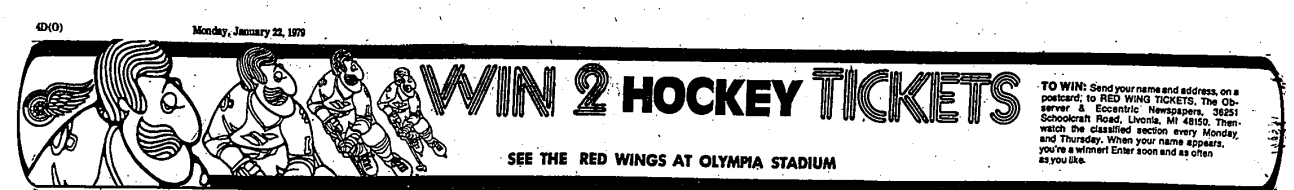

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

504 Help Wanted Office-Clerical

ATTENTION!

Large firm needs typist. Type 60 accurately, shorthand a plus. Busy spot, plush offices, all benefits. $650 to $800. Good advancement! Fee Paid.
PERMANENT STAFF 353-8605

CLERK

Permanent full time position for someone who works well with numbers, can use a 10 key adder and can type. This is an entry level position in Oak Park for a customer Service Representative. Call Joan Martin at Extension 32 between 1-4 PM.
548-2300

SECRETARY TRAINEE $150
For major suburban fund raising organization. Help coordinate campaigns, assist scheduling of volunteers, handle letter typing, type file light shorthand helps. Enter 27, clerical experience. Employer paid fee.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

FIGURE CLERK

Friendly Livonia company needs pleasant person with light typing and good math aptitude for data processing department. Related experience helpful. Plush offices, good starting salary, full benefits, very promotable and fun company pays our fee. HURRY!!
PERMANENT STAFF 522-4210

SEC'Y $9,000

Suburban branch of major Bank needs experienced Secretary with typing and shorthand for Mortgage Dept. Good benefit package and your new boss pays our service fee.
PERMANENT STAFF 522-4210

RECEPTIONIST

West Suburban Company needs friendly person with pleasant phone manners and good typing for front desk position. Good starting salary, full benefits, very promotable and Company pays our fee. HURRY!!
PERMANENT STAFF 522-4210

ACCOUNT ADMINISTRATOR

Mature, professional person to work in fast paced, detail oriented Southfield food broker office. Accurate typing skills and aptitude for figures - a must. Office experience desired. Permanent position with full fringe benefits. Immediate opening. Call Mr. Pawlovich between 2 - 5 PM
355-3400

SECRETARY

with business machine experience to run errands and handle varied office duties for manufacturer in Royal Oak. Pleasant working conditions, good benefits including profit sharing & pension plan. Send resume, including salary history to Box 72A, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RED WING TICKET WINNER

Kevin Kruszewski
38163 Ross
Livonia, MI 48154

Please call the promotion department of the Observer — Eccentric by 5 p.m., Tuesday, January 23, 1979, to claim your two free RED WING HOCKEY TICKETS. 591-2300, ext. 243.

CONGRATULATIONS!

SUBURBAN SECRETARY $875
For Vice President of rapidly expanding suburban corporation. Schedule meetings, handle confidential correspondence and book travel - handle letter typing, type executive level letters with detail and profit sharing. Company paid fee.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE $100
For Accounting department, verify invoices, process payments and handle light typing. Full benefits, excellent advancement. Company paid fee.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PRESTIGE
To $11,700
FEE PAID. A flair for organization and excellent clerical skills are the key to a top position with well known firm.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Inventory Control

Wholesale distributor is seeking responsible person for inventory control position. Experience with manual Cardex System is preferred. Good math aptitude required. Knowledge necessary for future computer conversion. Farmington location. 40 hour work week. Good company benefits. Salary commensurate with experience. For interview call Mr. Grant, 476-5070.

Personnel Receptionist $150
Great applicants, process new hire reports, assist with screening, type 40, full benefits with dental, cost of living and a friendly pleasant environmental potential. Raise to 60 days.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING CLERK $175
Prefer some previous general accounting experience, handle several duties for rapidly expanding suburban company. Full benefits, company paid fee.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

CLERICAL

MAIN OFFICE
Part Time positions. Must like working with figures, and be adept on 10 key adder. Pleasant working conditions. Company benefits. Apply 8:30am-4pm.

