504 Help Wanted Office-Clerical

STENO'S TYPISTS KEYPUNCH JOIN yl

Immediate Openings
Long & Short Term Assignments
Call for Appt. Today

18500 Middlebelt, Suite 310E, Liv.
478-1130
26075 Woodward, Suite 205
Huntington Woods
543-1080
26755 S. Mound, Redford
538-3130
29254 Ryan, Warren
573-6440
20600 Eureka Rd. Suite 606, Taylor
283-1860
481 Colombia, Detroit
965-7000

MANPOWER

TEMPORARY SERVICES
"World's Largest Temporary Help Service"
An Equal Opportunity Employer

RECEPTIONIST

Farmington office for people-oriented receptionist who enjoys much phone contact. 60 wpm typing skills required. Good salary and benefits.
OUR FEE IS EMPLOYER PAID
Call Jacquie at TLC Personnel
522-4320

MARKETING SECRETARY

Beautiful Southfield office needs experienced secretary with 60 wpm typing and light shorthand. Good salary with GULA and full benefits.
Call Jacquie at TLC Personnel
522-4320

TEMPORARY ASSIGNMENTS

Join TLC PERSONNEL Temporary staff by simply calling or stopping by our office. We need your CLERICAL, SECRETARIAL AND BOOKKEEPING for assignments in NORTHERN, WESTERN, SOUTHEAST Metro areas, as well as Downtown location.

TLC PERSONNEL
8623 N. Wayne Rd. Westland
522-4320

EXECUTIVE SECRETARY

Prestigious Southfield firm seeks personable individual with top notch typing & shorthand skills for this responsible position. Excellent salary & benefit package. Fee Paid. Call Kathy for details.

PLACEMENT PLUS PERSONNEL
358-3250

GENERAL OFFICE - Gal Friday for small engineering company. Suburban office, no typing, no shorthand required. Excellent working conditions and benefits, salary open, must be self starter. 8-4:30.
358-2451

LEGAL SECRETARIES

This Bloomfield Hills law practice needs a legal secretary for a person working without constant direction. 6 lawyers & a support staff of 3 are mainly involved in labor & corporate law. Excellent benefits. Salary to $14,400.
Downtown Law Firm needs a conscienious candidate with good typing & dictaphone skills. Practice involved mainly in real estate. Superior benefit package. Salary to $10,200.
Very active Southfield office needs a well skilled Secretary to work directly for one of the partners. Varied responsibilities. Must be able to work well with all types of people. Solid benefit program. Salary to $15,400.
Many other fine openings now available for experienced Legal Secretaries seeking permanent, part time or temporary positions. Never a charge to you for our professional & discreet placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 620
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-3940
Dearborn 336-5777

TWO FOR ONE
The excitement of the RenCen in the advertisement world are yours. Typing, company paid medical, life and fee paid. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

SECRETARY - Part time - 9 to 2 Pm. General office and typing. Church experience preferred. Mature. Send resume to: Church of the Master, 3333 Coolidge Rd., Troy, 48084.

CLERK/TYPIST for Red Cross Office in Livonia. High school grad or equivalent. Office experience. Typing 45 WPM. Good communication skills, bookkeeping knowledge, good telephone manners, ability to work with volunteers. 8:30 A.M. to 4:30 Pm. Monday thru Friday. For application call Mrs. Gardner at Red Cross 422-2787
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Must be British, South African or Australian accent. Pay $82-$92

BENEFITS IMMEDIATELYI

Accept this variety office job and your benefits began today! You must type 50 and have some office experience. Salary to $700. Fee paid.
PERMANENT STAFF
353-0505

GIRL GENERAL
For 1 Girl Office. Prefer 30 or older. For small W. Suburban Area.
522-5777

FULL OR PART time insurance secretary with good typing skills, experience preferred, but not necessary. Farmington.
474-6884

SECRETARY $10,000
This terrific boss needs someone with excellent skills. Benefits galore, great advancement here. Call us for details right on.
SNELLING & SNELLING
478-3500

BOOKKEEPER-Type Accounts Receivable & Payable. Must be experienced.
478-3500

POSITION OPEN. City of Plymouth. Varied Record Keeping duties, some typing and accounting experience necessary. Must be able to operate Keypunch equipment or willing to learn. Salary commensurate with qualifications and experience. Apply: City Clerk, Office, City Hall, 228 S. Main St., Plymouth.

