504 Help Wanted Office-Clerical

SECRETARY

Needed for full time position in Southfield. Girl Friday with general office experience. Must be able to work independently and assume responsibility as that of Office Manager. Company paid benefits. Immediate opening. Call Jerry Iagilli.

557-6810

SCRIPTOMATIC

ADDRESSING SYSTEMS

SECRETARY for Bloomfield Hills office of major law firm. Excellent shorthand and typing skills required. Legal experience preferred, salary open, many fringe benefits. 647-7050

SECRETARY - PART TIME - Excellent shorthand & typing required. No filing or bookkeeping. 477-3268

IMMEDIATE OPENING

CLERICAL

Experience helpful but not necessary, will train. Excellent benefits. Call: BOB for interview 532-4700.

HAMILTON/AVNET ELECTRONICS

An Equal Opportunity Employer

RECEPTIONIST - secretary. Full time. 12 Mile/Southfield Rd. area. Good typing essential, shorthand not necessary. Pleasant working conditions. 557-5255

Secretary

A great opportunity for a sharp secretary to earn $175. per week or more, working in a new ultra modern office located in Livonia. For an easy going atmosphere and a chance to advance with a growing company, call between 11AM and 5PM., Monday through Friday.

478-3262

RECEPTIONIST

SUBURBAN MANUFACTURER seeks a "People oriented" person to perform receptionist duties. Responsibilities include: Call Director/Switchboard, light typing, Telex machine, room reservations, hotel accomodations.

Please apply in person between 1 PM - 3:30 PM Monday through Friday:

WHITLOCK INC.
22521 INDUSTRIAL PARK DR.
FARMINGTON HILLS, MICH.
Equal Opportunity Employer M/F

PROFICIENT TYPIST wanted for on call assignments. Minimum of 4 hours. Will be working in our office in Farmington Hills. Hysen & Assoc. 851-6500

SECRETARY RECEPTIONIST

Birmingham firm needs person with pleasant phone manners, ability to greet clients. Must be excellent typist (some shorthand preferred), willingness to learn and accept development assignments. An excellent growth potential. Call for details:

Corporate Search 559-3310

SECRETARY

Must speak German. Engineering background helpful. Excellent benefits. Send resume with salary requirements to: Otto Durr Inc., P.O. 328, Livonia 48151.

GENERAL office work, light typing, filing, telephone. Construction experience preferred. Southfield area. 353-0200

SECRETARY WANTED one girl office in Troy for 3 salesmen. Duties include typing, mailing, customer relations. Excellent company benefits. Call for appointment. 649-1337

RECEPTIONIST - TYPIST

Full time for a busy Livonia, Plymouth area engineering firm. Must type in in excess of 70 WPM and use dictaphone. Call for appointment.

591-2271

BOOKKEEPER - permanent, full time, for major Southfield real estate company. Must have in general ledger, journals and bank reconciliation. Send resume and salary history to: Dept. A, Box 267, Southfield, Michigan 48037.
Equal Opportunity Employer M/F

EXPERIENCED LEGAL Secretary - Bloomfield Hills law offices. Ask for Mr. Hanson. 334-6345

EARN EXTRA CASH

TEMPORARY ASSIGNMENTS

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

REGISTER NOW

OUR CLIENTS NEED

SECRETARIES
STENOGRAPHERS
TYPISTS
SWITCHBOARD
CLERKS
KEY PUNCH

Call the office nearest you, Monday thru Friday 10 Am. to 3 Pm.

DEARBORN	565-8060
DETROIT	963-0808
CLAWSON	545-4387
LIVONIA	525-0330
FARMINGTON	478-8088
PLYMOUTH	394-9096
OAK PARK	967-0330

WITT SERVICES

SECRETARY - for 1 man office in Plymouth, experience preferred. 459-7050

PERSONNEL

Career minded individual with clerical skills and people ability needed in pleasant personnel office of the new Radisson Cadillac Hotel, 1114 Washington Blvd., Detroit, Michigan 48226. Apply in person only. An Equal Opportunity Employer

FRONT DESK CLERK

Career minded individual with outgoing personality wanted to work the front desk of the new Radisson Cadillac Hotel. Previous HCR 4200 experience helpful. Apply in person only 1114 Washington Blvd., Detroit, Michigan 48226 An Equal Opportunity Employer

ACCOUNTS RECEIVABLE Clerk. Experience required, flexible & diligent, highly organized. Troy location. Large concern with good fringes. Call Mrs. Crawford at 879-1820

KEYPUNCH operator, experienced, full time and part time positions available. Accepting applications between 8:30-5PM Mon.-Friday. Co 22700 Heslip Dr., Novi.

