504 Help Wanted Office-Clerical

SECRETARIES
SENIOR TYPISTS
CLERK TYPISTS
FIGURE CLERKS
GENERAL OFFICE
TEMPORARY
TOP RATE
We are expanding. We have many job assignments near your home. If you are interested in working a few days, a few weeks, or a few months call us. We have what you're looking for. For more information and a personal interview, call office nearest you.
SOUTHFIELD 569-6404
TROY 362-4070
VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CREDIT CLERK
Bamal Corporation, a medium sized fastener distributor located in the Farmington Freeway Industrial Park desires an experienced person to handle credit approvals and process cash receipts. Person must be neat, orderly and well organized. Call between 2 and 4 pm. 477-8100 ext 17
An Equal Opportunity Employer

GENERAL OFFICE for CPA in Southfield. Some bookkeeping and typing. Full time permanent. 356-1611

BANK TELLERS
Full time and part time. Experience in Mid-Shift, Auto 24 Teller machine preferred, but not required. Apply at the Personnel Department.
NATIONAL BANK OF ROCHESTER
142 W. University Dr.
Rochester
651-8533
An Equal Opportunity Employer

GENERAL OFFICE, including typing skills, 8:30 to 4:45. Southfield area. 352-8800

LEGAL SECRETARY. Birmingham Law firm. Some experience preferred. 645-2300

CLAIMS CLERK
Light Typing & Filing. Bloomfield Hills Area. Call Lil. 647-6200

MOTION picture lab, customer service clerk. Non Center area. Benefits, one year office experience. Call for appointment 8:30AM-5:30PM 474-1112

IMMEDIATE EMPLOYMENT for Receptionist with typing ability. Livonia area. Call 261-8450

PART TIME Office Clerical, 3 days weekly, 8 hours daily. Some knowledge of bookkeeping helpful. Southfield/Plymouth Rd. area. Apply in Person: U.S. Piston Ring Corp., 18413 Wexford.

EFFICIENT KEYPUNCH operator in Royal Oak needed. Part time. Call 545-1125 or 398-7762

Special Lady
With a smile in her voice for 4 girl office in Farmington. Secretary to President Responsibilities include steno skills, telephone, receptionist, typing quotes for sales department. Must be experienced and mature enough to sort out priorities. Excellent salary and fringe benefits. Phone Mrs Coesser 478-0100

PART TIME SECRETARY
FARMINGTON HILLS
Modern district sales office of a nationwide company seeks a personable experienced secretary with good typing and transcribing skills. Experience with technical terms helpful. Applicant will assume a variety of general office duties, working with present full time secretary. Four hours per day, Mon thru Fri.
NASH ENGINEERING CO.
851-9616
An Equal Opportunity Employer

RECEPTIONIST - Typist. National Real Estate firm in Southfield. Call 355-5880

SECRETARY, experienced for VP National Real Estate Firm in Southfield, Carmen. 353-5880

SHOP Inventory Clerk. Good mathematical ability required. Send reply to ODI, P.O. Box 3129, Livonia, Mich 48151. Attn: DEH.

ACCOUNT Payable Clerk. Experience preferred for medium size mfg. plant. Good benefits. Send resume to ODI, P.O. Box 3129, Livonia, Mich 48151 Attn: DEH.

RECEPTIONIST
OFFICE CLERK
Duties to include directing incoming visitors, filing and some record keeping. Permanent full time position. Excellent benefits.
CALL FOR APPOINTMENT
ACE CONTROLS, INC.
23435 INDUSTRIAL PARK DR.
FARMINGTON HILLS
474-6211

BOOKKEEPER Trainee. Experience preferred, but will train right person. Permanent position; interesting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting Salary $150 weekly, plus monthly incentive pay plan. Call for interview. 525-0003

SECRETARIAL Typist, excellent pay & benefits. Please call for appointment: 522-1020

RECEPTIONIST/Typist for Bloomfield Hills Architectural Firm. Ability to type 40 WPM. Associates. 338-4561
An Equal Opportunity Employer

RECEPTIONIST and patient desk for Livonia Chiropractor. Mature, outgoing, typing skills. Hours 2 to 6PM Monday thru Friday. Between 9AM and 2PM only. 261-2131

