Help Wanted

504 Help Wanted Office-Clerical

DICTAPHONE TYPIST
Insurance claims. Full time.
Ohio Casualty Group., Westland area
427-7900
An Equal Opportunity Employer

DOCTORS OFFICE, Receptionist, Secretarial skills, billing ability, 3 days per week. Office will move to Farmington Area. 888-5287

ENGINEERING DEPARTMENT
Needs all around girl. Dictaphone and office experience necessary. Southfield - Schoolcraft area. Call Pam. 272-5700

ENTRY LEVEL. filing, typing, light bookkeeping, good telephone manner. Walled Lake, West Bloomfield area.
624-1808

EXECUTIVE SECRETARY
to Southfield ad agency president. Experienced secretary, immediate opening. Must have excellent shorthand skills. Excellent salary & fringe benefit package. Send resume, in confidence, to: President, P.O. Box 1217LV Lathrup Village, Michigan 48076

EXECUTIVE SECRETARY
FEE PAID
Excellent firm is seeking your good personality and skills for position working with top level executives. Variety-plus responsibility. $12,000-$13,000.
353-2090
SNELLING & SNELLING
PERSONNEL

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Widrig.
851-8500

FARMINGTON HILLS sales office has immediate opening in their order and correspondence departments. Please contact Mrs Curtis, at 477-7183

FARMINGTON
$750 PLUS
FEE PAID. Super opportunity awaits good typist with an eagerness to learn new things!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FAR REACHING
Set your goals on growing with suburban company. Full range office skills, typing, fee paid. $900 a month. Call Gina.
644-4600
SNELLING & SNELLING
AGENCY

FILE CLERK
General office work. No typing needed. 5 days, salary open. Southfield area.
358-0700

FILE CLERK - Insurance Company in Southfield needs energetic, experienced file and mail clerk, comprehensive benefits. Call Pam Rinas. 353-8400
An Equal Opportunity Employer

FILE CLERK/TYPIST
wanted for Southfield insurance agency. Contact Cindy at
353-5800

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 SHOW YOU HOW MANY OF OUR 100 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

FULL OR FLEXITIME
Legal Secretary. High class practice. Excellent skills required. 644-1050, or 646-1800

FULL, TIME position and part time. Dictaphone experience helpful. Excellent benefits, working conditions & salary. Call for appointment at Crawford Rehabilitation Services 353-6270
An Equal Opportunity Employer

FUND'S ADMINISTRATOR needs reliable claims adjuster trainee & a typist. Both jobs involve work with figures. People, Lahser & 7 Mile area. Call 531-7850

GENERAL OFFICE HELP - some typing and billing experience preferred. Reliable and Mature. Good benefits, Hospitalization. 477-5440

GENERAL OFFICE
Tray 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. 283-2850

GENERAL OFFICE
Opportunity with Southfield CPA for diversified position including typing, filing, and telephone answering. Applicant must be able to deal with people and receive direction from others. Kevin, Porvin, Tobes, CPA, PC. 559-9199

GENERAL OFFICE - plus running daily errands, for Mrs. Brown. Topinkas Country House. 531-9000

GENERAL OFFICE
8:30 AM-3 PM, 5 days, 16 Mile-Telegraph area. Call after 3 PM.
642-3100

GENERAL OFFICE
Typing, Etc. Part time position. For company in Livonia area. Call Mr. Rhesume 535-6320

GENERAL OFFICE: help wanted. Bookkeeping experience required. Only sharp, take-charge individuals should apply. Farmington area. Call: 358-2550

GENERAL OFFICE, person needed for Manufacturers Rep's office. Most office skills required. Excellent opportunity for intelligent qualified person. Birmingham location. 649-4850

GENERAL OFFICE - duties include light typing, switchboard, typing, accounting & other misc. office duties including some errands, good benefits, Southfield location. 569-4800

GENERAL OFFICE-Energetic gal needed for fast paced front office in Livonia. Posting, invoicing, order desk, typing, & no shorthand. Call today
525-7860

GENERAL OFFICE
Position with prominent legal firm. Typing accurate, 60 wpm, $9,500, fee paid. 855-9684

GENERAL OFFICE for small manufacturing company in Troy. Light typing, bookkeeping and management. Must be dependable. Salary commensurate with experience. Apply in person 1893 Transcherford St., Troy.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Typing, Billing, Taking Phone Orders. You must be proficient on a typewriter & Calculator. Very complete benefit program. Starting rate, $4. per hour.
SNAP ON TOOLS
23460 Industrial Park Dr.
476-7300

GENERAL OFFICE WORK
Need person to assist with phones and do general office work for dealership service department. Full-time. Contact Joe Falzon. STU EVANS Lincoln-Mercury, 32000 Ford Rd., Garden City, 425-4300.

