504 Help Wanted Office-Clerical

INS. SEC'Y

Work close to home for pleasant salesmen. Type 50, Steno-phone helpful. $450 min. Full benefits paid.

PERMANENT STAFF
522-4210

SECRETARY

Two excellent positions for experienced secretary with good skills. W. Suburban location. Full benefits. $850 Fee paid. Call now!!!

PERMANENT STAFF
522-4210

COMPUTER TRAINEES
Afternoon Shift. Call B & B. 334-8641

SECRETARY

Need for near Downtown area. Filing, typing, general office work. Desirable benefits. Benefits. Have our own parking. For interview Call Carl Gerlach at American Photo-Copy Equipment Company of Detroit.
962-5090

GENERAL OFFICE
$7800

Super opportunity awaits you now. Your typing ability and verbal skills can lead you this front desk spot today. Call for details.

SNELLING & SNELLING
478-3500

ACCOUNT ASSISTANT

Large Suburban company will pay the fee and $750 monthly, if you have some bookkeeping and typing. Great benefits, too! Call Linda Neely.

644-4600
SNELLING & SNELLING AGENCY

LEGAL SECRETARY-for Southfield firm, requires accurate typing, no shorthand. Will work for one partner. $850 Fee Paid.

SECRETARY for CPA firm, Birmingham bookkeeping knowledge helpful, $850 plus benefits. Fee Paid

SECRETARY-for land development firm in Troy Requires 60wpm typing plus 80wpm shorthand. Interesting position $800. Fee Paid.

Accuracy Personnel
642-3050 358-2010

RECEPTIONIST SWITCHBOARD

Salary $9,000 to start. Candidate will be in charge of patient information calls, at the main switchboard at Detroit Optometric Center in SOUTHFIELD. We are looking for a person with a solid business background, possibly including medical, switchboard or personnel experience. Due to the importance of this position, a high level of maturity is required as well as the ability to communicate. Precisely 40 hour work week with Saturdays. Excellent advancement opportunities and fringes. Call Personnel at 354-7100, 9am-5:30pm.

SECRETARY

Southfield corporation needs secretary in their administrative office, to perform a variety of clerical tasks. Successful candidate must type 50-60 wpm, shorthand, 80wpm; be responsible, with a high level of maturity and have a pleasant appearance. Excellent opportunity for advancement in a rapidly expanding organization. This position can be full or part time. Call Personnel at 354-7100, 9am-5:30pm.

LEGAL SECRETARY for Southfield law firm. Excellent dictaphone typing skills essential.
558-5850

WANTED dependable woman experienced in general office work for small pleasant office in Plymouth area. Must be good with figures. Respond with particulars to P.O. Box 855, Plymouth, MI. 48170.

CLASSIFICATION CLERK
Blue Cross & Blue Shield of Michigan Company. Call
[illegible] 354-8641

TYPIST. General office, experienced. Oak Park area. Full time. Mrs. Hyman.
398-7408

SOUTHFIELD insurance agency is seeking experienced mag card dictaphone operator, excellent salary and fringes.
559-9150

NORTHVILLE. Key-punch operator, IBM 129, afternoon shift. Full benefits. Call
349-8700, ext. 222

RECEPTIONIST

Nation wide firm offers excellent benefits and modern offices for your typing and phone ability. $700, fee paid. Call Linda Neely.

644-4600
SNELLING & SNELLING AGENCY

TYPIST/CLERK-General office duties. Permanent part time position. Call Mrs. Janes, Birmingham Public Schools, 644-5890, ext. 297

RECEPTIONIST/Typist, Southfield CPA Firm. Pleasant personality, good typing & spelling. Call 355-5151

BOOKKEEPER-Diversified work, typing, good fringes. Contractor Publishing Co. 1623 W. Lafayette.
962-3237

GENERAL OFFICE

Work for manufacturer's rep. in Southfield area. Excellent fringe benefits and working conditions.
358-5200

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY

We are looking for an experienced individual to fill a full time secretarial position in the Birmingham Advertising Department of the Eccentric Newspapers. Must type 65 w.p.m. and have a pleasant phone manner, shorthand helpful. Should be able to work effectively with people and perform well under pressure. Call 644-1100, ext. 348, between 9-5.

OBSERVER & ECCENTRIC NEWSPAPERS, INC.
An Equal Opportunity Employer

TYPIST - $840

Southfield - Fee paid.
Large Engineering firm needs a good typist, some past experience in technical field, such as legal, medical or engineering note but not necessary. Excellent benefits.

Graebner Employment
Village Plaza, Dearborn
565-3502

SECRETARY

Capable, experienced secretary for Troy law firm. Shorthand, typing and dictaphone. Insurance benefits, paid vacations. Legal experienced desireable but not necessary. Pleasant working conditions.