504 Help Wanted Office-Clerical

RECEPTIONIST-TYPIST

Nice appearance and must have good telephone personality and Skills with some statistical typing required. Someone familiar with executive correspondence preferred. $175 per week to start.

C.H. WILSON
FINANCIAL GROUP
28565 Southfield
Lathrup Village, Mich
557-1840

ADVERTISING AGENCY
Bloomfield Hills

Receptionist and general office work. Typing required. Mature person. Call and ask for Dawn. 334-8383

GENERAL OFFICE

Full time position in general office of N.W. Detroit manufacturing company, good typing, math aptitude, some general office experience required. Excellent salary, fringes and working conditions. Write or call Personnel Dept. McIntosh, 13881 Elmira, Det. 48227. 903-2671 ext. 76

RECEPTIONIST/Typist, full time for Law Firm in Farmington Hills. Accurate typing essential. 626-2440

GENERAL OFFICE WORKER - Full time. Southfield CPA firm. Must be good typist, good salary, plus hospitalization and life insurance. 557-2739

WANTED Full Charge Bookkeeper through trial balance. 559-7878

OFFICE HELP needed for restaurant recordkeeping & other related functions. Some experience working with numbers required. Able to operate office machine. Good starting salary with excellent benefits. Please apply at The Clam Digger Restaurant, 30554 Grand River Ave., Farmington Hills, Mich. Mon-Fri. 10am-4pm. C. A. Muer Corp.
An Equal Opportunity Employer

ACCOUNTING CLERKS. Mortgage Company in Southfield is seeking individuals for their accounting department. 45 WPM typing ability required. Salary commensurate with experience. For interview call Mim Landyne 355-6500
An Equal Opportunity Employer

CLERK TYPISTS. Mortgage Company in prime Southfield location is seeking individuals for clerical positions. No experience necessary. Minimum 45 WPM skills. For interview call Mim Landyn 355-2500.
An Equal Opportunity Employer

EXPERIENCED LEGAL Secretary needed for Farmington Hills law firm. Newspaper required, may card preferred. Excellent benefits. Call Linda Widrig 851-9600

PART TIME SECRETARY

Insurance office in W. Bloomfield. Typing, filing, and good with phone. Immediate opening. 626-2652.

625-7827

SECRETARY, Fire and Casualty Insurance. Experience preferred. Full or part time. Rochester. Troy area. 852-3200

NEED Full Time Secretary for typing, filing, and some telephone answering. Call for appointment. 424-6980

BOOKKEEPER: Retired preferred to work 3 hours per week in your home or ours in Oak Park. Please call Marvin after 8PM. 254-2142

FULL TIME Sales/Clerical help needed for westside lighting showroom. Must type. For appointment call 537-8505

GOOD TYPIST, general office clerical, fringe benefits, Southfield area. Call Mrs. Barron. 356-8000

OFFICE WORK PART TIME

Mature woman for posting, filing, recording and minimum typing. Approximate hours 10 AM to 2 PM weekdays. $3.50 Hourly to start.
DAVID - RITE PRODUCTS CO.
20077 Telegraph Rd., Southfield

CLERICAL

Mature minded person to work in Return Goods Department. Must have pleasant personality and enjoy working with people and products. Novi area. Call Mrs. Gilbert weekdays between 10 AM and 3 PM.

349-5000

MATURE experienced secretary, varied duties, hours 9 am-3 pm, headquarters national engineering & building company. Send resume to box 172 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXECUTIVE SECRETARY

Knowledge of record keeping, typing, (60-65WPM), shorthand, good math skills required.
Excellent benefits including. Medical, Dental, Profit Sharing.

476-4870

LEGAL SECRETARY - Bloomfield Hills firm. Probate, divorce, real estate experience necessary. 647-7200

MATURE SECRETARY to work part-time at 5 Mile and Farmington office. Transcribing from tapes, typing, filing about 25 hours per week. Flexible hours. Written replies only: 18774 Renwick, Livonia 48152.