SECRETARY-RECEPTIONIST Sales Div., growth company. Bookkeeping. Full time, type 60 WPM minimum. Immediate openings. Mrs. Sharma 477-8450

ACCOUNTS RECEIVABLE Clerk - experienced, typing skills helpful. Birmingham area. 644-6500

RECEPTIONIST/Typist for Bloomfield Hills Architectural Firm; 45WPM. Call for appt. TMP Associates. 338-4561
An Equal Opportunity Employer

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An Equal Opportunity Employer

RECEPTIONIST and patient dates for Livonia Chiropractor. Mature, outgoing, typing skills. Hours 2 to 6PM Monday thru Friday. Between 9AM and 2PM only. 261-2131

MEDICAL SECRETARY. Full time. At least one year medical office experience preferred. Must type over 45 WPM 553-2900

OFFICE ASSISTANT
Daily part time. Combined cashier and assisting with general office work. Experience preferred. Call for an interview. Bedell's Restaurant. 334-6541

GIRL for general office work. Must be good typist. Southfield area. 559-2300

MOORE BUSINESS FORMS INC
District Secretary, permanent full time for busy sales office of large National Company. Southfield area. Phone contact and typing (60WPM) will range from moderate to busy. Shorthand preferred but not essential, good in general math, good benefits, excellent working conditions. Previous experience or understanding of sales environment desirable. For interview call, Louise. 557-3720
An Equal Opportunity Employer

OFFICE CLERICAL for full and part time. Apply at: 18068 W. 10 Mile, Southfield between 9 AM-5PM.

SECRETARY, part time, 5 days, 12-4:30 PM. Accurate typing required, no shorthand, telephone answering, filing, invoicing, 1 girl office. Southfield location. After 7 PM. 569-3988

ACCOUNTS Payable Clerk, must be accurate typist and competent with figures. 8 AM to 5 PM. 5 days, paid vacation, health insurance. Wolverine Tractor and Equipment, 8 Mile and Beech, Southfield.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Girl with life insurance experience required to run busy, demanding office. Background in legal & tax matters necessary. Must be capable of making decisions & taking the initiative. Self reliant, hard working & figure aptitude a must. Career oriented only need apply. Please call Mrs. Levinson.
358-3530

CLERK-TYPIST
We have a few immediate openings for candidates who can qualify as CLERK-TYPIST. Applicants should be able to type 45 - 50 wpm, handle detailed work, and have a strong numerical aptitude.

These positions offer competitive salaries and excellent employee benefits and provide you with an opportunity to work for a major corporation.

To arrange for an interview, call 256-8885, between 1 PM and 4 PM, Monday, January 15, and Tuesday, January 16.

FEDERAL-MOGUL CORPORATION
26555 Northwestern Hwy.
Southfield, Michigan
An Equal Opportunity Employer

RECEPTIONIST-GIRL FRIDAY
For small electrical control fabricator. Typing and general office duties. Bernard Products, 2041 W. 8 Mile, Redford. 533-7666

RECEPTIONIST
Shorthand, typing and general office skills. Exciting opportunity. Dearborn area. Ask for Roslyn or Theresa 336-8200

SHARP Girl for busy office. Must type 50 wpm, good at detail work. Monday thru Friday. Allan Lori Carpet Co. 477-4280

CASHIER NEEDED for Auto Dealership immediately. 5 days, full time. Some cashier experience preferred. Apply Erhard Motor Sales, 22715 Grand River, Farmington. Phone Mrs. Consiglio 477-8400

KEY PUNCH OPERATOR.
Key Punch Operator with 2 or more years of experience on IBM, 129 Key Punch or ENTREX Key disc. Salary commensurate with experience. Contact: Midwestern Computer Services Inc., Troy. 362-1850

TYPIST, part-time for Management Consulting firm. 3 hrs. a day, 3 days a week. Must type 50 WPM accurately. Call Mrs. Dery. 557-1115

GIRL, wanted, filing and collection department. 7 Mile-Grand River area. Call Mr. Thomas, between 1-4 PM. 532-7900

EXPERIENCED LEGAL SECRETARY - Troy Law Firm. Excellent benefits. 362-3717

MATURE WOMAN to manage sales office for manufacturer. Very capable on phone, typing, and general office routine. Good salary for right person. Must phone for appointment. 397-2070

A LEGAL secretary with experience and good skills for beautiful Troy firm. Dictaphone skills required, shorthand helpful. Call Billie after 2 PM for interview.