649-3200

SECRETARY-TYPIST
Interesting year-round position at Detroit Country Day School. Good typing skills essential. Applicants must have initiative, be well organized and willing to accept responsibility. Knowledge of letter composition and some shorthand required. Call:
646-7717

Accuracy Personnel
642-3050 358-2010

Data Processing

To control work with Service Bureau. Requires some Keypunch, and experience in General office procedures. All fringe benefits, salary open. Reply to Arrowsmith Corp. P.O. Box 407, Southfield Mich. 48037

BOOKKEEPER-SECRETARY
For busy office. Top Wages, diversified duties. Royal Oak Area.
547-5552

GIRL FRIDAY
Bookkeeping & Secretarial for active catering & rental company. Experience required. Top salary to right party. Send Resume to Box 488, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER-RECEPTIONIST
Exc. Typ. Experienced only. Contact Mr. Ferrell, 8 AM - 5 PM.
477-2059

BOOKKEEPER
Knowledge of Accounting, Terminology and procedures essential. Experience helpful. Fast growing division of Guardian Industries, has immediate opening. Starting pay is $3.40 per hour. Call Fred.
348-1500

Looking for self starter with two years minimum experience in general office procedure and clerical duties to be responsible for operation of two person office. Good typing skills. Pleasant appearance and phone manner required. Salary commensurate with experience and ability. Fringe benefits. Call for appointment between 11am-2pm only, Monday thru Friday. Dorvin Convalescent & Nursing Center, near Lincoln Mall 676-0550.

FIGURE CLERK

First shift. HSG, must have figure aptitude. Excellent opportunity, fringe benefits. Apply in person between 8-10:30 AM. or 1-3:30 PM.

K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

LEGAL SECRETARY-Troy law firm. Secretary needed for senior partner for plush Troy law firm: Shorthand required, legal experience preferred. Good benefits and salary. Call, ask for Nancy.
643-6810

Business Office ASSISTANT

For large Medical Practice in Livonia. Must have knowledge of Bookkeeping, and Insurance Claims. Willing to learn computer Billing Machine. Permanent position. State Experience and References. Apply to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL-TYPIST-RECEPTIONIST. Southfield CPA office. Good salary, benefits. Office experience desirable but not necessary. Parker, Wittus & Co., 215 Traveler's Tower. Call Ms Vehar.
354-4890

504 Help Wanted Office-Clerical

RECEPTIONIST
General office work, good telephone personality, 1 year typing required. Hours 8:30AM-5PM, 5 days. Full time-permanent after 30 days trial. $3.50 per hour. Will be relocating to Plymouth in Sept. Contact Debbie at
354-8574

ACCOUNTS PAYABLE
SOUTHFIELD
REAL ESTATE OFFICE

Seeking experienced individual to handle payroll, payables, bank reconciliations and payroll tax returns. Pleasant working conditions in the Northland area. Call Marion.

569-5555

GENERAL OFFICE. Retail store needs sharp person willing to work afternoons & evenings. Full time. Good salary & benefits. House of Maple, Inc.
431-0700

PERSONNEL ASSISTANT and interviewer. Part time College Psychology or Sociology. Over 24, car required. United Personnel.
559-8575

BOOKKEEPER
FULL CHARGE

for non profit long established nursing care facility with 2 locations. Excellent salary and full fringes. Medicare-Medicaid background desirable. Call for appointment
332-7112

GENERAL OFFICE HELP - Shortage of help. Excellent bookkeeping experience thru trial balance. Must be sharp. Wages commensurate with ability. Small job shop with 3 girl office. Farmington.
474-7200

LIGHT TYPING, filing, bookkeeping, drivers license necessary, benefits.
591-0242

TEMPORARY 1 to 3 months, fill-in. Small office in Farmington requires detail minded person to keep investments up to date. Knowledge of typist for invoicing, credit memos, bills of lading. Helpful to have bookkeeping A/R background with knowledge of postal rates and shipping procedure. $4.50 per hour. Start immediately.
477-2600

INSURANCE, Birmingham agency is looking for a girl experienced in personal lines, automobile & homeowners. For confidential interview call Mrs. Hunt
644-5300

NEW OFFICE OPENING

Become a Tiffany Temporary with MANPOWER. All office skills needed - Typists, Steno, Clerks, Sales, answer phones, Word Processors. Demos and much more.

Interviewing daily Mon. thru Fri. 9-3 pm.

