504 Help Wanted Office-Clerical

FULL OR part time Secretary. This is not just any ordinary, dull, secretarial job. Besides your good typing skills, we're looking for a poised, outgoing person to meet and establish a good rapport with our clients. We offer good starting salary, excellent fringe benefit package, paid holidays, vacation. Call Christine, 352-5600, ext. 24 or 575-8248 after 6 PM.

PART TIME clerical, Oak Park company has immediate opening for an individual available to work afternoons. Monday thru Friday. 968-5550

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000

EXECUTIVE SECRETARY
A growing corporation located in N.W. suburbs is seeking a qualified secretary to a top ranking executive. The successful candidate should have excellent shorthand and typing skills, 2-3 years experience, marketing background desirable. For further information please contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
553-2000

STATISTICAL TYPIST
GENERAL OFFICE
EXPERIENCE POSITION
Open in Rochester CPA office. Congenial working conditions.
651-5471

GENERAL OFFICE - Young lady needed for 2 girl office in Farmington. Pleasant working conditions & variety of duties. Must type at least 50 WPM. Non-smoker preferred. $120-$150 per week to start, depending upon experience & qualifications. Butler Publications, Inc. 477-4100

RECEPTIONIST for Southfield law firm, hours 8:30AM-5:30PM. Typing required. Call Mrs. Wilson for appointment. 353-3890

LEGAL SECRETARY wanted, legal secretary for our pleasant Bloomfield Hills law firm, excellent skills required, experience preferred, salary commensurate with office skills and experience. Attn: Judy. 645-6860

FARMINGTON Hills area law firm needs legal secretary experienced in insurance defense. Dictaphone required. Excellent benefits. Call Linda Widrig. 851-9500

MAG card operator needed for Farmington Hills area law firm. Excellent benefits. Call Linda Widrig. 851-9500

Going Back To School?
EARN EXTRA CASH
TEMPORARY ASSIGNMENTS
ALL Office Skills
For interview call the office nearest you, Monday thru Friday 9 Am. to 2 Pm.
DEARBORN 565-8060
DETROIT 963-0808
CLAWSON 585-8387
(Tues.,Wed.,Thurs.)
LIVONIA 525-0330
(10 am - 3 pm)
FARMINGTON 478-8088
(10 am - 3 pm)
WYANDOTTE 284-9066
OAK PARK 967-0336
WITT SERVICES

WITT SERVICES
PURCHASING DEPARTMENT
Needs experienced girl to do General Office work in the Purchasing Department. Southfield Co. Send resume to Purchasing Manager, c/o P. O. Box 98, Southfield, MI. 48037

FULL TIME-Statistical typist - phone, and some general office for CPA located in Livonia. Reply to Box 702, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan.

GENERAL OFFICE- Capable, mature woman to do typing, keep stock records and work on public. Must be accurate with figures, neat writer and have some bookkeeping experience. Bloomfield Hills area. Call before 3PM. 332-1252

TYPISTS to train as Keypunchers. Must type 35 WPM minimum. 2 years typing in school or 1 year work experience. Also Entry Data Entry Operators with minimum 1 year work experience. Average key strokes of 9,000 to 12,000 strokes per hour. Afternoon shift, 4:30 PM to 1 AM EST. Excellent working conditions, incentive pay. Call first between 8 AM and 5 PM, 478-7447 or 478-7448. Manatron Inc. Livonia.

EXPERIENCED Legal Secretary for expanding Troy Firm near Somerset. Practice is mainly corporate, tax, and estate, need good typing, shorthand and dictaphone skills and would prefer knowledge of mag card II. Excellent working conditions and benefits. For appt call Mr. Stark * 643-6410

TYPISTS
STENOS
SECY'S
OFFICE
CLERKS
If you are planning to return to work in the fall - now is the time to register for work. We have openings in all the above classifications.
Apply 8am-3:30pm Mon. thru Fri.
24755 S Mi., W. of Telegraph 538-3130
29246 Ryan Rd. at 12 Mile 573-6440
26075 Woodward, Suite 305 543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

RECEPTIONIST, Orthodontic office, Birmingham, business experience and typing required. Fringe benefits, full time preferred. Call between 8-10AM. 644-5600

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers
E. M. SPEARS & ASSOC
1044 Buhl Bldg., Det. MI. 48226
963-0810

Q&E

504 Help Wanted Office-Clerical

KEYPUNCH-KEY TAPE OPRS. Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights. 522-1710

