 424-8484

MAJOR Jelish organization seek-ing responsible, mature secretary for exciling position. Accurate typing, good phose manner essec-tial. Call Mr. Goldstein, 354-8100 PRIVATE SECRETAKT
For one of Metro Detroit's Top Life
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NINSING SECRETARY
Weekends of Fadd the Cross
Dependable Cail Far Applicated.
Mrs. Bibbee.
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Typing, filing, detail work
Must be good typist and will
ing to learn keypunch oper
ation. Southfield area. Call.

Thursday, July 13, 1978

OFFICE GIRL For answering phones, light typing filing. Dependable. Southfield area Call

Accounts
Payable
Must also have knowledge of payroll, payroll tax forms, bank reconcillations. Excellent working conditions in Southfield Real Estate
through the Conference of the Confer

months to I year experience. Half ey punch, half clerical. Local tail store. Call: Ms. Rena 642-9500
GENERAL OFFICE, retail store,
minimum wage, Farmington area, minimum wage, Farmington area,
Atk for Ray, 67-8850
ASSOCIATES FININCIAL Services
as a immediate opening for a
Dationer Service Representative,
dust type 4WPM & be out going,
Excellent chance for advancement.

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LEGAL SECREPARY - for small law firm in Southleth Pleasant law for the Southleth law for the Sou

Schoolcraft, Livolina, accompan-diss.

PART time secretary, Mad Mad Sairts at the apparel center in Sonthfield. Call between 19 A. M. -1 P. M.

BOOKKEEPER. Full charge for general office, \$223. a week plas smeritis. peneral office, \$223. a ween punchendita.

MARKETING ASSITANT
Privately owned 18M dealer has immediate need for ciercial austrate in marketing area. Assertive self starter with some marketing experience desired, buttes include dealed papers or to follow through challed papers or to follow through challed papers or to follow through challed papers or to follow through careful to the challed papers or to follow through careful to the challed papers or to follow through careful to the challed papers of the challed papers or to follow through the challed papers or to follow the challed papers of the challed paper

acu iuli benelits, chance for advancement. For immediate con-ideration, call Mr. Demery. 352-1000 to equal opportunity affirmative ction employer. BILLING CLERK uga ocnool bookkeeping belpful) p wages, company benefit, 5 day sk. Call for appointment... Ramshaw Photo, Inc. 458-5110

CLERK-TYPIST. Frings benefits. Southfield area. Call Mrs. Barron.

CALL 643-9455

area 0 to 10 daytime bours a week. Some seek as to the seek as the se

chols. An Equal Opportunity Employer **ACCOUNTS** RECEIVABLE BOOKKEEPER auto dealer. Experienced. (
king conditions. Many empl
effts. Call Jim O' Brien.
Krug's
Mulligan of Dearborn Inc.
274-8800

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SECRETARY

Full time position is open for work in our office located on work in our office located on the property of the public and be examined by the public and be exampled with figures. Call Manager for interview of 1474-4643

1st Federal Sovings of Detroit
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SECDETADY

immediate consideration, call Mrs.
An Equal Opportunity Empire.
SECRETARY We really don't meet an Executive Secretary consection of the Control of the Con TRAINEE POSITION - Open for applicants with office background Accounting department. To \$655.

Accounting department. To \$855, Fee Paid.

SECRETARY - To executive of industrial company. Export division. Must have good shorthand and typing experience. Full benefits. To bonners a consideration of the consideration of the

Beryl Personnel SZIA N. Woodward, Royal Oak

576-0270

BUILDERS OFFICE. 12 MiteSouthlield area, peeds fell time
secretary, answer phones, light
typing, record keeping, send
resume Anneelli Builders, 2000
Southlield Rd. Lathrup Village, Mi.
8006

RECEPTIONIST-RECEPTIONIST
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RECEPTIONIST - for Pontiac office of large company. Ge Greet customers, answer phones, do light typing. Salary \$550 to start. Benefits include dental. Half of fee naid.