RECEPTIONIST

Highly visible position in expanding Southfield Corporation. Excellent working conditions in attractive offices. Responsibilities include typing skills, good phone personality and some general office experience. Good salary and excellent benefits. Call 642-4200 and ask for Jean.

504 Help Wanted Office-Clerical

CLERK-TYPIST
Good pay rate, full week or a 30 hour week. Opportunity for advancement. Farmdale Office. Call Mr. Brown.
667-4000

WE NEED YOU
Secretaries-Typists-Clerks-Bookkeepers
Work on temporary assignment. Register today. Good wages.

COME IN OR CALL
642-3050
ACCURACY TEMPORARY SERVICE
1080 No. Woodward, Birmingham

LEGAL SECRETARY-for Bloomfield firm, requires 75wpm typing, 100wpm shorthand, to work for Labor Attorney. No legal experience necessary. $12,000. Great benefits include dental and optical. Fee Paid.

SECRETARY-for Oak Park corporation requires 55wpm typing and light shorthand plus two years office experience. $700 plus benefits including tuition reimbursement. Fee Paid.

COMPUTER OPERATOR-for Rochester area, runs Burroughs and B700 system. Requires schooling in operations plus EDP a plus. Chance for advancement into programming. $12,000. Fee Paid.

Accuracy Personnel
642-3050 358-2010
CALL OUR CAREER HOT LINE
851-4226

BOOKKEEPER ASSISTANT

To Assist Office Manager - Accounted. In the Daily Diversified office routine located in Troy. Applicant must be accurate & have some Bookkeeping knowledge. Compensation commensurate with ability & experience. Send resume to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE
To train for an interesting, highly paid position. MUST have excellent memory, be good with numbers and be highly productive. Difficult, demanding work. Hectic pace. Starting Salary $140 to $180 per week. Send resume to:
18211 Capitol Ave., Oak Park, Mich. 48237

OFFICE GIRL
Advertising agency in Troy needs girl Friday, Filing, mail, duplicating, telephone, light typing. Good benefits. Call Mrs. Rust.
649-5600

BILLING CLERK
Experienced with good typing skills. Small computer experience helpful. Apply in person only. (No Phone Calls)
AEROLITE, INC.
7550 W. Walnut Lake Rd.
West Bloomfield. (2 Mi. off Haggerty Rd.)

GENERAL OFFICE - cashiering, light typing, no experience necessary.
357-1380

TYPIST
Advertising agency in Troy has immediate opening for experienced typist. Accurate, good spelling. 9AM-5:30PM, benefits. Call Mrs. Rust.
649-5600

EXPERT TYPIST needed to work in interesting office in local luxury hotel. Salary negotiable. Call 862-5000

STENO FOR CO. ATTORNEY
Legal experience not required. DOWNTOWN LOCATION. Good typing-shorthand required. $11,000-$12,000 range. Excellent benefits program including saving-stock plan. No agency fees.
SECRETARY-GEN'L MGR
MANUFACTURING
Typing-shorthand, travel arrangements, mature, Salary $10,000-$12,500 to start. Excellent benefits including dental. No agency fees.
KEY PUNCH BIRMINGHAM
24x experienced will work on System 34, excellent open salary, fully paid benefits. No agency fees.
STENO FOR CO. ATTORNEY
Legal experience not required. DOWNTOWN LOCATION. Good typing-shorthand required. $11,000-$12,000 range. Excellent benefits program including saving-stock plan. No agency fees.
MEDICAL BOOKKEEPER
OFFICE MGR
ART INSTITUTE AREA
Detroit- Must have medical billing supervision experience, insurance, scheduling employees etc. $14,000-$16,000. Fully paid benefits including retirement-profit sharing. No agency fees.
BILLING CLERK-SOUTHFIELD
20 typing, figure aptitude, salary $600 minimum. Fully paid benefits. No agency fees.
BETTY HAMIL PERSONNEL
424-8470

ACCOUNTING

We have 2 openings in our Accounting Department for ambitious, career oriented individuals. These openings are for an Accounting Clerk and Assistant Bookkeeper. Competitive starting salaries and attractive benefit package. If you are looking for growth and advancement, apply in person or call 642-4200 for an appointment. Silhouette/American Health Spas
Southfield, Mich. 48076

Clerk Typist

Active Real Estate Company has position open for person who wishes to learn closing procedures and grow with us. Call Jack Knoblan at 358-2800.