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant management, benefits, better hours, something closer to home? If your answer is 'yes' to one or all of the above, the time to contact us is now. The demand for experienced legal secretaries is phenominal! We are receiving requests from attorneys and corporations on a daily basis. The openings exist throughout the tri-county area, including downtown Detroit. In general the positions are offering $200 - $250 per week to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Call, come in, or mail your resume in total confidence. We stand ready to help you achieve your goals. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075.
Southfield 358-0060
Troy 649-2063
Dearborn 336-5777

LEGAL SECRETARY - general practice experience required. Mag card preferred. Attractive Bloomfield office. 642-1929

Keydisc/Keypunch
Experienced operators accepted for top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

College Students
Teachers
Home for the summer? Restless? If you have ANY office skills, we invite you to join forces with our year 'round staff.
We have a variety of assignments. Work a day, a week, or all summer.
BRING YOUR FRIENDS
REGISTER NOW!
For interview call the office nearest you, Mon. thru Fri., 9 Am. to 2 Pm.
Dearborn 565-8060
Detroit 963-0808
Clawson (Tues.Wed.Thurs.) 585-8387
Oak Park 967-0336
Wyandotte 284-9066
Livonia (10 Am.-3 Pm.) 525-0330
Farmington (10 Am.-3 Pm.) 478-8088
WITT SERVICES

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

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

VARIETY $700
FEE PAID. Busy atmosphere, friendly co-worker, and a variety of duties! Type 50-60 wpm. Hurry!
TRAINEE $600
FEE PAID. Good typing and an eagerness to learn is all that's needed for this super position.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

IMMEDIATE OFFICE WORK
Good with figures and some typing. Variety of duties. Co., 19411 Capital, Oak Park.

FILE CLERK, general office duties, for busy insurance office. 352-4600

RECEPTIONIST, general office skills. Experience preferred, will train. Southfield area. Call between 8 AM - 4:30 PM. 353-1820

RECEPTIONIST. Light typing, telephone background helpful. After 6PM. 979-9420

PART TIME Secretary wanted for Architect's office. Southfield area. 358-3200

RECEPTIONIST
Part Time for Doctor's office in Southfield. Mon., Tues., Thurs., Fri., 12:30-7:30. Will Train. 557-2505

GENERAL OFFICE. Full time position for busy Southfield Sales Office. Must be accurate typist, shorthand required, experience helpful. Salary commensurate with experience.
358-7666

ASSISTANT BOOKKEEPER
General office experience, full time Mon. thru Fri. Apply at
STAR FURNITURE
35499 Ford Rd., Westland

BOOKKEEPER with experience in accounts receivable, paying of expenses and some general ledger. Typing a plus. Apply in person. Dino's, 2045 Inkster, Garden City.

Accounts Payable
Must have 3 years experience in checking invoices for payment and the processing of high volume of Accounts Payable. Nout area. Call Miss Harrier weekdays between 10 AM and 3 PM.
349-5000

SECRETARY - part time, one girl office, accurate typing required. No shorthand. Invoicing, filing, phone answering. Southfield location. After 6PM 569-2966

MATURE WOMAN for part time office work. Principally typing. Town Center Office building, Southfield. Call evenings. 353-5441

INSURANCE AGENCY
Experienced person to rate and type personal auto and take claim reports. 8 Mile-Southfield area.

RECEPTIONIST, Typist, full time position with sales engineering firm in Troy. Salary open. Excellent benefits. 585-7031

SECRETARY/RECEPTIONIST, 9 AM-5PM Monday through Friday or full time. Light typing, some light bookkeeping helpful. Bloomfield Hills area. Call: Home Life Furniture Co. 332-5660

SECRETARY with bookkeeping experience for real estate oriented firm. Send resume and salary requirements to: J. Livingston, 22777 Southfield Rd., Suite 224, Southfield, MI. 48075.

504 Help Wanted Office-Clerical

CLERK TYPIST, mature & capable for general office skills. Michigan Automation, 24266 Capitol, Redford. 538-5800

OFFICE HELP, part time. Evenings & Saturdays required. Garden City 522-7575

CLERK/Typist, prefer mature woman with previous office experience now desirous of returning to work. Starting salary $125 per week. For interview 478-8900

KEYPUNCH
FULL TIME 8:30 - 5
SOUTHFIELD
Call for appointment:
353-0556

REAL ESTATE SECRETARY
Experienced in mortgage processing & closing. Able to handle telephone. Typing essential. Small active office in Old Redford area. Call Mr. Silverman 255-0200.
CANNON REAL ESTATE

LEGIBLE HANDWRITING
Good Phone Voice. Birmingham Area. 644-4040

FULL time position - typist with some clerical duties in medical office. Mag card experience helpful. 336-9110