SECRETARY Receptionist, statistical typing, general office duties. Late charge person for Southfield CPA firm. Call 424-8575

LEGAL SECRETARY - Southfield office. Excellent skills required. Salary commensurate with experience. 354-4161

PART TIME girl, downtown office. Hours 8:30 - 5:30. Call after 8:30AM Before 4:30PM. Ask for Carol 865-9510

LEGAL SECRETARY - Good in shorthand, dictaphone required. Full time, experienced. Good benefits, established Southfield firm. 569-3070

EARN & LEARN
Excellent typist required to assist Administrative Secretary of a manufacturing firm located in Redford Twp. Engineering or manufacturing related background necessary. Will be trained to operate a communication remote terminal. Liberal employee benefits. Apply immediately.
S.M.C.
800 Junction, Plymouth

TWO DATA Entry clerks with online experience with financial information for Southfield based property management company. Salary commensurate with experience. Call 967-3223 for appointment. Ask for Cindy or Carol.

ASSISTANT Bookkeeper, $8,900. March of Dimes. 27 hours. Call Bernice 864-6000

WANTED
National Manufacturing Co. with general offices in Bloomfield Hills has openings for a mature Executive Secretary with the following qualifications: typing, dictaphone, telephone personality, shorthand helpful but not necessary. Salary $850 to start plus great fringe benefits. Send Resume to Box 770,Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARY - Good typing ability required. Good benefits. Pleasant working environment. Call Mrs. Gaffney 557-1010

SHARP PERSON for secretarial position in fast growing company. Shorthand not a requirement. Southfield area. 352-7050

TYPING - 3 days week and some knowledge of bookkeeping. Apply: 940 E. Maple, suite 139, Birmingham.

TYPIST
For national security corporation. Must type 50-60 WPM, accuracy and spelling a must. Call for appointment between 9 AM. and 4 PM. Monday thru Friday. 539-9080

GENERAL OFFICE FILING
Leading Manufacturer of industrial tools has an opening in an entry level position in the Livonia Area. Must be High School graduate, good phone voice, 40-50WPM typing ability, High Math aptitude, some office experience preferred, excellent employee benefits program.
KENNAMETAL INC.
585-9440

GOOD TYPIST & Good Spelling for Advertising Publication. Livonia area. Opportunity to learn photo-developing. No public transportation. Call Betty 261-8200

PURCHASING EXPEDITOR
Immediate opening for suburban manufacturer. Purchasing experience helpful. Call for interview.
Diamond International Corp.
476-7100 Ext. 277
Equal Opportunity Employer M/F

EXPERIENCED Secretary for heavy development firm. Real Estate background helpful. Good typing and shorthand required. Excellent benefits. Southfield area. Call 9-5 PM 568-4800

SWITCHBOARD OPERATOR
for 10 key PBX Board, light filing and typing. Full time, Novi area. Apply between 10 AM and 3 PM, Monday through Friday, Mrs. Gilbert.
349-5000

RECEPTIONIST needed for Detroit based distributor. Duties to include: assistance on sales, invoicing customer PO's, expediting desired. References and salary history required. Reply in confidence to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

TYPIST
55WPM - clerical duties. Salary, fringes. Southfield, Cathy. 353-3900

SECRETARY for Farmington Hills law Firm. Will train law office skills to job with good secretarial skills. Shorthand necessary. Contact Judy 477-7220

SWITCHBOARD/RECEPT.
Large Southfield mortgage company seeks a responsible & intelligent individual for a very active switchboard. Call Miss Blake. 353-6700

PERSON FRIDAY
Wanted for Radio Station. Must Type 35WPM & have general administrative & clerical talents. Shorthand helpful. AAP/EOE. 548-9600 ext. 210

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 353-2300

PART TIME
10 AM to 4 PM Weekdays
Women to assist in 1 girl office, must have pleasant telephone voice, typing skills & be good with figures.

$2.50 per hour start, Plus Fringe Benefits.

