504 Help Wanted Office-Clerical

TYPIST
General Office typist working in sales department. Prefer min. 1 year office experience. Non Michigan location. For interview appointment call Mr. Vara after 3:30 pm. 476-8100

SECRETARY: Multi Lingual. Good shorthand & typing. Previous import/export knowledge helpful. Fee Paid. Call 644-2452. Professional Placement Partners, Ltd.

BOOKKEEPER - experience required in all phases of bookkeeping procedures, thru trial balance. Birmingham area. 644-6500

NEED WORK??

TYPISTS
SECRETARIES
RECEPTIONISTS
KEYPUNCHERS

Work when and where you want on various temporary assignments. Call our office nearest you for appointment.

LIVONIA 522-4210
SOUTHFIELD 353-6060
TROY 524-1750
DEARBORN 565-2770
WYANDOTTE 284-2212

TEMPORARY STAFF

VARIETY JOB
Great spot for beginner who can type 50 accurately and enjoys variety. Call today for an appointment. 1600. Full benefits and company pays the fee.
PERMANENT STAFF 522-4210

SALES SEC'y
District manager of prominent suburban company seeks competent secretary with good skills to handle variety position. If you a career person desiring challenge call now for details 1 year experience needed. Excellent benefits. Fee paid.
PERMANENT STAFF 522-4210

EXECUTIVE SECRETARY
Busy president of advertising agency needs sharp person who can type 70-80 words, taste shorthand at 100, make plane reservations & deal with customers on phone. Good salary. Fee paid.

PLACEMENT PLUS
PERSONNEL 358-3250

TYPISTS
Positions available on days for full time typists, our benefits include life insurance, medical insurance, credit union services plus 3 weeks paid vacations, call N.A.S. Creditor Service, Inc 532-8300
An Equal Opportunity Employer

FILE CLERK
For large office in Southfield, minimum experience acceptable, no typing, permanent, good benefits. N.A.S. Creditor Service, Inc., 532-8300
An Equal Opportunity Employer

SECRETARY
Position available for neat appearing individual with knowledge of general office procedures, good typing skills, and bookkeeping background. Detroit office to relocate in Southfield after Jan. 1. Applications now being taken for qualified individuals at:
CLAWSON CONCRETE CO.
15231 W. McNichols Rd.
DETROIT
An Equal Opportunity Employer

FULL TIME - experienced keypunch operator, downtown Detroit location, excellent fringe benefit package, salary open. Call Mrs Williams for an appointment 961-3344

MANUFACTURER'S Rep in Southfield needs office Secretary. Experience helpful but not necessary. Position involves typing, phone work, adding machine, & filing. Excellent benefits Pleasant Surroundings. 358-5200

SECRETARY
FULL TIME
For large Livonia real estate office. Hours 9 to 5 Pm. Monday thru Friday. Typing and phone work. Call: Century 21 Hartford South.
261-4200

ACCT'S RECEIVABLE CLERK
Position open for individual experienced with the accounts receivable. Detroit office to relocate in Southfield after Jan. 1. Interested persons should apply at:
CLAWSON CONCRETE CO.
15231 W. McNichols Rd. Detroit
An Equal Opportunity Employer

LOOKING
For an exciting job working with single people? International dating service needs a receptionist to meet our phones and greet customers. Light typing and phone voice a must For interview call Mrs. Green 557-7000

GENERAL OFFICE - secretary needed for full time position in Farmington Hills. Duties include answering telephone, typing, filing. Immediate opening. Pleasant working conditions with benefits 476-8020
An Equal Opportunity Employer

TYPIST, EXPERIENCED. Accurate with figures. Full time, good wages & benefits. Air conditioned office, Bedford area. Call 538-9200

MAG CARD/Letter form need mail clerk part time. Prefer mag. card II experience. Must type 55 WPM. Excellent position. Call between 9-11AM 962-2043

BOOKKEEPER'S ASSISTANT
Southfield Management firm. Must type, 2 years experience. Accounts Receivable & Accounts Payable. Send resume to: Box 230, Southfield, Michigan, 48037. Attention: Mrs. Jakubiak

SEEKING MATURE PERSON wishing to return to job field. Regular typing, collectors part time. AM or PM Southfield area. Call 553-7060

INVOICING CLERK
Must be able to type 60 wpm with general invoicing experience. Short commuting time from the East or West suburbs, with good working conditions. Salary commensurate with experience. Call for appointment between 9 AM - 12 noon Mon. thru Fri. 831-1155

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 569-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

DATA ENTRY OPERATORS
National service corporation has several openings for experienced DATA ENTRY OPERATORS for both day and afternoon shifts. We will be moving to Troy 9-25-78.
We offer good pay and fringe benefits.
If interested please call 569-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL TYPIST
Southfield CPA office. Good salary, benefits. Office experience desirable but not necessary. Parker, Witus & Co., 315 Travelers Tower, Call Miss Nolan. 354-4890

