504 Help Wanted Office-Clerical

RECEPTIONIST-SECRETARY
For Southfield Management Company. Call for Appointment.
558-7750
An Equal Opportunity Employer

GENERAL OFFICE help. Farmington area. $150 per week. Phone 661-1918 478-3621

Computer Operator

ALBIN INDUSTRIES
24388 Indoplex Circle
Farmington

is seeking an experienced Computer Operator with some bookkeeping experience or understanding. Operate Nixdorf 8870 Mini computer. Invoicing system. Call Monday thru Friday, 3 to 5 PM.

478-3521

An Equal Opportunity Employer

SALES DEPARTMENT of Michigan's largest wine distributor has an immediate opening for personable, energetic individual who enjoys fast paced sales. Minimum typing 55 WPM and some telephone experience helpful. Call for interview. Alan Aaron 828-6000

GENERAL OFFICE-experience in typing helpful but not necessary. Will train. Pleasant office. Southfield area 569-6200

RECEPTIONIST-SECRETARY position to be receptionist for national company with corporate headquarters in brand new building. In addition to greeting visitors, answering telephones, you will be trained in a variety of secretarial duties. Challenging, varied position for bright person. Competitive salary and full fringe benefit package. Contact Steve Luce at 851-7920

TYPIST & SECRETARIES

Needed for Interesting Short & Long Term assignments. 55 WPM and over - a plus. If you have these skills and would like to earn some extra money, please Call

GALLAGHER
TEMPORARY PERSONNEL
OAK PARK 968-1530
GARDEN CITY 525-7850

FILE CLERK, part time for Birmingham law office. 642-5555

BOOKKEEPER With administration ability for growing CPA firm in Birmingham area. Must be experienced with billing, receivables, time controls, payroll, etc. some knowledge of business course is helpful, salary open. 646-5020

SECRETARY-NORTHVILLE Law Firm. Excellent typing and dictaphone skills. Legal experience helpful. Send resume to P.O. Box 400, Northville, Mich. 48167

SECRETARY-NORTHVILLE Law Firm. Excellent typing and dictaphone skills for IBM Memory. Will train. Send resume to P.O. Box 400, Northville, Mich. 48167

TYPIST, 50 WPM. Part time, days or evenings. 23600 Northwestern Hwy. Suite 105.

HIGH SCHOOL GRADUATE. Medical secretary training. Receptionist duties. Call 559-2020

AUTO BILLER needed. Experienced preferred, but not necessary if you are a good speed. Studebaker-Evans Lincoln Mercury. 425-4300

LEGAL SECRETARY
Some experience, 35 hours per week. Flexible hours. Southfield Area. For appointment Call 355-5255

KEYPUNCH OPERATOR

Nights. Excellent salary and fringe benefits. Must be experienced. Livonia area. Call

HYGRADE FOOD PRODUCTS
464-2400, Ext. 236

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

PLEASANT working conditions. Birmingham location near Tel Twelve. Good benefits. Auto insurance rating helpful, hours 8:30 to 4 pm. Universal Underwriters Insurance Co. Ask for Ginny. 642-6033

POSITION OPEN for office work with light accounting, must have some accounting background. 552-9220

AUTO BILLER needed. Experienced preferred, but not necessary if you are a good speed. Studebaker-Evans Lincoln Mercury. 425-4300

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Some experience helpful. Southfield Area. For appointment Call 355-5255

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Nights. Excellent salary and fringe benefits. Must be experienced. Livonia area. Call

HYGRADE FOOD PRODUCTS
464-2400, Ext. 236

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

TYPISTS
Excellent opportunity to learn Key Punching Skills while being paid. Second shift, Mon. thru Fri. 4:30-PM-1 AM. Applicants must type 35WPM accurately. Pleasant surroundings. Exceptional benefits. Incentive pay plan. For appointment Call 478-7447 or 478-7448 between AM-5 PM. Livonia.

SECRETARY-RECEPTIONIST
Experienced Only
Apply in person
CARTER CONCRETE CO.
31391 Industrial Rd., Livonia

HOME TYPIST - experienced production, own typewriter, speed and accuracy, pick up and delivery. Send resume to: Box 920, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL HELP

Experience not necessary. Apply Mrs. Hubard, Central Accounting, second floor.

