504 Help Wanted Office-Clerical

CREDIT UNION
Requires Teller.
no experience necessary
Call 537-2736

DATE ENTRY CLERK

Assist inventory control clerk using time sharing terminal. Accurate typing a must, Plymouth area. Call
455-2200 ext. 215
An Equal Opportunity Employer

DETAINSPE typing for residential girls facility. Salary competitive. Call Natalie Burns for appointment.
271-3050
An Equal Opportunity Employer

Executive Secretary

Young and vibrant Corporation with growth on Northwest side is seeking Secretary with good business skills and Administrative background. If you qualify for this career position, call:
Mr. Black
543-1666

EXECUTIVE SECRETARY
to Southfield Car Company president. Experienced executive secretary, immediate opening. Must have excellent shorthand skills. Excellent salary & fringe benefit package. Send resume, in confidence to President, P.O. Box 1021V Lathrup Village, Michigan 48076

EXECUTIVE SECRETARY
we are seeking a self motivated organized individual with at least 1-2 years secretarial experience for our Southfield office. Position requires good typing, shorthand, filing, pleasant phone manner and knowledge of office machines. We offer a good salary, fringe benefits package and congenial work environment. You apply please call Mrs Sherron at
559-2323

EXECUTIVE - secretary, beautiful Troy firm, executives & sales people need good typing, dictaphone & some shorthand, $900, fee paid plus benefits.

SECRETARY - for director of advertising & promotion, good typing, statistical & budget planning, $800, fee paid.

MAG CAR H - operator, typing 70 WPM, swift touch, use phone & receptionist duties. Southfield company, benefits, $260, fee paid.

BOOKKEEPER - secretary, Southfield firm, light typing, bookkeeping experience, run office, $800, fee paid.

LOIS RAY PERSONNEL
559-0560

EXECUTIVE SECRETARY
FEE PAID
Excellent firm is seeking your good personality and skills for position working with top level Executives. Variety, plus responsibility, $15,500. Call now!
353-2090
SNELLING & SNELLING

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & shorthand skills required. Excellent benefits. Call Linda Wolfe at
851-9500

EXPERIENCED LEGAL Stenographer required for Small Birmingham Law office. Salary & fringe benefits, commensurate with experience. Call for appointment
647-8653

FARMINGTON BOOKKEEPER

FEE PAID Excellent career opportunity for the full charge Bookkeeper. Some payroll experience a must. Salary to $275 per week!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FAR REACHING

Set your goals on growing with suburban company. Full range office skills. Typing, fee paid. Salary a month. Call Gina
644-4600
SNELLING & SNELLING
AGENCY

FILE CLERK
Experienced person needed for filing and some light typing. Must be high school graduate. Apply in person.
Advance Watch, 12360 Beech Daly, Redford

FILE CLERK TYPIST
Wanted for Southfield insurance agency. Contact Cindy at
559-5220

FILE, DELIVERY & COPY CLERK
for misc. & varied duties with Southfield Law Firm. Assist where needed. Starting at full time. Please provide transportation. Mr. Bornstein, 355-5000

For Your Convenience

KELLY SERVICES HAS (2) SPECIAL RECRUITING CENTERS IN PLYMOUTH AND GARDEN CITY. NOW TAKING APPLICATIONS FOR PERSONS WITH ANY OFFICE EXPERIENCE, WHO WOULD BE INTERESTED IN WORKING ON TEMPORARY CLERICAL ASSIGNMENTS. LET US EVALUATE YOUR SKILLS AND FIND OUT HOW MANY OF OUR JOB CLASSIFICATIONS YOU QUALIFY FOR. VISIT THE CLOSEST INTERVIEWING CENTER TO YOU BETWEEN 9 AND 3 PM. TODAY.

233 S. MAIN, PLYMOUTH
(Across from the Dairy King)

32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the Mall)

522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

FRONT DESK Receptionist in Livonia. Must have some phone experience and light typing. Pleasing personality! Hours: 8AM-5PM. Salary commensurate with experience. Please call for appointment
474-2000

FULL TIME SECRETARY
To manager of engineering office in Southfield. 35 hour week. Benefits.
543-6677

GENERAL OFFICE
Full time, pleasant atmosphere. We will train. Call Rainin's Curtains. 837-7553

GENERAL OFFICE - full time. We will train. Apply 12180 Greenfield, south of the Jeffries freeway. Rainy's Curtains.
837-7553

GENERAL OFFICE help for retail furniture store. Would consider recent college graduate, full time, benefits, Farmington area.
476-7272