ORDER DEPARTMENT
Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM, excellent benefits, Southfield area. For appointment call, 353-3209

504 Help Wanted Office-Clerical

AMERICAN HOME SERVICES
Receptionist - Secretary wanted for Real Estate firm in the American Center Bldg. Must be personable with modest typing ability. Call for appointment.
353-6800

PROMOTION INCENTIVE
DEPARTMENT of a rapidly growing company has immediate opening for mature, responsible person. Good math aptitude necessary. Fast advancement possible with excellent benefits. Southfield area. For appointment call,
353-3209

GENERAL OFFICE. Expansion has created several openings for clerical office personnel. Excellent benefits with rapid advancement opportunities. Typing required. Shorthand a plus. Southfield area. Call for appointment. 353-3209

CLERICAL AUDITING. Good math aptitude, accurate typing. Excellent benefits and advancement opportunities. Southfield area. Call for appointment at:
353-3209

RECEPTIONIST/SECRETARY
Reputable Southfield Firm needs person to answer busy phones. Type some shorthand. Fringe benefits.
354-0300

GENERAL OFFICE, Southfield Building Co. seeks experienced person. $3.50 per hour. Full time. 353-4150

SECRETARY - Challenging position for a sharp girl with fast, accurate typing and shorthand. Excellent fringe benefits and working conditions. Southfield area. Call
353-3209

BOOKKEEPER
Experienced with strong background for Southfield Si-Citizen Apartment. Competitive salary and benefits offered. 355-2810

STEEL Company needs sharp girl with business experience for general office. Sales oriented to handle customers and shipments. Full time, salary open. 646-6080

RECEPTIONIST/TYPIST, front desk position for Bloomfield Hills Ad Agency. Appearance & personality important. Must have good typing skills and recent office experience. 858-3075

RESPONSIBLE PERSON, must have pleasant phone voice, excellent typing, to handle all office general duties, light bookkeeping helpful. Full time.
353-5550

TYPIST - good skills, experience necessary, for attractive position with growing Southfield firm. Good fringe benefits.
353-5600

SECRETARY-RECEPTIONIST
For Southfield Real Estate management office. Applicant must be able to meet the public, do light typing and have some bookkeeping knowledge. Hours: 9:30am-5:30pm. Monday thru Friday. Pleasant working conditions. 356-8020

SECRETARY TO THE DEAN
2-3 years general office experience including secretarial experience is required. Superior typing, shorthand and editorial skill is required. Patience and ability to deal with the public is essential.

RECORDS CLERK
1 year general office experience including secretarial experience and superior typing is required. Patience and tact in dealing with the public and ability to work under pressure is essential. Apply:
OAKLAND UNIVERSITY
Employment Office
101 Nc Foundation Hall
Rochester, Mich
377-2180
An Affirmative Action Employer

EXPERIENCED LEGAL SECY
For corporate law office. Pleasant working conditions. Starting salary, $650-$700. Call Stuwart Sinay 644-8550

BIRMINGHAM Law Firm seeks person for legal typing for evening work. Evening hours flex/flex. Please call. 644-7474

SECRETARY, DOWNTOWN Detroit. Typing, filing, general office work. 256-2313

IMMEDIATE OPENING for person with basic bookkeeping background. Will train. 559-0055

LEGAL SECRETARIES
DOWNTOWN Candidate with corporate tax background will be of interest to this busy client. Mag II environment. Good benefits. No fee. Salary to $11,000.

SOUTHFIELD. 2 or more years experience in Negligence Liability trial practice and defense work. Dictaphone involved. Nice suburban location. No Fee. Salary to $12,000

NORTHVILLE. This general practice needs a candidate with solid typing & dictaphone skills. Varied work assignments. No Fee. Salary to $12,000.

MT. CLEMENS Type 65 w.p.m. shorthand 80 w.p.m. 1 year experience will qualify if you are poised & poish. No Fee. Salary to $10,500.

SOUTHFIELD. The legal department of this corporate giant needs 2 professional secretaries. Shorthand experience a 'plus'. Beautiful modern headquarters. Full benefits. No Fee. Salary to $10,800.