SECRETARY - Bookkeeper - receptionist. Plymouth funeral home seeks local lady full time / part time to be in charge of office. Ability to meet the public a must. General secretarial & phone answering skills desired. Wages & hours negotiable. 453-3333

IMMEDIATE FULL Time Position - Legal Typist, Typist, Filing Clerk. If you like to type, file, do figure work, & varied office assignments, we are sure to have a position to interest you. Birmingham Location, excellent employee benefits, promotional opportunities, call Vicki Sala for appointment 645-2200

Liberty Mutual Insurance Co.
Pierpont & 12½ Mile
An Equal Opportunity Employer

LEGAL SECRETARY Bloomfield Hills firm. Shorthand, magcard preferred, excellent salary and benefits. Call Mrs. Book or Miss Enderle. 642-7080

ACCOUNTING CLERK to operate mini-computer for accounts receivable and payroll. Other accounting functions. Southfield. 353-8420

General Office
Accounts payable clerk with light typing, filing and use of business machines. Send resume to Business Manager, Madonna College, 36600 Schoolcraft, Livonia, MI. 48150.
Equal Opportunity Employer M/F

STATISTICAL TYPIST - General office. Pleasant working. Suburban CPA firm. Mature lady preferred. Please call Miss Reese after 10AM for an appointment. 559-4707

EXPERIENCED CLERK-TYPIST
Telephone Operator, neat, personable. Growing company. Call for interview: 669-2094

RECEPTIONIST for Sales men office, typing required. 5-5PM, 5 days, benefits, Southfield Area. 424-8510

CLERK-TYPIST, full time, billing experience — must be experienced, pleasant atmosphere, advancement opportunity. 547-0540

GENERAL OFFICE, good typing a must, filing & clerical duties, no experience necessary. Southfield area. Contact Wellcrete Co., Mr. Ron Grenda. 358-0600

E.D.P.
CONTROL CLERK
Immediate opening for individual with ability to balance computer reports to work at our Troy office. Background education in accounting desirable. Strong candidate typing ability desirable. Will work 8 AM to 2 PM. Hours may vary, some overtime. Call Computer Accounting Manager for interview at
588-7910, Ext. 310
1st Federal Savings of Detroit
An Equal Opportunity Employer

SECRETARY - Opportunity to be private secretary with a Southfield firm. Light shorthand commensurate with experience. Please call Mrs. Fox, 557-9300

LEGAL SECRETARY, shorthand required. Southfield office. 354-3330

TEMPORARY NO FEE
SECRETARIES
STENOS
DICTA TYPISTS
SR. TYPISTS
Get the best assignments in town at the highest rate of pay. We respect you and your needs and interests and will put you to work when and where you prefer. 1 easy phone call will give you all the information you want:
478-8350
OFFICE
PERSONNEL POOL

CLERK-TYPIST
PART TIME - DAYS
Position in personnel department of national retail corporation. Will assist in routine typing, filing and administration of daily personnel procedures. Should have good telephone voice - handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant atmosphere. 16-20 hours per week. Call:
CORPORATE PERSONNEL
835-9500 ext 242
BORMAN'S INC.
(Farmer Jack Supermarkets)
An Equal Opportunity Employer

NEEDED IMMEDIATELY: Take-charge person for light insurance office in Troy. Good basic office skills, common sense & good mathematical ability. Call for appointment between 10 AM - 4:30 PM: 649-5020

RECEPTIONIST-TYPIST - Law Office - Southfield Call between 9am & 12 noon. Ask for Mrs. Robinson. 569-5050

EXECUTIVE QUALITY Secretary for Southfield Law Office, excellent typing & shorthand, 557-4000

FAST GROWING industrial sales office needs outgoing person with basic clerical skills, to handle parts order desk. Must be accurate with figures and have the ability to deal well with people. Technical aptitude helpful. For appointment, 477-1020

EXPERIENCED LEGAL secretary - good skills. 352-7870

SUPER SECRETARY
Great Start to $900 & this firm will arrange their plan around your skills. Super typing a must. Call
644-6144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

504 Help Wanted Office-Clerical

SECRETARY
A great opportunity for a sharp secretary to earn $175 per week working in a new ultra modern office located in Livonia. For an easygoing atmosphere and a chance to advance with a growing company, call between 11 AM - 5 PM, Mon. - Fri. 478-3850

SECRETARY with minimum 5 years experience in construction related projects. Must be very strong in filing, typing and must be organized. Good salary and benefits. Please send resume to P. O. Box 2868, Livonia, Mich. 48150. Attn: R. Archer.