26075 Woodward, Suite 305
Huntington Woods

543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY/Receptionist - Farmington Hills CPA Firm seeks High School Graduate. Accuracy in typing is important.
477-2500

RECEPTIONIST/SECRETARY. Busy corporate headquarters. Must be excellent typist, shorthand a plus. Near Livonia Mall. Call Jane
478-8200

EXPERIENCED OFFICE GIRL. For answering phones, light typing, filing, dependable. Southfield area. Call
557-0770

LEGAL secretary for new 3 man firm in Troy. Excellent typing & some dictation. Experience preferred. Competitive salary plus Blue Cross. Call Mr. Foran, 643-5075

ACCOUNTS Payable clerk for Livonia based Medical supply company. Call Miss Linda Potter for interview.
591-0200
An Equal Opportunity Employer

SECRETARY, part time, urgently required. Shorthand, 80 - 100 wpm. Typing, 50 - 60 wpm. Excellent salary. Submit resume to Applied Laser Technology, P.O. Box 5418, Livonia, MI. 48150.

SECRETARY-LEGAL, opportunity to learn legal and estate law offices. Woodward & 10 Mile location, salary open, excellent working conditions.
546-5380

LEGAL SECRETARY-Troy law firm. Secretary needed for senior partner for plush Troy law firm: Shorthand required, legal experience preferred. Good benefits and salary. Call, ask for Nancy.
643-6810

PROPERTY MANAGEMENT CO. TYPIST/GENERAL OFFICE. Must type 60 - 70 wpm, dictaphone and perform variety of duties involving phone/receptionist. Blue Cross and parking paid. Downtown Birmingham.
647-6485

CLERK TYPIST, outgoing person who enjoys outside contact. Apply in person at: Nationwide Auto Transporter, 31990 Greenfield, level 3, Oak Park.

PERSONAL SECRETARY
358-3530

BOOKKEEPER

Interesting, challenging position for experienced full charge bookkeeper, must type 50 wpm, be well organized, and maintain confidentiality, excellent benefits, salary commensurate with experience. Apply in person between 10 A. M. & 1 P. M., 31455 Southerson Hwy., Madison Heights, upstairs.
An Equal Opportunity Employer

AUTO DEALER

Northwest area GM dealer needs experienced light bookkeeper with a knowledge of accounts receivable. Excellent pay & full fringe benefits. Contact Mr. Sante at,

MORRIS BUICK CO.
342-7100

GENERAL OFFICE
Typing, Billing, Taking Phone Orders.

You must be proficient on a typewriter & Calculator.

Very complete benefit program.

Starting rate, $4. per hour.

SNAP ON TOOLS
23460 Industrial Park Dr.

WANTED-telephone claim representative. Would like at least one year experience in handling worker's compensation claims. Contact either Dick Weis or Cindy at 353-5850

FULL TIME RECEPTIONIST/Typist. Opportunity available for association with one of the oldest established real estate firms in the Birmingham area. Reply Box 481, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK TYPIST
40-50wpm, 40 hour week. Good pay, fringe benefits. Collection Management Inc., 7a777 Greenfield, Southfield

GIRL FRIDAY for builders office. Mature lady for accounts payable, bank reconciliations, telephone and general office. Ask for Claudia.
424-8200

ADMINISTRATIVE Assistant/Secretary, self starter, mature attitude, 3 years experience, excellent secretarial skills and organizational abilities. Salary commensurate with ability. Send resume to R. O. Taylor, 22616 Manor Park Dr. Garden City, MI. 48135

BOOKKEEPER - Part-time, light typing. Knowledge of purchase journal and payroll. Call
453-8448

SOUTHFIELD CPA FIRM
Needs good typist. Accuracy important. Good benefits. Call
358-4411

504 Help Wanted Office-Clerical

FULL TIME BOOKKEEPER
Small construction office. Experienced, 8 mile & Orchard Lake area. Farmington.
478-9400

GENERAL Office and Cashier for Gardener, White Furniture Company. No experience necessary. Light typing preferred, full time.
357-1380

NORTHWESTERN, & 14 Mile area, insurance agency, wants mature lady, full time, for general office work, call
626-7387

SECRETARY good typing and shorthand. German language mandatory. Troy-Birmingham area. Call Mrs. Mach.
585-7704

CHECK PROCESSOR

We have two good starting positions open in our accounting department and at check processor using CRT. CRT experience preferable but not required. Accounting experience helpful. Contact Troy location. Excellent working environment and fringes. Contact A. Henderson for interview, 588-2970, ext. 216.
Equal Opportunity Employer M/F

FILE CLERK

We have two file clerk openings starting July 31. Troy location, excellent working environment, and fringes. Contact A. Henderson for interview, 588-2970, ext. 216.
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE CLERK
5 day, 40 hour week. Pleasant conditions. Southfield. Telegraph near 8 Mile Rd. Salary commensurate with experience. Ask for Mr. Thomas.
352-7360