DAVISON RITE PRODUCTS
23077 Telegraph, Southfield
Bet. 8 & 9 Mile

SECRETARY
Wanted by Southfield area steel manufacturer. Typing and general office skills. Exciting opportunity. Dearborn area. Ask for Roslyn or Theresa 336-8200

SHARP Girl for busy office. Must type 50 wpm, good at detail work. Monday thru Friday. Allan Lori Carpet Co. 477-4280

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S.M.C.
800 Junction, Plymouth

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For national security corporation. Must type 50-60 WPM, accuracy and spelling a must. Call for appointment between 9 AM. and 4 PM. Monday thru Friday. 539-9080

TYPISTS TYPISTS! MANPOWER
TEMPORARY SERVICES
18500 Middlebelt, Suite 310E, Liv.
478-1130
24755 S Mile, Redford
538-5130
26075 Woodward, Suite 305
Huntington Woods
543-1060
An Equal Opportunity Employer

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. 1 easy phone call will give you all the information you want.
478-8350
OFFICE PERSONNEL POOL

BOOKKEEPER NEEDED
Must have auto dealer experience. Don Massey Cadillac. 40475 Ann Arbor Rd. (at I-275). Plymouth
453-2100 ext. 20

FULL TIME person, experienced in Accounts Payable and Receivable, for general contractor. Small office, Maple, Telegraph area. 642-8189

SECRETARY - automotive manufacturers rep. Must have shorthand and typing. Southfield. Call Dorothy. 354-5200

SECRETARY for Plymouth based firm, excellent typing ability, dictaphone experience and shorthand preferred. Salary open. 453-4041

SOUTHFIELD ATTORNEY needs legal secretary with defense experience. Salary open. Call Vicki. 559-2300

FULL TIME position open for File Clerk in Southfield law office. Pleasant atmosphere. Call Vicki 353-5200

STENOGRAPHER - IBM Executive typewriter, shorthand essential. Inter-Office, Honeywell Building, Southfield.

STENOGRAPHER - All around office worker, must be accurate typing required. Reply to Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

MATURE WOMAN with typing and bookkeeping skills, 8-4 two days a week as personal secretary. Call 644-7119

WOMAN for general office work, must type and be good with figures. 353-3161

AUTO DEALER
Northwest area GM Dealer needs experienced light bookkeeper with knowledge of accounts receivable and accounts payable. Excellent pay and full benefits. Contact Mike Sante at Morris Buick Co.

CLERK TYPIST-Part-time, telephone voice. Northwest Detroit. Starting salary $850 per month. 345-5131

ACCOUNTANTS PAYABLE CLERK
Individual with some Accounting Knowledge to handle all Accounts Payable functions for small Electric Manufacturer. Will be involved in Purchasing & Inventory Control. Send Resume to: Controller, 12281 Schaefer, Detroit, Mich. 48227.

KEYPUNCH OPERATOR
Part time. Livonia. Fast, accurate. $4.25. 525-8180

PART TIME Clerk-Typist. Independent Oil Company sales department needs mature woman to work four or five hours each day doing variety of clerical and typing activities. Send resume to: P.O. Box 10, Bloomfield Hills, Mi. 48013

MANUFACTURER'S Rep in Highland Park requires responsible mature female, high school graduate, willing to work - looking for long term employment. General office, good with figures, accurate typist desirable. B.C/B.S., and company benefits. After 7PM. 546-1565

BOOKKEEPING/Secretarial position in Farmington area. Must have property management or related experience. Call 851-3353

SECRETARY WANTED: 9-6PM. Livonia Area. Call anytime for appointment. 591-3700

SECRETARY
Southfield Law Firm. Experienced & Good Typing. Bookkeeping Legal experience not necessary. 558-9070

BOOKKEEPER
Full Time position
With Growing Company in Troy. Applicants must be familiar with Accounts Receivable, Payroll, Etc. Good Salary & Benefits. Send resume in confidence to: Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE
CLERK TYPIST
Experienced Casualty Rate Clerk wanted for large insurance company located in Troy. Part time position approximately 20 hours per week. Hours adjustable.
CALL Judy, COWELL
643-6433
An Equal Opportunity Employer

"GIRL FRIDAY" needed. Office experience a must. Typing, filing, invoicing, purchase orders, freight. Steel warehouse. Plymouth. Independent upon experience. Call Frank or Bob. 459-8200