PERSONNEL AT LAW
2000 TOWN CENTER
SUITE 2090
SOUTHFIELD, MICH. 48075
Southfield 358-0600
Troy 643-7060
Dearborn 336-3777

TROY LAW FIRM requires Legal Secretary with 3 years experience in Personal Injury. Shorthand required. Excellent salary. Call 643-9818

TYPIST - part time and full time, script typing experience necessary. If interested, please call Wilding Division, Bell & Howell Division, 18,000 W. 8 Mile Rd., Southfield 569-2900
An Equal Opportunity Employer

FULL and Part-time Receptionist. Doctor's office. 422-7800

SOUTHFIELD area heating and cooling contractors are seeking an experienced Accounts Receivable clerk. Salary open. Contact Mr. Greggers at 534-0416

LEGAL SECRETARY,
Dictaphone, proficient typist, experience preferred. Town Center, Southfield
358-2810

POSITION for bright beginner. Typing required. Will train. Royal Oak area Call 399-0300, Ext. 230

EXPERIENCED Legal secretary, good shorthand and typing. Southfield area. Excellent benefits. 557-0300

RECEPTIONIST-SECRETARY
Your good diversified skills required to fill opening in congenial and pleasant office, located Telegraph-12½ Mile. Full fringe benefits. Equal opportunity employer M/F. For appointment call 644-9200

RECEPTIONIST FOR Medical Clinic. No experience necessary. Full time, evenings and Saturday. Ask for Eleanor. 557-0535

A POSITION open to work 2 or 3 days and a half day on Saturdays for general office. Apply in person only after 10AM. 3in of Sunday Restaurant, 23905 Michigan Ave. Dearborn
An Equal Opportunity Employer

SECRETARY/Receptionist. CPA firm seeking an experienced secretary or someone with heavy secretarial training, accuracy in typing important. 477-5505

INSIDE ORDER desk trainee for Farmington area manufacturer and distributor. Candidate must be accurate speller, print legibly, type & possess a knowledge of office procedures. Call Volk Corp. Richard Bodalski 477-8706

504 Help Wanted Office-Clerical

INSURANCE SECRETARY
Needed for busy Southfield office. Good secretarial skills and maturity will qualify you to an excellent future with a benefit package second to none. Contact Jackie Moody. Equitable Life Insurance, 4250 W. Big Beaver Road, Troy 643-9400
Equal Opportunity Employer M F

EXECUTIVE SECRETARY
receptionist, typing and shorthand required. Birmingham area 644-6500

ACCOUNTING CLERK
2 years accounting experience. Typing helpful but not necessary. Salary commensurate with experience.
Stone Container Corp.
6400 Jlarper
Detroit
925-1800

SECRETARY FOR President of retail company. Type 70 wpm with shorthand preferred. Some statistical typing. Ability to deal with the public, answer store phones and meet deadlines. Pleasant working conditions with benefits. Apply Don Thomas Sport Haus 6600 Telegraph Birmingham.

TROY LAW FIRM
Needs fast accurate typist. No legal experience required. Tuesday per week. Please call 528-2700

SECRETARY Established Non firm. Good typing & clerical skills. Excellent Phone manner. Salary open 319-1050

HOME TYPIST Experienced production, own typewriter, Speed & accuracy, pick up & delivery. 559-7054

RECEPTIONIST chiropractor's office, mature adult, women, hours 9-3 Mon. thru Fri. non-smoker, Plymouth area. 459-0200

CLERK-TYPIST. 45WPM or better, full and part time available. Lots of phone contact and varied duties in ad department of weekly publication Livonia area. Must have own transportation. Call 261-8300

ACCOUNTS Receivable, accounts payable clerk wanted. Some experience and typing required, good salary and fringe benefits. Equal Opportunity Employer in Wayne, apply in person, 4401 Fletcher Street or Call: 729-5100 Ext 31

CLERK TYPIST: Full time, 5am-5:30 pm, Monday thru Friday. Farmington Hills. Call Joanne 851-2900 ext 209

LEGAL SECRETARY
Birmingham law office. Private secretary to 1 lawyer. Experience desirable but not essential. Attitude and good phone manners - a must. Salary commensurate with experience and skills. Mr. Reid. 642-5555

LIFE INSURANCE agency has openings for young mature women in Policy service department. Experience in HM computer and supplies helpful. Apply in Farmington Hills area. Call Mrs. Gunn. 855-1010

SECRETARY For I woman Livonia office. Knowledge of all aspects of office procedures necessary. Call Linda 273-1900

WANTED part time, or full time typist. 557-2560

EXPERIENCED bookkeeping machine operator. Southfield management Company. 424-8335

Typist clerk for Lincoln Mercury dealership, adjustment claims experience. Excellent working conditions. Five day week, many benefits. For appointment call Jim O'Brien 274-8800

AUTOMOBILE dealership cashier, experience perferred Excellent working conditions, five day week and many benefits. For appointment call Jim O'Brien 274-8800

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

COLLECTORS
Michigan Bankard
Michigan's largest bank credit card firm has several openings for aggressive individuals in our collections department. We offer good starting salary and benefits package. If interested call for interview:
MICHIGAN BANKARD
29609 Southfield Rd.
Southfield
Equal Opportunity Employer M F

PART TIME OFFICE GIRL
Approximately 20 hours weekly. Need good typing and statistical skills. Apply Lifetime Doors, 30700 Northwestern, Farmington Hills