Receptionist
Typist
Excellent opportunity for energetic, pleasant individual with good typing skills. Knowledge of dictaphone helpful.
We offer opportunity for advancement as well as a good starting salary, excellent fringe benefits and a pleasant working environment.
Call or send Resume to:
DONNA BUDZINSKI
MOHAWK DATA SCIENCES
3000 Town Center
Suite 2500
Southfield, Mich. 48075
352-9160
Equal Opportunity Employer M/F

EXPERIENCED legal secretary for Bloomfield Hills office. Call Mrs. Herrale. 645-5770

GENERAL OFFICE
Super company offers $800 start for your office experience. Phone & figures need your attention. Profit Sharing & Stock plan. Call 562-8500
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

RECEPTIONIST NEEDED
For Busy Office. Must be excellent typist, neat appearing, pleasant personality. Southfield Area. Call Judy. 353-4070

WANTED: SECRETARY - For a 1 girl office, some experience preferred, apply at: Sucher Tool & Mfg. Company, 29566 W. 9 Mile, Farmington Hills

Office Girl
Typing required. Southfield area.
Ask for Mr. Bremer.
557-0770

LEGAL SECRETARY, 1 girl office. Experience preferred, proficient typist. Farmington. 474-3747

EXECUTIVE SECRETARY with legal background for inhouse attorney. Good typing and shorthand, Southfield area, benefits. Call 9-5 PM. 569-4800

BOOKKEEPER
Excellent opportunity for career minded person - must be experienced, self-starter, 'take charge' person - to do financial statements, trial balances, taxes, and projections. Salary open. Excellent benefits, fringes, and working conditions. Southfield firm. 358-1124

RECEPTIONIST-SECRETARY
Good office skills required to fill opening in pleasant & congenial surroundings. Telegraph-12½ Mile location. Excellent fringe benefits. To schedule appointment, call
644-9200
Equal Opportunity Employer M/F

FULL TIME secretary, receptionist, 8:30-5. Mon. thru Fri. Good benefits, typing required. Middlebelt, 14 Mile Rd. area. Call Pat between 4-6 pm 851-6683

SECRETARY WANTED, small Secretary pool, benefits. Bookkeeping & typing skills necessary. Pleasant telephone manner. Farmington area resident preferred. 477-5588. 661-0050

SWITCHBOARD Receptionist needed for immediate opening by Southfield Mortgage Company. Must be good typist. Call Mrs. Ward for appointment. 352-4000

ACCOUNTS PAYABLE CLERK
Appliance dealership requires experienced Accounts Payable Clerk at Westland Office. Good starting rate and benefits. Contact Mr. Marion
Equal Opportunity Employer

HIGH SCHOOL Graduate for filing and light office work. Must be able to work full time. See Ms. LaFaunce at 12360 Beech Daly between 9 AM - 5 PM.

PLEASANT, informal 3 girl office in Birmingham area. Good typing. Personality with phone voice, typing orders and filing a must. Call Debie, Safeguard Business Systems, 645-7300

GIRL WANTED for West side furniture store. Banking experience helpful. $3.00 to start plus benefits. Call between 10AM-5PM, Mon. thru Fri. 534-4322

IMMEDIATE OPENING for growth conditions. Ambitious, quick learning person with some bookkeeping experience. Competitive starting salary with advancement (performance reviews and attractive benefits program. Apply by mail or call Mr. Patternak for appointment at 642-8200
Silhouette/American Health Spa, Southfield, Michigan, 48076.

TYPIST needed for processing insurance forms. Redford area. 538-8414 or 531-1754

ACCOUNTS PAYABLE Dept. National Retail Chain has an immediate opening in its A-P department. Job responsibilities include reconciling of accounts and general office duties. Starting salary between $120 and $140 depending upon qualifications. Call: Book Distributors, Livonia, Monday, August 28, 9 to 5 Pm. 525-1500

RECEPTIONIST. For Growing salon, morning hours, Livonia area. 478-6010

EXPERIENCED LEGAL Secretary. 3 days. Southfield Town Center. Shorthand required. 358-2000

SECRETARY-BOOKKEEPER-Information firm seeking experienced employee for Southfield location. Send resume to: Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

JR. STENOGRAPHER for consulting firm. Good knowledge of spelling and grammar, accurate typing 50 wpm shorthand 80 wpm. 5 day week, 8:15 to 4:30. Days 649-1663 or after 5 pm. 642-1425

CLERK-TYPIST, full time. Billing experience helpful. Pleasant atmosphere. Advancement opportunities. 547-0540