HADLEY'S

12805 Wayne Road, Livonia, off Schoolcraft

TYPIST - If you can type 60 WPM, Tymshare inc. will train you as a Keypunch Operator. Receive pay while you train. Full and Part time positions, 2 shifts. Plymouth area. Call Tracy
459-6750

504 Help Wanted Office-Clerical

REAL ESTATE SECRETARY

I am looking for an experienced real estate secretary with a good working knowledge of processing and closing real estate sales. Livonia area. If interested call TOM KUSTER.

CENTURY 21

CORNERSTONE 478-4660

WANTED

Secretary for real estate office in Canton Area. Must be 21 or older with some experience. Well dressed, neat, personable.
459-2800

OFFICE MANAGER

Fantastic chance to combine your interest in accounting with personnel management functions, top firm, terrific benefit plan & career potential, $15,000-$17,000.
Call 649-6144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

RECEPTIONIST

Down River Manufacturing Firm needs experienced switchboard operator, PBX console spot offers $740-$765 start with top benefit plan. Call 649-6144
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

FULL TIME assistant, no experience necessary. Farmington Hills office.
553-2828

DATA ENTRY Operators - Experienced operators needed for busy season. Full or part time positions, 3 shifts. Tymshare, Inc. Plymouth. Call Evelyn
459-6750

BOOKKEEPER

Full time with some experience for a Southfield CPA Office. Knowledge of financial statements, taxes a plus.Fringes.
557-3257

RECEPTIONIST-Typist, with strong skills needed in Southfield Insurance Agency. Insurance experience helpful. Neat appearance. Excellent salary, good benefits.
354-6565

TYPIST-RECEPTIONIST

Experienced on busy phone, needed for expanding Southfield plastic distributor. Excellent opportunity. Miss Lee,
353-2580

SOUTHFIELD ATTORNEY needs Legal Secretary with defense experience. Salary open Call Vicki
353-5300

MEDICAL RECEPTIONIST $10,000
For family medicine department of large hospital, schedule and greet patients, type letters and assist with insurance forms. Type 50, may medical experience helps. No evenings or Saturdays. Full benefits with dental plan.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

A RECEPTIONIST - Southfield-8 Mile. Good typing & clerical skills. Washington National Insurance Co.
538-8500

REDFORD
$700 PLUS

FEE PAID. Friendly company needs your aptitude for figures and light typing. Hurry
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

HIGHLY QUALIFIED SECRETARY

Needed for a Farmington Hills Health Care Facility. Candidates must be organized & dependable. With ability to exercise initiative & good judgement. Excellent Typing & Shorthand Skills required. Please send resume in confidence to Box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - to executive at Troy ad agency, top level boss will need your good skills and experience and will pay you $18,500. Company has beautiful offices, offers full benefits and pays our agency fee.

TOP NOTCH - Secretary for busy spot in Troy land development company. Dictation skills plus excellent typing skills important. Salary $13,000 plus benefits and fee paid.

RECEPTIONIST - Typist for Southfield insurance company. Answer phones, greet customers, type accurately. Salary $750 to $800 plus benefits and fee paid.

ADAMS & MARTIN PERSONNEL

920 E. Maple BIRMINGHAM
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

SECRETARY

Immediate opening with a Fortune 500 Corporation for a qualified Secretary. Applicants should be able to type 60 wpm, take shorthand at 80 wpm, and have relevant secretarial experience.

This challenging position offers a competitive salary and excellent fringe benefits. To arrange for an interview, call 354-8828.

FEDERAL-MOGUL CORPORATION

26555 Northwestern Hwy.
Southfield, Michigan

Equal Opportunity Employer M/F

SECRETARY

We have an excellent position for a good organizer who enjoys responsibility and likes working with people. 55 wpm typing, some shorthand, a figure aptitude, and some artistic ability helpful, but not necessary, for our busy sales office. Experience necessary. Call Pam Interiors Diversified Services, 31980 Greenfield, Southfield. 968-1880.
Equal Opportunity Employer M/F

BUSINESS OFFICE TRAINEE

Suburban firm wants you to enjoy your job. Use your accurate typing to start you up the corporation ladder. $650. Fee paid. Call Linda Neely.
644-4600
SNELLING & SNELLING AGENCY

RECEPTIONIST
For Medical Laboratory. Light office skills, no experience necessary.
476-4040

ACCOUNTS PAYABLE Clerk, retail experience required. Good working conditions. Fringe benefits. Please call:
266-1126

BOOKKEEPER, experienced trial balance and payroll. Good working conditions and fringe benefits. Please call:
266-1126

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT

Large suburban firm needs good organizer in their corporate development department. Light shorthand a plus. Benefits, plus!! $975. Call now!
353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST
FEE PAID