FULL TIME office help wanted for Troy office, general office experience necessary. Good typing essential. Some knowledge of bookkeeping required. Send resume to BOX 30 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE. (One Girl). Farmington builder. Duties include bookkeeping, typing, phone, etc. Experience necessary. Excellent salary and benefits. Pleasant working conditions. Please send resume to Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST Experienced, General office, full time. Oak Park area. 398-7406

GENERAL OFFICE: Southfield based Mortgage Corporation looking for person with good math aptitude, no experience, typing essential. Call Gail 559-0300

RECEPTIONIST - efficient, phone, pegboard, appointments, filing. 15 Mile east of Woodward area
355-0726

SECRETARY - full or part time. Rochester Branch YMCA. Call 651-1050 or 852-9322

PART TIME clerical help, needed for 3 days week, Mon thru Wed. 9-2 pm. Must type, 50 WPM, have phone and filing experience. Contact Cameo 647-7100

PART TIME SECRETARY - flexible hours, good typing skills. Call Mr. Stern or Mr. Mankoff. 557-5050

BUSY REAL ESTATE Office in Farmington Hills needs secretary, preferably with real estate experience. Good fringe benefits. Salary commensurate with experience. Apply at Thompson Brown, 32833 12 Mile Rd.

FORTUNE 100 Company seeks Mail Clerk/Typist. Contact Mr. Roger Boskey. 275-5500

GENERAL OFFICE Help for Bookkeeping Firm. No experience necessary, will train. 534-9300

BOOKKEEPER wanted part time for small die shop. Nice office located in Livonia. Approx. 20 hours week. 525-0580

SECRETARY - growing corporation requires individual for a challenging position as secretary for automotive and consumer products division. Candidate must have excellent typing skills, and be capable of effectively handling diversified work assignments in a professional and pleasant manner. Call Jean for an interview appt.
553-5600

ACCOUNTS PAYABLE Position, full time, 40 hours. Contact William Butler 331-2340

MORTGAGE COMPANY, Southfield area. Mortgage foreclosure department has default reporting position open. Must type 50WPM with figure aptitude, experience preferred. Call Mrs. Pasteur, 355-9200

GENERAL OFFICE - good typing a must, filing and clerical duties, no experience necessary. Southfield area. Contact: Wolfstoke Company, Mr. Gremda. 358-0680

STATISTICAL Typist- General office. Part time for 4 North Suburban CPA firm. Mature Lady preferred. Please call Miss Reese for appointment after 10AM. 559-4727

504 Help Wanted Office-Clerical

SECRETARY
Architectural engineering firm has opening for experienced secretary with typing and shorthand skills. Excellent position with full fringe benefits. Southfield area
WOLF WINEMAN & ASSOC
17350 W 12 MILE
559-6780

PART TIME - general secretarial, room for advancement, auto leasing, inquire 1-5 pm at 855-2000

RECEPTIONIST - light typing, Southfield area. Call Carole 352-4747

CLERK - ANSWER PHONE -type letters, letters assist accounts payable. Southfield 353-8100

WANTED: OFFICE girl for busy rental office of large Birmingham Apartment Complex. Must be pleasant and hard worker. Phone between 8AM & 5 PM. Monday thru Friday. 641-3300

CUSTOMER SERVICE Representative. 9 Mile-Telegraph area, business forms experience helpful, accurate typing required, ask for Ron Hulfstuter 353-5310

SECRETARY - interesting work. Dutchester Birmingham area, Ft Ingham area Balloon Center 852-0066

Temporary Typists Key Punch Clerks Stenos

APPLY NOW FOR TEMPORARY WORK IN THE FALL. WE HAVE ASSIGNMENTS IN ALL NORTH-WEST SUBURBS GOOD PAY . NO FEE

SUBURBAN OFFICE SERVICES
FARMINGTON - ROCHESTER
477-5642 651-1500

FRONT DESK, typing, figure aptitude and good phone manners - a must. Fringe benefits. Apply: Gel Inc., 12210 Levan Rd.

ANIMAL HOSPITAL
Receptionist, full time, mature, light office experience or light bookkeeping helpful. Apply in Person, Mon. thru Fri., 2-8 PM, Sat. 9 AM-12 Noon 17830 W. 12 Mile Rd., Southfield

WANTED immediately - general office work. 9 - 5 PM Call Sister Theresa - Our Lady of Providence 453-1300

SECRETARIAL GENERAL office Typing required Livonia area. $700 a month. Call 591-2020 Vassar. Suite 341, Livonia. 8AM-5PM

CLERK TYPIST
SOUTHFIELD OFC.
569-1494

INSURANCE Secretary - experienced, needed to run casualty property agency, immediate permanent position, available to responsible woman with background in insurance agency procedures. References required 12 Mile-Southfield Rd area. 557-2913