LEGAL SECRETARY for downtown office. Experienced or will train individual with neat appearance and good typing.
963-7755

LEGAL SECRETARY
Experienced only need apply for this Southfield firm.
353-1122

LEGAL SECRETARY -
Southfield office, excellent skills required, experience necessary, benefits. Salary open.
355-6141

LEGAL SECRETARY, 4 hours a day at your convenience between 8:30 and 5 Pm. Mag card experience a plus. 15 Mile and Telegraph.
644-8354

LEGAL SECRETARY
Experienced, light typing
3 years experience
Call Bonnie
557-4484

O&E

504 Help Wanted Office-Clerical

LEGAL SECRETARY needed for Southfield Law Firm. Good typing skills and dictating machine experience a must. Legal experience preferred but not necessary.
559-4210

LEGAL SECRETARY - Troy Law Firm needs secretary for Workmans' Compensation work. Experience not necessary. Typing - 70 WPM, proficiency with dictaphone. Salary commensurate with ability. Phone
362-2597

LEGAL SECRETARY for Southfield law firm. Must have previous experience. We offer an exciting challenge and broad responsibilities in an independent person. Wages commensurate with ability. Full benefit package.
358-4660

LET THE IRS PAY YOU
Become a Taxpayer Service Representative. Permanent seasonal employment with IRS. $4.51 per hour to start. Written examination and at least 2 yrs. of college education or the equivalent in acceptable work experience required. Paid classroom training for 5 weeks. Work on an "as needed" basis in Internal Revenue Service, Detroit Office, providing information directly to Taxpayers regarding Federal Income Tax Laws. Contact with Taxpayers will be primarily by telephone. Hiring will load period in January 1st thru April 15th each year. If interested call:
236-0308 or
237-0850

LICENSED practical nurse needs part time Secretary - Girl Friday. 5 days a week. Medical, typing, shorthand, filing and mise duties. Call for interview.
425-3147

LOOKING FOR sharp responsible individual as receptionist for reputable growing southfield law firm. Send resume to Karen,Ann 4240Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LUXURY Country Club in Southfield needs good typist, at least 60 WPM, excellent wages & benefits. Ask for Janice.
646-8990

L.O.C. FEDERAL CREDIT UNION
is now accepting applications for full time employment to be trained as a teller with the opportunity to learn all phases of Credit Union Operation. Farmington, Mich
474-2250

MAIL ROOM - filing & switchboard relief, typing ability helpful but not mandatory, excellent chance for advancement, large Southfield insurance agency. Call Mr Sadow 358-1100

MAJOR PHARMACEUTICAL CO. seeking aggressive, hard work (part time 12½ hours a week) in Division Manager sales office. Prefer individual with minimum of 1 year experience & the ability to work independently. Routine secretarial duties including reports. Medium telephone contact. Send resume & salary requirements to: Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MATURE person for Apt. complex office in Southfield. Duties include leasing, office work, must be organized, type a plus. Salary commensurate with experience. Call for appointment.
647-6102

MATURE receptionist/typist sought by pleasant Bloomfield Hills law office of medium size. Send resume, with references and salary requirements, to 420 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN, for office receptionist in X-ray clinic. Garden City area, call between 1 - 3. Mon. thru. Fri. for appointment.
261-1300

NATIONAL COMPUTER Firm in Plymouth seeks individual with knowledge of Bookkeeping to work as Quality Control Clerk for General Ledger Dept. Experience helpful but not necessary. Hourly - based on experience. Please call
459-4784

NEEDED PERSONAL secretary to the boss. This position requires general office skills. Part time will be considered. Join Citti.
354-6600

NO EXPERIENCE!

Well known Light Large suburban firm has several entry level positions available! Rapid advancement, great hours, super benefits, and much more!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE ASSISTANT for Farmington location. Mature person, must have good figure aptitude. 40 hour week. Call between 8am-5pm. Monday thru Friday Ask for Janis.
478-2651

OFFICE CLERICAL
For Southfield Firm. Days, Mon. thru Sat., Thursday off. Hours 8 AM-5 PM. Typing experience necessary. Applications accepted Monday thru Friday, 2 PM to 4 PM at: 19068 W. Ten Mile, Southfield.

Office Clerk
Full time position. Must have experience in typing and general office skills. Novi area. Call weekdays between 10 AM and 3 PM
349-5000

OFFICE CLERKS
NO TYPING NECESSARY
DAYS & AFTERNOON SHIFT
Must be 18 & have transportation.
NO FEE
19500 Middlebelt, Suite 310S
478-1130
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE Help wanted to schedule and dispatch Service men. Experience in inventory control. Service writing helpful. Mon. thru Fri. Salary and benefits. Call 421-0500 for an appointment.