ACCOUNTANT, Birmingham CPA firm in need of a talented senior accountant with a tax background. Excellent opportunities for advancement. 642-5322

MAGAZINE PUBLISHER in Livonia needs young person for full time general office work in Circulation Department. Must be good typist. Call Publication. Mrs. Allan, 591-AM-9F4 477-6650

GOOD TYPIST for bill of lading, shippers, invoices, filing and small switch board. Call Mr. Wilson 353-4805

GENERAL OFFICE, Bookkeeping and typing. Long Lake & Telegraph area. 848-3000

SECRETARY wanted for Insurance Agency. Shorthand. Typing required. Southfield Location. Call Est. 9. 356-7900

DATA ENTRY System. Established Farmington Hills office warehouse. Experience preferred. Full fringe benefits. An equal opportunity employer M/F. 478-4604

CLERK I, Department of Public Services. Entry level clerical and typing position requiring limited office experience and typing training. Please apply to: Carroll T. Womack, Director, Dept. of Public Services, Township of Avon, 511 E. Auburn Rd., Rochester, Michigan. 48063
An Equal Opportunity Employer

FULL TIME Aggressive individual to assist in the bookkeeping department of a Northwest Detroit Health Care Facility. Duties to include general office work. Must be accurate typist and familiar with figures. Pleasant environment excellent benefits. Please call Mrs. Lowe for appointment 532-7212

ASSISTANT TO SALESMAN

National company needs full time, permanent, personable girl able to learn to read blue prints plus pricing of building products. No typing or bookkeeping. Own transportation. 5 Days. Dearborn Heights area. Blue Cross plus bonus plan, plus profit share plan, plus benefits. $140 per week to start, $160 per month plus. Call 8:30 - 5 PM.

614-4065

STATISTICAL TYPIST and some general office for Livonia CPA. Permanent position. Send resume to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CHANCE OF A LIFETIME. Varied, interesting involvement in a glamorous business. Send, please not Southfield office. Open-ended opportunities for advancement, top salary, fringe benefits. Must be stable, dependable, people with excellent typing and communication skills. Bookkeeping experience a plus. Send resume to confidence to P. O. Box 283, Southfield, Michigan, 48037.

504 Help Wanted Office-Clerical

MANPOWER OPENS NEW OFFICE IN LIVONIA

CALL 478-1130

If your lifestyle requires more freedom than most permanent jobs permit .....

And your office skills are what most permanent jobs demand .....

Be a part of the largest temporary Help Company in the World.....

Besides extra money, you can also earn the Manpower Stand-Out Stand-In Award - A beautiful Sterling Silver necklace by Tiffany.

DO YOU HAVE ANY OF THESE SKILLS?

STENO
(ALSO SEC'Y)
TYPIST
KEYPUNCH
BOOKKEEPER
CLERK
DEMOS

And Many, Many More .....

Call For An Appointment Today

Located across from Sears Service Center in Livonia Mall

19500 MIDDLEBELT
SUITE 310E

OTHER LOCATIONS:

Redford	538-3130
Huntington Woods	543-1080
Taylor	283-1860
Warren	573-6440

MANPOWER

TEMPORARY SERVICES

An Equal Opportunity Employer

TYPIST

Recent high school graduate, good typist, willing to learn statistical typing. Southfield CPA firm. 569-1821

PART TIME Bookkeeper, for Accounting firm in Redford Twp. Must be familiar with General Ledger, Payroll taxes & Bank Reconciliations. Call 533-8121

SECRETARY WANTED, part time, beginning January 1, typing, dictaphone, inventory, light accounting, errands. Very reliable. Own transportation. Call between 6-9 P. M. 424-1411

CLERICAL TYPIST

Southfield CPA Office. Good salary, benefits. Office experience desirable but not necessary. Partner Wilins & Co., 215 Traverlew Tower, Call Miss Volatt. 354-4896

SECRETARY/BOOKKEEPER

Novi area, typing, light bookkeeping plus general office duties for manufacturers rep. 1 girl office. 348-3660

GENERAL OFFICE, Payroll. Experience preferred. Full time. Call between 10 and 2PM. 641-6770

IMMEDIATE OPENINGS

For Rater/Coding Clerks with stable firm. Experience preferred but not necessary. Figure aptitude essential. Opportunity for advancement. Good benefits. Salary commensurate with experience. Appointments necessary. Call Phyllis Spooner. 879-5219

Insurance Company of North America
Equal Opportunity Employer M/F

EXPERIENCED SECRETARY for busy office. Construction background helpful. Good skills required. Benefits. Southfield area. Call 9-5. 569-4800

Secretaries

Typists

Key Punchers

Accounting Clerks

KELLY GIRL is coming to Farmington (close to home) recruiting center. All office skills needed. We introduce openings in your area. Apply between 9 Am. and 3 Pm. beginning Oct. 2nd at:

KELLY SERVICES

"The Kelly Girl People"
33245 Grand River
(in rear of Village Goldsmith)
FARMINGTON
Equal Opportunity Employer M/F

Attention

KELLY GIRL is coming to Farmington (close to home) recruiting center. All office skills needed. Apply between 9 Am. and 3 Pm. beginning Oct. 2nd at:

KELLY SERVICES

"The Kelly Girl People"
33245 Grand River
(in rear of Village Goldsmith)
FARMINGTON
Equal Opportunity Employer M/F

CLERICAL

General office. Experience necessary, several openings. Apply in person.