Beautiful entry level position with suburban firm. Type and learn switchboard. Hurry for this! $550 plus.
353-2090
SNELLING & SNELLING PERSONNEL

BIRMINGHAM Group Insurance office requires a secretary and office supervisor. Individual should have good typing and shorthand skills. Call Mr. Hiltz, Canada Life Assurance Co.,
645-7717

CASHIER, housewife preferred for part time afternoons for Shell Service Station in Plymouth, for more information call between 9 AM & 2 PM
538-5080

BOOKKEEPER - Full charge, experienced. Payroll & payroll taxes, pegboard system through trial balance. Excellent benefits, benefits & pay. Novi area. West End Welding & Fabricating.
476-8658

TYPIST

For national security corporation. Must type 55-60 WPM. Accuracy and spelling a must. Interview by appointment between 9 AM. and 4 PM. Monday thru Friday. 538-8080

KEY-PUNCH OPERATOR

Familiar with IBM 129 or 029. Excellent opportunity to work with and learn Data Entry work. Liberal employee benefits.
APPLY TODAY:
S.M.C.
800 Junction, Plymouth

TYPIST

With engineering or manufacturing related background required by firm located in Redford Twp. Shorthand helpful. Liberal employee benefits. Apply immediately:
STAHL MFG.
12322 Woodhine, Detroit

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 776, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARIES

TROY-VP of sales, handle customer-care, phone work, typing 60 WPM, shorthand 90, benefits, $975, Fee paid.

BIRMINGHAM - chief financial officer, bookkeeping background, good computational skills, typing 55 WPM, light shorthand, benefits, $900, fee paid.

OAK PARK - National sales office, typing 65 WPM, some shorthand, good phone manner, benefits, $875, fee paid.

TAYLOR - president needs assistant, confidential duties, typing, shorthand, and experience necessary, $1100, fee paid.

TROY Insurance Agency desires Insurance Secretary. Light to medium Commercial experience. Salary commensurate with experience. Call M. Gallagher at: 643-8650

STENOGRAPHER

Three - four years general office experience with typing speed 60 WPM, knowledge of dictaphone essential, excellent spelling & grammer required, shorthand not required. Good working conditions and benefits. 37½ hour work week.
352-9000, ext. 62

SECRETARY-for Southfield Law firm. No experience necessary. Will train. Good pay and health insurance.
557-0718

OFFICE HELP, for retail chain located in Southfield. Experience helpful but not necessary. Fully paid Blue Cross and Profit Sharing. Please call:
358-1191

TROY Insurance Agency desires Insurance Secretary. Light to medium Commercial experience. Salary commensurate with experience. Call M. Gallagher at:
643-8650

INSURANCE

Agency in Southfield needs experienced person in property and casualty rating to assist our commercial department. Good opportunity for growth. Top salary and excellent fringe benefits. Salary commensurate with experience.
355-4400

INSURANCE TYPIST. Bookkeeping experience helpful. Good opportunity for growth. Top salary & excellent working conditions. Southfield location.
355-4400

MATURE WOMAN
General office, full time, Southfield, Phone D. Boyle,
353-1811

GENERAL OFFICE - Southfield location, accurate typist, shorthand, necessary, full time benefits. Call between 9-4 Mon. thru Fri. 9-1.
352-7757
An Equal Opportunity Employer

TYPIST

Entry level position in Sales Department for accurate typist with figure aptitude. Call Barbara for appointment.
476-8340

A Clerical Typist is $183 Per Week Fee Paid.
Sure-Way Employment Services
557-1070

A SECRETARY UP TO $210 WEEK
1-2 Years experience. 55WPM Type. 80WPM shorthand.
Sure-Way Employment Services
557-1070

A TELLER $175 PER WEEK
No experience necessary. High School Graduate with car. Openings in all branches.
Sure-Way Employment Services
557-1070

BOOKKEEPING

Troy Firm seeks mature individual having good judgement. Duties include Payroll, Accounts Payable & other General Office Functions. Numerical aptitude preferred. Company paid fringe benefits. Call 362-3400

HOSPITAL SECRETARY $13,800
For major medical center, no previous medical experience but secretarial experience preferred. Type 55, light shorthand. Full benefits with dental plan and cost of living.
355-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

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

RECEPTIONIST-GIRL FRIDAY
For small electrical contractor, typing and general office skills helpful. Triton Products, 25461 W. 8 Mile, Redford.
535-7086

THE CITY of Garden City currently has a C.E.T.A. Title IV Disposition Clerk position available with the Police Dept. Must be a Garden City Resident and unemployed. Contact the Romulus MESC Office at:
Equal Opportunity Employer M/F