GENERAL SECRETARIAL & retail store duties, full time, temporary. Farmington area. Some experience desired. Call after 9am. 478-4078

GOOD OPPORTUNITY. Immediate opening for mature person for secretarial position in small sales office. Good benefits. Livonia 478-8400

GOOD TYPIST
Office duties for small publishing company in Northland area. Call Judy 967-1420

HOTEL MOTEL Receptionist - front desk, PBX, typing, part time, full time, including weekends. Apply in person 9 AM. to 11 AM. or 3 PM. to 4 PM., Bloomfield Inn, 28000 Grand River, Farmington.

- INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills. 553-4590

INSURANCE AGENCY
Sales secretary, 60, WPM typing and good communications skills. Dictaphone experience and good spelling ability required. Benefits. Farmington Hills 553-8400

INSURANCE CLAIMS SECRETARY
General office skills required, experience preferred. Call for interview. Southfield area. 557-0720

INSURANCE COMPANY
Has need for Rater & Coder. Good benefits. Rapid Advancement, will train, near Tel Twelve Mall, hrs. 8.30-5. Ask for Ginny
Universal Underwriters Insurance Co.
642-6013

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

INSURANCE TYPIST
Accurate 60WPM & General Office experience. Great benefits. $150. per week or more. 9 Mile - Northwestern Hwy. Area. Call Mr. Goodwin. 569-3188

JR. STENOGRAPHER for consulting firm. Good knowledge of spelling & grammar. Accurate typing 50 w.p.m. Shorthand 80 w.p.m. Prefer individual close driving proximity Coolidge/Big Beaver area. Troy. 5 day, week. 8:15AM-4:30PM. Days: 649-1663; After 5 PM: 649-1015

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1710

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

LEGAL
SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

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

LEGAL SECRETARY
For Southfield Law firm
Experienced & some shorthand
352-9082

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.
353-1128

LEGAL SECRETARY
Southfield office, excellent skills required, experience necessary, benefits. Salary open. 355-4161

LEGAL SECRETARY. 4 hours a day at your convenience between 8:30 and 5 Pm. Mag card experience a plus. 15 Mile and Telegraph. 644-8334

LEGAL SECRETARY
pleasant Southfield office
3 years experience
Call Bonnie,
557-4464

LEGAL SECRETARY needed for Southfield Law Firm. Good typing skills and dictating machine experience is must. Legal experience preferred but not necessary. 559-4310

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 362-5297

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

LEGAL SECRETARY for Southfield Office, from 10-3pm. Must have good typing skills, dictaphone. Three girl office.
569-5559

LEGAL SECRETARY
For prestige Bloomfield Hills law firm. Research and trial work. Strong typing, no shorthand, will use dictaphone. $10,000. Fee paid.
Bloodale Personnel 645-9884

LET THE ITS 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 as 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. Heavy work load period is January 1st thru April 15th each year. If interested call:
226-6900 or 237-0800

LIGHT BOOKKEEPING
and TYPING
Permanent position, full time. Excellent pay for the right dependable person. Prudential Town Center II.
355-2122

LIVONIA
$825
FEE PAID. Friendly co-workers, nice hours, great boss, and much more come with super position. Good typing and shorthand a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

LOOKING FOR sharp responsible individual as receptionist for expanding growing southfield law firm. Send resume to Kagen Sun 42400Grand River Executive Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

LUXURY Country Club in Southfield needs people with good telephone manner, excellent wages & benefits. Ask for Janice. 646-8990

MATURE person for Apt. complex office in Southfield. Duties include leasing, office work, record keeping, typing, etc. Salary commensurate with experience. Call for appointment. 647-4102