OFFICE PERSON with pleasant telephone voice and good typing. Excellent working conditions. Call for appointment.
306-0700

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd.

GENERAL OFFICE HELP - some typing and filing experience preferred. Reliable and Mature. Good benefits, Hospitalization.
477-5400

GENERAL OFFICE WORK
Typing, filing, collection. Will train. Redford area. Reply, PO Box 362, Farmington, 48024

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and working conditions. For appointment call
353-3200

GENERAL OFFICE
Troy sales office needs experienced person to start immediately. We seek ambitious individual with good telephone manner and accurate typing and spelling. Shorthand helpful. Excellent benefits.
362-3650

GENERAL OFFICE
Opportunity with Southfield CPA for diversified position including typing, filing, and telephone answering. Applicant must be able to deal with people and require minimum supervision. Kolan, Davis, Tobes, CPA, PC.
559-0199

GENERAL SECRETARIAL & retail store duties, full time, temporary, Farmington area. Some experience desired. Call after 8am.
478-4978

GOOD OPPORTUNITY. Immediate opening for mature person for secretarial position in small sales office. Good benefits. Livonia.
478-8190

504 Help Wanted Office-Clerical

GOOD TYPIST
Office duties for small publishing company in Northland area. Call Judy
967-1622

HAPPY ANNIVERSARY

PERMANENT &
TEMPORARY STAFF
JOIN us in celebrating our anniversary by calling for an appointment for a FREE job. You can work permanent or temporary assignments in ANY area you choose. A variety of jobs open requiring one or more skills: Filing, Switchboard, Typing, 50 wpm. Shorthand or Dictaphone. Accounting knowledge or aptitude. A wide salary range is offered along with benefits
PERMANENT and
TEMPORARY STAFF
353-0505

HIGH SCHOOL STUDENT
"A" average to work part time in Southfield law office.
644-5419

HOTEL, MOTEL Receptionist - front desk, PBX, typing, part time, full time, including weekends. Apply in person 9 AM to 11 AM, or 2 PM to 4 PM., Botsford Inn, 28000 Grand River, Farmington.

HOUSEWIVES!

All skills needed. Work where and when you want.
SCOTT GROUP
334-9790
1383 N. Woodward, Suite 20
Bloomfield Hills
or
542-9232
738 So. Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

INSURANCE
COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement, will train, near Tel-Twelve Mall, hrs 8-3pm. Ask for Ginny.
Universal Underwriters Insurance Co.
642-6013

INSURANCE
Mortgage Company
In Southfield
needs an experienced Fire Insurance clerk. Must type minimum of 50 WPM.
Call Bev, 355-9513

INSURANCE SECRETARY
Part or full time. Redford Livonia area.
538-5577

INSURANCE
Southfield Insurance Agency needs experienced commercial lines person. Full time. Salary open.
275-5076

INVOICE ACCOUNTING CLERK
Immediate opening for experienced typist voicing Clerk in Novi. Good figure aptitude and light typing. Excellent benefits.
349-9300

Keypunch-Key Tape Operators.
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1210

KEYPUNCH OPERATOR
Will train for Troy CPA firm. Position involves some clerical duties & light typing. Send resume to
Suite 1404, 755 W. Big Beaver Road,
Troy, Michigan 48084

LAW OFFICE
Secretary for 3 or 4 days per week. Hourly $ and office so Bloomfield Hills. Good typing & dictaphone skills required. Legal experience preferred but not necessary.
Call for appointment.
424-9050

LEARN LEGAL
Law Firm will train a typist of 55 plus with light shorthand and dictaphone. Will read Mag Tape, variety job duties and help others. Company pays entire fee. Salary $ $500 to start. Hurry on this one! Call
PERMANENT STAFF
353-0505

LEGAL SECRETARY, experienced, for 2 man law practice. Southfield, 948-9000, 968-2510 After 6PM
357-1239

LEGAL SECRETARY - Southfield office, good typing & shorthand, knowledge of general & labor law, good salary, insurance paid.
424-8000

LEGAL SECRETARY, with experience in probate, salary commensurate, shorthand 90, and good verbal skills. Work for probate attorney in Botsford prestige law firm. To $13,000, fee paid
Blondale Personnel
645-9884

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments in Detroit and suburban locations available. Earn $40-$45 per day.
Many outstanding permanent positions are also available for candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,500.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2550
SOUTHFIELD, MICH. 48075
Southfield 358-0360
Troy 649-2365
Dearborn 336-5777

LEGAL SECRETARY
For Southfield Law firm
Experienced & some shorthand
352-9085

OFFICE
SKILLS?

