ACCOUNTS RECEIVABLE CREDIT & COLLECTION of typing in 60's. Manufactur erience. Salary \$900 range. Fo benefits. No agency fees.

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Requires good math aptitude and typing ability. Benefits are provided

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STATISTICAL TYPIST for Rochester CPA firm. Must be experienced 651-5471

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Super spot to use your shills at back up to administrative duties \$50 start is just the beginning. Try us today call \$52.4900. Your New Boss Pays Our Fee! HARRIET SORGE PERSONNEL

TELEPHONE & Customer service person, approximately 30 hrs Parmington location, Busy retail firm, Mr. Laxer States

you are home from school, all you a can. Work when you get paid weekly. We have

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mediate opening for Typisi work in Mortgage Depart at at our Bloomfield office ated at Cranbrook & Maple. st type at least 45 WPM urately. Previous mortgage perience desirable. Call ridoge Manager at 647-3800

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65, beautiful surround ful people! Fee paid, \$845 PERMANENT STAFF 333-0505 Light shorthand for expert position, international manufacturing firm. Excellent typing, Able to compose letters. 1909 range. Full benefits including dental. No agency fees.

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EXEC SECY. Good typing, short-hand skills & corp. background will land you this responsible Troy posi-tion. Salary to \$13,500 ptrs super benefits

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Sales of national firm located i
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For other clerical openings call come in or send resume to:
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Requires good typing statis. Some
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Call 569-3700 ext. 236 for an interview appointment.
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For bospital center offices, attend staff meetings, handle visiters and confidental certer sofficere Type 55, dictaphone or shorthand and 2 years previous secretarial experience. Full benefits with dental plan. \$25-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

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Aslary \$14,000 minimum range. Full
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Able to type, Hazel Park Area
handle salaried hourly Pe

print-out for computer. Able to code calculator. Salary \$900 range. Full benefits. No agency Fees.

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Accurate 60 WPM Typing, Dictaphone, Will answer phones, Deal
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23 Years minimum experience in
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312-815,000 Range. Full benefits.
Agency Fee ½ paid. ½ reimbarsed
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Benefits-Insurance. Full benefits.
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10 Key calculator experience.
Accurate typing. \$700 range. Full benefits including dental. No agency, fees. SUBURBAN OPPORTUNITIES

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Good background in computers.
Card system. Experience on 129
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Salary open \$10,000 minemum. Full
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Call for appointment 50:27

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benefits, 40 hour week. ST 2005

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National corporation needs you expertise and people personality
Typing and shorthand, advance ment, \$10,000. Call Linds Neely
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Local sales office of national company of the company

Phone Receptionist Experienced only. Pleasant tele-shone voice. Must be qualified to andle busy sales office incoming ails. Benefits include paid vaca-ton, monthly bonus, full paid major nedical insurance and others. neutre: J. F. MARINO.

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have good telephone manner and aptitude for figures. Davidson's of Birmingham. Mrs. Ahlborn64-7200

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Excellent opportunity for a mature individual with good typing skills and an aptitude for figures Some office experience desired. For fur-ther information contact Personnel

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Typing SoWPM, 1 year office
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Full time, must have school grad. Birmingh:
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LIGHT TYPING, telephone, some figures. Permanent afternoors, 4 to 5 hours, 5 days, 33,60 an hour. Fee-kell-Telegraph ares. 592,000 SWITCHBOARD RECEPTIONIST SWILLIBOARD RECEPTIONIST
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FULL TIME. Cashier-Switchboard.
Dealtership experience preferred,
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We have 2 positions open for included to the control of the control o

PERSONNEL ASSISTANT

ASSISTANT
You will interview and screen
applicants, handle employee
records and be sincerely interested
in working with people. Miss have
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For basy sales engineering office,
initiative plus ability to work
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Maple-relegraph area. \$65000

LEGAL SECRETARY for Southfield Law Firm. 3 years recent
perference. Good salary and benefits.
Please call office manager for
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Birmingham Law Firm
Some experience preferred
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Key Punch Operators Henry Ford Hospital, Tray location is currently looking for keypunch operator with the minimum speed of 10,500 strokes per hour. Experienced on key-disc system preferred. Afternoon shift. We offer on excellent salary & benefit package with shift differential.