PERSON to handle losses in insurance agency. At least 3 years experience, salary open. Please call Mr. Hoton, 8AM-4PM. Southfield.
557-8050

TYPIST

Excellent typist needed, 50-55 WPM, for our law school on East Jefferson. Will be responsible for typing all manuscripts for the Journal of Urban Law. Free tuition among other excellent benefits. Apply in person or call, Sandra Dickerson,

University of Detroit
927-1515

BILLING CLERK for Accounts Receivable Dept. Birmingham area.
644-6500

OFFICE POSITION
Full time, permanent position. Typing, some mathematical ability and pleasant telephone manner required. Excellent company benefits. Apply in person, Monday through Friday, 8AM-4:30PM, Montgomery Ward District Office, Del-Twelve Mall.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Shorthand, dictaphone, salary negotiable, Birmingham area.
644-1952

SOUTHFIELD OFFICE is looking for Bright, Hard Working Young Women to assist with varied office duties, answer phones, typing, some shorthand. filing. Pleasant 3 girl office, ideal working conditions. 5 day work week. Call Miss Natalie
557-4430

ACCOUNTS RECEIVABLE CLERK

Nation's largest Distributor of prerecorded records and tapes has Entry Level positions available in its receivable department. Must be High School graduate with high mathematical aptitude. Contact: Mr. Parent.

HANDELMAN CO.
1055 W. Maple Rd.
CLAWSON, MICH.
435-3100 Ext. 222

ACCOUNTS RECEIVABLE

Permanent full time position. Must like detail, good with figures, must be reliable and experienced. Excellent salary and benefits. Call for interview appointment.
358-3200

SECRETARY GAL FRIDAY
to assist Vice President in her various duties. Must have excellent typing skills. Ability to compose letters and shorthand a plus. Excellent salary and benefits. Call for interview appointment.
358-3850

PART TIME -Southfield office, 3 days per week, good typist, office experience.
557-0720

CLERK-TYPIST
Southfield mortgage company seeks responsible individual with average typing. Pleasant surroundings.

Full time CLERK

Southfield mortgage company seeks responsible individual to do filing & various office tasks.

CLERK

Southfield mortgage company seeks ambitious individual to run copy machine, type stock room activity, file etc.

Call Miss Blake
353-8700

TWO GIRL OFFICE, minimum 2 years general office experience, good typing skills, neat handwriting and pleasant telephone manner required. Fringe benefits. Salary commensurate with experience and ability. Call Monday thru Friday 9-5.
649-9200

ATTENTION

TYPIST - if you can type 50 WPM and have little knowledge of figures, we have a temporary 4 months assignment in the Madison Hts. area. For interview, please call:

967-0337
Witt Services

SECRETARY - immediate opening in copier sales department. General office duties, typing 60 WPM, S.C.M. Corp. Southfield, Call Shayne,
358-5600

ART GALLERY - General Office work to include typing and bookkeeping, some sales work with customers in framing & art. Royal Oak area. Call
547-0300

BOOKKEEPER - Assistant, secretary, N.W. Detroit, duties include accounts receivable, light typing, annual reports.
855-8709

MATURE GIRL FRIDAY
Light Bookkeeping, Typing and phones. Casual atmosphere.
Action Advertising
964-4622

MATURE PERSON for small architectural library, 2 to 3 hrs.
964-5000, ext 418

PART TIME office assistant. Bookkeeping, multiline company. Hours: 10 to 4 PM.
642-0900

RECEPT./CLERICAL TYPIST
Farmington company desires a person with a well rounded personality and average typing speed (50-55 wpm). Duties will include light filing, handling incomming & outgoing mail, & depositing checks. Call for interview.
477-8066

SECRETARY

With good business machine experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to Box 218, Observer & Eccentric Newspaper, 36251 Schoolcraft, Livonia, Michigan 48150.

MAG II TYPIST

Permanent opening at corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful. Call 588-8700 ext. 298 for an interview appointment.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE BOOKKEEPER
3rd PARTY BILLING EXPER.
Able to delve into a mess desk. Salary $14,000 minimum range. Full benefits. No Agency fees.

ACCOUNTS RECEIVABLE CREDIT & COLLECTION
Good typing in 60's. Manufacturing experience. Salary $900 range. Full benefits. No agency fees.

CLAIMS CLERK
ST. CLAIR SHORES
Must have health care experience. Processing billing. Payments $200 range. Full benefits. No agency fees.