BOOKKEEPER - Capable of preparing financial statements payroll tax returns etc. For promising opportunity in CPA Office. Please write to Guest Wright & Co. 29201 Telegraph Rd., Southfield. 18036 or phone 353-2272

GIRL FRIDAY to train for insurance position. Good steady job for right Gal. Apply at Automobile Leasing, 1820 Maplelawn Blvd., Troy In Troy Motor Mall. Call for appointment 643-0300

RECEPTIONIST WANTED Good typing needed. Neat appearance, good with people etc. Will do telephone. Apply at Automobile Leasing, 1820 Maplelawn Blvd., Troy In Troy Motor Mall. Call for appointment 643-0300

RECEPTIONIST- TYPIST Grand River-Halsted Mar-Fri 8AM-5PM Contact Betty Reed 476-8400

Personal Secretary
358-3520

COST ACCOUNTANT with some general accounting experience, liberal fringe benefits, salary commensurate with experience. Call Mr. Glebe for appointment 319-5300

LEGAL SECRETARY experienced 3 days For Southfield (Town Center). Shorthand required 557-3920

SECRETARIAL must be mature, two person office, type 65 words per minute, shorthand 80 words per minute, self directed, good at follow up work and details. 557-0300

GENERAL office help, mature individual, dictaphone typist, 60 words per minute, receptionist duties, all phases of small general office. Farmington area. 646-0992

INVENTORY GIRL for retail chain located in Southfield. Experience helpful but not necessary. Fully paid Blue Cross and profit sharing. Please call 358-1151

GENERAL OFFICE WORK
Typing, filing, phone experience necessary. Apply 9 AM-5 PM.
NOVI AMERICAN
40200 Grand River
Novi, ½ mile W. of Haggerty

GENERAL OFFICE

Birmingham branch of nationwide insurance company may have the position you're seeking. Various amounts of typing required.
CLERICAL ASSISTANT
TYPIST
RECEPTIONIST
FILE CLERK
Excellent employee benefits. Call Vicki Sota for appointment 645-2010

LIBERTY MUTUAL INSURANCE CO
Telegraph at 12½ Mile
An Equal Opportunity Employer

BOOKKEEPER, to work into Full Charge position. Farmington location. Call for appointment 474-7744

SECRETARY- Need accurate typist, 50WPM, figure aptitude, and dictaphone. 2 years experience preferred. Good benefits & wages. Apply 30600 Van Born, Wayne. An Equal Opportunity Employer

CLERK TYPIST,
Mortgage Company in Prime Southfield location, is seeking individuals for Clerical positions. No experience necessary. 45WPM typing skills. For interview call Miss Landygo.
355-0500
An Equal Opportunity Employer

ACCOUNTANT/BOOKKEEPER. Experienced through Trial Balance. Part time. Excellent opportunity, may lead to full time. 354-6044

504 Help Wanted Office-Clerical

SECRETARY - RECEPTIONIST
For Pickfast Bloomfield Hills Office, must be good typist. Knowledge of Bookkeeping & Shorthand helpful. Ask for Mr. Or. St Charles Kitchens, 2713 N. Woodward 334-4771

ACTIVE, exciting office in Farmington Hills requires mature sharp girl with figures, typing and general office skills. Excellent salary with hospital insurance, life insurance, profit sharing and pension plan. 656-1212

LEGAL SECY, Southfield
Experienced legal secretary for partner expanding Southfield office. Practice is mainly corporate tax and estate planning. Excellent typing, shorthand and dictaphone skills. Excellent working conditions and benefits. 354-2200, ext 21

WORD PROCESSING
Person needed to work in Word Processing Department. Knowledge of dictation equipment a definite plus. Typing minimum 65 WPM, excellent benefit package. Southfield area. For appointment call
559-7500

ADMINISTRATIVE COORDINATOR for Employee Benefit Consultant in pleasant office in Troy. Secretarial skills necessary. Some experience with employee benefits preferred but not necessary. Hours 9 AM to 4:30 PM, Monday thru Friday. Salary open. Call for interview 649-1133

RECEPTIONIST-TYPIST for pleasant Troy office. Hours 9 AM to 4:30 PM Monday thru Friday. Experience preferred but not necessary. Salary open. Call for interview 649-1133

INSURANCE CLERICAL
Agency experience required. Apply in person. Professional Insurance Associates, 3028 South Wayne Rd., Wayne, Mich

FULL time customer service representative for active company. We are looking for someone with career minded and can work independently. Excellent working conditions. Call Mrs. Crandall for appointment 644-8010

OFFICE CLERICAL
Full time clerical positions available. Basic clerical skills required. Excellent benefits. Southfield location. Call 559-2220 Ext. 224.