CENTURY 21

TODAY 538-2000

PART-TIME bookkeeper, sisters, mothers, who also want to work for fun or money. Service organization needs one or two girls. Make your own hours, call
356-8210

Secretary

A great opportunity for a sharp secretary to earn $175. per week or more, working in a new state modern office located in Livonia. For an easy going atmosphere & a chance to advance with a growing company call between 11am & 5pm, Monday through Friday.
478-3020

504 Help Wanted Office-Clerical

TYPIST - CLERK

Fast, accurate typist, general office duties, learn switchboard relief. Livonia manufacturer. Call Miss Peck.
464-0100

ESTABLISHED residential builders office in Farmington Hills, Middlebelt & 13 Mile Rd. area has permanent full time position available for a Secretary with shorthand skills. Good location, ideal working conditions. Challenging position for qualified person. Salary commensurate with skills and experience. Call Mr. Johnson for appointment.
855-1300

WANTED GIRL FRIDAY. Typing, light bookkeeping, ect. Top dollar paid. Royal Oak Area. Call 547-5383

EXPEDIATOR CLERK
Friendly Suburban company needs mature, detail minded person to talk to customers, take inventory, write purchase orders and file. $600 to start. Fantastic benefits plus fast raises.
PERMANENT STAFF
522-4210

PRESIDENT of W. suburban firm seeks person with good typing and organizational skills. 1 year experience. $800 per month. Could be higher. Benefits fee paid.
Durham Personnel
549-1529

PICTURESQUE
Suburb is the setting for this nationwide companies showroom. Congenial atmosphere, fabulous clientele, typing, fee paid by employer, $10,000. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

DATA ENTRY TRAINEE
National firm has variety position for detail oriented person with good communications skills. One year office experience. Type 50. CRT experience helpful, $700. Fee paid, excellent benefits.
PERMANENT STAFF
522-4210

PART-TIME bookkeeper, sisters, mothers, who also want to work for fun or money. Service organization needs one or two girls. Make your own hours, call
356-8210

BOOKKEEPER
FULL CHARGE
needed for multi-store appliance dealer located in Westland. Retail experience necessary. Excellent starting rate. Call and ask for The Controller
421-2250
FARMINGTON $900
Exciting opportunity with large firm. Good typing and a flair for organization are a must.
MANAGER TRAINEES
Exciting opportunities with nationwide organization, rapid advancement, plus excellent earning potential. Several positions (15 A-75), excellent fringes. Contact Mr. Jackson at 548-2970 ext. 216. An Equal Opportunity Employer.

CUSTOMER SERVICE
We need individual with communications skills. Must be able to handle customer complaints & inquires. Using CRT for information purposes. Excellent typing skills. Good location (15 A-75), excellent fringes. Contact Mr. Jackson at 548-2970 ext. 216 An Equal Opportunity Employer.

SECRETARY

For regional office in Livonia Area. Must be proficient in typing, transcribing & working with figures. some shorthand required.
Excellent salary plus full range of benefits. For more information & personal interview Call Mr. Blackmore
591-1166
An Equal Opportunity Employer M/F

OFFICE WORKER for large department complex in Plymouth area. Pleasant enthusiastic personality, some typing required. Excellent growth potential. Call Donna
453-2321

SECRETARY
Must speak German. Engineering background helpful. Excellent benefits. Send resume with salary requirements to: Otto Durr Inc., P.O. 3129, Livonia 48151.

DON'T LET YOUR OFFICE SKILLS GET RUSTY

We need all Office Skills ... TYPISTS, SECRETARIES, KEY PUNCHERS, ACCOUNTING CLERKS, GENERAL CLERKS. Immediate job openings. If interested apply at:

29469 6 Mile, Livonia
(west of Middlebelt)
522-6020

2239 S. Telegraph, Bloomfield Hills
642-9550

27629 John R, Madison Hts.
398-2680

22777 Greenfield, Southfield
(suite 122)
424-8100

Another Way To Help People

KELLY SERVICES

"The Kelly Girl People"
Not an agency ... Therefore no fee
Equal Opportunity Employer M/F

INSURANCE CLAIMS APPROVER
Major insurance company has an opening for a group claims approver. Previous claims experience required. Full benefits. Birmingham area. Call Mrs. Gale Cheryl Johnson between 8am-4pm
644-4100
An Equal Opportunity Employer