GENERAL ACCOUNTING CLK.
10 Key calculator experience. Accounting $700 range. Full benefits including dental. No agency fees.

KEY-PUNCH
COMPUTER OPR. - TROY
Good background in computers. Card system. Experience on 129 preferred. Heavy background. Salary $650.00 minimum. Full benefits. No agency fees.

PAYROLL CLERK-TROY
Experienced payroll clerk preferred. Salary $250 range. Full benefits. Fee reimbursed.

SECRETARY-Personnel Director Royal Oak Manufacturer. Accurate typing. Light shorthand. Prefer personnel experience but will use other. Salary $800 minimum. Full benefits. No agency fee.

SWITCHBOARD TRAINEE-TROY
New graduate preferred. Accurate 50 WPM Typing. $525 minimum.e Fully paid benefits. No Agency Fee.

TYPIST-TROY
Light shorthand for export position. International corporation. Accurate. Excellent typing. Able to compose letters. $900 range. Full benefits including dental. No agency fees.

BETTY HAMIL PERSONNEL
424-8470

Statistical Typist
TAX DEPARTMENT

Permanent post tion, corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Requires good typing skills. Some general office experience required.
Call 588-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

International corporation presently located in Southfield but moving soon to Troy has several permanent openings. Requires good clerical skills and typing ability. Must have experience in either payroll, billing or accounts receivable.
Call 588-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

National service corporation has immediate openings for general office CLERKS at the beginning level. Will be moved to Southfield to Troy within the next 2 months.
Requires good math aptitude and typing ability. Benefits are provided.
If interested, call 275-5550 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

SUMMER OFFICE JOBS

While you are home from school, earn all you can. Work when you want, get paid weekly. We have openings now for:

SECRETARIES
TYPISTS
KEYPUNCHERS
CLERKS

Apply 9am-3:30pm Mon.thru Fri.

24755 S Mi. W. of Telegraph

29256 Ryan Rd. at 12 Mile

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

STATISTICAL TYPIST for Rockford, CPA firm. Must be experienced.
653-5471

SOUTHFIELD

Super spot to use your skills as back up to administrative duties. Fee paid. Call us the beginning. Try us today call 542-8300.

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

TROY

Here is a chance to work with New York while staying right near home! Top executive contact will bridge the gap between finance and advertising. $11,000 - $13,000 start when you call 649-4141

Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

LEGAL SECRETARY WANTED - Large corporate office in the Madison Heights area. For interview, please call:

967-0337
Witt Services

EXECUTIVE Secretarial position open in sales office located in Lathrup Village. Excellent opportunity. Call for appointment.
559-2277

OFFICE MGR. BOOKKEEPER

To take charge of medium size office for well established wholesale national distributor in Troy. Strong accounting background a must. Challenging and diversified position for a mature individual with several years of experience in office supervision. Must be thorough with details and have good letter writing skills. Excellent base salary and company paid benefits, including annual profit sharing. Send complete resume in confidence to Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TELEPHONE & Customer service person, approximately 20 hrs. Farmington location. Busy retail firm. Mr. Lazer
545-0063

SECRETARY for busy construction company. Construction experience helpful. Good skills, benefits. Call 8AM-5PM in Southfield.
548-1800

OFFICE MGR BOOKKEEPER

To take charge of medium size office for well established wholesale national distributor in Troy. Strong accounting background a must. Challenging & diversified position for a mature individual with several years of experience in office supervision. Must be thorough with details & have good letter writing skills. Excellent base salary & comp help any paid benefits, including annual profit sharing. Send complete resume in confidence to Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER

N. W. Suburb Industrial Distributor. Good working conditions, full benefits, 40 hour week.
537-3206

SECRETARIAL WORK for Livonia Magazine Publishing Firm. Permanent position, 40 hours, accurate typist, shorthand not necessary. Newcomers only. Call Pat before 4 PM.
477-6650

504 Help Wanted Office-Clerical

BANK TELLERS

Immediate openings in Southfield area for full time tellers and part time tellers. (6- & Mon. - Fri. all day Saturday or 4 - 10 PM, Mon. - Fri.). Experience preferred, but will consider cashiering background. Call:

MICHIGAN NATIONAL BANK OAKLAND
548-1700, ext. 320 & 256
An Equal Opportunity Employer

BOOKKEEPER - Experienced, accounts receivable - accounts payable, payroll, bank reconciliation, computer insurance billing & prepaid billing. Must be dependable & able to accept responsibility. No others need apply.
353-8448

RECEPT. CLERK-DETROIT
Prefer Switchboard experience for executives. 40 WPM Typing, calculator experience. $700 minimum monthly. Full benefits including dental plan. No agency fee.