LEGAL SECRETARY, Southfield office, excellent skills required, experience not necessary. 352-4141

504 Help Wanted Office-Clerical

CRT OPERATOR

Needed for 3 weeks plus in the Livonia area. Evening shift from 6 P.M. thru 8 AM. Monday thru Friday. If interested apply at:

KELLY SERVICES

"The Kelly Girl People"
23413 W. 8 Mile, Livonia
522-4020
Equal Opportunity Employer M/F

ATTENTION WE'RE MOVING

MANPOWER

TEMPORARY SERVICES

Previously located at 34755 5 Mile, Redford has relocated. We wouldn't want anything like a simple change of address to put you out of touch with the exciting job assignments we have for you (and your friends). So please make note:

EFFECTIVE
FEBRUARY 1, 1979
Our new address is
19500 MIDDLEBELT
SUITE 310E
Livonia, Mi. 48152

(Just N. of 7 Mile Rd. Across from the Livonia Mall in the Livonia Office Pavilion.)
Our new phone number is:
478-1130

After all we'd hate to break up a relationship that's "every" so well. And anything you can do to make our neighborhood, stop in, Janet, Marryann, Dottie and Pam will be there to make you feel at home ... in our new home.

TYPISTS STENOS KEYPUNCH SECRETARIES GEN'L OFFICE

Call our new number for appt.
9 am-5pm Mon. thru Fri.
An Equal Opportunity Employer

GENERAL OFFICE - Experienced Girl Friday, full time, light shorthand, shorthand desirable but not necessary. Pleasant office.
855-4162

EXPERIENCED SECRETARY, Cobo Hall area. Excellent typing, shorthand preferred, business correspondence knowledge. Pleasing personality, liberal fringe benefits, vacation, parking. Salary above average. Send resume to: Box 819, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

HELP WANTED

SECRETARY-with good typing skills (speed & accuracy), filing and use of business machines. Light shorthand required.

Apply in person at
Personnel Office
MADONNA COLLEGE
36600 Schoolcraft
Livonia, MI. 48150
Equal Opportunity Employer M/F

SECRETARY
To Partner in CPA Firm. Must have typing & experience. Salary commensurate with ability. Southfield Location.
548-2574

Secretaries Typists Bookkeepers 10 Key Clerks Data Entry Switchboard

We need your skills. Work temporary assignments as your schedule permits while earning top pay. If interested apply at listed locations:

28419 8 Mile, Livonia
522-4020

2239 S. Telegraph, Bloomfield H.
642-9650

999 W. Big Beaver
Suite 180, Troy
362-1180

23777 Greenfield
Suite 122, Southfield
424-9100

KELLY SERVICES

"The Kelly Girl People"
Equal Opportunity Employer M/F

BENEFITS & SECURITY
Fill this empty desk for suburban company. Pleasant surroundings, typing, fee paid. $650 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

BOOKKEEPER-ACCOUNTANT - A person who understands accounting procedures and likes detail, to 8 in medium sized company that has just installed a computer. An absolutely fantastic opportunity, great working conditions. Mr. Goldberg.
968-3400

EXECUTIVE SECRETARY, 8 Mile-Grand River area, Redford. With bookkeeping experience, 5 day week. For appointment, call
255-8410

CLERICAL

Are you looking for work near home? If you can type and would like a variety of office work, we have a job for you. Good starting salary, regular merit increases, opportunity for advancement and many benefits. For appointment, call Mrs. Galvanas at
548-3200

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Southfield Production Paint Firm. Excellent typing-Shorthand. Travel arrangements experience. Able to work under pressure. Salary $900-$1000. No Agency fee.

ACCOUNTS PAYABLE CLERK
Good typing, figure aptitude. $800 min. month. Full benefits.

RECEPTIONIST
Outgoing personality, plug board, PBX, light typing, $800 month min. Good benefits. No Agency fee.

BEG. TYPIST - PERSONABLE
50WPM, accurate, shorthand nice, good phone voice & personality. $600 min. starting salary. Excellent promotions. Fully paid benefits. No Agency Fee.

WARREN AREA
Personnel Assistant
Excellent typing, much personnel experience required, $800 month. Range. Fully paid benefits including dental. No Agency fee.

BETTY HAMIL PERSONNEL
424-8470

LEGAL SECRETARIES

BIRMINGHAM. This practice heavily engaged in probate, real estate and copyright work needs a super typist with dictaphone and shorthand skills. No fee. Salary to $11,700.

