

504 Help Wanted Office-Clertical

GENERAL CLERK

Our last year full time employee has a need for a full time general clerk. We require 1 year experience. Type 10WPM. High School Graduate, good personality, type corresponding to be able to operate general office machine. Please submit your resume to: Mr. J. M. Smith, 313-557-3077.

IMMEDIATE OPENING TYPIST

Must be experienced in typing financial statements and tax returns. Will be in charge of other clerical duties. Permanent position. Excellent salary. Good benefits. Call 313-557-3077.

CLERICAL

Immediate openings for full & part time positions.

LEGAL CLERK

Seeking good typist to learn advanced skills in legal transcription. Must be experienced in legal transcription. Excellent salary. Good benefits. Call 313-557-3077.

LIBERTY MUTUAL INSURANCE CO

Equal Opportunity Employer

INSURANCE

Reliance Insurance Co., a multi-line insurance company located in Troy, has openings for:

PROPERTY ADJUSTERS

With 1-3 years Premium Adjuster experience or will train experienced Casualty Adjuster to assume Adjuster position.

ASSISTANT

Daily work with computer, excel work for personnel typing with strong communication skills. \$18,000 to start for able assistant. Call 313-557-3077.

CLERK-TYPIST

Good part time full or a 2 hour week. Opportunity for advancement. Permanent position. Call 313-557-3077.

LEGAL SECRETARIES

The Bloomfield Hill law practice needs a Legal Secretary capable of working without constant supervision. A typist and a support staff of 3 are necessary to labor many matters. Salary low. Excellent benefits. Salary \$18,000.

Downtown Law Firm needs a competent candidate with good typing and a telephone skills. \$18,000 to start for able assistant. Call 313-557-3077.

PERSONNEL AT LAW

SOUTHFIELD, MI 48075

SECRETARY - Part time 2 to 3 PM. General office and typing. Must be high school graduate. Must be able to operate general office machine. Salary \$18,000.

RECEPTIONIST/TYPIST - Must have excellent typing skills. Salary \$18,000.

GENERAL OFFICE - cashier, light typing, no experience necessary. \$18,000.

TYPIST - Advertising agency in Troy has immediate opening for experienced typist. Accurate, good spelling. \$18,000.

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BOOKKEEPERS

PERMANENT • TEMPORARY

We offer unique opportunities in all phases of bookkeeping. Many of these positions are close to your home. We can fulfill your needs whether you are permanent or temporary. There is never a fee to you. Call us today.

ROBERT HALF PERSONNEL AGENCY

ACCOUNTANTS

THE OTHER HALF

TELLERS TYPISTS SECRETARIES CLERKS

National Bank of Detroit will be interviewing at the WINCHESTER MALL, Rochester and Avon Roads for full and part time positions such as: Tellers, Typists, Secretaries and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at Winchester Mall, Community Room, on Tuesday, Oct. 24, from 10 AM - 3 PM.

NATIONAL BANK OF DETROIT

AN Equal Opportunity Employer

WE Employ the Handicapped

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RECEPTIONIST

Highly visible position in exciting Southfield Corporate. Excellent working conditions in attractive offices. Responsibilities include typing, good phone personality, and good general office machine. Good salary and excellent benefits. Call 421-2250.

OFFICE GIRL

Advertising agency in Troy needs part time office girl. Must be high school graduate. Must be able to operate general office machine. Salary \$18,000.

BILLING CLERK

Experienced with good typing skills. Must be able to operate general office machine. Salary \$18,000.

CLERK TYPIST

Active Real Estate Company has position open for person who wishes to learn clerical position. Call Jack Keshavan at 313-557-3077.

CENTURY 21 TODAY

PART-TIME typists, secretaries, bookkeepers, stenographers, dictators, etc. Must be high school graduate. Must be able to operate general office machine. Salary \$18,000.

APPLY NOW FOR TEMPORARY WORK

WE HAVE ASSIGNMENTS IN ALL AREAS

GOOD PAY - NO FEE

SUBURBAN OFFICE SERVICES

PARMINGTON ROCHESTER

BEAUTIFUL SURROUNDINGS

Will help you day by day. Rates are diversified, benefits major, and best in great office. \$18,000. Call Linda Nye, 313-557-3077.

Notice To All Temporaries

Have Your Assignments Offered Your TOP RATES

Interesting Work Choice Locations Personal Attention If you Type, Talk, Show, Book, keep or Operate a FAX - Check with Chet's Office. You take your next assignment. Call Now to join the Quality Temporary Service. \$18,000.

OLSTEN

Temporary Services

GENERAL OFFICE - Part time, 2 to 3 PM. Diversified duties, some typing. \$18,000. Call 313-557-3077.

BOOKKEEPERS

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INSURANCE PERSONAL LINES

Supervising Underwriting

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