SECRETARY - We will train bright person with good shorthand, typing and math aptitude. Good fringe benefits. Immediate opening.
CLERK-TYPIST
Permanent Part-time. National Publishing Company needs accurate Typists (minimum 50WPM) who like detailed work for their Circulation Dept. Work in pleasant surroundings, 1 hr. per day, mornings or afternoons, 5 days per week. If our modern new office is convenient, we will train you for this job. Apply in Person Between 2 PM. 29816 Southfield Rd., Southfield Office Park near 12 Mile. Mills Bolton, Industrial Machinery News.
An Equal Opportunity Employer

Able and motivated person for small Southfield office. Typing skills required and number aptitude helpful. Will train. 9 AM - 5 PM, 5 days, $175 per week. Mrs Fender, Works. 341-8322

CLERK - TYPIST
For Insurance Forms. Accuracy essential. Troy Area. For interview Call 362-1850

GAL FRIDAY, one girl office. Phone, general office and light bookkeeping; for small firm. Call between 9 and 4:30 PM. 535-6100

SECRETARY-RECEPTIONIST
Immediate 8-5PM opening for mature person with an established Troy firm. Must have good typing & shorthand skills. Neat appearance and able to assume responsibility.
559-1850

DO YOU LIKE DIVERSITY?
Small office needs girl with good typing skills, to answer telephone, do payroll, assist with accounts payable and receivable. Must be able to handle responsibility. Position, salary according to experience. 27048 Princeton, Inkster. 562-4444

TYPIST RECEPTIONIST needed for a growing health clinic in the Northland area. Call Kaye Ryder, 557-1098

Clerical Positions
Mothers of school aged children, full time jobs available with flexible work schedules. Basic office clerical responsibilities. Presently located in Southfield, moving to Livonia, March 79. For appointment call
569-2220 Ext 224
GENERAL OFFICE-PART TIME
Experienced, mature person for general office duties. Hours Monday through Friday. Emphasis on accounts receivable collections plus telephone, figure work, typing and misc. duties. Must be dependable and have good accounting work record. Send resume to: French Manor, Burroughs Corp. O.P.G./B.F.D., 23815 Northwestern Highway, P.O. Box 3011, Southfield Mi. 48037. No telephone calls please.
An Equal Opportunity Employer

SECRETARY - 2 Man Industrial sales office. Between Northville-Novi Location. Requires Mature person with sufficient typing, organization and telephone skills to handle correspondence and proposal work and act as salesman on behalf during their absence. Salary based on experience. Fringe Benefits included. Call 348-7887

LEGAL SECRETARY. 5 days, 8 to 12PM. Ask for Linda. 559-2300

GENERAL OFFICE, accurate typist to be trained on computer terminal. Also telephone and general filing. Office experience required. Allan Copco Inc. 13949 Brookfield, Livonia 261-3450

PAYROLL
Experienced person needed for part time payroll position. Must have good figure aptitude & be able to type at least 45 WPM. Roger Penske Chevrolet, 28111 Telegraph, Southfield.

CLERICAL Permanent, must type, good in basic mathematics, hours 8:30-5PM. Call before 4PM, Remco Office Equipment Inc., 25 Southfield.

TROY LAW Firm seeks secretary with good skills and legal experience in non litigation matters. Send resume to Box 772. Good benefits, salary commensurate with experience. Call Mary between 8:30 am - 1:30 pm. 362-4440

GOOD TYPIST, experienced in purchasing, invoicing and expediting procedures for small industrial firm. Reply in confidence to Box 712, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

INSURANCE
Birmingham Agency is looking for a girl, experienced in personal lines, Homeowners. For confidential interview, Call Mrs. Hunt
644-5809

SECRETARY/RECEPTIONIST - Near 7 Mile & Middlebelt. $700 per month. Apply at: 29200 Vassar, Suite 541, Livonia.

BOOKKEEPER ASSISTANT
Farmington Hills manufacturer needs girl experienced in Accounts Receivable, Payroll, Office procedures, inventory control and basic computers-$3.25 to $4.00 hr. 3 girl office. Call for appointment: 478-1202

WOMAN FOR Customer Service Dept. Must have a pleasant phone voice, typing ability, interest in detail work. Call Mr. Hoffman 559-3110, Schoolcraft, between Middlebelt & Merriman.

LEGAL SECRETARIES wanted for full time positions in Southfield law firm. Salary plus benefits. Please call Office Manager for appointment: 353-5454

GENERAL OFFICE. Several clerical openings. Apply in person, 10 AM - 4 PM, Vic Tanny main office, 1500 Mc. Woodward, Birmingham.