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For appointment, for keypunch test, qualified opplicants should call Ms N. labo, 689-5200. Henry Ford Hospital 2849 Cattermole, Troy

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AUTO DEALER New car biller experienced, benefits, apply it person, Muligan Lincton Mercury 20200 Grand River, Detroit. SECRETARY, part time, over 25 preferred. Typing, filing, phone. Salary negotiable. Flexible hours. Scothfield area. S69-2810 Salary regonal States S

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BEGINNER for assistant book-teepers position in Southfield Adv Agency. Must type SWHM and have excellent math apitud-358-400 Ex 201

SPM, WHOSE, SPM, Good typing, excellent telephone personality, various duties, Birmingham area birs. Nelson between 9AM-5PM, 6448000

Accountant's Office, through Trial Balance and Payroll Reports Fringe benefits. Southfield area 509-1480

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PART TIME office help, good typing necessary, Redford Twp, area. Call for appointment. SUT-850 area. Can for appointment in the state of th

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Excellent opportunity for individual

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6190. SECRETARY

Full time position for store Secretary. Must have good typing and
mathematical skills. Excellent
package. Apply in person, Personnel office. Monday thru Friday,
Itam-tpm.

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Equal Opportunity Employer M/F TYPIST - mature individual experienced in general office, must have good typing skills and like details. Part time. Livenia 261.0000 EXECUTIVE - secretary with legal experience for Sr. partner of Birmingham firm. No shorthand Top company and in convenient location. Salary \$10,000 to \$12,000, with benefits and fee paid.

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Key Punch Operators

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588-2970, Ext. 216 LEGAL SECRETARIES

504 Help Wanted Office-Clerical

ersitted position. Good typing is required. Dictaphone expense on preferred. Pleasart, efficient on manner important followed phone manner important. Salary commensurate with experience Qualified applicants call 549 9100 for appointment. An equal opportunity

Excellent opportunity for indi-vidual with one year high school occounting, to learn auto dedire occounting. Full time position. Excellent start-ing wages and fringe ben-efits Call WH. Hodley 534-1400

FEMALE general office work, experience necessary, Royal Oak, 576-448

BILLING CLERK for Data Proc-essing Firm. Typing, 10 key adding machane and general office expe-rience necessary. Paid benefits. Call Cory 569-2220

ment only. Call 255-76.

CLERK TYPIST with good math skills to work in pricing department of automotive company. Troy area.

Good salary and company benefits to qualified in dividual.

875-1920 ext. 361

647-5240 MON - FRI., 8 AM - S PM. An Equal Opportunity Employer

OFFICE GIRL

To enter data to computer from terminal. Typing required. Keypunch operator and property management experience preferred. Southfield area. Ask far Mr. Bremer.

with excellent typing, shorthand, for computer service company. Able to organize work. Company located in warren, moving to Southfield in 6 months. Dina

Accounting Clerk
We have a good beginning position
open in our Accounting Department
as a check processor. Experience in
accounting or on CRT a plus. Light
typing required. Troy location.
Excellent working environment and
finges. Contact Arlene Henderson
for interview at:

335-0600

CUSTOMER SERVICE Dept. Warren wholesale firm has opening for
general office clerk. Inventory
coxirol, writing customer orders,
support of the control of the control
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virginia Tile Co.

25-4718

SECRETARY ational company located in Tro eking individual for challenging versified position. Good typing

Insurance Company
2833 TELEGRAPH
335-3500 Ext 215
An Equal Opportunity Employer

HONKKEEPER
for manufacturing plant Expenses of a recounts receiveable, and payroll Typing secasary Reply to M. Dungas, HOO Commerce Rd., Frater, 48026.