Don't wait any longer to put those skills to use. Apply now for temporary clerical work. Enjoy convenient work locations, top pay rates, merit increases, bonus referral plan and paid vacation. Call or visit your local KELLY OFFICE today.
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
Not an Agency - Never a Fee
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

OFFICE WORK
Part Time. Birmingham Area. Bookkeeping, Typing & Filing. Good opportunity for retired person.
644-6048

ON-CALL
KEYPUNCH OPERATORS
At Plymouth-Canton Community Schools. Experience with IBM 129 or equivalent required. Apply 454 S. Harvey, Plymouth.

PART TIME office, variable hours, Bookkeeping experience, light typing, telephone answering. Plymouth Area.
459-5310

504 Help Wanted Office-Clerical

OPPORTUNITY
Entry-level position as a sales assistant with one of the largest industrial electronic distributors in the nation. Civil and cloud phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Martin 552-1800

ORDER DESK
Order Desk Person needed. Light typing, heavy filing and telephone work. Experience desirable, but will train the right person. Salary commensurate with experience. Call Zierbart International Corp., 588 4180, Ext 215.

PART-TIME
Girls to work in a Southfield office. Hours, Mon. thru Thurs., 5 to 9, Sat. 10 to 2. Please call:
358-3469

PAYROLL
CLERK
Permanent Salaried Position
Royal Oak - Birmingham area industrial firm. Excellent benefits & working conditions. Experienced in all phases of payroll. Must be typing ability with accounting background.
Call For Immediate Interview
549-3175

PBX OPERATOR to handle new system for Southfield office. Call Mrs Crooks. Will train. Send resume to: Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT part time secretary/typist needed immediately for credit bureau and real estate program at Bloomfield Center for Continuing Education. Must be mature, responsible individual able to work alone with flexible hours. For information call the University of Michigan Extension Service Office in Birmingham at 642-9727 or the Dearborn office at
593-5120
An anti-discriminatory affirmative action employer.

PERSON for general office work, including typing, posting, bookkeeping. Southfield area. 354-4335.
352-1692

PERSON FRIDAY
Convenience comes right along with this $200 plus start. Variety schedule frees from phone to figures to public contact.
CALL 562-8500
Your New Boss pays Our Fee.
HARRIET SOROE PERSONNEL

PERSONNEL RECEPTIONIST
$830
Greet job applicants, screen calls, schedule appointments & pre-screen for personnel department of major suburban corporation. Type 50, some shorthand helpful, excellent advancement potential and full fringe benefits which include dental plan & tuition assistance.
No fee. 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERSONNEL
SECRETARY
Interviewing now for a person with good skills to assist busy personnel manager of top automotive supply company. Communicate with the big 3. Public contact skills a must. Investigate this opportunity, call now.
524-1750
PERMANENT STAFF troy

PHONE ORDER/
CRT OPERATOR
We have openings for you for a Phone Order CRT Operator. Position involves taking incoming phone orders & processing them on CRT Terminal. CRT experience preferred or good typing (50-55WPM) required. Troy location. Excellent fringes & working environment. $135. weekly, plus commissions on selected products. Contact A. Henderson at
644-2574 or ext. 218
An Equal Opportunity Employer

POSITION AVAILABLE to work with a young, exciting car rental company in Southfield. Young person preferred. Opportunity for responsibility. If you are bright, ambitious & have a pleasant phone voice call
424-8585

PRINTING COMPANY, Northwest District area needs full time order entry person for office. Telephone, some typing and filing.
345-0011

PROFESSIONAL PERSON to be personal secretary & assistant to president of company. Must have background in the advertising media for radio & TV. This is a young company that wants a dedicated & energetic person to grow with us. References are needed for this full time position. For further information phone
525-1880

PSYCHOLOGICAL CLINIC needs receptionist typist with good phone skills, full time. Long Lake-Telegraph area.
646-3500

RECEPTIONIST - full time position available in W. Bloomfield. Typing skills, general office experience. Mrs Ferguson
478-9355

RECEPTIONIST/TYPIST
15 Mile, Telegraph area, Architect - builder call weekdays.
645-2325

RECEPTIONIST-TYPIST to learn legal field. Good spelling, typing and dictaphone required. Immediate opening. Southfield area.
356-6050

RECEPTIONIST
Hours, Mon.-Fri., 4:30-7, Saturday, 9-5, Sam Sunday. Near Lakeside. Good mature person, ready to work immediately. Call and ask for Leslie.
646-8700