MATURE receptionist/typist sought by pleasant Bloomfield Hills law office of medium size. Send resume, with references and salary requirements, to Box 470 Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

- MORTGAGE TAX CLERK
Located in Southfield with immediate opening for person in the tax department. Experience preferred. Excellent working conditions. Call Barbara Nell. 353-6700

NATIONAL COMPUTER Firm in Plymouth seeks individual with knowledge of Bookkeeping to work as Quality Control Clerk in General Ledger Dept. Experience helpful but not necessary. Hourly - based on experience. Please call 459-6704

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

NO EXPERIENCE!
FEE PAID. Large suburban firm has several entry level positions available! Rapid advancement, good benefits, super benefits, and much more!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE ASSISTANT for Farmington location. Mature person must have good figure aptitude. 20-25 hours per week. Call between 2-3PM. Monday thru Friday. Ask for Janis. 478-3651

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 310E
478-1130
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

OFFICE PERSON with pleasant telephone voice and good typing skills. Excellent working conditions. Call for appointment. 356-0700

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.
29443 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
599 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. 644-0062

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

ONE GIRL office needs person with general office and light bookkeeping experience for electrical contractor in Midtown Heights. 355-8930

OPERATOR/PROGRAMMER
Central office of expanding Retail Drug Chain, headquarters in Dearborn, needs a responsible individual to take charge of the Data Processing Department, and will assume direct supervision of a staff of 3. Experience in operating an IBM 5-34 a Must. Will maintain existing RPG II program and development of new applications & program. Excellent working conditions & advancement opportunities. Compensation commensurate with qualifications. Full benefits. Send Resume along with salary requirements to: P.O. Box 684, Dearborn, Mich. 48128.

- OPPORTUNITY
Entry-level position as a sales assistant with one of the largest industrial electronic distributors in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Martin 348-1800

- ORDER DESK
Order Desk trainee needed. Light typing, heavy filing and telephone work. Experience desirable, but will train the right person. Position currently exists in Troy, Mich. but will be permanently relocated to our Redford Twp. office within 90 days. Call Zebart International Corp., 548-4100, Ext 215.

- ORDER DESK
Order Desk trainee needed. Light typing, heavy filing and telephone work. Experience desirable, but will train the right person. Position currently exists in Troy, Mich. but will be permanently relocated to our Redford Twp. office within 90 days. Call Zebart International Corp., 548-4100, Ext 215.

PART-TIME BOOKKEEPER
One day a week or 2 half days. Simple form, no training necessary. Call:
349-0137

PART-TIME
Girls to work in a Southfield office. Hours, Mon. thru Thurs., 5 to 9, Sat. 10 to 2. Please call:
358-3449

PERSON FRIDAY
Convenience comes right along with this $200 plus start. Variety schedule from front phone, to figures to public contact.
CALL 563-8800
Your New Boss pays Our Fee.
HARRIET SORGE PERSONNEL

504 Help Wanted Office-Clerical

PERMANENT part time secretary/typist needed immediately for creative courses and real estate program at Birmingham 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 642-7277 or the Dearborn office at 593-5120
A non discriminatory affirmative action employer.

PERSON for general office work, including typing, posting, bookkeeping. Southfield area, 354-4333,
352-1692

PERSON NEEDED to do clerical duties in growing Southfield Insurance Agency. Typing required. Good benefits & working conditions.
For appointment, call 557-0870

POLICY TYPIST.
POLICY CHECKER
If you can type 40-45 WPM with accuracy - plus enjoy detail work, CALL SELLECK. Good company benefits and working conditions.
TRANSAMERICA
INSURANCE GROUP
353-3500
An Equal Opportunity Employer

PRINTING COMPANY, Northwest Detroit area needs full time order entry clerk for office. Telephone, some typing and filing. 341-0011

PRIVATE Girls school in Livonia needs general office clerk. Typing skills required. Mature but young thinking woman preferred. 8AM-3PM daily. Blue Cross Blue Shield & retirement paid. Call Mrs. Knudsen, 591-1544

PROFESSIONAL PERSON is 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 525-1980

PSYCHOLOGICAL CLINIC needs receptionist/typist with good phone skills, full time. Long Lake-Telegraph area. 356-2500