VIC TANNY
Main Office
1500 N. Woodward
Birmingham, Michigan

MATURE woman for general office work. Must be able to type, some office experience necessary, will train on job. Southfield location. 358-8464

TYPIST

The Frankenmuth Mutual Insurance Co. has a typist position available in their Telegraph Rd - Bingham Farms office. The position requires a person with typing skills of 55 words per minute. Lovely office good pay and a fine company paid benefit program. If qualified call the Personnel Claims manager at 647-8000 for interview appointment.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Accounts Receivable Clerk

Need a good background in receivables. Must know all functions of receivables through balancing of statements. Novi area. Call Miss Harrier weekdays between 10 AM and 3 PM.

349-5000

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 2280
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Troy	362-2065
Dearborn	335-5777

ARE YOU Looking for Variety? We have a full time position available for a responsible, self-sufficient person as an office assistant. Good typing skills required. Call Lois Scott. 644-8000

EXPERIENCED Bookkeeper needed to work full time with general contractor. Livonia area. Call Mrs. Hoffman. 478-7738

BOOKKEEPER, full charge, 1 girl office, apply 53 East Long Lake, Troy area of Livernois.

GENERAL OFFICE - Must have high school diploma and type 40 to 50 words per minute with good math aptitude. Medical benefits, life insurance. Berkley area. Call for Mrs. Dawson 548-4433

SECRETARY for manufacturers rep. Good typist, general office duties. Must speak Polish. Southfield area. Call for appointment, ask for Linda. 559-0040

GENERAL OFFICE

Birmingham branch of nationwide insurance company may have the position you're seeking. Various amounts of typing required.

CLERICAL ASSISTANT
& FILE CLERK

Excellent employee benefits. Call Vicki Sata for appointment 645-2700

LIBERTY MUTUAL INSURANCE CO

Telegraph at 12½ Mile
An Equal Opportunity Employer

SECRETARY Twelve Oaks Shopping Center Management Office. Novi, typing, telephone, bookkeeping. Call between 9-5 348-9400

CLERK TYPIST

Immediate opening for Typist to work at our Mortgage office located at 12 Mile & Farmington Rds. Must type at least 45 WPM accurately, previous office experience is desirable. Apply in person from 9 AM to 4 PM, Monday through Friday.

1st Federal Savings of Detroit
33333 W 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

RECORDS CLERK TYPIST

Accurate typing required to enter records into computer terminal as well as ability to maintain files in orderly manner. Must reside within 8 miles of township boundry. Contact Northville Township Police Department between 9AM and 5PM. at 10300 Sheldon Road.

TYPIST

Southfield based Mortgage Co. Must type 50 wpm accurately with good figure aptitude. Call Gail 355-5200

RECEPTIONIST - Pleasant, light typing & filing for rapidly expanding company located near downtown Detroit at I-75 & 94 expressways. Must excell in communicating with people. Excellent benefits. Call Monday thru Friday between 10 & 3 872-5150

SECRETARY/RECEPTIONIST - needed for Bloomfield Hills law firm. Telephone, typing and dictaphone experience essential. Salary commensurate with ability. Contact Susan at 642-3739

GENERAL OFFICE - Dearborn area, type 50, shorthand or speed writing. Posting, correspondence, $700 to $800. Ray Greene Personnel 399-1126

CLERICAL - need dependable person to help plan & order gift items. Duties include telephone, payroll, light typing. $123 a week. Ask for Kurt. 247-1560

GENERAL OFFICE, part time, good typing skills, math aptitude. 10 Mile and Telegraph area. 354-1100

EXPERIENCED CLOSING secretary needed for busy real estate office in Farmington Hills. For interview call: Carol Higley 553-6700

SECRETARY/RECEPTIONIST, full time position, full benefits. Wolf Nudell Architects. Southfield area.