RECEPTIONIST - with typing, secretarial work, must like public contact and variety of interesting office duties. To $12,000. Fee paid.
Blondale Personnel
645-9884

RECEPTIONIST
One person office in Troy - Oakland Mall area. Typing, telephone, billing & general office help. Excellent benefits. High School graduate. For information, call
528-1475

RECEPTIONIST-dimension stone showboard, secretarial skills necessary. Typing at least 55WPM a must. Opportunity for advancement. Call Nancy Parfam
647-3300
Affirmative Action Employer

RECEPTIONIST
TELEPHONE OPERATOR
TYPIST
For downtown Birmingham. Real Estate company. To work regular day hours 5 PM - 9 PM., Mon. thru Fri., 8:30 A.M. - 5:00 PM. Saturday, 11 AM - 5 PM. Sunday. Good salary, fringes. Reply to P. O. Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
TYPISTS
KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.
SOMEBODY
SOMETIME
Temporary Help
Livonia 525-5170
Southfield 272-8500
Madison Heights 545-3780
Dearborn 565-3500

SECRETARIES
TYPISTS
RECEPTIONISTS
BIG 3
Exciting location.
International department of top automotive corporation needs your skills for special projects. Interesting and challenging work for responsible people oriented person. Call Mary Lee immediately for this unusual and fun assignment.
524-1750
TEMPORARY STAFF troy

SECRETARY-ENTRY LEVEL with light experience. Fast accurate typing or shorthand. Nationally prominent firm. $10,500 or more with light legal experience. Fee paid.
Blondale Personnel
645-9884

SECRETARY for Architect's office in Northwest area. Part time leading to full time employment within a few months. Typing, filing, telephone, dictaphone and general office.
847-5600

504 Help Wanted Office-Clerical

RECEPTIONIST-
SALES CLERK
Variety of duties
Major oil firm's sales office
Salary - + excellent benefits
Send resume P.O. Box 605
Southfield, MI. 48037
An Equal Opportunity Employer

RECEPTIONIST
Birmingham law firm. Light typing.
645-0100

RECEPTIONIST/TYPIST
Troy Law Firm. Call for interview appointment.
362-0900

RECEPTIONIST & general office work for photographic studio. Livonia area.
525-7575

RECEPTIONIST SECRETARY needed for Livonia manufacturer. General office skills, light typing, etc. God benefits. Call between 1-4PM
261-6380

RECEPTIONIST NEEDED
For Southfield Law firm.
Typing & experience necessary.
559-3300

RECEPTIONIST
General office, telephone, some typing. Mature person preferred. Livonia area. Ford area. Call
425-3600

RECEPTIONIST/SECRETARY, telephone answering, light record keeping, typing, and typing. Rochester office location. References required, hours 9-5PM daily. 5 days per week. 651-1850

RECEPTIONIST
No experience will train to schedule appointments and general office. Type 55 wpm. Fee paid. $610 month.
Durham Personnel
559-1522

RECEPTIONIST
For Southfield Law firm. No experience necessary, but neatness and professionalism a must. Good typist. Kim
557-1155

SECRETARY
Full time, experienced, accurate typist, 141-60 Average in Pleasant setting. Fully Automotive Advertising Agency. Primary duties: Receptionist with some typing skills and phone. Salary open & salary requirement to: Sally DeVries, Box 2150, Southfield, Mi. 48037.

RECEPTIONIST

Property management office in Northland area seeking young lady. Typing a must, and the ability to handle busy telephone. Call Marlon.
569-5555

RECEPTIONIST

FRIENDLY W. Suburban company needs pleasant person with good typing for front desk position in plush office. Excellent salary, $850 - $885. Full benefits. Very promotable and company pays our fee. Hurry!
PERMANENT STAFF
LIVONIA 522-4210

RECEPTIONIST
Farmington area tool supply company is seeking a dependable individual for their office. Pleasant telephone receptionist work and expediting orders. Qualified applicant must have pleasant telephone personality and typing ability. Experience in industrial tool supplies or related field is a plus. Excellent company benefits. Salary commensurate with experience. For further information call Mr. Grand,
476-5870.