MONTGOMERY WARD
12 Mile-Telegraph, Southfield
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY for law firm, Bloomfield Hills. Must be accurate, typist, familiar with dictaphone & willing to be trained in a legal secretary. Please Call Mrs. Ayers for interview appointments: 645-9400

504 Help Wanted Office-Clerical

CLERICAL POSITION

Excellent opportunity for individual with limited experience. Must be able to handle phones pleasantly and work with numbers using an electronic calculator. Benefits of a large corporation within a small office setting.

Applicants must apply in person, Monday thru Friday, 9 a.m. - 3 p.m.

THE KROGER CO. BAKERY
30405 Industrial Road
Between Middlebelt & Merriman
Livonia
An Equal Opportunity Employer M/F

KEYPUNCH
Professional Operators
Starting Salary $170 Weekly
with bonus earnings up to an additional $75 weekly
$245 possible
National Co. moving to
Allen Park location
4500 Enterprise Dr. (Uniroyal Bldg.)
Due to continued growth, we have immediate openings for full and part time keypunch operators. You must have a minimum 1 year's experience; service bureau a plus.
In addition to top pay, we offer excellent employee benefits.
Please call our Personnel Representative
Monday, September 11th thru
Thursday, September 14th
between 2:00 pm and 6:00 pm ONLY!
842-4200
Personal interviews will be held
Saturday, September 16th at 9:00 am
ADP T.M. Automatic Data Processing
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

RECEPTIONIST FOR Dental office in Southfield, peg board & light bookkeeping knowledge helpful, position available immediately. Salary commensurate with experience. 557-1200

EXPERIENCED LEGAL secretary wanted for three months, full time temporary position. Bloomfield Hills law office. Call 644-8566

SECRETARIES-for two principal executives in commercial real estate, brokerage and development office. Pleasant, modern first-rate office in Prudential Town Center. Accurate, 50-wpm, dictaphone, phone, light shorthand and bookkeeping. From $200 per week. 355-0700

MATURE GIRL Friday for typing, phone, light bookkeeping, clinical atmosphere. Action Advertising. 564-4600

SALES SECRETARY
Communications Co.
Lots of customer contact with a friendly suburban firm. No shorthand, just good typing! Surry for this. $690.

353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
Experienced in personal injury litigation, primarily defense, knowledge of filing procedures, must be good Typist. Salary open. 355-0920

SECRETARY

Sharp, experienced secretary needed to work for one high powered executive of one local firm. Congenial and pleasant working conditions. Full fringe benefits. Telegraph & 12½ Mile Rd. call 644-9200.
Equal Opportunity Employer M/F

EMPTY DESK!
At suburban company needs you as a Receptionist/Typist. Monday -Friday, 8-4:30, some typing, variety of duties. $790 month. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

RECEPTIONIST-TYPIST
wanted for law office. Good typing essential. Call 559-0200

SECRETARY-for Southfield Real Estate firm Pleasant working condition. Part time/three full days. Hours, 9am-5pm. Must be proficient typist/60wpm minimum; shorthand a plus. 353-4454

BOOKKEEPER to assist in time keeping system in large Southfield Law firm. Responsible conscientious with good typing skills. Call Barb 355-5000

PLEASANT working conditions. Birmingham location near Tel Twelve. Good benefits. Auto insurance rating helpful, hours 8:30 to 4 pm. Universal Underwriters Insurance Co. Ask for Ginny. 642-6033

POSITION OPEN for office work with light accounting, must have some accounting background. 552-9220

AUTO BILLER needed. Experienced preferred, but not necessary if you are a good speed. Studebaker-Evans Lincoln Mercury. 425-4300

LEGAL SECRETARY
Some experience, 35 hours per week. Flexible hours. Southfield Area. For appointment Call 355-5255

KEYPUNCH OPERATOR

Nights. Excellent salary and fringe benefits. Must be experienced. Livonia area. Call

HYGRADE FOOD PRODUCTS
464-2400, Ext. 236

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

TYPISTS
Excellent opportunity to learn Key Punching Skills while being paid. Second shift, Mon. thru Fri. 4:30-PM-1 AM. Applicants must type 35WPM accurately. Pleasant surroundings. Exceptional benefits. Incentive pay plan. For appointment Call 478-7447 or 478-7448 between AM-5 PM. Livonia.