CLERK - TYPIST. Southfield based Mortgage Company, must type 50 wpm accurately with good figure aptitude. Call Gail 355-5200

SEEKING permanent part time secretarial help for manufacturer's representative in Birmingham home-office setting. Must have initiative, strong organizational and office system skills. 40 to 60 hours per month. Send cover letter and resume to Box 152, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SALES CORRESPONDENT

Leading manufacturer of industrial tools has opening for inside sales order desk in the Livonia Area. Must have good phone voice, high aptitude & knowledge of blue prints & machining operations. One or two years college preferred. Will train. Excellent employee benefits program including tuition reimbursement. An Equal Opportunity Employer. Contact.

KENNAMETAL INC.

550 Stephenson Hwy.
Troy, MI 48084

585-9440

SECRETARY-RECEPTIONIST

Full time for Birmingham CPA Firm. Experienced in Typing & General Office Procedures. Pleasant working conditions. A Challenging position for the right person. Salary open. 645-5028

BOOKKEEPER

Experienced in all phases of board systems, accounts payable & receivable, salary commissions and payroll. Contact Belknap Company. Ask for Jo 637-7898

504 Help Wanted Office-Clerical

INSURANCE, Birmingham Local Agency

Ready for Advancement and Responsibility? We need an experienced Girl to Manage Package Department. Must be familiar: Commercial, Fire rates. Salary commensurate with experience and ability. Blue Cross, Life Insurance and major medical paid. Send resume to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY/RECEPTIONIST

A machine that distributes shifts has place for bright, energetic individual. Must type 60WPM or better, experience with Zerox 800 electronic typing system helpful. Send resume or contact Claudia Kraft, A.M.S. Inc., 201 Executive Drive, Troy, Mich. 48084.

KEY DISC OPERATORS

Immediate openings for key disc operators, day and afternoon shifts. 1-year experience required. Friendly atmosphere. Good benefits. Southfield area. Call between 9 and 3 Pm. 358-3813

SECRETARY

Challenging opportunity for experienced secretary. Some legal background helpful, minimum typing 60 to 65 WPM, shorthand 80 WPM. For more information contact Personnel Dept.

ALEXANDER HAMILTON LIFE INSURANCE OF AMERICA

553-2000

12 Mile & Farmington Rd.

PART TIME front Desk receptionist, 1-5. Monday thru Friday, light typing, light phone manner. Troy office. Mrs. Gardner. 649-3500
An Equal Opportunity Employer

PART TIME General office, 1-5 Monday thru Friday, beginners Welcome, filing, some ordering, record pulling. Troy office. Mrs. Sanders 649-3500
An Equal Opportunity Employer

MATURE LADY

Accounting Department, some experience, part time, 25 hrs. Resume to Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEYPUNCH OPERATOR - immediate opening, full time position. Keytape or keypunch experience helpful. Minimum six months' experience required. Good starting salary and company paid benefits. 26-12 Mall area. Contact Mr. Perry for appointment. AMA Food Services. 644-7500

Accounts Payable

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

349-5000

SECRETARY

Experienced secretary for a busy office. 65 wpm. dictaphone, complete benefit package, contact Wanda Wiggins for appointment: 559-5500.

MICHIGAN INN

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	968-1520
GARDEN CITY	525-7850

RECEPTIONIST, Southfield CPA firm. Pleasant phone voice, good typist, good benefits. 358-4411

PAYROLL DEPARTMENT IMMEDIATE OPENING

Person experienced in payroll work, seeking permanent employment. Central Livonia location, modern office, hospitalization, life insurance. Hours 9 AM to 5 PM. Send resume to P.P.M., P. O. Box 2468, Livonia, Mich 48151.

EXPERIENCED
LEGAL SECRETARY

Southfield law firm seeks experienced legal secretary with a minimum of 3-5 years. Top salary-benefits. Ask for Norma 352-0717

FULL charge Bookkeeper, able to do P & L, and all payroll taxes for small CPA office. 731-2372

GENERAL
OFFICE/ACCOUNTING

Small firm located N.W. Suburbs needs person with accounting background who can handle diversity. Must have a minimum of 5 years office experience. Call for interview appointment. 528-5660

PART TIME SECRETARY - part time position with Troy based firm. Typing 35 wpm, shorthand 80 wpm. 2-4 years experience. Legal experience a plus. Call for appointment: Extension 267. 649-1000
An Equal Opportunity Employer

SECRETARY

General office and assistant bookkeeping duties full time. Must like to work with people. Immediate opening. Call: HUGH WHITE.

H. W. MOTOMOKES INC.
CANTON, MICHIGAN
981-1535

CASHIER - CLERICAL HELP

Mature person for Gourmet Menswear, Tel-Twelve Mall. Full or Part Time. Apply In Person.