PAYROLL CLERK
Able to type. Hazel Park Area. Will handle related bookkeeping. Prepare print-out for computer. Able to code calculator. Salary $800 range. Full benefits. No agency fees.

STAT TYPIST-PLEASANT RIDGE
50 WPM TYPING Accurate. Answer phones. Salary range $3.50-$4.50 per hour. Paid benefits. Agency fee reimbursed after 90 days.

ONE PERSON OFFICE-SFLD.
Accurate 60 WPM Typing. Dictaphone. Will answer phones. Deal with customer orders. Manufacturing Rep Office. Excellent salary range, $650-$900 monthly. No agency fees.

PURCHASING PERSON
FERNDALE
2-3 Years minimum experience in purchasing office. Must be mature. $12,815.00 Range. Full benefits. Agency Fee ½ paid, ½ reimbursed in 90 days.

CLAIMS CLERK-SOUTHFIELD
2 Years exp. in claims area. Salary $850 Minimum. Will train. Fringe Benefits Insurance. Full benefits. No agency fees.

KEY PUNCH-N.W. DETROIT
129 Experience, Card System. Day Position. Salary range $3.50 per hour after 30 days $4.50 per hour. Full benefits including dental. vision. No Agency Fees.

BETTY HAMIL PERSONNEL
424-8470

SECRETARY
A 50 year old Michigan Corporation with offices in Birmingham seeks Secretary Mathematician for full time job. Initially job includes telephone answering, typing and filing; developing into sales administration with customer service, manufacture contact and order entry responsibilities. Must be good at mathematics and have outgoing, pleasant personality. Reply Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Keypunch Secretaries Typists Accounting Clerks

We need your skills. Variety of assignments available. Work as your schedule permits while earning good money. If interested, apply at:

Kelly Services

The Kelly Girl People

29419 6 Mile, Livonia
522-4020

2220 S. Telegraph, Bloomfield Hills
642-9650

23777 Greenfield, Southfield
(suite 122)
424-8100

27629 John R, Madison Hts.
585-8220

NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

SECRETARY - for Southfield CPA firm - Typing skills required, book keeping knowledge helpful. Call
557-4960

EXECUTIVE SECRETARY for small manufacturing plant located in Troy in Southfield, Michigan. Must be self-starter with all phases necessary to manage office. Background in bookkeeping through trial balance, payroll & taxes required. Knowledge of purchasing & shipping helpful. Salary plus fringe benefits. Call for interview.
552-1568

RECEPTIONIST
If you like people, have a flare for figures and want to advance - this is for you. Good typing, $600 a month. Call Linda Neely

644-4600
SNELLING & SNELLING AGENCY

GENERAL OFFICE - Must be good typist, good on phone, good at figures, be able to use calculator, 9 mo/year, $700 range. Call Ms Vehar.
358-4411

TROY BASED insurance agency needs experienced Personal Lines underwriter/Rate Analyst. Excellent growth potential. Call Mr. R. Mile
649-4444

FULL TIME, permanent position - general office work typing, filing. Must be good with figures. S Mile - Telegraph area. Call Mrs. Hoffman
255-9124

TYPIST/General Office for northwest CPA firm, experienced.
642-3205

SECRETARY needed for varied office duties, good typist, experience preferred, accounting background helpful. Tel-Twelve area.
559-4400

ACCOUNTING CLERK, some elementary bookkeeping courses preferred. Must be good at figures Oak Park Area.
543-7813

PART TIME CLERICAL

To assist in personnel and payroll. Mon. and Thurs. Must be flexible for additional days, occasionally. Good typist and accurate with figures. Northland area. Needed immediately. Contact Mrs. Hoffman
569-1950

EXECUTIVE SECRETARY

Our Mid-Detroit hospital is currently seeking an Executive Secretary to work for our administrative staff. Must type at least 60 wpm and have previous secretarial experience. We offer a starting rate of $8.14 per hour and a comprehensive benefit package.
Qualified applicants please apply Personnel Dept.

METROPOLITAN HOSPITAL
1800 Tuxedo, Detroit
An Equal Opportunity Employer

SECRETARY

Full time position for store Secretary. Must have good typing and mathematical skills. Excellent package. Apply in person, Personnel office, Monday thru Friday, 10am-4pm.

MONTGOMERY WARD
WONDERLAND CENTER
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

TYPIST needed. Some shorthand, for general office work. Part time, flexible hours. Apply at 21454 Southfield Rd.,
557-5615

SECRETARY in Interior Design Department to order and sell wallpaper and fabrics. Call for appointment.
644-7220

GENERAL OFFICE. Order/Stock Control Clerk, typing required. Call for appointment.
644-7370

RADIO STATION
EXECUTIVE SECRETARY

Exciting "show biz" atmosphere! Ideal for a poised professional who can handle diversified duties for the general Manager! Hurry for this! To $880. Call Kathy Hobbel - now!