LEGAL SECRETARY-Livonia
Experience and good skills required General practice 261-2100

CLERICAL - permanent, must type, good in basic arithmetic. Hours 8-4AM-5PM. Call before 4PM, Hemco Office Equipment, Southfield 358-2900

SECRETARY
Transcribing from Dictating equipment. Also involves typing insurance Certificates and invoices. Southfield location. Fringe benefits. 352-7350

SECRETARIES
TYPISTS
KEY PUNCHERS
Accounting Clerks

We need your skills! We have immediate openings for various temporary assignments to suit your area. Work as little or often as you like. Make earning good money. If interested apply at:

KELLY SERVICES
29419 6 Mile, Livonia
522-4220
2229 S. Telegraph, Bloomfield Hills
642-9650
23777 Greenfield, Southfield
Inside 12½
424-9100
27629 John R, Madison Hts.
398-2600
Not an agency - therefore no fee
Equal Opportunity Employer M/F

FILE CLERK needed for Farmington Hills law firm, typing preferred, excellent benefits, call Linda Wodzicz 851-9500

IMMEDIATE OPENING
CLERICAL
Experience helpful but not necessary, will train. Excellent benefits Call: BOB for interview 557-4700.

HAMILTON/AVNET ELECTRONICS
An Equal Opportunity Employer

GENERAL OFFICE - typing, filing, chance for advancement. Paid vacation, sick time and insurance Call Southfield office Miss Fryer 557-2100

POLICY TYPIST
Full & Part Time
TRANSAMERICAL INSURANCE GROUP - If you can type 40 to 65 WPM with accuracy please contact Cynthia Cast 355-3500 for an application. Good company benefits and working conditions
An Equal Opportunity Employer

EXECUTIVE
LEGAL
SECRETARY
Middle-size law firm in Troy needs experienced secretary with good shorthand & typing skills, corporate & real estate helpful. Insurance benefits, pleasant working conditions. Salary commensurate with experience. Call Marlene
649-3200

505 Help Wanted Food & Beverage

WENDY WANTS WORKERS
Full and part time openings for CREW WORKERS.
- No experience necessary
- Good hourly rates

The fun people and cheerful atmosphere combine to make Wendy's a "Wendyfull" place to work. Visit our store(s) listed below . . . ask for the Manager.

CALL 476-9148
ANN ARBOR RD. AT MAIN IN PLYMOUTH (New Store)
TELEGRAPH & GODDARD, TAYLOR
TELEGRAPH & JOY, DEARBORN HEIGHTS
FORD RD., GARDEN CITY
10 MILE & GRAND RIVER, FARMINGTON HILLS
Wendy's OLD FASHIONED HAMBURGERS

504 Help Wanted Office-Clerical

INSURANCE
Experienced girl to handle personal lines. General Agency. Farmington Hills 855-1166

INSURANCE
Large health insurance company is expanding and moving from downtown Detroit to Southfield. We are seeking individuals for the following positions: General Clerical, no typing; Clerical, light typing, Typist, 50-60 w.p.m. Excellent benefits, salary commensurate with experience. For appointment, contact Mr. Kimbro in our downtown office
963-8100, ext 291

SECRETARY needed in 3 man sales office in Lathrup Village. We require someone who is a good typist as well as good at detail work. A pleasant phone personality is essential as is the ability to function on a one girl office. Salary is open, based on your abilities. Call for appointment 424-6658

INSURANCE
WE'RE ON THE MOVE!
Large health insurance company is expanding & is moving from downtown Detroit to Southfield. We are seeking a person experienced in payment & maintenance of medical insurance claims. Excellent benefits, salary commensurate with experience. For appointment, contact Mr. Kimbro in our downtown office 963-8100, ext 291

INSURANCE
Agency in Southfield has opening for experienced person in personal lines department. Call Mrs. Wick 557-3900

BOOKKEEPER Payroll experience. Salary and fringe benefits. Nort area 319-7440

CLERICAL
General Office

Property Management Firm seeks sharp, fast worker for general office & clerical duties. Excellent working conditions in a fast office. 9 Mile Rd - Southfield location
557-2500

GENERAL OFFICE - Part time - typing necessary. Hours 5 PM to 9 PM Monday thru Thursday, Saturday 9 AM to 5 PM, Sunday 11 AM to 5 PM. West Bloomfield area Call 851-7711

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

LEGAL secretary, experience mandatory. Southfield office. Mr. Keene. 214-8130

Fee Life Insurance Agency. Life Insurance Experience desirable but not necessary. Excellent opportunity for person with good shorthand & typing skills. Benefits include Pension, Life Insurance & Major Medical Southfield 353-1260

WITT SERVICES
Accounts Payable
Must have 3 years experience in checking invoices for payment, will do processing of high volume of accounts Payable. Note area Call Miss Harper weekdays between 10 AM and 1 PM
349-5000