LEARN LEGAL - Birmingham and Troy law firms will trina excellent typists with dictaphone,mag card or memory typewriter experience, to be legal secretaries. Salary 3750 to 3500, depending on experience. Benefits and fee paid. SALES MNGR. - for suburban auto leasing company. Some experience in this field required. Salary \$25,000 plus car and expenses. Fee paid.

ADAMS & MARTIN PERSONNEL 920 E Maple BIRWING

REAL ESTATE RECEPTIONIST?

504 Help Wanted Office-Clerical

PERSONAL ASSISTANT to semi-retired executive. Must type well, be able to handle people, live in area. 0 to 10 daytime hours a week, as needed, \$200 a month. Ber \$35, Bloomiteld Hills.

504 Help Wanted Office-Clerical ACCOUNTING CLK ACCOUNTING CLK.

ull time, experience helpful, F
emflits. Redford Twp. April
2:300 between 9 AM - 3:30 PM.
7-UP BOTTLING CO.
OF DETROIT
12201 Beech Doly

CLERICAL National service corporation has immediate openings for genera office CLERKS at the beginnin level. Will be moving from South field to Troy within the next

months.
Requires good math aptitude and typing ability. Benefits are recorded.

provided.

If interested, call 275-3350 ext. 296
for an interview appointment.

Equal Opportunity Employer M/F

Statistical Typist
TAX DEPARTMENT
TAX DEPARTMENT
Permanent post lion, corporate
offices of international organization
presently headquartered in Societies
field but moving soon to Troy.
Requires good typing skills. Some
general office experience required.
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MAG II TYPIST

Permanent opening at corpor offices of international organizat presently headquartered in Sou field but moving soon to Troy. Experience on the Mag typewrit required as well as good citeri required as well as good citeri

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ONE GIRL OFFICE

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**SECRETARY** Experienced SECRETARY needed or automotive division of large global corporation in Birmingham excellent typing and shorthand equired. Call: MRS. PRESILEY.

646-6414

CAW FIRM Southfield, 94 Mile Carcenfield needs full time or part
time receptionist-bookkeeper. Salary per experience. 559-2000

RECEPTIONIST

secretarial, Wonder, through remain state part of the property of the propert

ENECUTIVE SECRETARY
Diversified position requiring at least 3 years secretarial experience. Good shorthand and types remove. Good shorthand and types should be should

rect mail services. Full or par rec. Magaw, Johnson Assoc., Inc. 600Schoolcraft, Detroit, MI, 48723 533-478 drec. Migate for the Manager f SIZS per week. Call Mr. Vocas for appointment. 56-710 56-71

SUMMER

SUMMER

Is terrific time to leisurely look for a new job! Fantastic career choices of the state of \$15.00. In the Sub-distance of \$15.00. In the Su

secondary, previous PMC enter the control of the AMP of the control of the con DENERAL OFFICE work, pleasant speaking voice, good with figures, apply Ferguson Carpet Omners, 1546 Schoolcraft, Livenia, Located in Livenia, Commerce West - Bidg. C.

RETARY, typing, shorthand ral office. Company benefits time. Salary per experience course office. Company benefits.

Lincola 25:00

Chrodia Chronia Chrodia Chrodia Chrodia Chrodia Chrodia Chrodia Chrodia Chron GENERAL OFFICE
Excellent opportunity for individua
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LEGAL SECRETARY Experienced, Good Pay.

272-8900 An Equal Opportunity From

MARKETING
COMPANY
Has excellent opportunity for 
hybist. Must be able to hype 60
to 65 WPM. Present location is 
on Plymouth Road, Greenfield 
orea of Detroit and will relocate to Southfield about 
August 1. Please Call:
PBSCONNEL DEPARTMENT

The person we seek will have 1 to 3 years experience and possess excellent typing and shorthand skills. In addition, the successful candidate will have excellent people skills and be a self-starter capable of organizing and accomplishing tasks with a minimum of supervision.

**BURGER CHEF** 

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