JUNIOR LEGAL SECRETARY

Experienced in DOMESTIC RELATIONS helpful. Good typing and shorthand skills. Monday thru Friday, 9AM to 5PM. Southfield Law Firm. Call:

559-7500 Ext. 154

BOOKKEEPER, general ledger, good typist, Southfield area. Call to accept responsibility. Send Resume initially to 470 American Center Building, Southfield, Mich. 48034.

SECRETARY

For busy office in Farmington. Shorthand & typing required. Call Ann 10am-12noon 626-3320

SECRETARY - Southfield area, mature, skilled secretary, call Bob Prussack at 353-2812

IMMEDIATE OPENING

Secretary-office girl for contracting office Farmington Hills. Typing, record keeping, telephone. Hours flexible, salary per experience. For interview. 661-5300

TYPIST

General office for 50 yr. old trade association in Southfield. Full time or could use 6 hours per day if well qualified & experienced. Call Judy at 559-5166

INSURANCE OFFICE - Rochester Area needs general office help. Experience helpful. Full time 8:30AM-5PM $52-$160 After 3 PM

PART TIME-full time general office help. Contact Mary 553-1200

RECEPTIONIST WANTED, Office skills required. Bloomfield area. 338-9611

LEGAL SECRETARY, full time. 435-7050

RECEPTIONIST

Typing required. Call Mrs. Ryan
Schreiber Manufacturing Inc.
1258 W 16 Mile Rd., Clawson

504 Help Wanted Office-Clerical

TYPIST - General Office. Full time, mature. 538-8810

SECRETARY. Sterling Heights company looking for competent secretary. Immediate opening, salary commensurate with experience. Fee Paid. Monarch Personnel 772-5300

ASSISTANT - bookkeeper, experienced in typing required. $10,000, fee paid.

SECRETARY - finance division, statistical typing, shorthand, and dictaphone, full benefits. $10,800, fee paid.

LEGAL - secretary, Southfield and Bloomfield firms, good skills and experience. $10,800 to $12,000, fee paid.

LOIS RAY PERSONNEL

559-0560

Secretaries
Typists
Key Punchers
Accounting Clerks
Bookkeepers

Don't let your skills get rusty!

We have many long and short term assignments available immediately. All office skills needed. If interested apply at:

KELLY SERVICES

"The Kelly Girl People"
29410 8 Mile - Livonia
522-4020

2250 S. Telegraph, Bloomfield Hills
642-9650

23777 Greenfield, Southfield
(suite 127)
424-9100

27629 John R. Madison Hts.
398-2680
NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

WOMAN FOR Customer Service Dept. Must have pleasant phone personality. Personnel Interview only. Apply at: Sheer Wall Company, 31156 Schoolcraft between Middlebelt - Merriman.

4½ Day Work Week

Due to recent expansion local insurance company has immediate openings for typical HERICAL PERSONNEL in the accounting, group and claims departments. Also for day or night shift KEY PUNCH OPERATORS with experience on IBM 129 5496 or decision data 9610. Call:

453-2000

EXPERIENCED SECRETARY with steno abilities for insurance office. Excellent salary. Send resume to box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST

For custom Southfield auto parts business. Typing, phone and sales experience helpful. Must be sharp. Salary and benefits open. Inquire at Interchange Supply Co., 1027 E. 14 Mile Rd., Troy.

PEOPLE NEEDED

TYPISTS
STENOS
RECEPTIONISTS
BOOKKEEPERS
SECRETARIES

Many temporary positions available for one day, one week or longer assignments. No Fees. Good Wages.

COME IN OR CALL

642-3050

ACCURACY TEMPORARY SERVICE

1080 No. Woodward, Birmingham

Accounting CLERKS OF TROY CALL 398-2680

Our new world headquarters building has opened in Troy and we have many temporary assignments for people with clerical skills, particularly those with 10 key and accounting backgrounds. We also have temporary openings in other areas of Troy, Madison Hts. and Royal Oak. Call Carol or come in today.

KELLY SERVICES

"The Kelly Girl People"
27629 John R., Madison Hts.
Equal Opportunity Employer M/F

BOOKKEEPER
SECRETARY

Small job shop. Books to trial balance. Benefits. Pay according to experience. Shorthand and typing. Reply to: Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

COST ACCOUNTANT

Solid Southfield Manufacturing. Experience. Liberal fringe benefits. Salary commensurate with experience. Call Mr. Seidel for appointment. 349-5500. An Equal Opportunity Employer.

SECRETARY

Needed for full time position in small shop in Farmington area. 8:30 AM to 5 PM. Must have general office experience to handle payroll, billing, receivables, etc. Top wages and benefits.