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SS-448
ACCIDITATE BOOKNEPPET
An adversary BooknepPet
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Livota, Michigan 4130
SCRETARY MICHIGANIE
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PART TIME Typist, & Clerical help needed to work 3 day per week, 9AM-3PM. Typing 50WPM required. Contact Camille or Randee 617-1400

MANAGER - Birmingham office suite, diversified full time position, with prime working conditions, must have excellent sceretarial skills with recent experience and references. Interviews by appoint-ment only. Call 33-36r.

SECRETARY-part or full time, oral surgery office Birmingham area. 6WPM, call between 9:38am-4PM 3t: 647-7336

EACLUTIVE
SECRETARY
Senthand & typing skills of above owerage caliber, Ability to bandle poyroll, occourts receivable-poyable would be a definite asset. This position offers an excellent apportunity for the right person - one who is topable and interested in occer advancement and in extended to the company and the high content energy the graph and the confidence. Mail Coherent & Eccentric News. oppers, 36/251 Schoolcraft Livenia, Michigan 48150.

SECRETARY exercised in sulders and explainers secretaries.

Evonia, Michigan 48150.

SECRETARY experienced in builders and engineers secretarial work. Mature woman preferred 92.

five days weekly, Southfield-Berkley are. Call for appointment, after 12 daily.

539-6389

hour to start. Livonia. 525-9440
SECRETARY NEEDED for Farmington Hills Law Office. Experience preferred. Good benefits. Call Linda Widrig. 851-8500

SECRETARY needed for Farm ington Hills Law Office. Workman's Compensation. Experience pre-ferred. Good benefits. Call Linds Widrig 851-800 EXPERIENCED Receptionist:
Office Manager for skin care clinic
Farmington Hills. 851-138

Immediate opening for a full time day shift position. 2 to 3 years expe-rience required. Diskette data entry experience preferred. APPLY IN PERSON

355-2400 JUNIOR STENOGRAPHER, good knowledge of spelling and grammar, accurate typing 50WPM, shorthand 50WPM. Consulting firm, Troy area, 5 days a week, 8:154:30.

Mrs. Thomas, 644-6916
ESTABLISHED real estate firm in Troy needs accounting cierk with typing experience to handle diversified duties in bookkeeping department. Blue Cross and profit sharing benefitis. Ask for Mr. McKinnon.

gage manufactures employment and excepti-benefits. Oak Park area. SECRETARY-Pleasant telephone voice, accurate typing and shorthand skills required for busy Southfield office. 9AM-SPM 5 days. Ask for Pat. 559-6181

INSURANCE
Firm has opening for Clerk Typist, full time. Southfield area. Call Mrs. Wick. \$57,300

504 Help Wanted Office-Clerical

EXPERIENCED Typists Secretaries Key Punch Opr. TOP WAGES

EMPORARY For Interview Call 565-0266 Exec-U-Temp

SECRETARY, experienced, part time to become full time, with strong typing and good shorthand, for deversified secretarial and general office duties, 14 Mile, Coolidge area. 576-1200

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Accounts Payable Clerk We offer
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Call Mrs. Landow or apply

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National women's fashion store at Oakland Mall, to handle cushering responsibilities, record keeping responsibilities, record keeping reports and payroll. Salary com-mensurate with experience. Com-plete paid benefits. Call.

plete paid benefits. Cair.
358-3933

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Weekends off. Paid Blue Cross.
Must be accurate Typist &
Dependable. Call For Appointment
Mrs. Bibbee. 273-6164

SECRETARIAL month position requirement

SECRETARIAI
IZ month position requiring experience in the area of data processing, key punch and paying 10 MONTH POSITION
IS SCHOOL Excellent benefits including vacation and insurances Appls in prison, all the Personnel Office, and the Personnel Office OFFICE GIRL
For answering phones, light typing, filing, Dependable Southfield area Call

Call'

EXPERIENCED bookkerper with accounting background for CPA office, full or part time. Southless 569-3120 WANTED: High School graduate for Farmington Hills Insurance Agency. Clerical skills required. 851-6808

TYPIST, experienced, for CPA office, full time. Oak Park area Mrs. Newman 288-7406 Mrs. Newman GENERAL OFFICE Bookkeeper Small ad agency Call Phil Mason 6493400