TROY. Experience in Workmen's Comp, product liability, medical malpractice and negligence will be of interest to this busy practice. Good benefits. No fee. Salary to $14,000.

FARMINGTON HILLS. General practice needs an alert assistant with established typing, dictaphone & shorthand skills. 6 month review plan. No fee. Salary to $12,000.

TROY. A bright personality along with good office skills are needed by this practice, heavily engaged in corporate tax matters. No fee. Salary to $11,500.

PERSONNEL AT LAW

3000 TOWN CENTER
SUITE 2240
SOUTHFIELD, MICH. 48075
Southfield 352-0880
Troy 649-2085
Dearborn 336-5777

MATURE PERSON with experience or willing to learn. Southfield area. Call Mr. Cook
353-6277

BOOKKEEPER- Full charge needed for Southfield CPA. Experienced only need apply. Excellent full time position.
557-0440

PSYCHOLOGICAL CLINIC needs clerk typist/receptionist with good typing skills. Long Lake-Telegraph area.
948-3500

OFFICE ASSISTANT
For medical billing company to assist estimating and planning dept. Ideal opportunity to learn the workings of an established company. Pay negotiable. Apply in person to Oakland Tool & Mfg Co., 24700 Commerce, Fraser.

LEADING margin bookkeeper, Stocks brokerage firm is looking person with experience in the business for busy posting, advancement potential Southfield location.
354-5130

ACCOUNTANT/BOOKKEEPER
Who has worked in CPA office. Experience required in payroll, in income tax preparation, financial statements. Southfield area. Part time-hours to suit.
548-3188

LEGAL Secretary- Experienced only, for one girl law office in Farmington Hills. Must be accurate typist. Shorthand, light bookkeeping. Call for interview; Harry M. Smit,
626-8534

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
TROY 569-6404
362-4070

VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

COLLECTOR
National Corp. has opening for a Collector, willing to train mature person in collection field and credit extension. Call Mr. Ray.
399-8100

BOOKKEEPER, experienced required, must have general ledger and financial statement preparation background, salary from $12,000 - $14,500. Fringes include health insurance and pension plan. Westtown Birmingham. Please send resume to: Box 817, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST-TYPIST
Part time, 14PM daily. Birmingham, Maple - Lahser area. Call Mr. Vetter.
253-2310

SHARP PERSON wanted for General Office. Must like food music - can wear jeans to work. Fabulous hours. Blue Cross. Mitchell Advertising, 28063 W 8 Mile, Redford.
535-1755

SECRETARY For sales office in Farmington. Mature, experienced applicant, good typing skills, light shorthand. Excellent starting salary, full benefits. Call
478-2665

SECRETARY For Southfield CPA. Good office skills. Excellent Typing, bookkeeping and statistical typing experience necessary. Full time
557-8440

GENERAL OFFICE for CPA in Southfield, some bookkeeping and typing. Full time permanent.
354-1611

SWITCHBOARD OPERATOR - DO - 6 in Southfield needs an information operator. Hours are 10-6 every Wed. 9 am-6 pm. Want someone available to cover for a person on other days. Must be mature and have very good job history. Call Jane Brunswick, Call
354-5444

SMALL Company in Northland area looking for bookkeeper to be handled on premises and at home.
967-1430

EXPERIENCED Bookkeeper, full time, apply within Victoria Sales, Troy.
543-7280

SECRETARY needed for Law firm. No shorthand or legal experience required. Good clerical skills essential. Fourpm typing minimum
358-3900

ACCOUNTING DEPT.
For shopping center developer seeking person who likes to be afraid to learn. Good benefits, Southfield area, call 9am-5pm
358-8800

BOOKKEEPER/SECRETARY. Part time, 8 hours, garage door operation. Southfield area.
557-8023

AFTERNOON, part time, permanent position. Auto service, filing and relief cashiering. Monday, 24, Tues. thru Fri. 3-6. Call Lois at Tamarack Buick
353-1388

504 Help Wanted Office-Clerical

SOUTHFIELD CPA Office has opening for Part-Professional to assume full responsibility of maintaining firm bookkeeping records as well as service occasional client request for bookkeeping help. Must be experienced through Trial-Balance. Reply in confidence to: Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - Type 60-70 WPM, good command of English language. One woman office in Livonia. Call
464-4348
An Equal Opportunity Employer

RECEPTIONIST - clerk, office experience, typing, good phone manner and attention to detail required for inventory control position. Growing Novi area manufacturer offers good salary and outstanding benefits for qualified person. Call for appointment
348-3255

SECRETARY for Southfield firm, full or part time, minimal experience, shorthand and typing necessary.
354-2111

CPA OFFICE in Troy has immediate opening for Secretary. Experience in CPA Office preferred. Permanent position.
649-8400

SECRETARY for manufacturer's representative with good clerical skills. Park. Must type, take shorthand, handle phone, keeping track of orders and expediting. Salary open, liberal company benefits. Send resume to: P.O. Box 27288, Detroit, Mich. 48227; or call for appointment.
868-3200

FULL TIME bookkeeper for medical office. Call Phyllis between 10-2.
275-4560

FULL TIME BOOKKEEPER
For small Southfield company. Must have 3 years experience in payroll and bookkeeping necessary. 3000 Town Center, Suite 2900.