478-8244

ASSISTANT BOOKKEEPER. Experience in daily sales and cash receipt journals. Birmingham area. 644-6500

FULL TIME Secretary for large Livonia area Real Estate firm. 9 AM to 5 PM, Monday through Friday. Typing, phone work, dependable. Call: 281-4300

504 Help Wanted Office-Clerical

KEY PUNCH OPRS CALL 398-2680

KELLY SERVICES has openings for temporary assignments in our new world headquarters building in Troy, as well as, many other assignments in Troy, Madison Hts. and Royal Oak. If you've got the skills we can help you put them to work. Call Carol or come in today.

KELLY SERVICES

"The Kelly Girl People"
29410 8 Mile - Livonia
522-4020

2250 S. Telegraph, Bloomfield Hills
642-9650

23777 Greenfield, Southfield
(suite 127)
424-9100

27629 John R. Madison Hts.
398-2680
NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

SEC'YS. OF TROY

CALL 398-2680

Our new world headquarters building has opened in Troy and we have many temporary assignments for people with clerical skills, particularly those with 10 key and accounting backgrounds. We also have temporary openings in other areas of Troy, Madison Hts. and Royal Oak. Call Carol or come in today.

KELLY SERVICES

"The Kelly Girl People"
27629 John R., Madison Hts.
Equal Opportunity Employer M/F

MANPOWER

TEMPORARY SERVICES

26075 Woodward, Suite 305
Huntington Woods
543-1080

24755 5 Mile, Redford
538-3130

29256 Ryan Rd. Warren
573-6440
An Equal Opportunity Employer

SECRETARY

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

649-3200

505 Help Wanted Food & Beverage

COOK for fast food restaurant located in Berkley, full or part time, no experience necessary. Flexible hours available. Call 544-8123

COOKS

Full time, apply in person: Honey Tree Restaurant, 28990 Orchard Lake Rd.

504 Help Wanted Office-Clerical

KEY PUNCH OPRS CALL 398-2680

KELLY SERVICES has openings for temporary assignments in our new world headquarters building in Troy, as well as, many other assignments in Troy, Madison Hts. and Royal Oak. If you've got the skills we can help you put them to work. Call Carol or come in today.

KELLY SERVICES

"The Kelly Girl People"
29410 8 Mile - Livonia
522-4020

2250 S. Telegraph, Bloomfield Hills
642-9650

23777 Greenfield, Southfield
(suite 127)
424-9100

27629 John R. Madison Hts.
398-2680
NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

Our new world headquarters building has opened in Troy and we have many temporary assignments for people with clerical skills, particularly those with 10 key and accounting backgrounds. We also have temporary openings in other areas of Troy, Madison Hts. and Royal Oak. Call Carol or come in today.

KELLY SERVICES

"The Kelly Girl People"
27629 John R., Madison Hts.
Equal Opportunity Employer M/F

BOOKKEEPER SECRETARY

Small job shop. Books to trial balance. Benefits. Pay according to experience. Shorthand and typing. Reply to: Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

COST ACCOUNTANT

Solid Southfield Manufacturing. Experience. Liberal fringe benefits. Salary commensurate with experience. Call Mr. Seidel for appointment. 349-5500. An Equal Opportunity Employer.

SECRETARY

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

649-3200

505 Help Wanted Food & Beverage

COOK for fast food restaurant located in Berkley, full or part time, no experience necessary. Flexible hours available. Call 544-8123

COOKS

Full time, apply in person: Honey Tree Restaurant, 28990 Orchard Lake Rd.

505 Help Wanted Food & Beverage

HELP WANTED to work days or closing at Burger King Restaurant, 15 Mile and Telegraph, Bloomfield. We offer flexible scheduling and excellent starting pay, $3.25 per hour. Ideal for housewives and students. Apply in person today and take advantage of this excellent opportunity. 6445 Telegraph, Birmingham.

COOK - full or part time, to cook for blind students and staff. Leader Dogs for the Blind, Rochester 651-9011 ext. 22

WAITRESS

Full Time - Midnight Shift
CASHIER
Full Time - Day Shift

Paid vacation and meals. Apply in person:

Wonderland Big Boy
WONDERLAND SHOPPING CENTER
(Plymouth & Middlebelt Rds.)