PAYROLL & Billing clerk, prefer experienced in payroll preparation, calculator and typing, call Mr. Pierce between 10-4 pm 559-4600

TYPIST - general contractor's office, Birmingham area, excellent typing ability required; and experience with dictaphone. 646-8444
An Equal Opportunity Employer

OFFICE Help-Retired area. Full time. Good typing & math skills. Call Mr. Levin, J & L Industries 352-8700

SOUTHFIELD OFFICE
Has an opening for Clerical Secretary with experience in Shorthand & Typing. Fringe benefits available. Must have own transportation. Call 358-5713

SECRETARY for major firm in Southfield. Send resume to Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

DATA ENTRY
We have the assignments ... you tell us when and where you want to work. Just one interview and you receive your assignment by phone. You may work a day, a week or longer period.
KELLY SERVICES
"The Kelly Girl People"
29449 6 Mile, Livonia
522-4029
2239 S. Telegraph, Bloomfield Hills
642-9450
23777 Greenfield, Southfield
(suite 122)
424-9100
27629 John R. Madison Hts.
398-2880
NOT AN AGENCY ...
THEREFORE NO FEE
Equal Opportunity Employer M/F

KEYPUNCH
Experienced only need apply. Excellent working conditions, good benefits. Farmington location. Call Mrs. Ward
352-9160
Equal Opportunity Employer M/F

Temporary Typists
Key Punch Clerks
Stenos
APPLY NOW FOR TEMPORARY WORK IN THE FALL. WE HAVE ASSIGNMENTS IN ALL NORTHERN SUBURBS. GOOD PAY ... NO FEE.
Suburban Office Services
FARMINGTON ROCHESTER
477-8642 651-1500

CLERICAL AIDE
Previous office experience including typing, bookkeeping, and public contact. Hours are available to work 4 to 5 hours per day, Monday thru Friday, $3 to $3.50 per hour. Call: Personnel Office for appointment.
City of Farmington Hills
474-5115
An Equal Opportunity Employer

DICTAPHONE TYPIST
Good typing and filing skills. Accuracy important. Must be able to use transcribing equipment. Salary $7,840 to start. Excellent fringe benefits. Call Personnel Office for interview. City of Farmington Hills 474-5115.
An Equal Opportunity Employer

FRM - TYPIST
55 WPM, excellent figure aptitude, will be trained in inside sales. Salary $750 range. Full benefits. No agency fees.

BEGINNER- STHD
50 Wpm typing. figure aptitude, will be trained for general office position. Salary $600-$650 range. Fully paid benefits. No agency fee.

ACCOUNTS PAYABLE
Cal. Experience, skills needed bookkeeping. ROYAL OAK Manufacturing Company. Salary $600-$700 range. Full benefits. No agency fee.

4 YR. ACCT DEGREE
Light experience, with CPA firm preferred. Big Troy Location. Salary $14,000-$15,000 range to start. Fully paid benefits. No agency fee.

FULL CHG-BKKPR-DPT.
Profit & loss statements & taxes $12,000 minimum. Paid benefits. No agency fees.

TYPIST-FRM
50 WPM Accurate typing, will see new grads. Salary $650. Fully paid benefits. No agency fees.

EXECS. C-REC CEN
Will work for vice-pres. prominent mfg. firm Troy area. 40 min. Shorthand 80 min. Will organize office - make dept. Self-starter. Salary $28,000 absolute minimum. Will go much higher. Fully paid benefits. No agency fee.

JR. DRAFTSPERSON
6 Months drafting room board, detail-layout exp. Salary $800 absolute min. Fully paid benefits inc. dental. No Agency fee.

ACCOUNTING PERSON
Heavy experience debits-credits. Excellent opening salary depending on experience. Big Troy Location. Fully Paid auto. benefits. No agency fee.

TYPIST-PAYROLL EXP.
45 wpm typing. Computer or business machine experience helpful. HI Single Disc Drive Computer. Starts $4.25. Salary $4.50. Fully paid benefits. No agency fee.

RECEPTIONIST-BHM
Prefer exp. Phone & Insurance field. Excellent typing. Will train on Computer. 9-5 hours. Salary $650 minimum range. Fully paid benefits. No Agency fee.

ACCTS.RECEIVABLE
NCR EXP.
Must have bookkeeping schooling. 50 wpm typing. ROYAL OAK Manufacturing firm. Salary $750 minimum range. Fully paid benefits. No agency fees

BEG. TYPIST-STH.
Good figure aptitude. 55 wpm. Will train at $650 range. Fully paid benefits. No agency fee.