SECRETARIAL - position, Southfield area, property management experience preferred. 548-1962 eves.
851-3252

SECRETARY - The Community House in Birmingham needs a full time secretary; good in typing and customer contact.
644-0532

BOOKKEEPER
Variety of duties. Salary commensurate with experience. Excellent fringes. Location - W. Detroit. Send replies to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
All replies confidential.

OFFICE GIRL WANTED
Must be able to type. Age no barrier. Apply Sam Sanitz, 30020 W. 12 Mile, Farmington Hills

SECRETARY, part time, self-motivated, dependable person, good typing skills necessary. Apply in person or send resume to: Westrocks, Inc., 23660 Heslip Park Dr., Farmington Hills, MI. 48024

SECRETARY, Experienced for challenging position in busy Farmington Hills food brokerage office. Must have excellent typing skills, good phone etiquette and neat, well groomed appearance. Excellent salary, fringe benefits and working environment. Send resume to: P. O. Box 815, Franklin, Mich. 48025. Attn: Fran.

CLERICAL-FILING
Southfield CPA Office. Duties include filing, typing, distribution and mail. Good benefits. Parker-Wilson & Co. 315 Travelers Tower Call Ms. Yolan
354-6890

RECEPTIONIST - Oakland Racquet Club, Monday thru Friday mornings, 20 an hour.

EXCELLENT TYPIST. Secretary for life insurance/pension office in Bloomfield Hills. Good pay, pleasant atmosphere. Call "Teri".
644-5780

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
353-5300

FRONT DESK RECEPTIONIST
Must have strong typing abilities, be able to handle phone and have experience. Permanent full time position. Good wages & benefits. Oak Park area.
543-1828

SECRETARY

for 4 girl office in Farmington. Requires shorthand, typing & pleasant telephone personality. Phone Mrs. Ceasar:
478-0100

RECEPTIONIST for Modeling School. Pleasant telephone voice. Attractive & personable. Southfield. Call Mrs Frank:
538-1300

ACCOUNTING CLERK-lots of figure work. 3 years adding machine experience preferred. Full time. Start immediately. Salary open. Benefits. Grand River and Drake Rd. Call Janet.
478-8790

WESTLAND firm needs pleasant, neat secretary/receptionist with good typing skills & general office experience. Must also be experienced with busy telephones. Excellent pay & benefits. Call for interview:
728-8318

RECEPTIONIST
Needed for Southfield Law Office. Typing & Experience necessary. Call
353-9083

LEGAL SECRETARY
Experienced Real Estate BOOKKEEPER for Century 21 Real Estate firm located in Livonia. Call:

261-4200

ACCOUNTING CLERK, Southfield Mortgage Company. Investor accounting experience a plus. Call Karen Turco
355-9250 ext 234.

BILLING CLERK
Prior Accounting Clerk experience. Must have statistical typing. Big and little computers. Hours between 60-70 wpm. Company moving to Redford area soon. Call Kathy, ext. 38, between 8 AM - 5 PM.
535-8080

CLERK-TYPIST

For Sales Department. Need efficient girl for busy office. Pleasant atmosphere. Good benefits. Apply in person. Monday thru Friday, 8am-5pm

STOUFFER'S NORTHLAND INN

21400 Northwestern Hwy.
Southfield, Mi.

AUTOMOBILE
OFFICE MANAGER
Supervise and coordinate activities, organize office operations and maintain efficient flow of work are the chief challenging duties for an individual experienced in dealership office management. Excellent pay plus and benefits, reply confidential. Send reply to: Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY

To district manager of national chemical company. Typing (65 WPM), record keeping, order processing, filing, phone work. Benefits include: Medical, Dental, life insurance, profit sharing, etc.