RECEPTIONIST-TYPIST to learn legal field. Good spelling, typing and dictaphone required. Immediate opening. Call Mrs. Bryzgel, 356-6020

RECEPTIONIST
TELEPHONE OPERATOR
TYPIST
For downtown Birmingham Real Estate company. To work regular odd hours: 5 PM. - 9 P.M., Mon. thru Fri., 9:30 AM. - 5:00 PM, Saturday, 11 AM. - 5 PM, Sunday. Good salary, fringes. Reply to P. O. Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Birmingham law firm. Light typing.
645-0100

RECEPTIONIST SECRETARY needed for Livonia stamping plant. General office skills, light typing, etc. Good benefits. Call between 1-4PM 261-6080

RECEPTIONIST NEEDED
For Southfield Law firm.
Typing & experience necessary.
352-9082

RECEPTIONIST
For medium size manufacturer. Main function answering phones with light typing. Accuracy more important than speed. Full time, good benefits. Apply at 27610 General Dr., Plymouth.

RECEPTIONIST - Receptionist - Entry level position now available at Southfield Automotive Advertising Agency. Primary duties include telephone and typing skills required. Send resume & salary requirement to Sally DeVries, Box 2150, Southfield, MI. 48037.

RECEPTIONIST
Farmington area tool supply company is seeking a dependable individual for their office staff. Position includes 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 interview call Mr. Grant, 476-5870.

RECEPTIONIST
TYPIST
We wish a personable young lady with a pleasant telephone voice for our reception desk. One who is also able to type speedily without error. This is a full time position with a growing firm - fringe benefits. Please call for an interview.
PROGRAMMED PRODUCTS CORP.
9800 ANN ARBOR RD.
PLYMOUTH, MICH.
453-1184

RECEPTIONIST-for lawfirm, light typing, some experience needed, benefits, $150 weekly. Ask for Anne 645-8600

RECEPTIONIST - telephone and typing experience preferred. Excellent salary and benefits. 352-2210

RECEPTIONIST - With 60 WPM, typing skill. Full time, in Southfield's Town Center. Salary open. Call for appointment. 356-3730

RECEPTIONIST NEEDED
For X-Ray clinic. Typing necessary. Excellent benefits. Please contact Jan
569-6153

RECEPTIONIST for interesting front desk job with management firm in Southfield. Call between 9 AM and 3 PM 569-3313

RECEPTIONIST
Real estate office needs a sharp person with good telephone experience. Some clerical & typings skills also needed. Ask for Eleanor 557-3800

RECEPTIONIST - TYPIST
We are looking for someone who can handle a busy switchboard and greet our clients with professionalism. Accurate typing is a necessity. Salary open, good benefits and pleasant surroundings. Please call:
352-8411

RECEPTIONIST - Insurance agency company seeks a Receptionist who can handle incoming calls for 15 employees efficiently and courteously. Minimum typing skill 50 WPM. Pleasant working environment. Modern comfortable equipment. Call Mrs. Kunkel for an appointment. 559-5955

RECEPTIONIST
Dearborn Company is seeking an Attractive, Mature Individual who enjoys meeting the public. Experience desirable but not necessary. Light typing required. Please call 336-5000 ext 459 for further information.
An Equal Opportunity Employer

RECEPTIONIST
For personnel department of leading Troy office. Typing 50 wpm., and good phone voice, entry-level. $645. Fee paid.
Bloodale Personnel 645-9884

RECEPTIONIST, required for Southfield firm. Typing, filing and telephone skills. Monday thru Friday 9 to 5 PM. 424-8770

- RESALE CO-ORDINATOR
Co-ordinate the entry in and move out activity for Westbord co-operative. Must be able to communicate effectively with people in organization, filing, and other office skills. Good benefits 425-3020

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 513-5170
Southfield 372-8500
Madison Heights 542-9130
Dearborn 565-3500

504 Help Wanted Office-Clerical

SALES
OFFICE CLERK
The new Capp Homes office opening in Northville, Michigan, needs a responsible person to perform as a Receptionist and General Clerk.
Duties would include: typing, filing, and following up sales leads by phone.
Qualified applicants should possess good clerical and communications skills.
Persons interested should contact:
Mr. Bob Staley
23233 Chrysler Dr.
Hazel Park, Michigan, 48030
313-399-5566
Mr. Staley will schedule interviews in Northville.
An Equal Opportunity Employer

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: Fidelity Inc., 2530 Industrial Row, Troy, Michigan, 48084.