SECRETARY-RECEPTIONIST
Experienced Only
Apply in person
CARTER CONCRETE CO.
31391 Industrial Rd., Livonia

HOME TYPIST - experienced production, own typewriter, speed and accuracy, pick up and delivery. Send resume to: Box 920, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL HELP

Experience not necessary. Apply Mrs. Hubard, Central Accounting, second floor.

MONTGOMERY WARD
12 Mile-Telegraph, Southfield
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY for law firm, Bloomfield Hills. Must be accurate, typist, familiar with dictaphone & willing to be trained in a legal secretary. Please Call Mrs. Ayers for interview appointments: 645-9400

504 Help Wanted Office-Clerical

AN EXPERIENCED statistical typist for one girl CPA office in Southfield. Full time or permanent part time. 559-5207

RECEPTIONIST-TYPIST
Southfield Law office. Minimum wage. Call Mrs. Robinson, between 9am-12 noon. 569-5050

DOORS OFFICE
Front desk and assisting duties with a suburban dentist. Four day week - no Saturdays. $600.

353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY, Plymouth Law Office. Experience required. Call 453-8687

GENERAL OFFICE - 35 hours per week. Writing & placing orders. Filing & light typing. Knowledge of meat cuts helpful. Call between 8am-4pm. 272-1311

FULL CHARGE BOOKKEEPER-Through financial statements. $12,000 absolute minimum. Fully paid benefits. No agency fees.

PURCHASING TYPIST
60 typing, no shorthand. Purchasing department experience preferred. Some correspondence. $775 absolute minimum. Fully paid benefits. No agency fees.

ACCOUNTS RECEIVABLE SUPV.
Some payroll-computer billing experience. NCR 500 range. Paid benefits. No agency fees.

LEGAL SEC'Y - SOUTHFIELD
Stag Card A or similar experience. 3 years legal - Shorthand 100. $13,000 minimum range. Fully paid benefits including bonus. No agency fees.

TYPIST-FILE PERS. OFFICE
65 WPM, excellent grooming. $10,500 range. Paid benefits. No agency fees.

ACCOUNTING PERSON-PONTIAC
A/R - A/P, NCR Some Payroll. $100 absolute minimum. Paid benefits. No agency fees.

LIBRARY ASSISTANT-RECPT.
REN CEN
Accurate 30 wpm, filing, 2 years college, will train on PBX. $9,000 range. Fully paid benefits. No agency.

4 YR. ACCTG. DEGREE
Light experience with CPA firm preferred. Troy location. Salary $14,000-15,000 range to start. Fully Paid benefits. No agency fees

JR. DRAFTSPERSON
6 Month experience on board, detail layout exp. Salary $800, absolute minimum. Fully paid benefits. Incentive. No agency fee.

TYPIST-SOUTHFIELD
Beginner acceptable. 45-50 wpm typing. Will train. Operate 10 key totalizer, also computer. Salary $600 range. Fully paid benefits. No agency fees.

ACCOUNTS RECEIVABLE-BOOKKEEPER
3RD Party Billing Exp.
Able to delve into a mess desk. Salary $14,000 minimum range.

CREDIT & COLLECTION
Good typing in 50's. Manufacturing experience. Salary $900 range. Full auto benefits. No agency fee.

GENERAL ACCOUNTING CLERK
10 Key calculator experience. Accurate typing 5700 range. Full benefits. Excellent potential. No agency fee.

CREDIT PERSON MATURE
3-5 Years minimum experience. Dearborn area. Customer relations experience. Typing ability. 2 years college preferred. 504 Construction industry, wholesale credit experience. $12,000 absolute minimum. full benefits. No agency fee.

CONSTRUCTION BOOKKEEPER
Must have union payroll experience. Also CRT Keypunch computer background. Salary commensurate with experience full benefits. No Agency Fee.

LEGAL-STENO-REN CEN
2 Years experience Legal. 70 typing or shorthand required. $12,000 minimum range. Paid benefits. No agency fees.