KEYPUNCH. Sterling Heights $10,000 to start, afternoon shift. Fee paid. Monarch Personnel
773-5800

CLERK TYPIST
Excellent opportunity for mature individual with excellent typing skills. Office experience required. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

SECRETARY needed for full time position in Farmington Hills. Good appearance and personality to greet professionals. Accurate typing, spelling and good math aptitude necessary. This is a long existing position with varied duties, and pleasant working conditions with benefits. Salary $400 to start. Call Mr. Kelly at
626-8924

MATURE WOMAN for one girl Birmingham office, three afternoons per week, good typing skills and telephone voice, call 8am-12noon.
646-5313

CLERICAL

Are you a recent high school or junior college grad? In a rut because no one wants you for clerical experience? Do you have office skills? If the answer is yes, call us today. We have companies that do want you. All fees assumed by our client companies.

PROFESSIONAL PLACEMENT PARTNERS, LTD.
535 S. Woodward SUITE 618
Birmingham, 48011
642-2622
OPEN TUES TILL 6PM

504 Help Wanted Office-Clerical

Accounting Clerk

For pleasant Birmingham office. Typing required. Experience desirable. Call:
642-8700
CLERK TYPIST
For Accounting Office in Southfield. Will train. Call
353-1424

LEGAL SECRETARY - Some experience preferred. Good typist, full time, salary open.
552-9800

CLERICAL

International corporation located in Troy has several permanent openings. Requires good clerical skills and typing ability. Must have experience in either payroll, billing or accounts receivable.
If interested call 362-4444 ext 217 for an interview appointment.
Equal Opportunity Employer M/F

KEY PUNCH

National service corporation has several openings for experienced DATA ENTRY OPERATORS for both day and afternoon shifts.
Must have keypunching experience or key punch training.
Call 362-4444 ext 235 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

National service corporation has immediate openings for GENERAL OFFICE CLERKS at the beginning level.
Requires good math aptitude and typing ability. Benefits are provided.
If interested call 362-4444 ext 217 for an interview appointment.
Equal Opportunity Employer M/F

TEMPORARY NO FEE

SECRETARIES
STENOS
DICT 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. A easy phone call will give you all the information you want:

478-8350
OFFICE
PERSONNEL POOL

MATURE person for general office work, in Southfield Insurance agency, some typing, 456 ability to work with people required. Insurance experience helpful but not necessary, excellent salary, fringes and benefits.
358-1134

SECRETARY, Plymouth area. Must be efficient and type well. Must live close to Plymouth. 25-35 years preferred. Mr. Jackson
459-6300

BOOKKEEPER
Plymouth area. Must have bookkeeping experience. Hours and salary flexible. Mr. Altman.
459-1900

SECRETARY/TYPIST
Full time. Some experience necessary. Northwest location. Good salary, fringe benefits. Commensurate with skills. Must have pleasant phone manner and minimum 55wpm typing. Shorthand helpful
557-8311

COMPUTER OPERATOR, must be high school grad and willing to learn Wholesale Drug business. Apply
Cook Lakes Wholesale Drug, 11721 Levan, Livonia.

SECRETARY

Large machine tool company located in Troy has immediate opening for a mature, experienced secretary in the corporate sales office. Applicants must have excellent secretarial skills, typing 65 w.p.m., shorthand 80 - 100 w.p.m.). This position offers and excellent salary and fringe benefit package. For confidential consideration, please contact the Personnel Dept.
LA SALLE MACHINE TOOL, INC.
999 W. Big Beaver
Suite 700 (7th Floor)
Troy, Mich.
362-4060
An Equal Opportunity Employer

EXPERIENCED DIE CASTING secretary needed for busy real estate office in Farmington Hills. For interview, call Carol Higgins.
553-6750

KEY DISC OPERATOR

Permanent, full time day position available for Data Entry Operator. Experience in IBM 3742 helpful but not necessary. Apply at:
Vlasic Foods Inc.
32200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

INSURANCE

Growing agency in Southfield has several openings including:
EXP. COMMERCIAL PERSON
GENERAL OFFICE ASSIST.
RUING CLERK
CALL 355-4400

SECRETARY/RECEPTIONIST. Typing, shorthand, figure aptitude. Pleasant working environment. Southfield area. Trojan Engineering Co. - call 8 am until 5 pm.
557-2700