353-2090
SNELLING & SNELLING PERSONNEL

CLERK - TYPIST

Local sales office of national company has available an immediate full time position. Typing accuracy is essential and general clerical experience is preferred. Excellent benefits and working conditions.

LEVER BROTHERS CO.
424-8080
Equal Opportunity Employer M/F

Phone Receptionist

Experienced only. Pleasant telephone voice. Must be qualified to handle busy sales office incoming calls. Benefits include paid vacation, monthly bonus, full paid major medical insurance and others. Inquire: J. F. MARINO.

EXOTIC RUBBER & PLASTICS
Farmington Hills, Michigan
477-2129

GENERAL OFFICE

Real Estate in Farmington needs Secretary-Typing, phones, some Bookkeeping. Will train the right person.
478-7644

RECEPTIONIST/ Clerk Typist, 60 w.p.m., accurate, minimum $8000 March of Dimes, near Northland. Benefits, Isabel at
864-6000

BOOKKEEPER. Troy Industrial Distributor is seeking experienced Bookkeeper to assume responsibilities for all functions related to general ledger. Must be able to do account reconciliations, post journal entries, payroll and related accruals. Interested parties please call for appointment.
362-6411
An Equal Opportunity Employer

GIRL WANTED for permanent full time position in small office. Must have good telephone manner and aptitude for figures. Davidson's of Birmingham. Mrs Althouse 642-7200

LIGHT TYPING, telephone, some figures. Permanent afternoons, 4 to 9 hours, 5 days. $2.00 an hour. Tekell-Telegraph area.
592-0020

SWITCHBOARD RECEPTIONIST

Auto related company. Beautiful front desk position. A personable Typist. Hurry for this! To $725. Call Kyle Fox today!

353-2090
SNELLING & SNELLING PERSONNEL

GENERAL OFFICE for merchandising department. Full time, must be detail minded. Typing not necessary. 37½ hour week. $115. 12 Mile-Southfield area. Call Mr. Tandet.
557-2670

GENERAL OFFICE

Excellent opportunity for individual willing to work hard and follow directions and starting salary. Reply in confidence to: Box 341, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARY for Southfield Law Firm. 3 years recent experience. Good salary and benefits. Please call office manager for appointment.
353-3434

Key Punch Operators

Henry Ford Hospital, Troy 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 an excellent salary & benefit package with shift differential.

For appointment, for keypunch test, qualified applicants should call Ms N. Lobo, 689-5200.

Henry Ford Hospital
2849 Cattermole, Troy

DATA ENTRY OPERATOR

High School Grad with 1 year of Data Entry experience. Limited overtime. IBM key/Diskette or similar experience is a plus. Will consider a recent Data Entry high school grad. Call Chuck Vance or Al Boyce.

HANDELMAN CO
1055 W. Maple Rd
CLAWSON, MICH
435-3100

KEYPUNCH OPERATOR minimum 1 year experience in data entry. Key-disk or key-tape experience. Will train. Excellent salary and company paid benefits. Tel-11 Mall area. Contact Mr. Perry for information. ARA Food Services.
644-6300
An Equal Opportunity Employer

SOMERSET - Secretary - reception. Accurate typing & shorthand. Call between 3-4.
643-8832

AUTO DEALER New car biller, experienced, benefits, apply in person. Mulligan Lincoln Mercury 30000 Grand River, Detroit.

GENERAL OFFICE

Full time, routine office work, must be able to type handle the telephone experience necessary. Excellent working conditions. 12 Mile-Farmington Road area. Call
553-8434

SECRETARIAL ASSOCIATE

We need to interview for immediate placement. Secretarial skills and telephone skills necessary, $3 per hour. Royal Oak.
547-3080

GENERAL OFFICE, part time, 8AM-1PM, Mon. through Friday. Typing 50WPM, 3 months office experience helpful. Birmingham.
646-3200

BEGINNER for assistant bookkeepers position in Southfield Adv. Agency. Must type 50WPM and have excellent math aptitude.
358-6050 Ex.201

OFFICE BOY

Full time, must have car, high school grad. Birmingham area. Phone Mrs. Johnson, between 9AM-5PM.
644-8000

GIRL FRIDAY. Good typing, excellent telephone personality, various duties. Birmingham area. Mrs. Nelson between 9AM-5PM.
644-8000

BOOKKEEPER

Accountant's Office, through Trial Balance and Payroll Reports. Fringe benefits. Southfield area.
569-4480