TYPIST-SOUTHFIELD
Beginner acceptable. 45-50 wpm typing. Light bookkeeping of invoices, also computer. Salary $600 range. Fully paid benefits. No agency fee.

ACCTS.RECEIVABLE-BOOKP
2nd PARTY BILLING EXP.
Able to drive into a mess desk. Salary $14,500 minimum range. Full benefits. No Agency fee.

TYPIST - PAYROLL
PLEASANT RIDGE
50 wpm typing accurate. Answer phones. Salary range $3.50-$4.50. Paid holidays. Agency fee reimbursed after 90 days.

ACCOUNTS PAYABLE NOVI
Good background. Light typing, commensurate salary depending on experience. Paid benefits.

ACCOUNTS RECEIVABLE
CREDIT & COLLECTION
Good typing in 60's. Manufacturing experience. Salary range full auto benefits. No agency fee.

GENERAL ACCOUNTING CLERK
10 key calculator experience. Accurate typing. $700 range. Full benefits. Including dental. No agency fees.

TYPIST TROY
Good typing for export division. International mfg. firm. Excellent typing. Able to correspondence letters. $600 range. Full benefits including dental. No agency fee.

BETTY HAMIL PERSONNEL
424-8470

GENERAL - OFFICE, RECEPTIONIST, excellent typing skills, must enjoy meeting people, knowledge of figures, excellent fringe benefits. Salary commensurate with experience. Call Mrs. Demas between 8-5, Southfield 357-4400

7-Up Bottling
Office Clerk needed. Calculator experience necessary. Inquire at 7-Up Bottling, 12201 Beech Daly.

BOOKKEEPER FOR multi specially medical practice. Must be experienced. Interesting work. Computer assist. Mrs. Minton, 557-3509

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - needed for 4 months, while present secretary takes maternity leave. Excellent shorthand and typing required. Potentially fun & leading to full time position within company. Call Denise Hart at The Taubman Co. 569-5070

GENERAL OFFICE - Full charge Bookkeeper. Experienced only. General ledger, Trial balance, accounts receivable, payable, cost board payroll, typing invoices. 398-3051

SECRETARIAL WORK for contract department, must have references. Apply in person, Sister Wall Coverings, 31195 Schoolcraft between Middlebelt & Merriman.

GENERAL OFFICE - some typing. Need an experienced woman in taking orders, business phone personality required, 5 day week. Apply in person: Slater Wall Coverings, 31195 Schoolcraft between Middlebelt & Merriman.

LEGAL SECRETARY for Birmingham law firm, general practice. Salary commensurate with experience. 642-7800

BOOKKEEPER-SECRETARY - Seeking challenge in an exciting, individual good with numbers, to run office. Experience in construction bookkeeping preferred but not mandatory. Salary equal to ability. Call Gail Park 824-2844

RECEPTIONIST, STENO, TYPIST IN a nice small Royal Oak office - good fringes. Call 398-2233

TYPIST
Excellent entry level position in law firm. Must type 65 WPM. Good benefits. 962-2500

Temporary Typists
Key Punch Clerks
Stenos
APPLY NOW FOR TEMPORARY WORK IN THE FALL. WE HAVE ASSIGNMENTS IN ALL NORTHERN SUBURBS. GOOD PAY ... NO FEE.
Suburban Office Services
FARMINGTON ROCHESTER
477-8642 651-1500

STATE FARM INSURANCE
Secretary to type 50-60 WPM and Jr. Office Claims Representative with 2-4 years college experience. Positions available now at our Roseville, Madison Heights and Livonia offices. Please contact Mrs. Sheridan immediately 293-1140
An Equal Opportunity Employer

EXPERIENCED SECRETARY, good typing and shorthand, salary commensurate with experience. Livonia area. 425-9030

PART TIME SECRETARY - Experience in secretarial work. Shorthand preferred. Hours flexible. Life insurance office in Southfield. Call for appointment 352-8900
An Equal Opportunity Employer

GENERAL OFFICE
Full or part time. No office experience necessary for these job openings in national publishing company. Pleasant working conditions, modern office. Southfield Area. Call Pat 79516 Southfield Rd., Southfield Office Park, 12½ Mile & Southfield.