ACCOUNTS RECEIVABLE CLERK. Must have A/R or A/P. Call RS Electronics, 34443 Schoolcraft, Livonia. Ask for Mrs. Agee
591-3700

SECRETARY - accurate typist, light shorthand, aptitude for figures. Southfield area.
355-4515

BOOKKEEPER ASSISTANT - accurate typist, Southfield area.
355-4515

COLLECTORS-work on telephone only. Experienced, good voice, good promotion, good starting salary. Call Mr. Herr
557-2700

TYPIST-we are moving into Southfield. Good salary & advancement potential. Light typing. Typist 50 words per minute. Call Mr. Henry
353-5440

INSURANCE AGENCY has position open in personal lines department. Experience required. Attractive Center Bldg., Southfield. Call Mrs. Weir
557-8080

TYPIST, Southfield Collection Agency, 559 W. Big Beaver Rd.

SECRETARY, Experienced for part time work. Half day and all day Friday. Shorthand, dictaphone and 50 WPM typing required. Magnus Dye & Chemical Lab Inc., 20200 Vassar, Suite 650, Livonia. Call for interview
478-7146
An Equal Opportunity Employer

CLERK TYPIST

Immediate openings available in the Mortgage Department of our soon-to-be open Birmingham Office of Adams and Haynes. Must type accurately minimum 45 WPM. Interested persons contact Mortgage Manager of our Maple and Cranbrook Office at
647-3800
1st Federal Savings of Detroit
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART TIME Typist to work for new and expanding Dental Health facility located in Western Wayne County. 16 to 20 hours per week flexible, $3.00 per hour. Please call Wesley
562-9850

LEGAL SECRETARY, Troy area. Excellent skills and litigation experience preferred. Excellent benefits, salary commensurate with ability and experience. Call Mary between 8:30 AM and 3 PM.
643-6460

GENERAL OFFICE. Expansion of our operations, we need a clerical office personnel. Excellent benefits and fringes. Excellent opportunities. Typing required. Southland a plus. Southfield area. Call for appointment.
352-3200

RECEPTIONIST

Vastly expanded Farmington corporation is seeking a highly motivated individual for full time front desk position. Must be able to type and have pleasant phone manner. Applications and interviews are being accepted daily between 10 AM and 4 PM. If interested please call Bonnie at

478-5020
An Equal Opportunity Employer

SECRETARY, PERSONNEL (will be full time early 1979) for one city life insurance office. Experience helpful. Typing, filing, phone good skills and public relations. Send name & phone number and resume to P.O. Box 81, Rochester.

RECEPTIONIST
REAL Estate office needs an alert young lady, some typing and general office duties. Good pay. Call Eleanore.
535-0086

SECRETARY needed for one girl office, small plastics plant, must be able to type 55 WPM. Good benefits, paid holidays, salary negotiable. Apply at W.R.R. & L. Co. Plastics Div. 32700 Capitol, Livonia.

ACCOUNTING CLERK
We have an excellent opening for an Accounting Clerk in our Accounts Payable Department. We offer an excellent compensation package, liberal employee benefits, and opportunities for growth. Please call Mrs. Laidlaw, 349-6700.
GUARDIAN INDUSTRIES CORP.
43013 W. 9 Mile Rd.
Northville, Mich., 48167

PART TIME-OFFICE HELP
Experienced preferred, able to work half days, Mon. thru Fri. Apply in person only after 10AM. Son of Sunday, 27955 Michigan Avenue, Dearborn.
An Equal Opportunity Employer

INSURANCE PERSONAL LINES

SUPERVISING UNDERWRITING
A major Property/Casualty insurance company, located in the Greater Metropolitan Detroit area, is looking for an individual with previous qualifications to step into a challenging position immediately. A solid career opportunity for the right individual. We prefer someone with a College degree and/or CPCU; but we would consider someone with other equivalent credentials. Candidate should have 7 - 10 years of Personal Lines underwriting experience, and this should include some management expertise.