BETTY HAMIL PERSONNEL
424-8470

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

For an exciting job working with people! International dating service needs a receptionist to answer phones and greet customers. Light typing, good phone voice a must. For interview call Mrs. Green 557-7000

TYPIST, EXPERIENCED. Accurate with figures. Full time, good wages & benefits. Lots of contact office. Redford area. Call 538-9300

MAG CARD-Large firm need mag card typist. Prefer mag card II experience. Must type 65 WPM. Excellent position. Call between 8-11AM 961-2042

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
Working part time in office field. Require inside collector, part time, AM or PM. Southfield area. Call 557-7050

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. 851-1155

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. Parkewood & Co., 315 Travelers Tower. 354-4890

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

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. 358-8020

504 Help Wanted Office-Clerical

ORDER DEPARTMENT
Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM, excellent benefits. Southfield area. Call for appointment 353-2209

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. 353-2209

CLERICAL AUDITING. Good math aptitude, accurate typing. Excellent benefits and advancement opportunities. Southfield area. Call for appointment at: 353-2209

RECEPTIONIST/SECRETARY
Reputable Southfield firm needs person to answer busy phones, type, some shorthand. Fringe benefits. 354-6200

GENERAL OFFICE, Southfield Building Co. seek responsible person. $3.50 per hour. Full time.

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

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

STEEL Company needs sharp gal with business background for general office. Sales oriented to handle customers and shipments. Full time, salary open. 646-1885

RESPONSIBLE PERSON, must have pleasant phone manner, excellent typing, to handle all office procedures, light bookkeeping helpful. Full time. 353-5650

EXPERIENCED LEGAL SECY
For corporate law office. Pleasant environment. Good benefits. No fee. Salary to $11,000.

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

NORTHVILLE. This general practitioner needs a candidate with good 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 & polished. No Fee: Salary to $10,000.

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
3000 TOWN CENTER
SUITE 2280
SOUTHFIELD, MICH. 48075

Southfield	358-0600
Troy	649-2065
Dearborn	336-5777

TYPIST - part time and full time, typing exposure necessary. Interesting, diversified work. Pleasant working conditions. Oak Park Division, Bell & Howell Division. 18,000 W. 8 Mile Rd., Southfield.
559-2600
An Equal Opportunity Employer

FULL and Part-time Receptionist, Doctor's office. 522-7800

SOUTHFIELD area heating and cooling contractors are seeking an experienced Accounts Receivable Clerk. Salary open. Contact Mr. Greggers at 353-6474

LEGAL SECRETARY
Dictaphone, preferred typist, experience preferred. Town Center Southfield 355-2880

EXPERIENCED Legal Secretary, good shorthand and typing. Southfield area. Jackie. 557-8100

RECEPTIONIST-SECRETARY
Your good diversified skills required to fill opening in congenial and pleasant offices located Telegraph/12½ Mile. Full fringe benefits. Equal opportunity employer M/F. For appointment call 569-5700

RECEPTIONIST FOR Medical Clinic. No experience necessary. Full time, evenings and Saturday. Ask for Eleanor. 537-0535

A POSITION open one week 2 or 3 days and a half days per week for general office. Apply in person 10430 Sec of Gold Spring Restaurant, 23965 Michigan Ave. Dearborn

An Equal Opportunity Employer

SECRETARY/Receptionist. CPA firm seeking an experienced secretary or someone with heavy secretarial training, accuracy is typing important. 477-2500

INSURANCE SECRETARY
Needed within Southfield office. Good secretarial skills and dictaphone will qualify you to an excellent future with a benefit package second to none. Contact Jackie Moody. Equitable Life Insurance 2101 W. Big Beaver Road, Troy 643-9100
Equal Opportunity Employer M/F

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

ACCOUNTING CLERK

3 years accounting experience. Typing helpful but not necessary. Salary commensurate with experience.
Stone Container Corp.
6400 Harper
Detroit
925-1800

SECRETARY FOR President of retail company. Typing 70 wpm and 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 6500 Telegraph, Birmingham.

TROY LAW FIRM
Needs fast accurate typist. No legal experience required. 70 words per week. Please Call 528-2700

FULL TIME office help wanted for Troy office, preferably with legal experience necessary. Good typing ability and some knowledge of bookkeeping required. Send resume to BOX NO. 300 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY. Established Nsvl firm. Good typing & clerical skills. Excellent Phone manner. Salary open 348-4900

INSIDE ORDER desk trainee for Southfield area manufacturer and distributor. Candidate must be accurate speller, print legibly, type 40 words a minute, know of office procedures Call Volk Corp. Richard Bodalski 477-8100