476-4870

MATURE, dependable woman, experienced in general office. Good typist. Part time. Grand River Lahser area. Contact Mrs. Shera.
533-1989

TYPIST

For national security corporation. Must type 55-60 WPM. Accuracy and spelling a must. Call for appointment between 9AM-4PM. Monday thru Friday.
538-8080

SECRETARY good typist with math aptitude. Diversified duties, company benefits. Southfield location. Ms. DeGeorge:
352-8020

STATISTICAL TYPIST

Full or part time. Choose your own hours. Good pay! Plush 9a or experience. Send resume to: P.O. Box 2705, Livonia, MI. 48151

Receptionist/Typist

Active Real Estate Office seeks individual with good clerical skills, pleasing phone voice, available for full time employment in the Redford area. Contact Joan Keoshian at 538-2000 between of hours of 9 to 12, Monday through Friday.

CENTURY 21

TODAY 538-2000

SECRETARY/BOOKKEEPER
strong administrative skills required. Advertising agency experience preferred. Birmingham area. Start immediately.
642-6210

SECRETARY - man or woman. 50 phones. 50% order work. $160 week, wholesale interior home products company. full time, 8-5:30. Call
644-5180

SECRETARY - Good typist, Norecco dictating machine, telephone answering. Pecor Corp. 28660 Southfield, 13 Mile Rd.
559-5940

CLERK TYPIST for Troy area, typing 60 WPM, benefits. Call interview.
362-3302

GENERAL Office typist. Should be able to take shorthand. Full or part time. Call
352-7757

INSURANCE Agency in Southfield has immediate opening for group health claims analyst. Minimum 1 year experience. Call
353-5782

INSURANCE OFFICE - Immediate opening for general office work in Redford, will train responsible person.
538-1890

PERSON FRIDAY

For plastics plant in Farmington Hills. Must know how to type, file & office. Would learn all politics so you would be used as a Floater.
477-5430
Accounts now

AUTO BOOKKEEPER

Needed immediately. Must have experience, excellent benefits.
DON MASSEY CADILLAC
40475 ANN ARBOR ROAD
at I-275 PLYMOUTH
453-7500, ext. 39

COLLECTION Dept. needs capable person to take charge of outstanding Accounts Receivable. Birmingham area.
644-6500

TYPIST

Accurate, dependable typist on memory typewriter needed for position available in private educational community located in Bloomfield Hills. Excellent fringe benefits. Send resume to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TELEPHONE SALES
Full or Part Time. Sell to established customers. 8:30 AM-12:30 PM, 12:30 PM-4:30 PM or 3:30 PM-8:30 PM. Apply in Person, Mayer Sandwich Shop, 27 W. 7 Mile, Redford at Beech Daly.

EXPERIENCED Word Processing Clerk. Call between 8:30 a.m. - 5 P.M.
557-8300 ext. 18

DISPATCHER/CLERK. Full time position 8AM - 4:30PM. Must have good communication skills, light typing, pleasant working conditions, fringe benefits. Call Carol Johnson.
478-8700
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Excellent phone manner for busy Birmingham office. Light typing 45 WPM required. Farmington Hills
553-4000

MODERN Southfield law firm needs pleasant person with good personality to fill receptionist position. Job includes light bookkeeping. Call
356-7100

LEGAL SECRETARY - Experienced. Fisher Building. Excellent skills required, good benefits in pleasant working condition. Salary commensurate with experience. Ask for Linda.
872-0620

RECEPTIONIST- public relations personality with good accounting background. Light typing. Fun-loving for busy front desk. 35 hour week. $800 per month. Southfield area.
352-1811

SECRETARY
Experienced Divisional Secretary for Manufacturing Plant. Excellent typist, good company benefits. Send resume to: Box 800, P. O. Box 3126, Livonia, Mich. 48151. Attn: Mrs. C. Foreman.

I NEED a Bright Motivated Person for full time in a 2 Girl Friendly Office. Some typing. 9AM-5PM. 5 days per week. No experience necessary. $175 per week. Call Mrs. Reader.
354-0032

GENERAL OFFICE
Northwest Detroit firm, mature person for one woman office. Typing, bookkeeping, payroll, accounts payables, and general clerical duties. Experience preferred but not necessary. Blue Cross. Send resume to: P. O. Box 27998, Detroit, MI. 48227

ATTORNEY REQUIRES experienced secretary. Typing & recepting duties. Excellent salary & benefits. Call Mrs. Kaplan
626-8621

GENERAL OFFICE
8:30 AM-5:45 PM
Sales & Service
352-8900

RECEPTIONIST/TYPIST
Busy Southfield office needs bright young girl with pleasant phone personality & good typing skills. If you have some experience, call Don Hart for personal interview: 353-6360

AUTO Biller, experienced. Blue Cross fully paid. Mason Chrysler/Plymouth, 15 Mile and Woodward. Ask for Irene or Kaye
348-8000

RECEPTIONIST
Previous telephone experience a must. Mature pleasant person capable of typing 45 WPM and letter thru typewriter with various other duties. Apply at Photon Service 27180 Plymouth Rd. Livonia.