We have a $23,000,000 Personal Lines operation with definite growth potential involving a current staff of 35 persons. We have an excellent salary and benefit package, which should prove attractive to the right person. Please call Lee Keenan at ext. 230,
334-3400

SECRETARY for small office Farmington Hills area. Pleasant. Must have pleasant telephone voice. Light typing. Phone between 3 & 5 PM daily
847-1323

MATURE person to do bookkeeping, payroll, etc. full time. Troy, call 8-5
588-4780

CLERK TYPIST

We have an excellent opening for a Clerk Typist in our Data Processing Department. We offer excellent working conditions, good salary, and liberal employee benefits. Send resume or application or apply:
GUARDIAN INDUSTRIES CORP.
43013 W. 9 Mile Rd.
Northville, Mich., 48167

Receptionist

Immediate openings for work in our soon-to-be open Birmingham office of Adams and Haynes. Will greet the public, answer phones and do miscellaneous clerical work. Must type accurately, 45 WPM. Interested persons contact Mortgage Manager of our Maple & Cranbrook Office at
647-3800
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERICAL POSITION

Person with Office experience - good typing, aptitude for figures, preferred. Farmington area. Send Resume to
P.O. BOX 71
FARMINGTON, MI 48024

INSURANCE AGENCY looking for a girl experienced in collections. Full or part time. Salary negotiable.
855-2800

MATURE woman to work Tuesdays and Thursdays in Bill Collection area. Must be extremely good on phone, small amount of typing. $4.00 per hour.
478-5444

SECRETARY
Your good skills are needed to fill a challenging and rewarding position in a pleasant office. Good typing, graph and 12¼ mile area. Salary commensurate with experience and skills. Excellent fringe benefits. Call for appointment
644-8200
Equal Opportunity Employer M/F

INSURANCE
Agency has position open for full or part time Clerk Typist. Insurance knowledge helpful. Southfield area. Call Mrs. Weir
557-8080

SECRETARY-RECEPTIONIST for 4 man Farmington law office; need mature individual with proficient typing skills; shorthand and dictaphone preferred but not necessary. Salary commensurate with ability. Call Donna.
855-2750

OFFICE SECRETARY. Typing, shorthand, some filing experience needed. Shorthand preferred. Contact
855-8450

CLAIMS CLERK TYPIST

We have an opportunity for someone who desires a diversified position. Good typing skills required, 55 wpm. Experience preferred but willing to train. Aptitude for figures and Medical terminology helpful. Convenient Southfield location. Liberal benefit program. Salary commensurate with experience. For interview, call after 9 AM Tuesday.
558-3210
An Equal Opportunity Employer

GENERAL OFFICE, full time 1 girl office. Typing required. 19614 W. 7 Mile Road, Detroit.
273-2020

PART-TIME Secretary needed for Real Estate Office.
644-8321

ACCOUNTS PAYABLE - General office. Must type and have experience. Benefits. Call
356-4820

RECEPTIONIST with Birmingham law firm, typing and dictaphone required.
645-8080

ACCOUNTANT TRAINEE

Excellent opportunity for mature individual with some accounting experience, and academic accounting background to learn auto dealer accounting. Full time position, excellent company benefits. Call W. H. Hadley, business manager, Dexter Chevrolet Co.
536-1400

ACCOUNTS RECEIVABLE clerk, familiar with Burroughs 1-3000. Call 476-8266, Farmington Hills area.

504 Help Wanted Office-Clerical

CLERK TYPIST - leading life insurance company for career minded secretarial type person to work in in Bloomfield Hills office. Call Ms. Merritor
646-5020
An Equal Opportunity Employer

INSURANCE AGENCY needs commercial lines personnel or experienced personal line (2 years or better) to train for commercial position. Southfield area.
275-5078

GENERAL OFFICE FILING

Leading manufacturer of industrial tools has an opening for an entry level position in the Livonia Area. Must be high school graduate, good phone voice, 40-50 wpm typing ability, high math aptitude, some office experience preferred, excellent employee benefit program.
KENNAMETAL, INC.
585-9440

RECEPTIONIST, Troy law firm, typing required. For appointment,
649-3000

LEGAL Secretary wanted for busy Southfield Law Firm. Experience helpful, salary open.
358-4210

RECEPTIONIST
Previous telephone experience a must. Mature, pleasant person capable of typing 45 WPM and following through with various office duties. Apply Photon Sources 37100 Plymouth Rd. Livonia.

SWITCHBOARD

Part time. Available Monday thru Saturday, 5 pm-9 pm or 9:30 pm. No Sundays or Holidays. Excellent benefits. Apply in person, 4th level, Monday thru Friday, 9:30 am-3:30 pm.