RECEPTIONIST chiropractor's office, mature adult women, hours 9-2 Mon. thru Fri. non-smoking Plymouth area. 459-0290

CLERK/TYPIST, 65WPM 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

LEGAL SECRETARY
Birmingham law office. Private secretary to 1 lawyer. Experience preferred but not essential. Attitude and intelligence paramount. 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 life insurance or and life insurance also. Farmington, Hills area. Call Mrs. Gunn. 855-1010

SECRETARY For 2 women Livonia office, knowledge of all aspects of office procedures necessary. Call Linda. 273-4900

WANTED part time or full time typist. 559-2660

EXPERIENCED bookkeeping machine operator. Southfield management company. 424-8330

BOOKKEEPER
Excellent opportunity for career minded person, must be experienced, self starter, take charge position to do financial statements, trial balances, taxes and projection. Salary open, excellent benefits, fringes, working conditions. Southfield Firm. 356-1124

PART TIME OFFICE GIRL
Approximately 20 hours weekly Need good typing and statistical skills. Apply Lifetime Doors, 32030 Northwestern, Farmington Hills.

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

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

SECRETARY - full or part time. Rochester Branch YMCA Call 651-1266 or 852-8821

PART TIME SECRETARY - flexible hours, good typing skills. Call: Mr. Stern or Mr. Menchel 557-3050

BUSY REAL ESTATE Office in Farmington Hills needs secretary, typing 60 words a minute. Approx. 20 hours week. 525-0580

SECRETARY - growing corporation requires individual for challenging position as secretary for automotive and paramotor 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 531-5260

MORTGAGE COMPANY. Southfield area. Mortgage foreclosure department has difficult repetitive position open. Must type 50WPM or better. Knowledge of shorthand preferred. Call Mrs. Pastori. 559-6280

GENERAL OFFICE - good typing a must, filing and clerical duties, no accounting experience. Farmington area. Contact: Wellronic Company. Mr. Green 478-8660

STATISTICAL Typist- General office, Part time for 4 North Suburban CPA firm. Mature Lady preferred Please call Miss Reese for appointment later in day. 557-1200

SECRETARY

Architectural engineering firm has opening for experienced secretary with typing and shorthand skills. Excellent benefits, pleasant working conditions. Call Mrs. Pastori, Personnel Director at 557-1200

WOLF WINEMAN & ASSOC.
17530 W 10 MILE -
559-6780

BOOKKEEPER for small construction company. Must know the construction experience preferred but not necessary. Flexible hours 3-4 days per week. Farmington Area. After 5 PM 355-4373

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

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

WANTED: OFFICE girl for busy retail office of large Birmingham dentist's office. Must be pleasant and hard worker. Phone between 8AM & 5 PM. Monday thru Friday. 646-1300

SECRETARY - interesting work. Rochester, Birmingham area, $3 hr. Highamerica Balloon Center 852-0666

Temporary Typists Key Punch Clerks Stenos

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

SUBURBAN OFFICE SERVICES

FARMINGTON	ROCHESTER
477-5842	651-1500

WANTED immediately - general office work - 9 - 5 PM. Call Sister Theresa - Our Lady of Providence. 433-1300

INSURANCE Secretary - experienced, needed to run casualty property agency, insurance per manent position, available to responsible woman with background in insurance agency procedures. References required. 12 Mile-Southfield area. 557-2912

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, 48034 or phone 352-2272

COST ACCOUNTANT with some general accounting experience, liberal fringe benefits, salary commensurate with experience. Call Mr. Glebe for appointment 349-5500

SECRETARY - RECEPTIONIST - For Pleasant Bloomfield Hills Office, must be good typist. Knowledge of Bookkeeping or Shorthand helpful. Ask for Mr. Orr, St. Charles Kitchens, 2712 N. Woodward. 334-4771

INSURANCE SECRETARY
Experienced secretary needed lines underwriting. Top wages, benefits, salary commensurate with experience. Southfield 569-5000

KEYPUNCH-KEY TAPE OPRS.
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full time, days, afternoons & midnights. 522-1170

504 Help Wanted Office-Clerical

GENERAL OFFICE - Young lady needed for 2 girl office in Farmington. Pleasant working conditions & a variety of duties. Must type at least 50 WPM. Non-smokers preferred. $130-$150 per week to start depending upon experience & qualifications. Butler Publications, Inc. 477-3954

LEGAL SECRETARY

Experienced In Real Estate
Good typing, shorthand -skills required. Excellent salary and benefits. Monday thru Friday, 9AM to 5PM. Southfield Law Firm.