SECRETARIAL JOB - Apply: Anderson Vehicle Sales, 24600 W. 8 Mile, Farmington. 478-8200

SECRETARIAL OPPORTUNITY - position available for recent High School graduate, with 3 Lawyer Office in easily accessible Southfield location. Opportunity for responsibility and direct work. If you are detail bright, intelligent and ambitious - no previous experience is necessary. Excellent typing skills required. Call Mrs. Bryzgel, 8:30AM-5PM. 355-0237

SECRETARIAL POSITION
Insurance Agency Troy. Professional atmosphere. To arrange for interview phone Ms. Terry 879-9000

SECRETARIAL POSITION for Real Estate office in Birmingham. Shorthand a must. Typing at least 60-65WPM. Salary commensurate with ability. Ask for Steve Pew or Jackie Yaeger. 644-6700

Secretaries
Typists
IMMEDIATE OPENINGS
19500 Middlebelt, 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/BOOKKEEPER
Full or part time, experience a plus.
Call Mr. Wood at Mr. Cartwell
649-4055

SECRETARY - experienced, mature secretary with good shorthand and typing skills required. Send resume & salary requirement to Sally DeVries, Box 2150, Southfield, MI. 48037.

Secretary
Farmington Real Estate. Skills required: answer phone, typing, letter construction, Bookkeeping, apartment rental agent. Must be well organized. Salary position.
PERRY
478-7640

SECRETARY
For Southfield law office. No experience necessary, but neatness and professionism a must. Good typist. Salary
557-1155

SECRETARY For insurance office, typing & general office skills. Shorthand helpful. Southfield location. Ask for Mr. Accardo, 353-0710

SECRETARY - for legal dept. of Troy financial company. Average skills required. Company offers full benefits, very pleasant work environment, pays salary of $866 or better. Agency fee paid.

BI LINGUAL - secretary for Birmingham company, French & German language proficiency. Type 60 WPM. No shorthand. Salary $11,000 to $12,000 plus benefits & fee paid.

RECEPTIONIST - TYPIST - for busy Southfield office. Good phone manner required. Salary $758, fee paid.

CASHIER - good with figures, for Birmingham retail store, No Sat. or eves. Salary $375 per hr. plus benefits & fee paid.

ADAMS
&
MARTIN
930 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

SECRETARY
Major Southfield firm needs bright person with solid work experience, shorthand required, position offers beautiful offices, variety, $11,000 and advancement potential.Please call
A BETTER WAY. 352-4320

SECRETARY
Must be alert, have good skills and be well organized. Prefer individual who is familiar with shipping and billing procedures and who has a good phone manner. Send resume to:
P. O Box 576, Farmington Hills, Mich. 48018.

504 Help Wanted Office-Clerical

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 an excellent benefits including health, and life insurance, and paid vacations.
Call: Phil Humfleet
352-7210
Wendy's
International
Equal Opportunity Employer M/F

SECRETARY - GENERAL OFFICE
Part time or full time.
Rochester Y.M.C.A.
Call 10am-3pm, 651-1066

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

SECRETARY - Growing Southfield CPA firm needs experienced secretary with administrative background. Bookkeeping knowledge desirable, competitive vacation & insurance programs available with 5 day week. Call
352-8506

SECRETARY
Immediate opening for a full time SECRETARY in a busy Plymouth Century 21 Real Estate office. Good accurate typing required. Past real estate experience helpful. Please call LINDA before 5 PM.
459-6000

SECRETARY
Immediate opening for a Secretary reporting to the Credit Manager in a prime Southfield location. The person must solid will have excellent typing skills. Bookkeeping and/or an accounting background is a definite "plus". Apply:
CLAWSON CONCRETE COMPANY
21900 Greenfield Rd
Oak Park, MI. 48237
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Full time. Responsible, organized individual - experience preferred. Pleasant pleasing phone voice. No benefits. Ask for Suzanne.
Chamberlain
W. Bloomfield
851-8100