HUDSON'S NORTHLAND

EXPERIENCED SECRETARY with steno abilities for insurance office. Excellent salary. Farmington Area. Send resume to Box 288 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST for Southfield CPA firm. Must type 50 wpm, have a pleasant phone voice and like to meet the public. Good salary and benefits.
358-4411

GENERAL OFFICE

Farmington Hills manufacturer with some accounting experience. Must be exceptionally sharp on detail. Will handle special projects, light purchasing, payables, receivables, etc. Modern 4 girl office (computerized). Excellent job, salary and fringes to right person. Must be sharp and self-motivated. Call: VAN DYKE PRODUCTS. Appointment only. 478-1320.

DIVERSIFIED OFFICE DUTIES In Northwestern Auto dealership. Full time, general clerical and cashier work, some typing required Phone 557-2311, ext. 31

EXPERIENCED self-reliant typist needed immediately for full time position with Royal Oak law firm specializing in Collection. Salary open. Send resume to: P.O. Box 208, Royal Oak, MI. 48068.

WANTED: TELEPHONE TV
For Troy Law Office, should be experienced Typist. Call after 1 PM.
362-4222

AUTO DEALER In Farmington

Seeks a Cashier/Telephone Operator with Typing experience for a small exclusive Import Dealership. 5 day work week.
Erhard Motor Sales
477-6400

COMPETENT Secretary needed for law firm in Troy. Prior legal experience not necessary.
643-4774

EXPERIENCED Typist, mature girl - Friday, must be good at figures. Full time, pleasant working conditions. $640 per month. Call Mrs. Gill at 9 AM or 2 Noon only Monday through Friday.
931-1750

CLERICAL OPPORTUNITIES

Portrait Gallery

Unusually diversified and interesting openings exist with the country's foremost growing Portrait Photography company.

ASSISTANT STUDIO SUPERVISOR

We are seeking a responsible individual with ability to work independently in capacity of making decisions. Will assist studio supervisor with administrative duties, perform appointment co-ordinator function and be responsible for copy and restoration service. Must have ability to work with numbers; some bookkeeping experience desired, retail experience a real plus.

APPOINTMENT CO-ORDINATOR

This entry level position can be your stepping stone to the beginning of a real career. Based in prestige department stores, you will give telephone presentations and make the appointments. Will also assist in framing portraits and light clerical duties. This is a PART-TIME Position which requires a versatile individual whose hours are flexible.
EXCELLENT STARTING SALARY
Working conditions and benefits
Interested applicants should call:
553-3256, Farmington
647-2009, Birmingham

PCA International, Inc.
An Equal Opportunity Employer

PRUDENTIAL. We have an opening for general office work permanent employment, pleasant working conditions, executive office facilities, located in Southfield. 5 day a week, paid vacation, excellent employee benefits. Phone Personnel for interview
357-3000
For interview Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Corporate headquarters of multi plant corporation in auto parts area seeks secretary with good secretarial and shorthand skills. Responsibilities will be in reporting structure to benefits manager, good incentive for one who can think on her feet. Call
K.P. & ASSOC.
559-8210

CLERK TYPIST for sales company located in Dearborn area. Data phone experience required. Must be mature & dependable. Call
533-4420

BOOKKEEPER/RECEPTIONIST for general accounting firm. Prefer female, some calling background. Send resume to: D. Scott, 1987 Orchard Lake Road, Pontiac, Michigan 48053

GENERAL OFFICE. N. W. Individual interested in learning various phases of office procedures including basic accounting. Prefer High School Graduate. Must be able to type. Fringe benefits, excellent opportunity. Reply: Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
Executive abilities to handle fast pace diversified Troy based real estate firm. Excellent shorthand & typing a must. Send resume to: Performance Plus Company, Suite 200, 755 W. Big Beaver Rd. Troy, Michigan 48084

LEGAL SECRETARY needed for Southfield law firm. Experience required. Call for appointment.
352-9080

TELEPHONE RECEPTIONIST
Mature woman for diversified work, 5½ day week. $135. Mile-Telegraph area, call for appointment. Wilshire Office Center.
532-6460

SECRETARY - Need experienced secretary, good typist with math aptitude, for diversified duties, company benefits. Southfield location. Call Ms. DeGeorge.
352-6080