GIRL needed, must be good typist & able to handle responsibility. 1323 E. Maple, Royal Oak. Call 548-3300

MAILROOM Clerk needed for Farmington Hills Law firm. Office experience preferred. Good benefits, call Linda Widing. 851-8600

A STENOGRAPHER with Mortgage experience, type 50WPM, Shorthand 80WPM, full benefits, Fee Paid.

A STENOGRAPHER. Experience in Accounts Payable. Type 50WPM, full benefits, Fee Paid.

A CLERK TYPIST, 50WPM, a good personality will land you in this exciting office. Excellent wages. Full benefits. Fee Paid.

A FILE CLERK experienced in filming/filing. Excellent wages, full benefits.

A TELLER, Career for High School graduate with car, no experience.

A STATISTICAL TYPIST, 50WPM, Excellent pay, full benefits. Fee Paid.

CALL SUR-WAY
967-1470

OFFICE POSITION OPEN FOR SOUTHFIELD CLOSING DEPARTMENT. TYPING REQUIRED. FULL TIME CALL MR. STAUB 353-1800

BOOKKEEPING POSITION IN SOUTHFIELD TITLE INSURANCE AGENCY. FULL TIME CALL STAUB 353-1800

CLERK-TYPIST
Due to recent expansion home office of local insurance company has immediate openings for CLERK-TYPIST in their claims, workers service department, claims dept., and group department. 4% day week. Light typing but neat, accurate typing required. Apply in person Mon. thru Fri. 9 AM. to 3 PM. 28816 Southfield Rd., Southfield Office Park near 12 Mile. Mills Bolton, Industrial Machinery News.
An Equal Opportunity Employer

EARN EXTRA CASH
TEMPORARY ASSIGNMENTS
Work a day, a week or longer. Interesting work, choice locations.
REGISTER NOW
SECRETARIES
STENOGRAPHERS
TYPISTS
SWITCHBOARD
CLERKS
KEY PUNCH
Call the office nearest you. Monday thru Friday 10 AM. to 3 PM.
DEARBORN 565-0065
DETROIT 961-0800
CLAWSON 545-6387
LIVONIA 525-0530
FARMINGTON 478-8080
WYANDOTTE 284-9086
WARREN 575-8880
OAK PARK 967-0530
WITT SERVICES
TELLER
ROYAL OAK
Full time position available. Ability to work the public. Accurate with figures. Some typing skill necessary. PEOPLE'S FEDERAL SAVINGS
751 Griswold, Detroit
961-0170
An Equal Opportunity Employer

FULL TIME position available in Accounts Payable. Experience preferred, typing skills required. Salary & good benefits. Apply in person: Mon. thru Fri. 9-5. Chemical office, 24071 Telegraph, Southfield.

EXPERIENCED legal secretary needed for full time position in Bloomfield Hills Law Firm. 647-1122

GENERAL OFFICE - Good with figures. Typing skills required. Accounts Payable. Light typing. Complex in Canton/Plymouth area. Salary open. Call Mrs. Gaffney 557-1010 Nancy Cuckle for interview. 455-2434

BIRMINGHAM Legal Secretary. Typing 50 WPM. Light typing. Fee experienced. Will train if smart and interested. Fee pay 645-9400

LEGAL SECRETARY needed for Birmingham Law Firm, strong shorthand & typing experience preferred. Please call 645-1200

Inventory Control
Wholesale distributor is seeking competent person for inventory control position. Experience with manual Cardex system is preferred. Good math aptitude required. Typing is necessary for future computer conversion. Permanent position. 40 hour work week. Good company benefits. Salary commensurate with experience. For interview call Mr. Grant, 476-5878.