GENERAL OFFICE Girl needed, Southfield Area Call 6444258 BOOKNEEPER FOR TRAVEL AGENCY Must be able to type, use calculator, and close general ledger. Payroll, and as filing a plus. Old Redford area. SET-3100

PRES. Old Hedford area. SET-310: EXPERIENCED TYPIST - General Office - for small sales office, Oak Park Area Mature Person Excellent Benefits 298-6660 GENERAL OFFICE All around office girl with Bookkerping Call Mr. Gold. Drapery Boutique Farmington Hills ©5-4313

LEGAL secretary traine, for small law firm, in Southfield, Must have good typing, prefer legal or office experience. Call Mrs. Jackson.
334-24 Accounts

569-5555 We have evaluable a ker position in our family operated dealers when the course of the bookers with the course of the bookers with the course of the bookers of the course of the course

KEYPUNCH OPERATOR Ms. Rena 642-9500 GENERAL OFFICE, retail store, minimum wage, Farmington area, Ask for Ray, 478-850 ASSOCIATES FININCIAL Services has a immediate opening for a

Bloomfield Hills, Mich. 2014.

LEGAL SECRETARY for small law firm in Southfield. Pleasant working conditions. Salary commensurate with experience. Linda 569-1212

SECRETARY, Operations Dept. at busy Corporate Headquarters, must be good with figures, excellent benefits, near Livonia Mail. Ask for 478-206

BOOKKEEPER. Full charge for general office, \$225. a week plus henefits. \$31-400 Challenging

Position

FOR TOP SKILLS

CLERICAL

od math and accurate type alls required CALL for Interview MICHIGAN LIFE

Dexter Chevrolet Co.

STATISTICAL TYPIST/secretary for Farmington Hills CPA office. Must be experienced with financial statements and tax returns will train for other administrative duties. Good opportunity for qualified person. SSAGSS

Call Cory

INSURANCE
CLERK TYPIST-50wpm, no experience necessary. Call Cathy
353-300

EXECUTIVE SECRETARY

BILL WILLIAMS PHOTOGRAPHY Royal Oak, needs typist, start immediately. Ask for R:ta 548-7660

Accounts
Payable

Must also have howeledge of pay
roll, payroll tax forms, bank reconcitations. Excellent working condtions in Southfield Real Extate
management office Applicant must
be pleasain, neat appearing, and
reliable Call Marion

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to join the dealership in Detroit, 1 ...
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KEY PUNCH OPR.

Seligmon & Assoc. Heritage Plaza Bld., Suite 713 24901 Northwestern Hwy., S'fld. NOVI OFFICE has i

benefits. 349-800

BECRETARIAL opportunity with prominent Real Estate Firm in Southfield Good shorthand and typing skills required Pleasant telephone personality. Immediate telephone personality immediate opening for experienced person Good salary and fringe benefits Send resume to Box 448. Observer & Sond resume to Box 448. Observer &

SECRETARY. Must type 50 wpm, pleasant voice. Salary open, 831-4401

353-5600

SECRETARY
One girl office in Troy, Shorthand not essential but preferred. 879-2780

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BOOKKEEPER

Secretary

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GIRL NEEDED for photographic studio, in Troy Bookeeping expe-rience preferred. One girl office Please call \$45.7049

557-0770 EXPERIENCED SECRETARY

Virgina Tile Co. 756-1/19

CLERK/TYPIST
Insurance Agency. Experience helpful but not necessary. Immediate opening, Redford Two, area. 537-653

COMPANY PAID BENEFITS, this insurance, hospitalization, major medical and dentals.

alter 12 daily. SS9-638
SECRETARY - Law Office, part
time, 10 to 20 hours a week, Typing
60 WPM, shorthand preferred 33 of
hour to start. Livonia. SSS-944

OAK PARK MFG. needs full time fast typist, general office work, telephone, handle customers. See Mr. Miller. Bright Aluminum Products. 21005 Coolidge. 344-8700

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