RECEPTIONIST/TYPIST
Mature woman for part time, diversified work.
CENTURY 21
GOLD KEY HOMES
19303 Beech Daly Rd. Redford
255-2100

RECEPTIONIST
TYPIST
We wish a personable young lady with a pleasant telephone voice for our reception desk. One who is able to type 50 words per minute. This is a full time position with a growing firm - fringe benefits. Please call for an interview.
PROGRAMMED PRODUCTS CORP.
9500 ANN ARBOR RD.
PLYMOUTH, MICH.
453-1181

RECEPTIONIST required for Southfield firm. Typing, filing and mise. duties. Good salary. Call Mrs. Bejle, 424-6778

RESALE CO-ORDINATOR
Co-ordinate these jobs in our mail order activity for Westland co-operative. Must be able to communicate effectively with public in addition to typing, filing, and other office skills. Good benefits.
425-3090

RESPONSIBLE PERSON needed to run from office organizational and secretarial duties. Help. Excellent benefits and pleasant working conditions. Contact Miss Hunter.
455-6200

SALES OFFICE RECEPTIONIST
Pleasing telephone voice. Some light typing and filing. Work in the beautiful Town Center in Southfield. Full range of company benefits. Commerce Clearing House Inc. Call Mr. Hunter Bejle.
353-7999

SALES SECRETARY-TROY
Immediate opening for experienced Secretary. Good shorthand, typing, and dictaphone skills required. Competitive salary and fringe benefits. Pleasant working conditions. Send resume to Teletlex Inc., 2550 Industrial Row, Troy, Michigan, 48084.

SAY SAYONARA
to the doldrums and apply for this varied position with an important Detroit firm. Type 60, answer phones, file and misc. duties for the general manager. Company pays the fee, salary $200 - $225 weekly.
HAIKAKI (translation: Don't wait) Call
PERMANENT STAFF
353-0505

SECRETARIAL JOB- Apply: Anderson Electric Sales, 34600 W. 8 Mile, Farmington.
478-8280

Secretaries
Typists
IMMEDIATE OPENINGS
19300 Mediterr Suite 310E
478-1130
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Rm. 1909
259-6511
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
A great opportunity for a sharp SECRETARY to earn $190 per week plus benefits working in a new ultra modern office located in Livonia. For an exciting atmosphere and a chance to advance with a growing company call between 11 AM. & 5 PM. Mon. thru Fri.
478-3830

SECRETARY/BOOKKEEPER
For runaway shelter. Typing & Bookkeeping experience essential. Interviews Aug. 29 for 240 W. 10 Mile Rd., Pleasant Ridge, Michigan 48069

SECRETARY/BOOKKEEPER
Full or part time, experience a plus.
Call Mr. Wade Mr. Cantwell
649-4055

SECRETARY
Clerk/Typist
Excellent typing skills needed immediately. Good benefits and working conditions.
Call for interview.
476-7100, Ext. 277
Diamond International Corp.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARIAL OPPORTUNITY - position available for recent High School graduate, with 3 Lawyer Office in easily accessible Southfield location. Opportunity for responsibility and diversity of work. If you are bright, intelligent and ambitious - no previous experience is necessary. Excellent typing skills required. Call Mrs. Brayner, 8:30AM-5PM.
352-0337

SECRETARIES
Bloomfield Hills advertising agency has immediate openings for Secretaries working in various departments on assignments. Accurate typing at 60 wpm required plus professional telephone manner and good organizational skills. Some positions also require shorthand at 80 wpm. Phone Personnel Department,
645-1000, ext. 715
D'ARCY-MACMANUS & MASIUS
Equal Opportunity Employer M/F

SECRETARIES
Partial listing of current openings
EXECUTIVE SECRETARY,
Self starter, typing 70-75, shorthand 90-100, good phone, $900-$1000.
JR. SECRETARY
Self motivated person for busy Southfield office. 45-55 wpm, phone, diversified duties. $650-$700/mo.
ALL AREAS FEE PAID
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARY, for prominent motion picture advertising studio. Strong typing, no shorthand. Work in creative graphic artists. Must have experience. Blondal Personnel
645-9884

SECRETARY
For Southfield Law firm. No experience necessary, but neatness and professionalism a must. Good typist. Kim
557-1155

SECRETARY
Full time, experienced, accurate typist, 141-60 Average in Pleasant setting. Fully Automotive Advertising Agency. Primary duties: Receptionist with some typing skills and phone. Salary open & salary requirement to: Sally DeVries, Box 2150, Southfield, Mi. 48037.