559-7500

SECRETARIES
TYPISTS
KEY PUNCHERS
Accounting Clerks

We need your skills! We have immediate openings for various temporary clerical assignments in your area. Work as little or often as you like while earing good money. If interested apply at:

KELLY SERVICES
29449 6 Mile, Livonia
522-4020
2229 S. Telegraph, Bloomfield Hills
642-9650
22777 Greenfield, Southfield
Suite 121
424-9100
27629 John R, Madison Hts.
585-7700
Not an agency ... therefore no fee
Equal Opportunity Employer M/F

FILE CLERK for law firm in Farmington Hills law firm, typing preferred, excellent benefits. Call Linda Wieting 851-9500

IMMEDIATE OPENING
CLERICAL

Experience helpful but not necessary, will train. Excellent benefits. Call 808 for interview appointment.

HAMILTON/AVNET ELECTRONICS
An Equal Opportunity Employer

EXECUTIVE LEGAL SECRETARY

Middle-size law firm in Troy needs experienced secretary with good shorthand & typing skills, continuing real estate helpful, insurance benefits, pleasant working conditions. Salary commensurate with experience. Call Jerome

649-3200

INSURANCE

Large health insurance company is expanding & moving from downtown Detroit to Southfield. We are seeking a person experienced in payment & processing of medical insurance claims. Excellent benefits, salary commensurate with experience. For appointment, contact Mr. Kimbro in our downtown office.
963-8400, ext. 294.

CLERICAL
General Office

Property Management Firm seeks sharp, fast worker for varied office & clerical duties. Excellent working conditions in 4 girl office. 9 Mile Rd. - Southfield location.
557-2500

GENERAL OFFICE - Part time - 4 hours per day, 5 days a week 9 PM Monday thru Thursday, Saturday 9 AM to 5 PM, Sunday 11 AM to 5 PM. West Bloomfield area. 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

TELEPHONE SECRETARY for appliance service company. No typing or shorthand. Must be able to speak clearly & think fast. Redford Grand River-6 Mile area. 255-1817

LEGAL secretary, experience mandatory. Southfield office. Mr. Keene. 354-1130

SECRETARY
For 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. 353-1760

Office Girl

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

WANTED: full time file clerk - typist for Southfield insurance agency. Contact Cindy at 355-5800

LEGAL SECRETARY WANTED
Position available as legal secretary in Bloomfield Hills attorney specializing in real estate and entertainment law. Inexperienced applicants need apply. Salary commensurate with ability. Call 9-5, 645-0663

STATISTICAL TYPIST and some general office for Livonia CPA. Permanent position. Send resume to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

SECRETARIES
TYPISTS
CLERKS

We have various temporary assignments in the surrounding area. We pay top rates in our industry. Come in if you want to start work today.

Somebody-Sometime

DEARBORN	565-5500
LIVONIA	525-5170
SOUTHFIELD	272-8500
MADISON HTS.	545-1700

MATURE Woman needed for office work, 10 hours a week, $3.75 per hour, Will train. Apply at: 15209 Middlebelt Mon. thru Fri.

504 Help Wanted Office-Clerical

CLERICAL

International corporation presently located in Southfield but moving soon to Troy has permanent openings, good operating clerical skills and typing ability, experience in other 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 service corporation. Knowledge of, or interest in learning corporate insurance 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 provided.
If interested, call 569-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

Typist
Receptionist

Over 40 for business office of apartment complex. Must be reliable and have own transportation. $130 per 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. 557-0770

FIELD SALES SECRETARY

Texas Instruments is looking for a Field Sales Secretary who is familiar with general office equipment, copying machines, dexang, telexes and calculators. Duties will be typing, filing, telephone use and preparation of sales correspondence. Applicants must be able to type 50 wpm and have at least three (3) years secretarial experience.
For interview, please call Rita at 353-6830.
Texas Instruments Incorporated
Equal Opportunity Employer M/F

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TYPISTS
STENOS
KEYPUNCH
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Join forces with our temporary personnel. Work a day, a week, or more. We offer interesting work, pleasant surroundings and a choice of location.