GENERAL OFFICE girl for 3 girl office. Light typing. Part-time, full field area. Typing, filing, mail. Good benefits, call 557-7355

STATISTICAL TYPIST and some general office for Livonia office. Permanent position. Send resume to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Typist Receptionist
Over 40 for business office of apartment complex. Must be reliable and have own transportation. 35 hrs a week to start. Paid vacation, sick days and Insurance. Prefer Farmington area resident.
474-7511

TYPIST, mature Adding machine skills helpful. Full time part time. Call 538-8810

SECRETARY
For real estate office in Southfield. Shorthand preferred but not necessary. 557-0720

FIELD
SALES
SECRETARY
Texas Instruments is looking for a Field Sales Secretary who is familiar or with general office procedures, copying machines, dexing, telexes and calculators. Duties will be typing, filing, telephone use and preparation of general correspondence. Applicants must be able to type 60 wpm and have at least three years of related experience.
For interview, please call Rita at 353-0850
Texas Instruments Incorporated
Equal Opportunity Employer M F

SECRETARY
Capable, experienced secretary for Troy Law Firm. Shorthand, typing & dictaphone. Insurance benefits, paid vacations. Legal experience desirable but not necessary. Pleasant working conditions.
649-3200

INSURANCE SECRETARY
Experienced commercial lines underwriting for wages, benefits, salary commensurate with experience. Southfield
569-5600

504 Help Wanted Office-Clerical

WELCOME BACK!

TYPISTS
STENOS
KEYPUNCH
GENERAL
OFFICE

Summer's over but there is a bright side. If you are planning to return to work this fall now is the time to register. MANPOWER is ready with a variety of assignments in all of the above classifications and more. Don't wait! Register now at one of the following locations. Mon thru Fri 9-3

MANPOWER
TEMPORARY SERVICES
26675 Woodward, Suite 305
Huntington Woods
543-1080

24755 S. Mile, Redford
538-3130

29556 Ryan Rd. Warren
573-6440
An Equal Opportunity Employer

EARN EXTRA CASH
TEMPORARY
ASSIGNMENTS

Join forces with our temporary personnel. Work as little as a week or longer. We offer interesting work, pleasant surroundings and a choice of location.

REGISTER NOW
Our Clients Need
SECRETARIES
STENOGRAPHERS
TYPISTS
SWICHBOARD
CLERKS
KEY PUNCH

Call the office nearest you Monday thru Friday 9 Am to 2 Pm
DEARBORN 565-9060
DETROIT 963-0456
CLARKSON 581-6387
(Days, Wed. Thurs.)
LIVONIA 525-0330
(10 Am - 3 Pm)
FARMINGTON 478-8088
(10 Am - 3 Pm)
WYANDOTTE 291-9666
OAK PARK 967-0550

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

WANTED full time file clerk, typing for Southfield insurance agency. Contact Cindy at 353-5800

LEGAL SECRETARY WANTED
Experienced in real estate, legal secretary to Bloomfield Hills attorneys with a corporate and estate entertainment law. Inexperienced applicants need not apply. Salary commensurate with ability. Call 9-5 647-6065

STATISTICAL TYPIST and some general office for Livonia office. Permanent position. Send resume to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Typist
Receptionist
Over 40 for business office of apartment complex. Must be reliable and have own transportation. 35 hrs a week to start. Paid vacation, sick days and Insurance. Prefer Farmington area resident.
474-7511

TYPIST, mature Adding machine skills helpful. Full time part time. Call 538-8810

SECRETARY
For real estate office in Southfield. Shorthand preferred but not necessary. 557-0720

FIELD
SALES
SECRETARY
Texas Instruments is looking for a Field Sales Secretary who is familiar or with general office procedures, copying machines, dexing, telexes and calculators. Duties will be typing, filing, telephone use and preparation of general correspondence. Applicants must be able to type 60 wpm and have at least three years of related experience.
For interview, please call Rita at 353-0850
Texas Instruments Incorporated
Equal Opportunity Employer M F

SECRETARY
Capable, experienced secretary for Troy Law Firm. Shorthand, typing & dictaphone. Insurance benefits, paid vacations. Legal experience desirable but not necessary. Pleasant working conditions.
649-3200

INSURANCE SECRETARY
Experienced commercial lines underwriting for wages, benefits, salary commensurate with experience. Southfield
569-5600

504 Help Wanted Office-Clerical

CLERICAL
International corporation presently located in Southfield but moving soon to Troy has permanent opening Requires good clerical skills and typing. Previous experience in either payroll billing.
If interested call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M F