Secretary

Full time position at our Michigan Headquarters, in an ideal Southfield location. You should be able to do light typing, order taking, and general secretarial duties.
40 hour week, Monday - Friday. Salary is supplemented by excellent benefits, including health, and life insurance, and paid vacations.
Call: Phil Humfleet
352-7210
Wendy's
International
Equal Opportunity Employer M/F

SECRETARY
Great chance to meet professional and academic areas. $10,500 to start, needs no shorthand & heavy public contact position. CALL 649-4144.
Your New Boss Pays our Fee.
HARRIET SOROE PERSONNEL

SECRETARY - Growing Southfield CPA firm seeking experienced secretary with excellent typing skills. Bookkeeping knowledge desirable, competitive vacation & insurance programs available with 5 day week. Call
352-0808

SECRETARY, Jr. with good typing and good light legal experience. Shorthand not necessary, but should know dictaphone. Excellent opportunity for experience with prestige name law firm. $10,500. Fee paid.
Blondale Personnel
645-9884

SECRETARY JR., with good typing and light legal experience. Shorthand not necessary, but should know dictaphone. Excellent opportunity for experience with prestige name law firm. $10,500. Fee paid.
Blondale Personnel
645-9884

SECRETARY

Must be alert, have good skills and be able to work independently and be familiar with shipping and billing procedures and who has a good phone manner. Send resume to:
P. O. Box 576, Farmington Hills, Mich. 48018.

SECRETARY needed for sales department in Madison Hts., shorthand and typing skills required. Call Mrs. Stephenson for appointment.
585-2000

SECRETARY
Needed immediately to assist the President of Bloomfield and Troy properties. Located in Oak Park. Good salary and benefits.
Please call Mrs. Sherman at
541-5270

SECRETARY
Needed for Sales Department of progressive Southfield firm. Typing and shorthand required, pleasant working conditions and good benefits. Salary commensurate with experience and willingness to learn. For appointment call
353-3209

SECRETARY

N. W. Detroit firm offers excellent pay and benefits, 35½ hr. work week. Opportunity for advancement. Requires 3 to 4 yrs. secretarial experience. Typing min. 55 wpm. Excellent spelling and grammar. Must be able to travel 2 weeks per year to attend spring and fall conventions.
532-3600 ext 62

SECRETARY/OFFICE MANAGER
For small foundry in Novi. Duties include: Bookkeeping, payroll, invoicing and reception. Must have pleasant telephone manner. Ability for typing & shorthand a must. Excellent benefits. Call after 5PM for interview. 851-9613

SECRETARY
Part-time, 20 hrs. a week. Previous office experience and excellent typing a must. Knowledge of dairy farming helpful. Southfield area. Call for an appointment.
559-1333

SECRETARY-Part time. Small law office. Long Lake, Woodward area. Good typing skills, some shorthand. Hours 9-10-2:00. References required. Days 642-0318, evenings
646-1563

SECRETARY
Permanent part time with probability of full time. 3 days per week, 12 noon to 9 PM. Monday and Thursday, 10:30 AM. to 5:30 PM. Sundays. Real Estate experience preferred but will train good candidate. Ask for MR. BACHELDA
478-6000

CENTURY 21
HARTFORD 414, INC.
Downtown Farmington

505 Help Wanted Food-Beverage

PART TIME/
FULL TIME
OPENINGS
You could be earning extra cash at Burger King!
We have fall openings for day and night shifts in counter service and food preparation for people who are enthusiastic persons who'd enjoy a flexible working schedule and an opportunity to earn extra income.
NO EXPERIENCE NECESSARY
WE'LL TRAIN YOU
It's a great opportunity to collect a good starting wage and meet new people. Find out how you can make valuable use of your free time. Apply today at any of the following Burger King locations:
BURGER KING
29211 West 7 Mile Rd.
at Middlebelt
Livonia, Michigan 48154
16196 Telegraph Rd
near 6 Mile Rd.
Detroit, Michigan 48219
An Equal Opportunity Employer M/F.

504 Help Wanted Office-Clerical

TELLER

Full time position is open for work at our Birmingham office located at Cranbrook and Maple. Requires ability to meet the public and be accurate with figures. Call Manager for interview at
647-3806
1st Federal Savings
of Detroit
An Equal Opportunity Employer

TELLER
ROYAL OAK AREA
Full time position available. Ability to meet the public and be accurate with figures. Some typing skill necessary.
PEOPLE'S FEDERAL SAVINGS
761 Griswold, Detroit
961-0170
An Equal Opportunity Employer

TRAVEL AGENCY
SECRETARY
Expanding agency in beautiful suburban hi-rise. No shorthand, good typing and bookkeeping experience necessary. Fringe benefits included. $10,400. Call Joanne now!
353-2090
SNELLING & SNELLING

THOY LAW office in need of legal secretary. Mag card and experience as legal secretary helpful. Apply for interview with C. Keller, 9AM to 3PM
362-1810

TYPESETTER
Part time or temporary, for Southfield printing company. Experience on comp 500, 310, or similar equipment necessary. Nancy 354-2211