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CLAWSON 585-6337
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WITT SERVICES

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We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
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TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers.
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505 Help Wanted Food & Beverage

COOKS, BUS BOYS
DISHWASHERS
WAITRESS, WAITER
Openings for full time waitresses, morning and evening shift.
Openings for cooks-experience preferred but not necessary. Full and part time.
Part time dishwasher position. Bus person needed for lunch hours.
Apply in person between 8AM & 5PM, Monday thru Friday.
PERKINS CAKE & STEAK
501 S. Wayne Rd.
Westland, Mich.

MAINTENANCE position open for McDonald's restaurant, part time midnight to 8 AM, 3 days week, $3.75 per hour, Will train. Apply at: 15209 Middlebelt Mon. thru Fri.

505 Help Wanted Food & Beverage

Bus People
& WAIT PEOPLE

We offer excellent working conditions, good opportunity to learn. Certified apprenticeship program available in the near future. Apply in person at
JACQUES & MARVIN GARDENS
30100 Telegraph at 12½ Mile

COOKS
PANTRY GIRLS
DISHWASHERS

We offer excellent working conditions, good opportunity to learn. Certified apprenticeship program available in the near future. Apply in person at
JACQUES & MARVIN GARDENS
30100 Telegraph at 12½ Mile

Cooks/Dishwasher

Full and part time positions available, day and night shifts. Apply in person between 2-4PM.
RED BULL RESTAURANT
37725 8 Mile, Corner Grand River

EXCELLENT WAGES for experienced Waitresses. Apply in person. Trot Inn, 30300 Telegraph Road, Redford Township. 532-0505

CHUCK MUER'S
Northville Charley's
Needs the following:
Night DISHWASHER, $3.25 Hr.
NIGHT PREP, $3.25 Hr.
DAY DISHWASHER, $3.50 Hr.
Part & Full Time
No Experience Necessary
Also accepting applications for Day Waitresses
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COOKS
BUS BOYS
WAITRESS

Full and part time, days or afternoons. Paid vacation and meals. Apply in person.
Livonia Big Boy
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421-4349

WAITRESSES
BUS BOYS

Must be 18. Day and night shifts available. Apply in person:
SMART ALEX
FOOD & SPIRITS
WONDERLAND CENTER
(to the Market Place)
LIVONIA 522-6834

HOSTESS OR HOST, full time, Monday-Friday. Apply in person, Mon. - Fri., The Clamdiggers, 30555 Grand River, Farmington.
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WAYNE RD. &
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ACCEPTING APPLICATIONS
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PIZZA MAKERS
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AND DELIVERY PERSONS
CALL BOB OR KEN AFTER 4 PM AT 271-4900

WAITRESSES
FULL & PART TIME
NOVI AREA
Contact Mr. McDonald
KE 7-3070

BUS BOY
18 or over. 5 days, hours: 10-3. Experience helpful. Windjammer Lounge, Livonia.

BUS BOYS, days & nights. Farmington Hills area restaurant. 851-4094
Equal Opportunity Employer

COOKS. Short order experience. Mature person. Days, nights, AM-4 PM Mon. thru Fri., Weekends Free. Kin Rochester. 652-6866

BARTENDERS
WAITRESSES
COOKS
DISHWASHERS
TOP
COMMISSION
PAID
Napoleons Restaurant
459-6370

SALAD MAKER - and sandwich maker. Must have experience and references required, no Sun. or holidays. many benefits, call for an interview Mike, Full Fledge art, Woodward & Square Lake Rd.

FULL & PART TIME short order cooks. All shifts available. Fleming's, wages depending on age. 888 Castle Restaurant. 24200 W. 12 Mile, Southfield.

WAITRESSES WANTED: No experience necessary. Southfield Area. 557-0400

BAR MAID
Apply in person
Kaps' Bar, 22131 Pelkett near Lahser.

LUNCHEON COOK - part time. Apply in person Ranch Lounge, 14850 Telegraph, Ask for Chuck.

BARMAID - 7 cocktail waitresses, full and part time, apply in person, Ranch Lounge 14850 Telegraph, Ask for chuck

DISHWASHERS
Part time, nights, 4 PM - 10PM, 3 or 4 nights a week. Apply in person, Gourmet Room, Grand River & Halstead, next to K-mart.

Excellent opportunity for
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Flexible hours, benefits, 5 days week.
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