SECRETARY/RECEPTIONIST
Responsible, organized individual. Experience preferred. Must have pleasant telephone manner, good typing a must. Located in Troy. 585-3910

504 Help Wanted Office-Clerical

SECRETARY
Needed immediately to assist the President. Shorthand and typing required. Located in Oak Park. Good salary and benefits
Please call Mrs. Ehrmann at 541-5270

SECRETARY
Needed for Sales Department of responsive Southfield firm. Typing and shorthand required, pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-3709

SECRETARY
No experience necessary. Typing skills and ability to follow instructions are a necessity. This position is with a prestigious firm in Southfield. 557-4550

SECRETARY
N. W. Detroit firm offers excellent pay and benefits. 37½ 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.
522-2600 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. 851-9618

SECRETARY
Our Worldwide organization is seeking a responsible, conscientious person to assume the position of Secretary to the Assistant Director. The qualified individual will have 2-3 years experience, typing of 50 wpm, some financial background and seek a challenging career. If interested, call: 355-5300, ext. 284.
Jean Kendall
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, MI 48037
Equal Opportunity Employer M/F

SECRETARY
Part-time, 20 hrs. a week. Previous office experience and excellent typing a must. Knowledge of Chemical terms helpful. Southfield area. Call for an appointment. 559-1233

SECRETARY-Part time. Small law office. Long Lake, Woodward area. Good typing skills, some shorthand. Hours 8:30-2:00. References required. Days 642-0318, evenings 646-3542

SECRETARY
Southfield agency needs secretary with minimum typing skills of 40wpm and some shorthand is required. For interview contact Pat at 557-7023

SECRETARY-STENOGRAPHER. We are looking for an aggressive individual willing to assume various responsibilities as secretary for Company executives. Typing & shorthand skills are required. Salary open. Company soon will relocate to Western Livonia. Call for interview appointment. 584-2350

504 Help Wanted Office-Clerical

SECRETARY - Receptionist, for Farmington Hills private school, good typing/English skills necessary, shorthand or dictaphone experience important, pleasant working environment. Competitive salary & fringe benefits, send resume in confidence to Director Of Development, Our Lady of Mercy High School, 22200 11 Mile, Farmington Hills, MI. 48018.

SECRETARY/RECEPTIONIST
Farmington Hills ad agency needs experienced gal Friday receptionist with superior typing skills & shorthand. Duties are varied with heavy typing in engraphic artwork. Salary DOE based on experience. If you qualify call for appointment. 553-4162

SECRETARY TO THE DIRECTOR of Building & Ground, Rochester Schools. Typing & shorthand required, ability to deal with people. If interested please contact the Personnel office
651-6210 ext. 33

Secretary/Typist
ZEROX 800 OPERATOR
Farmington Hills engineering firm desires an excellent typist with demonstrated secretarial experience & good organizational skills. Would prefer Zerox 800 operator but any word processing experience would be helpful. Rapid growth position with excellent salary & benefits.
HYSEN & ASSOC INC
851-6500

SECRETARY WANTED - General Secretarial skills: typing, dictation, reception. Good working conditions - salary commensurate with ability. 352-8585

SECRETARY
wanted by Livonia law firm. Call Sue for appointment.
477-8333

SECRETARY. Immediate opening. Must have good shorthand, dictaphone and typing skills. 2 years formal training or experience required. Excellent working conditions and benefits. Salary negotiable. Location: Prudential Town Center, Southfield. Phone for interview
354-6790

504 Help Wanted Office-Clerical

SECRETARY wanted, 9am-5pm, 5 days. Light typing, answering phone, excellent advancement opportunities. Call 661-5757

SECRETARY with Pleasant personality and good phone manners for small manufacturing plant. Experience not required, must enjoy working with figures. Apply in person: Sucher Tool, 29556 W. 9 Mile.