TYPIST and general office duties. Southfield area, call Betty Shapper.
557-2529

TYPIST
Fast, accurate, willing to learn typesetting
Call
557-0558

TYPIST
Field office of a national corporation desires one individual who can type 65 wpm. Neat, accurate, experienced Good spelling and grammar required Call Robin for appointment. 538-5020
An Equal Opportunity Employer

TYPIST, for production typing with leading advertising firm. Variety position with many responsibilities. Near East Side. $10,500. Fee paid
Blondale Personnel
645-9884

TYPIST OR WORD PROCESSOR, Southfield firm, seeking experienced Word Processor. Will train very strong Typist with experience in some Technical or stat typing. Useful secretarial form, career future. To $10,920 depending on experience. Fee paid.
Blondale Personnel.
645-9884

TYPISTS

Now is your time to get into the very demanding field of data processing and train on the job as a data entry keypunch operator and get paid at the same time. Must type 55 wpm accurately. Great benefits and bonus pay.
Livonia, 8 Mile & middlebelt
Afternoon Shift Only
Call Dan Kaiser 8AM - 5PM
478-7449

TYPIST
Southfield Advertising Agency - pleasant working conditions, typing 60 WPM - Entry level position. Call
827-8343

TYPISTS
Positions available for someone with a good typing ability to train as a production typist in an air conditioned plant of a national organization. Good hourly rate, merit increases, and numerous benefits. Hot shift 8 AM to 4 PM or night shift 11 PM to 7:30 AM. Livonia. For more information call
538-5353
An Equal Opportunity Employer

TYPISTS
55 WPM with good accuracy on IBM Selectric for Birmingham Center firm. Good salary and benefits.
255-0660

TYPIST
TRAINEE
FEE PAID. Great starter spot for career oriented who would like to advance with nationwide company.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

TYPIST WANTED
No experience necessary.
40-50wpm
Birmingham
647-1820

TYPIST, with accurate 60 wpm., to train in general office position with leading legal firm $9,600, fee paid
Blondale Personnel
645-9884

TYPIST with excellent phone manners and accurate typing skills. Well groomed, dependable, have good math skills and a flare for detail. Apply Northland Container Corp. 9070 Gerald Dr. Plymouth

504 Help Wanted Office-Clerical

WANTED: DOCUMENTATION Clerk - filing and clerical work. Call Ann
473-6410

WANTED
Legal Secretary for Law Firm
American Center
Building, Southfield, Some experience desired - Shorthand and Dictaphone.
353-8620

505 Help Wanted Food-Beverage

Waitress/Supervisor
Hours to be arranged. Desirable, 5-10 years experience as a waitress required to train 20 waitresses on an ongoing basis and to run the dining room of a large retirement apartment complex. $12,000 to start, plus benefits. Apply in person:
Franklin Club Apts
28301 Franklin Rd., Southfield
353-2810

ARBY'S

Now hiring sales people for full and part time positions. Flexible hours on both day and evening shifts. Advancement into management possible for qualified individuals. Apply in person
1150 LIVERNOIS Troy
(Just S. of 15 Mile Rd.)

ASSISTANT Manager (Rochester area). Expanding restaurant management corporation seeks young, ambitious hard working men to supervise banquet facilities. Must be experienced. HIH salary and excellent benefits. Free for promotion, salary range $12,000. to $14,000 depending on experience. Monday thru Friday.
693-8305

ASST MANAGER
Some experience preferred in restaurant operation. Opportunity for advancement with national franchising company. Call for an interview 352-7186

BAR MAIDS - WAITRESSES
Full & Part Time, days & nights.
Joe's Lounge. 27406 Ford Road.
Westland
729-3636

BARTENDER OR BARMAID
Full or part time
Apply at: Plymouth Bowl
0476 Plymouth Rd. Plymouth

BARTENDER - Weekends
Waitress, full time
Livonia Lanes
421-1890

BUS BOYS
Own transportation. Apply in person. Bonfire, 154 Hunter Blvd.
Birmingham
644-5222

BUS BOYS
FULL TIME
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

BUS BOYS
KITCHEN HELP
Full time, Good Pay, Bonus, Benefits. Apply in person between 3 & 5 PM
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

BUS BOYS
Nights. Full or part time. Apply in person Chandiggers, 30555 Grand River, Farmington

BUS BOY wanted, full time.
Apply
Raresharn Livonia
20385 Middlebelt.
477-4770

BUS PERSONS
Days and midnights. Excellent pay, will train. Apply at the: Flame Restaurant. 28175 Grand River, Farmington Hills

BUS P