CLERICAL
Good typist to work in insurance dept of national corporation. Knowledge of, or interest in learning computer systems and risk management. Will be moving from Southfield to Troy within the next few months.
If interested, call 569-5700 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 moving from Southfield to Troy within the next few months.
Requires good math aptitude and typing ability. Benefits are excellent.
If interested call 569-5700 ext 296 for an interview appointment
Equal Opportunity Employer M F

TEMPORARY NO FEE
SECRETARIES
STENOS
DICTA TYPISTS
SR. TYPISTS

Get the best assignments in town at the highest rate of pay. We respect your needs and interests and will put you to work when and where you prefer. I says phone call will give you all the information you want

478-8350
OFFICE
PERSONNEL POOL
Near Southfield

TYPISTS to train. Kensington's. Must type 55 WPM minimum 2 years typing on school required. Light work experience. Must interest Data Entry operators with minimum 1 year work experience. Average sex makes of 10,000 per month. Bonuses per hour. Afternoon shift 3 to 7PM and AM Part time shifts. Good benefits, incentive pay. Call first between 8 AM and 5 PM 476-7417 or 684-7418 Manatron Inc Livonia

505 Help Wanted Food & Beverage

FULL & PART TIME Short order cooks. All shifts available. Excellent wages. Apply at Egg Cooke Restaurant 28200 W 12 Mile Southfield

WAITRESSES WANTED No experience necessary. Shoney's Africa Call 424-8610

BAR MAID
For Nights Over 21
Apply in person Bar 22111 Fenkell, near Lahser

LUNCHEON COOK part time. Apply in person Ranch Lounge 18650 Telegraph. Ask for Chuck

HARMAID - cocktail waitresses full and part time, apply in person Ranch Lounge 18650 Telegraph. Ask for Chuck

BARMAID
For Nights Over 21
Apply in person Bar 22111 Fenkell near Lahser

LUNCHEON COOK part time. Apply in person Ranch Lounge 18650 Telegraph. Ask for Chuck

PART TIME
WAITRESS
OPPORTUNITY
Work afternoons Mon thru Fri. to 2 PM 2 PM 7 days a week. Apply in person between 2-4 PM

SIGN OF THE
BEEFEATER
1829 S Woodward
Just N. of Square Lake Rd

WAITRESSES & DISHWASHERS wanted for Chinese restaurant in Birmingham area. Full or part time Call 642-8196

HARMAID - cocktail waitresses full and part time, apply in person Ranch Lounge 18650 Telegraph. Ask for Chuck

BARMAID
For Nights Over 21
Apply in person Bar 22111 Fenkell near Lahser

LUNCHEON COOK part time. Apply in person Ranch Lounge 18650 Telegraph. Ask for Chuck

PART TIME
WAITRESS
OPPORTUNITY
Work afternoons Mon thru Fri. to 2 PM 2 PM 7 days a week. Apply in person between 2-4 PM

SIGN OF THE
BEEFEATER
1829 S Woodward
Just N. of Square Lake Rd

A COOK
ALSO A
DIETARY AIDE
needed full time for Midtown school for nursing home. Good pay. Apply in person between 2-4 M 1 PM

CAMBRIDGE
NURSING CENTER SOUTH
29200 11 Mile Rd
Near Southfield

WAITRESSES WANTED
Full time or part time. Days or afternoon. Apply in person Town Island Inn. Grand River & Halsted north of Nort

BUSBOYS
DISHWASHERS
PAY SHIFT 2 AM 8 AM
Monday thru Friday. Good pay. Apply in person

GOLDEN LANTERN
22201 Five Mile
Livonia, Michigan

McDONALD'S
CREW PEOPLE
Day & Evening shift. Flexible hours perfect for working mothers and college students
WE'LL TOTAL TRAINING
12900 FIVE MILE
BLOOMFIELD HILLS

YOUNG MAN
FOR GRILL
PAY SHIFT
Good pay. Blue Cross, Blue Shield paid. Apply in person

GOLDEN LANTERN
22201 Five Mile Livonia

WAITRESSES/BUSBOYS
Days and Evenings. Apply by appointment. The Parker House 642-7860

NEW MAGIC PAN CREPERIE
OPENING AT TWELVE OAKS MALL
WAITERS WAITRESSES
BUS PERSONNEL
DISHWASHERS/NIGHT
HOSTS HOSTESSES
DISHWASHERS
SANITATION WORKERS
BARTENDERS
Applications will be accepted in person only Monday thru Thursday November 13 thru 16 10 AM - 4 PM at Twelve Oaks Mall upper level near the Lord and Taylor Court

Excellent pay and benefits. Very pleasant working surroundings. Complete training program

GRILL COOK needed to run small grill. Apply at Sweet Sixteen, Call Fairmont at Hub and Pierce call between 10 AM 10 PM 642-7254

TACO BELL 1027 S. Main Plymouth, is now accepting applications for full or part time work. Interesting work, free meals, and uniforms are just a few of the benefits we offer. Must be 17