CLERK TYPIST
LOCAL Steel Company has an immediate opening for a clerk typist to handle typing and clerical duties on orders. Handle accounts receivable, type orders, operate telex. Type 50-60WPM. Well established company offers a permanent position with salary commensurate with experience. Good benefits, insurance plan. Please call for appointment.
522-0030
CUSTOMER SERVICE
Order desk position available for mature, reliable person for Troy machine tool distributor. Excellence preferred. Apply: Applied Manufacturing Systems, 524-0300

MATURE PERSONNEL needed. Clerical typist with adding machine skills. Interesting work for reliable person. Capable of handling responsibility. Light hours. Salary Excellent. Call or send resume part time if the right person. Redford area. 538-8810

504 Help Wanted Food & Beverage

YOUNG LADY for light errands. Some filing for Southfield law firm. Call Mr. Riley. 559-8400

LEGAL SECRETARIES
Maybe 1979 will be the Year you decide to improve your employment situation. There is certainly a wide range of attractive positions available for Legal Secretaries starts as little as 1 year experience. There is no reason to be in a situation you find displeasing. We hope so. We can discuss the particulars of any position that meets your needs and requirements. Your time will not be wasted on a marginal position not right for your experience level. The time to act is Now. Make 1979 a rewarding year for yourself. Many positions now available for secretaries seeking permanent part time or temporary positions. Never a fee to pay for our preferential and discreet placement service.
PERSONNEL AT LAW
2000 TOWN CENTER
SUITE 2540
SOUTHFIELD MICH. 48075
Southfield 358-0060
Troy 818-2025
Dearborn 336-5777

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

TYPISTS - Are you bored with your typing? Do you want to learn Word Mag Card typewriter while working for the world's largest word processing company. Excellent benefits, working conditions. Days, mornings.
An Equal Opportunity Employer
Age No Barrier

SUBURBAN OFFICE SERVICES
Wants to help you start the year out right and keep your clerical skills sharp. Work when, where and as often as you like in 1979. Call our "Temporary Division":
ROCHESTER 651-1500
FARMINGTON 477-9842

LEGAL SECRETARY - Personal assistant, probate and corporate experience preferred. Busy Grand Birmingham location. 645-1110

LEGAL SECRETARY - Experienced necessary. Good typing, shorthand and dictaphone experience. Busy Southfield Firm. Good salary and insurance. Call Mrs. Norman 424-6200

A BANK SECRETARY
$171. Wk. Spots available. Fee Paid by Employer for persons with Typing & Shorthand. Previous experience not necessary. Employment Center 569-1036

PART Time Receptionist, law firm. Afternoons. Accurate typing, Birmingham area. 646-3300

SUBURBAN OFFICE SERVICES
Wants to help you start the year out right. Keep your clerical skills sharp. Work when, where & as often as you like in 1979. Call our temporary division.
Rochester 651-1500
Farmington 477-9842

TYPISTS - Great opportunity to learn keypunching skills while being paid. Full time and part time. Great benefits and working conditions. Apply in person: Mon. Dan Kaiser, 8AM-4PM, Livonia. 478-7441

APPOINTMENT SECRETARY needed. Some telephone experience preferred. Light typing. Flexible hours, some evening hours. Opportunities for advancement at Interactions, Inc. Dating Service. Ask for Mr. Gray 548-5222

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

505 Help Wanted Food & Beverage

FEMALE delivering & selling lunches in Southfield offices, must have car. Hours Monday thru Friday 8:30 AM-1:30 PM, good pay, must be dependable. 557-3544

WAITRESSES
No experience necessary, must be 18, must be able to work in the nights, & spots. Apply in person: Rikshaw Inn, 8497 Orchard Lake, W. Bloomfield.

DAY COOK
MON - FRI. day shift. Good pay, excellent benefits, weekends off.
APPLY IN PERSON
WIN SCHULER'S
The Grate Steak
2601 ROCHESTER RD.
852-8330
An Equal Opportunity Employer

COOKS - day shift only. Ladds Restaurant, Farmington & 8 Mile.

WAITRESSES WANTED. Must be experienced. Apply in person, ask for Bob Masters, 32664 Orchard Lake Rd.

WAITRESS - full time days. Apply: Cousins' Restaurant, 14000 Woodward, Southfield. 552-7290

CHARLIE'S CRAB - looking for food prep people for day shift and oyster bar people for evening shift. Apply in person, 5484 Crooks Rd., Troy 879-2080

WAITRESS APPLICATIONS now being accepted for midnight & morning shifts. Good tips, paid vacations, apply within. The Waffle House, 28565 Northwestern, Southfield.

EXPERIENCED BARTENDER, full time days, experienced waitress, days. Merri-Bowl Lanes, 437-2800

DAYS ONLY - Experienced waitresses and bar girl. Apply in person before 2 PM, afternoons. Farmington Big Boy, 20722 Farmington Rd., near 8 Mile.