504 Help Wanted Office-Clerical

SECRETARY - SALES. Finance division - National manufacturer, relocated to 13 Mile - Northwestern area. Good typing skills, shorthand not required. Company benefit program. For appointment call collect
517-371-8771

JR. SECRETARY wanted for congenial office. Good mathematics & ability with figures. Call Mary
357-3353

CLAIMS DEPARTMENT
Progressive Southfield firm is looking for person to fill position available in Claim Department. Interesting, challenging, with excellent benefits and opportunity for advancement. Call
353-1300

Accounts Payable

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

349-5000

BRANCH SALES Office Secretary - good typing skills required.
255-1500

TYPIST
Fast & accurate for busy Southfield law firm to perform a variety of duties. Call Barb
355-5000

SECRETARY
Bright & sharp to train for legal work with large Southfield law firm. Excellent clerical skills a must! Call Barb
355-5000

Office Girl

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

PART TIME - Southfield area. 20 hours a week, dictaphone typist and filing.
354-1604

KEY PUNCH OPERATORS
Afternoon shifts only. Experienced on video 1270 preferred. In person between 8-10:30 AM or 1-2:30 PM.
K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

GENERAL OFFICE

PROPERTY MANAGEMENT
Typing, light shorthand, light bookkeeping, mature experienced person preferred. Call Mr. Gustafson
559-2300

LEGAL SECRETARY, Troy Area. Senior partner requires qualified secretary. Shorthand required, Mag card if experience preferred. Salary and fringe benefits commensurate with ability.
643-4610

GENERAL OFFICE - Mature, math aptitude, some typing, pleasant telephone manner, experience helpful. Call Mr. Gustafson for interview 626-7600. Or Fill out application at Wayne County Community College Chalk Sales Office, 14 mile South of Maple off of Hilster Rd.

WOMAN, EXPERIENCED in receptionist duties, for Livonia Chiropractic Office. Hours are 30. Hours 24PM, 5 days. Call before noon.
261-2121

TYPIST to learn auto car billing, Farmington location. Call Mrs. Friday.
474-1324

EXECUTIVE SECRETARY, for fast paced Southfield office. Excellent typing and Shorthand required. Legal or Real Estate experience preferred. References required.
559-7432

MAGAZINE PUBLISHER in Livonia needs young person for full time work as technical typist in Circulation Department. Must be good typist. Scott Publication, Mrs. Allen, 9 AM-5 PM.
477-6650

PART TIME out of office work for a small firm in Livonia. Must be knowledgeable in payroll, receivables, payables, taxes and through trial balance.
537-5343

TYPIST and filing clerk. International company looking for full time help. Health benefits, Southfield area.
557-2180

PART TIME SECRETARY needed, flexible hours. Good math aptitude, filing, correspondence and billing. Some typing required. Call
353-2320

LEGAL SECRETARY - Southfield Law Firm, experience required, salary commensurate with experience. Call for appointment.
352-3900

GENERAL OFFICE, typing, filing and light office duties. Redford area.
537-3970

LEGAL SECRETARY

Middle-size law firm in Troy needs experienced Legal Secretary with good shorthand & typing skills. Insurance benefits, pleasant working conditions. Will train good qualified candidate. Call Jerri
649-3200

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK

This position requires a person with 3-5 years experience as an ACCOUNTS PAYABLE CLERK. Retail experience desirable but not necessary. Will handle the matching of purchase orders with invoices and compute for payment. Must be capable of working with large volume of paperwork, and to use various business machines. Good salary, full benefit program and company provided free parking. Call:
835-9500 ext. 242
BORMAN'S INC.
(Farmer Jacks Supermarkets)
An Equal Opportunity Employer

BOOKKEEPER

FULL CHARGE

Growth Oriented Multi-Million Dollar Company desires full charge BOOKKEEPER for recently acquired Subsidiary. College background, 1 year previous experience and average Typing skills preferred. Health and Long Term Disability Insurance plus Profit Sharing included in Fringe Benefit Package. Please forward Resume with Salary Requirements to Box 228 C/O Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150.

SECRETARIAL POSITION

For Financial Executives. Must possess good secretarial skills. 55-60 WPM Typing. Dictaphone. Excellent fringe benefits in this progressive Sales Promotion & Advertising Firm located in N.W. Detroit. Call Personnel Department for appointment.

B and E SALES COMPANY, INC.
12630 Greenfield - Detroit 48227
836-8760 Ext. 372