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time position is open for k at our Formington Hills ce on 12 Mile at form-on Rd. Requires ability to 1 the public and be occu-with figures. Call Man-for interview at 553-3500

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FULL Time typist, will include other clerical duties. Call for appointment. Mrs. Crowley, South-field. An Experience of the Control of the An EXPERIENCED SECRETARY For construction and management.

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DENTAL OFFICE clerical person.
The Lakes area. Will train a competent, reliable "back to work" candidate. Please call 62: 1700; 257-4731 DENTAL ASSISTANT Wanted with experience for modern Troy office, please Call 689-6130 652-9064

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With excellent typing and skills. Experienced in dealing with top level management. Full benefit package. liberal salary. Send resume to Personnel Department, 33900 W. 9 Mille, Farmington, Mich-igan, 48074. Equal Opportunity Employer M/F LEGAL SECRETARY - experienced, \$600-\$700 to start, Birming-ham Area. 644-850 SECRETARY for interesting work in Travel Field. 1 git, pleasant, Dominion Detroit office, accurate Dominion Detroit office, accurate Mail and Mower 1, 1992 and references to the Secretary and references. 10 sec. 1992 appears 12525 Schoolcraft, Livonia. Michigan 48150. STATISTICAL TYPIST, general office, part time for North Suburban CPA firm. Mature lady pre-ferred. Please call Miss Rese, after 10 AM. for an appointment, 559-5797

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GENERAL OFFICE Note Mass be
experienced in general office and
type at least 50 mp.m. Good compensed on the semestree of the OFFICE
PART TIME
No shorthand, hours flex
20 hours per week. \$2.65
hour to start. Sy.
453-1080

LIVONIA LAW firm requires experienced bookkeeper. Resume required. Call for appointment:
677-8330 SECRETARY-for Birmingham Engineer, requires 60mpm, typing, light shorthand and figure ability. Lots of responsibility, \$500 plus great benefits. Fee Paid.

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To control work with Service
Bureau. Requires some
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48037.

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EXECUTIVE SECRETARY for car show producer. Typing 50, short-hand 50. Nice location, Lake Orion area. Benefits.

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With good typing skills, speed and
accuracy, filing and use of business
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Equal Opportunity area. Benefits. 371-250
RECEPTIONIST -TELEPHONE
Accurate typing, full time, experience preferred. Large Southfiel
complex. apartment complex
Marilym 557-081

504 Help Wanted Office-Clerical TYPIST

Accounts Receivable

CLERICAL PERSON needed to operate mini-computer in Southfield accounting firm. Must be good with figures. Typing helpful. At least 1 year out of high school. 563-7500

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Call Cory 569-2220

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with writing abilities. God typing,
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conditions in Bloomlied Hills
office, Send resume to: Birming
ham Bloomlield Board of Realtors,
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LIGHT bookkeeping. Mature person. Short hours. 5 day week Apply to Mr. Beardsley, Sandard Station, Pontiac Trail at Orchard Lake Rd., 9 A. M. - 2 P. M.

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Very responsible part time position with manufacturing (irm. Duties include saies analysis and administration, saies correspondence and bullence. 20 hours investory maintenance. 20 hours investory maintenance. 20 hours of the comparation of the comparation. The comparation of the comparation of the comparation. The comparation of the comparation of the comparation. The comparation of the comparation of the comparation of the comparation of the comparation. The comparation of the comparation o appointment 362-1620
GENERAL OFFICE HELP-Short-hard, typing and bookkeeping expe-rience thru trial balance. Must be sharp. Wages commensurate with ability. Small job shop with 3 girl office. Farmington. 474-7200 office Farmington. G1-7200
CLERK TYPIST needed for insunee agency. Experience would be
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JUNIOR STENDORHAPHER - Good
knowledge of spelling & grammar.
Accurate typing 56WPM. Shorthand
SWPPM. Consulting firm. Troy
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Office Girl o enter data to computer om terminal. Typing quired. Southfield area Ask r Mr. Bremer

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Pult time mature person to work 12

Noon to 8 PM. Experienced in 18

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CLERICAL-PART TIME
Small Report of the Mandatement
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flexibl CLERK - TYPIST Excellent opportunity for a mature individual with excellent typing skills, for busy personnel office. Office experience required, Knowl-dedge of group insurance helpful. For further information contact represented despite the presented of the

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will have enter training. Full time
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Michigan have own transporation, Call
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Must type. Variable hours including
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1820 W7 Mite. RECEPTIONIST/TYPIST-expanding organization in Southfield seeks individual with pleasant telephone personality and good typing sidils. Mag card II experience and for shorthand preferred. Excellent benefits and opportunity for advancement for the preferred to the

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ACCTS, PAYABLE-SFLD.
Payroll-Will train on computer
Hours 9-5, \$760 minimum. No Hours 3-5. 1700 minimum. Ava agency feel ACCIS PAY. CLK-DRBRN AREA Good Flgure experience, light accu-rate typing, 1750 minimum range, Full benefits including COL. No agency fees.

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commensurale salary depending on experience. Paid benefits. No agency fee. GENERAL OFFICE-SOUTHFIELD Telegraph Road Area, PREFER MATURE. 53-60 wpm lyping, Dicta-phone. Light ligure work. Salary 300 range. Full benefits. No agency

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Bob Jeanotte
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PART-TIME receptionist-secretary, (dictaphone), minimum 8 braday, no Sai, for small Royal Gak marketing/advertising service firm. Advertising agency media experience desired. Send simple resume to Box 363, Royal Oak, Mi. 4006.

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ACCOUNTS PAYABLE wanted experienced, will train on IBM 34, accounting background helpful Near Metro Airport. CAll Sentry Drug Office 775-7760 Drug Office

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585-600

SECRETARY - with ex-ing ability, shorthand Full time. Pleasant wor-tions. Call Denise. preferred ong condi-872-1300 BOOKKEEPER'S ASSISTANT, with typing skills. Send brief job history and salary requirements to Box 506, Observer & Eccentric Newspapers, 36231 Schoolcraft, Livonia, Michigan 48150.

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Martindale "A", two secretariesthree lawyers. Pleasant workstree
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EXPERIENCED, full time. Must
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RECEPTIONIST-TYPIST - Peasant
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Reciphone voice, good typing stills,
Starting pay range 115 to 1150
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For large Medical Practice
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\$33.500

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Thursday, July 27, 1978 506 Help Wanted Sales

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