504 Help Wanted Office-Clerical

GENERAL OFFICE, good with figures, typing. 3 years office experience. Nice office, excellent benefits. Southfield location. Call Marcie.
352-5850

CLERK TYPIST

FORGING SPECIALTIES, Inc. 'A Leader in the Flat Die forging industry' has an immediate opening for a Sharp Clerk Typist, full time, accuracy is a must! Excellent benefits, salary based on experience. Apply in person:
12600 Beech Daly
Redford Twp. Contact B. Becker

SECRETARY - Assistant to Sales Department. Good opportunity for person who likes diversified responsibilities. Must have good command of English & good telephone habits. Some typing. Will coordinate sales requests & help develop advertising & promotional material. Send resume to: Vinyl Line Industries, 12550 Otterson Court, Livonia 48150 Att: Mr. Harrison.

GENERAL OFFICE - need part time girl, approx. 8 A.M. to 1 P.M. for Troy area engineering company. Must have good typing ability and aptitude for figures. Apply: stating age, schooling or experience and salary expected, to: Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERICAL PERMANENT. Must Type, good in basic arithmetic, hours 8:45AM-5PM. Call before 9 AM. Gelman Sciences, Inc., Southfield.
354-0909
An Equal Opportunity Employer

SECRETARY - Typist, full time. Maple - Telegraph area, ask for Joanne.
647-8487

SOUTHFIELD law firm desires full time Legal Secretary. Experience required. Call Cynthia Ludwig at
557-5300

RECEPTIONIST/TYPIST for Troy based company. Full time permanent position. Call for appointment.
362-3302

GROUP INSURANCE Secretary, typing, rate calculations, other general office duties, some shorthand or dictaphone required, excellent fringe benefits. Southfield location. call train.
273-6010

SECRETARY. Established Insurance Agency in Troy. For interview call Mr. Arbry 619-9000

SECRETARY able to work closely with executive manager. Must excel in written communications. Able to organize, type, use dictation equipment and work with numbers. Pleasant working conditions in Bloomfield Hills office. Please send resume to: Birmingham Bloomfield Board of Realtors, 4145 Dublin, Bloomfield Hills, Mich. 48013.

BOOKKEEPERS
ACCOUNTING CLERKS
Temporary jobs available for a day, a week, a month. Work while you look for your permanent position. For top pay call
354-2410
Accountant now

EXECUTIVE SECRETARY, full time, 1 girl office in Birmingham, excellent typing, light bookkeeping, good experience necessary. Call for appointment.
644-4560

BOOKKEEPER
FOR general contractor, office located in Livonia. For appointment
478-7738

TELLER
LIVONIA

Full time position available. Ability to meet the public. Accurate with figures. Some typing skill necessary.
PEOPLE'S FEDERAL SAVINGS
751 Griswold, Detroit
961-0170
An Equal Opportunity Employer

MATURE PERSONNEL needed. Competent typist with adding machine ability. Good position for reliable person capable of accepting responsibilities. Full time preferred but could use part time if the right person. Redford area.
538-8318

BIRMINGHAM Law Firm desires Dictaphone Typist. No experience necessary. Must Type 40WPM. Call Mrs. Bush.
645-2440

ACCOUNTS PAYABLE

Experience in Payroll, Accounts Payable for Southfield property management company. Individual must be capable of working on multi-payrolls and properties. Marion. 569-5555.

LEGAL SECRETARY
Experienced. Plaintiff work. Benefits and salary commensurate with experience. Southfield office 358-0100

CLERICAL for machine shop; with good math aptitude. Prefer 18-25 years old. 30 to 40 hours per week, benefits. K. J. Law Engineers, 22660 Research Dr., Farmington Hills, Mich.
476-2550
An Equal Opportunity Employer

SOUTHFIELD ATTORNEY
Needs experienced Legal Secretary for sole general practice (criminal litigation), must have good skills. Salary commensurate with ability and experience. Start immediately
352-3863

EXEC. SEC'Y

To assist our Executive Vice President. Must possess excellent figure aptitude as well as typing & stenographic skills. Ability to deal with clients on high level of communication as well as working with company salesmen. Excellent growth potential in highly motivated person. Woodward-6 Mile vicinity. Call Personnel Manager, Gilbert Sales.

SOUTHF