DEARBORN OFFICE. Teletype operator, general office. Experience preferred. Mr. McCoy 563-5060

GENERAL OFFICE
Mature individual to do all office paper work for a retail store. Bookkeeping, cash deposits, general office. Good pay, full benefit package. Experience necessary. Apply in person, ask for store manager.
SILVERS INC.
Tel-12 Mall, Southfield

SECRETARY NEEDED full time for office in W. Bloomfield. Accurate typing ability a must. Shorthand not required. Call for appointment 851-8783
Equal Opportunity Employer M-F

RECENT HIGH SCHOOL grad wanted 3 full days per week for typing, light bookkeeping. 353-1843

KEY PUNCH
National service corporation has several permanent openings on the day and afternoon shifts.
Will be moving from Southfield to Troy within the next few months.
Requires key punch working experience.
Call 569-5100 ext. 240 for an interview appointment.
Equal Opportunity Employer M/F

RECEPTIONIST/TYPIST
Be a part of a well established and fast growing firm located in Southfield. We are looking for someone with good typing skills and who enjoys meeting and talking to people. If this is you call 354-1600
An Equal Opportunity Employer

TROY law firm requires legal secretary with at least 2 years experience in personal injury, shorthand required. Excellent salary. Call 649-5020

LEGAL SECRETARY wanted, 2 years minimum experience. Call Diane for appointment. 398-7997

SECRETARY to Southfield firm, good typing, shorthand skills and experience required Call 352-2300

MALE OR Female. Food broker, seeks reliable person. Full time office work. Will do follow up on orders. General office duties. Some typing. Will train right person. Call for interview. Mr. Kelm or Mr. Field. 531-4484

BOOKKEEPER - FULL TIME, part time. We are looking for gal with a lot of experience in bookkeeping who can give us about 30 hours a week to maintain accounts receivable and credit checks without a lot of pressure. For interview call

CLERK-TYPIST, 1 girl office. Full time. Minimum wage to start. No Mile. Greenfield area. 557-3766

504 Help Wanted Office-Clerical

GENERAL OFFICE
Clerk wanted for telephone work (no sales) and some light typing. Full time & permanent with good benefits if qualified. National Account Systems, Suite 220, 26400 Lahser Rd., Southfield. Ask for Mr. Nichols.
An Equal Opportunity Employer

NCR OPERATOR
Experienced. Basic bookkeeping and typing essential. Busy Real Estate office. U. of D. area.
ARTHUR N. KING 342-8600

BOOKKEEPER
Full charge through trial balance, good working knowledge of purchase/cash disbursement journals necessary, some knowledge of EDP helpful. Livonia area. 476-2323
An Equal Opportunity Employer

ESTABLISHED COMPANY in Birmingham has an opening for clerical work. Must have good typing skills. 644-3318

LEGAL RECEPTIONIST needed for growing law firm. Must have phone experience. 961-7284

POSITION TO Be filled - Clerical - Livonia Area 525-8100

BOOKKEEPER TRAINEE - Experienced preferred but will train right person. Permanent position. Interesting and diversified work, pleasant working conditions. Office located near Livonia Mall. Starting salary $450 per month plus monthly incentive pay plan. Call for interview. 352-4882

BIRMINGHAM OFFICE needs excellent typist with dictaphone experience & shorthand skills. Call Mrs. Johnson: 644-8000

FULL CHARGE bookkeeper with experience on Burroughs mini-computer. Full time, Birmingham. Send Resume to P.O. Box 1009, Birmingham, Mi. 48011.

RECEPTIONIST
General Office
Immediate full time position. Varied secretarial duties and light bookkeeping for pleasant Southfield property management office. Experience preferred, but will consider training right individual.
Days: 352-9555
Eves: 649-6617; 353-3278

STATE FARM INSURANCE
Secretary to type 50-60 WPM and Jr. Office Claims Representative with 2-4 years college experience. Positions available now at our Roseville, Madison Heights and Livonia offices. Please contact Mrs. Sheridan immediately 293-1140
An Equal Opportunity Employer

EXPERIENCED SECRETARY, good typing and shorthand, salary commensurate with experience. Livonia area. 425-9030

PART TIME SECRETARY - Experience in secretarial work. Shorthand preferred. Hours flexible. Life insurance office in Southfield. Call for appointment 352-8900
An Equal Opportunity Employer

GENERAL OFFICE
Full or part time. No office experience necessary for these job openings in national publishing company. Pleasant working conditions, modern office. Southfield Area. Call Pat 79516 Southfield Rd., Southfield Office Park, 12½ Mile & Southfield.

BUSY OFFICE need HELP. A go-for person, must have own car, lots of errands, miles, office duties thru Friday-Kay Bonham. Tunnel Bar-B-Q, 29161 Northwestern Hwy., Southfield, Mich.

COOK
Salad Girl
Kitchen Help
Must be experienced. Eastman's Landing, 23200 Orchard Lake Rd., Farmington Hills.