GRILL HELP. Full & part time, nights, 18 and over. Apply in person Pizza Lanes, 42001 Ann Arbor Trail, Plymouth. 453-4080

FOOD SERVICE SUPERVISOR - Member of H.E.I.P.S.S. or equivalent. Call between 10 Am. and 2 Pm. Franklin Manor Convalescent Center. 353-7290

LITTLE CAESARS is now accepting applications for young, ambitious people with leadership quality to train as manager personnel. Must apply between 3-5PM. 8202 Merriman Rd. at Ann Arbor Trail. 425-1450

KITCHEN HELPER

Ambitious young man or middle-aged lady to work approximately 4 hours daily. Starting at lunch. Good starting wages. Apply At The Chalet, 29200 Plymouth Rd. Livonia.

COCKTAIL WAITRESSES
KITCHEN HELP
DISHWASHERS

FOOD GARNISHEERS

Full or part time. Day or evening. Apply in person.
Hunting Village Friday 2 PM - 4 PM.

STEAK & ALE
32550 CONCORD DR.
MADISON HEIGHTS
588-4150

WAITRESSES, COOKS, DISHWASHERS. All shifts available. Apply at Palace Fine Foods, 28304 W. Seven Mile; 1 block east of Middlebelt.

WAITRESSES wanted. Apply: Charleys Country Bar, 175 S. Venoy, Westland, or call. 729-2224

WAITRESS & COUNTER HELP wanted to work days at Soda Saloon in Livonia. Experience not necessary. Apply at 29200 5 mile or Middlebelt.

WAITRESSES - COOKS
DISHWASHERS day and night shifts available. Apply in person. Canton Big Boy, 42550 Ford Rd.

WAITERS/WAITRESSES

Experienced waiters and waitresses to work the unique atmosphere of Detroit's Hottest Downtown Restaurant. Apply in Person only at:

RADISSON CADILLAC HOTEL
1114 Washington Blvd.
Detroit, Michigan, 48226
An Equal Opportunity Employer

COOKS & DISHWASHERS

Apply in person
Peabody's Restaurant
154 S. Hunter Blvd., Birm.

ABBY'S ROAST BEEF Restaurant, located at 746 Rochester Rd. is now accepting applications for full & part time help. Apply daily 2-5 pm.

NOW HIRING

Waiters/Waitresses
Cooks
Bartenders
Host/Hostesses
Cashiers

Apply in person: Le Cafe, in the Hotel Pontchartrain, between 2:30 and 5 Pm., Monday, Wednesday, Friday and Saturday only.

C.A. Muer Corp.
2 Washington Blvd., Detroit
An Equal Opportunity Employer

WOMAN for kitchen help, part time lunch hours. Good pay. Town Pump Bar, Walled Lake area. 624-2870

MR TONY'S at 14 Mile-Woodward, needs waitress & waiting staff, full help. $3 hr. to start. Applicants must be 18 or over. Inquire in person.

BUS PERSONS, days. Good working conditions. Apply in person, Archbald's, 555 S. Woodward, Birmingham.

GENERAL Cafeteria work, 7am-3 pm, full time, family atmosphere, call Marie at 553-2200 ext. 227.

WAITRESSES wanted, experienced or will train, full or part time. Peter's Family Restaurant, 31529 W. 13 Mile Rd. Farmington Hills 553-3878

DISHWASHERS & BUS BOYS

FULL & PART TIME
Apply in person

Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

WAITRESS
Part Time
Lunches only or dinners only.
Mercury Fish & Chips. 553-4811

COOKS/WAITRESSES
& KITCHEN HELP

Need immediately. Excellent Pay for the right people. Apply:

Alpine Country Kitchen
41602 W. 10 Mile
Novi-10 Mall
349-8655

WAITRESSES

Full & Part Time
Available 10:30am-7pm and 11:30am-8PM. Sundays, 11:45-4:30pm. Excellent benefits. Meals & uniforms furnished. Apply in person Employment office, level, Monday thru Friday, 9:30am-3:30pm

HUDSON'S
NORTHLAND

KITCHEN HELP PART TIME SALAD GRIL COOK - FULL TIME

APPLY IN PERSON
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

McDONALD'S OF TEN MILE

now hiring for hostess position. Full or part time hours available. Must be available from at least 10 AM - 2 PM, $3 an hour starting pay. Paid vacations. No experience necessary. Apply at McDonald's on Telegraph between 9 Mile & 10 Mile.

WAITRESSES FULL TIME

Apply in person

Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

NIGHT Hostess. Apply in person Bagger's Restaurant, 2415 N. Woodward, Royal Oak. 549-4203

COUNTER PERSONS

Part time Evenings. Pleasant working conditions, apply in person at Tunnel Barbecue between 2:30PM-4:30PM Daily. 358-3566

505 Help Wanted Food & Beverage

Salad Person

FUL