BIRMINGHAM AREA Cheese & Gourmet food shop seeking experienced counter person. Salary commensurate with experience. 645-3236

505 Help Wanted Food & Beverage

WE ARE HIRING PART TIME EMPLOYEES who can enjoy working with a Team, are organized, spirited individuals, that get the Job done. Stop in or call and make an appointment with our Manager.

LITTLE CAESAR'S PIZZA STATION
353-5990 561-5420
24459 Telegraph 23780 Michigan Ave.
S. of 10 Mil., Southfield E. of Telegraph, Dearborn

505 Help Wanted Food & Beverage

CASHIER
Immediate opening, nights, full or part time. Call Personnel Manager 10 AM - 5 PM, Mon. - Fri. 358-3464 or apply in person 2 PM - 6:30 PM Tues. - Sat. Kay Dunham.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
near 12 Mile Rd.
Southfield, Mich.

COUNTER ATTENDANT
Immediate openings, day and night shifts, full or part time. Call Personnel Manager 10 AM - 5 PM Mon. - Fri. 358-3464 or apply in person 2 - 6:30 PM Tues. - Sat. Kay Dunham.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Near 12 Mile Rd.
Southfield, Mich.

NIGHT DISHWASHER - over 18. Apply in person: Northville Carley's, 41122 W. 7 Mile, Northville.

COOK - Days or nights, part or full time. Apply in person: Northville Charley's, 41122 W. 7 Mile, Northville.

BUS BOYS - day and evening shifts. Experience preferred. Farmington Hills area. Call Personnel. Phone for interview. 851-4094

HOSTESS - Lunch 3 to 6 days a week. Small restaurant in Southfield area. 356-7055

COOK
Experienced on broiler. Monday night only. Wayne Westland area. 729-1783

DISHWASHER & BUS HELP
No Sundays, no holidays, no nights. Original Esquire Restaurant, 21754 West 11 Mile Road, Southfield. 353-4999

RESTAURANT NEEDS - counter help. bus boys/girls. Good pay. Good hours. Apply: Sol's Deli, 27060 Evergreen Rd., Southfield 424-9080

WAITRESSES
Must have good experience with food & liquor. Openings on day & night shifts. Apply in person:
RED CEDARS
(Telegraph at Nine Mile)
Southfield

WAITRESS WANTED - Apply in person. Corsi Restaurant, 27819 W. 8 Mile Rd., Livonia. Apply after 3PM.

COOKS
Full-time, 6 am to 2:30 pm and 11 am to 7:30 pm shifts. Air conditioned kitchen. Fringe benefits. Redford Villa Nursing Home, Southfield. 557-3222

WAITRESS
AFTERNOONS
Full or part time. Good pay, excellent tips. Mature woman or young responsible person.
Apply in person
GOLDEN LANTERN
33251 Five Mile Rd.
Livonia, Michigan

DUNKIN' DONUTS
Immediate openings, part time, 11 PM to 7 AM shift. Will train. Apply in person 9 AM - 1 PM daily.
34417 Ford Rd.
Westland

COCKTAIL WAITRESS, barmaid, and dishwasher. No experience required. Apply in person at the VIP Lounge, 3000 Town Center, Southfield.

WAITRESSES
WAITERS
FULL TIME, 5 DAYS
No experience necessary, we will train. Good earnings, good benefits. Meals & uniforms provided. Apply Monday - Saturday, 10 AM - 4 PM. No phone calls.
STOUFFER'S
NORTHLAND RESTAURANT
21000 Northwestern Highway
(Northland Shopping Center)

COOKS, prep cooks, waitresses, dishwashers. Apply Bistro Restaurant, Maple at Coolidge, Troy. 576-1171

COOK WANTED part time. Our Lady of Providence. Call Sister Theresa: 453-1300

COOKS & WAITRESSES
Must be experienced in High Volume, Excellent Tips. Good Salary & Benefits.
Apply in Person
GROUND ROUND
26747 GRAND RIVER
Between Inkster - Beech Daly

WAIT PERSONS
COCKTAIL WAITRESSES
HOSTESSES
KITCHEN PERSONNEL
Full or part time, day or evening. Apply