COOKS
Full Time. No Experience Necessary. Advancement possible.
APPLY IN PERSON
ORIGINAL PANCAKE HOUSE
19355 W. 10 MILE Rd.
East of Evergreen

COOKS
Full time, 6 am to 2:30 pm and 11 am to 7:30 am shift. Air conditioned kitchen. Fringe benefits. Redford Villa Nursing Home, Southfield.
557-3533

COOKS
PANTRY GIRLS
We offer excellent working conditions. No agency needs apply. Call Certified apprenticeship program available to the new Baker. Apply Table Clearing, Dish-machine Operator. Day work, Monday through Friday, no Holidays. Apply: Quality Cafeteria, 3001 W. Big Beaver, corner Coolidge, enter Coolidge side of building.

WAITRESS
Openings available 11AM-3PM also 6PM-1AM. Royal Oak.
COOK - For full time days, boiler experience preferred but not necessary. Apply in person between 1-4PM, Monday thru Friday at Birmingham Bowl Restaurant, 33456 W. 7 Mile Lincoln.

BILLIARD PARLOR is looking for full time counter help. Some experience necessary. Apply from 11AM-7PM: 28410 Joy Rd., Livonia.

MATURE WOMAN to work in wholesale bakery. Apply in person at: 31236 S Mile, D & G Pary Time, 5 Mile and Merriman Shopping Center.

COCKTAIL WAITRESS
Woodland Lanes - Livonia
422-4515

WANTED full or part time counter persons, day or night shift, prefer 18 years and older. Apply in person Apply. 19000 Middlebelt
An Equal Opportunity Employer

WANTED, full or part time waitresses and bartenders. Southland's, 7 Mile near Middlebelt. 477-3060

KITCHEN HELPER
Full time, air conditioned, fringe benefits. Redford Villa Nursing Home, Southfield. 557-3533

504 Help Wanted Food & Beverage

CAFETERIA
Openings in all phases of restaurant work. Food Prep, Counter Serving, Table Clearing, Dish-machine Operator. Day work, Monday through Friday, no Holidays. Apply: Quality Cafeteria, 3001 W. Big Beaver, corner Coolidge, enter Coolidge side of building.

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504 Help Wanted Food & Beverage

MOUNTAIN JACKS
Steak Seafood Spirits
Mountain Jacks Restaurant is now hiring restaurant personnel. Full or Part-time: Lunch or Dinner. We will train.
DINNER COOKS
BUSBOYS/BUSGIRLS
PREPS
Apply in person between 8:00 a.m. and 5:00 p.m. Monday thru Saturday at
Mountain Jacks
See: David Stevens
MOUNTAIN JACKS is located at
24275 Sinacola Court
Farmington Hills
(Across from the Holiday Inn of Farmington Hills at Grand River and 10 Mile)
Equal Opportunity Employer M-F

505 Help Wanted Food & Beverage

WAITERS
WAITRESSES
DISHWASHERS
BUS PERSONS
CARRY OUT COUNTER ATTENDANTS
Immediate opening, neat appearance, above average remuneration. Apply in person 2PM-4PM, Tuesday thru Friday. Ray Benham, Tunnel Bar-B-Q, 29161 Northwestern Hwy., Southfield, Michigan.

WAITERS - WAITRESSES - BUS BOYS - HOSTESSES - COOKS - DISHWASHERS. Experienced only. P. J. Clarke's, 210 S. Woodward, Birmingham.

WAITRESS. APPLY in person. Oak Barrel Super Club. 24502 W. 7 Mile, near Telegraph.

WAITRESS, days or nights, experience only. The Perfect Blend. 353-4070

WAITRESSES
HOSTESSES
Full time and part time positions available. No experience necessary. Apply in person.
Original Pancake House
19355 W. 10 Mile
Between Southfield & Evergreen

WAITRESSES
Wanted, must be 18. Apply at Dino's Pizza Parlor, 31325 Joy Rd., Westland. 261-3770

WAITRESSES
Experienced, day shift, no Sundays or holidays. Apply in person between 9AM-11AM. Original Square Restaurant, 23754 West 11 Mile, Harvard Plaza Mall, Southfield. Corner of 11 Mile-Lahser.

WAITRESSES
EXPERIENCE
Day or Evening Shifts
Exceptionally Good Tips
Paid Holidays, Hospitalization, Vacations.
STAFFORDS RESTAURANT
6303 Orchard Lake Rd.
W. Bloomfield
(Orchard Lake & Maple Rd., - in Orchard Mall)
851-8952

WAITRESSES