FULL TIME Cashier-Switchboard. Dealership experience preferred, will train right person. 40 hours, 5 days, good benefits. Call Martha.
433-6411

PART TIME office help, good typing necessary, Redford Twp. area. Call for appointment.
937-8880

504 Help Wanted Office-Clerical

RECEPTIONIST/Typist, good telephone and typing skills required, excellent benefits and opportunity for advancement. Call: General Dynamics Communications Co. Oak Park.
399-4958
Equal Opportunity Employer M/F

BUSY OFFICE needs energetic person for general office work. Type 45 WPM or better. Full time, own transportation. Livonia location.
425-6770

LEGAL SECRETARY for Southfield Law Office. Legal background and good skills required. Salary commensurate with ability.
355-9100

RECEPTIONIST, experience in typing and shorthand. 8 Mile, Grand River area. Call for appointment, Mrs. Mueller, 255-4010

Secretary

Denny's Inc. is seeking a qualified individual for our division office. Located in Southfield, it requires 1-2 years experience and good general administrative responsibilities with good functional skills. Dictaphone experience and organizational abilities are required.

WE OFFER:

EXCELLENT STARTING SALARIES WITH REGULAR REVIEWS.

COMPANY PAID BENEFITS, life insurance, hospitalization, major medical and dental!.

EXCELLENT LOCATION, WORKING CONDITIONS AND JOB SECURITY.

To arrange a personal interview, PLEASE CALL:

643-4474
MON - FRI., 8 AM - 5 PM
An Equal Opportunity Employer

GIRL NEEDED for photographic studio, in Troy Bookeeping experience preferred. One girl office Please call
549-7049

OFFICE GIRL

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

557-0770

EXPERIENCED SECRETARY with excellent typing, shorthand, for computer service company. Able to organize work. Company located in Warren, moving to Southfield in two months. Dina
756-2900

BUSY REAL ESTATE OFFICE needs Switchboard/Typist, bookkeeping helpful. Tuesday thru Saturday, 11 AM to 8 PM.
542-8600

INSURANCE

Farmington Hills Insurance Agency in need of an experienced person for Fire & Homeowners. Must be able to rate and issue policies, talk to insureds on phone and handle correspondence. Please send complete resume to Box 482, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OAK PARK MFG. needs full time fast typist, general office work, telephone, handle customers. See Mr. Miller. Bright Aluminum Products. 21006 Coolidge. 544-8700

EXCELLENT OPPORTUNITY for career oriented individual to learn different aspects of the hotel business. Must have pleasant personality, capable of dealing with people in person and over phone. Filing, light bookkeeping, good shorthand required. Must be able to type and compose letters. Apply in person: Holiday Inn of Farmington Hills, 38123 W. 10 Mile.

LEGAL SECRETARIES

Experienced legal secretaries needed immediately for temporary assignments in the suburbs & downtown Detroit. We will work around your available days. Full time candidates also needed. Top wages paid. Call.

PERSONNEL AT LAW
358-0060

CUSTOMER SERVICE Dept. Warren wholesale firm has opening for general office clerk. Inventory control, taking customer orders, some dealer phone contacts. Very light typing. For confidential interview contact Mr. Gelewski of Virginia Tile Co.
756-4770

SECRETARY

National company located in Troy seeking individual for challenging diversified position. Good typing skills required. Dictaphone experience preferred. Pleasant, efficient phone manner important. Salary commensurate with experience. Qualified applicants call 549-8100 for appointment. An equal opportunity employer.

ACCOUNTING TRAINEE

Excellent opportunity for individual with one year high school accounting, to learn auto dealer accounting. Full time position. Excellent starting wages, and fringe benefits. Call W.H. Hodley
534-1400

Dexter Chevrolet Co.

CLERK/TYPIST

Insurance Agency. Experience helpful but not necessary. Immediate opening. Redford Twp. area.
532-4563

BOOKKEEPER

For manufacturing plant. Experienced in accounts receivable, payables and payroll. Typing necessary. Reply to Mr. Dongan, Scott Commerce Bd., Fraser, 68026.

ACCOUNTANT BOOKKEEPER

An automotive supplier manufacturing plant in the Northwest suburbs has an immediate opening for a qualified person. Must have the experience to run an accounting department. Salary commensurate with experience. Excellent benefits for a qualified person. Must have the experience to run an accounting department. Salary commensurate with experience. Excellent benefits. Box 472, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY/RECEPTIONIST

Maturity and office experience required for an excellent permanent full time position in Redford Twp. 1 girl office. Answering phone, bookkeeping, payroll and light typing included in duties. Will receive procedural training. $700. monthly. Call between 9