SECRETARY
With experience for prominent motion picture advertising studio. Strong typist, no shorthand. Work with creative graphic artists. $10,000. Fee paid.
Bloodale Personnel 645-9884

SOUTHFIELD CORPORATION moving to Bloomfield Hills, needs typist with general office skills, salary open. Call Cindy

SOUTHFIELD firm has opening in Accounting Department. Experience in Bookkeeping necessary. Typing is a must. Call Rhoda.
353-5850

SOUTHFIELD OFFICE - Taking applications for filing clerk & typist. Billing clerk should have minimum of 1 year experience in bookkeeping or billing & some typing. Typist should prefer Zerox 800 WPM with 1 year general office experience. Call Pat.
352-7070

STATISTICAL TYPIST for CPA firm. Must have previous CPA experience. Excellent opportunity.
Rosenbloom, Rosenbloom & Co.
353-3180

SWITCHBOARD operator with experience & typing ability. Excellent working conditions. Many fringe benefits. Call Mrs. Baste weekdays 9-5. 968-5900

SWITCHBOARD
OPERATOR
Related office work. Needed by GM dealer in Livonia.
ARMSTRONG BUICK OPEL
30500 Plymouth, Livonia
525-0900

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Major corporation located in the NW suburb is seeking an experienced Administrative Assistant to work closely with it's upper management staff. Responsibilities include: preparation of reports, statistical analysis, and coordinate communications within a division, secretarial responsibilities, etc.
The professional selected will have a high aptitude for statistical computations, a keen attention to detail along with strong secretarial and communications skills. We offer a competitive salary along with a complete fringe benefit package. For consideration, please send a resume with salary & history in confidence to:
Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Input Clerk
We need an ambitious person to assist with our Accounts Payable. Good personality and willingness to work overtime as needed is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Payable experience with EDP exposure and you want a challenging position with a growing corporation, please apply at
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
Equal Opportunity Employer

SECRETARIES PLUS
REAL ESTATE/FRANCHISE OPERATIONS
Burger Chef Systems, Inc., is currently seeking SECRETARIES to work with our Real Estate and Franchise Operations departments, in our Troy and district offices.
The persons we seek will have 1 to 3 years secretarial experience, and possess excellent typing and shorthand skills. In addition, the sucessful candidates will be excellent communicators, have solid "people" skills, and be self-starters capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, 37½ hour work week, 2 weeks paid vacation and an attractive benefit package. Please call 643-7855 Monday thru Friday between the hours of 9 A.M. and 4 P.M.
Burger Chef
BURGER CHEF SYSTEMS, INC.
1900 W. Big Beaver Rd.
Suite 220, Troy
Equal Opportunity Employer M/F

PART-TIME
TELLERS
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Farmington Community Center for Part-Time Tellers and other part and full-time positions such as: Typists, Secretaries, and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Farmington Community Center, 24705 Farmington Road (near 10 Mile Road), Farmington, Michigan, on Wednesday August 29th from 10:00 A.M. to 3:00 P.M.
NATIONAL BANK OF DETROIT
363 West Big Beaver
Troy, Michigan 48084
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

CLERICAL
OPPORTUNITY
We are looking for an individual with 1 to 2 years of office experience to assume a position at our world headquarters in Southfield. This entry level position requires a candidate with a pleasant telephone manner, ability to organize and follow through on assignments, and typing of 55 wpm.
We offer a complete benefits package, including dental plan and competitive starting salary. If interested, contact:
Jean Kendall
(313) 355-9300
Extension 284
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
29200 Northwestern Highway
Southfield, Michigan 48037
FTD
An Equal Opportunity Employer M/F

DATA PROCESSING
CLERKS
Requires minimum typing skills of 50 wpm. Familiarity with the operation pl computer terminals or other related equipment. Individuals must be capable of organizing work and time and able to work with minimal supervision. We are also accepting applications for:
Clerk Typist
Secretary, Sr.
Export Clerk
Press Operator-Copy Center
Technical Typist
All position require a minimum of one year job related experience. Clerical positions requires minimum 55-60 wpm typing speed.
We offer an excellent benefit package and a competitive salary. To arrange an interview, please call or send resume to:
Carolyn J. Williams
Personnel Specialist
nt northern telecom
Northern Telecom Systems Corporation
A Northern Telecom Company
100 Phoenix Drive - P.O. Box D
Ann Arbor, Michigan 48106
(313) 973-4700
An Equal Opportunity Employer M/F

ACCOUNTS RECEIVABLE/CASHIER
We need an ambitious person to assist with our Accounts Receivable and Cashier section. Good personality and ability to meet the public is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Receivable and/or Cashier experience, please apply at:
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
An Equal Opportunity Employer