504 Help Wanted Office-Clerical

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

GENERAL OFFICE
8:30 AM-5 PM, 5 days. 15 Mile-Telegraph area. Call after 2 PM.
642-2100

GENERAL OFFICE
Typing, Etc. Part time position. For company in Livonia area. Call Mr. Hiesamer 525-0720

GENERAL OFFICE help wanted. Bookkeeping experience required. Only sharp, take-charge individuals should apply. Farmington area. Call 398-2450

GENERAL OFFICE - duties include light typing, switchboard, filing, answering & other misc. office duties including some errands, good benefits, Southfield location. 569-4600

GENERAL OFFICE
Position with prominent legal firm. Typing necessary, 60 wpm., $9,800, fee paid.
Blondale Personnel 645-9884

GENERAL OFFICE for small manufacturing company in Troy. Light typing, bookkeeping, and management. Must be dependable. Salary commensurate with experience. Apply in person 1892 Thunderchief, Troy.

GENERAL OFFICE CLERK
some knowledge with figures
537-2736

GENERAL OFFICE and record keeping, full time, some bookkeeping. Downtown Plymouth. Good pay & fringe benefits. Call Vi 338-4000

GENERAL OFFICE
Part Time Typist
Must Type 40 WPM
Call 559-7224

GENERAL OFFICE
No experience necessary. Will train. Full time, Southfield area. Call for appointment. 356-0882

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 SECRETARIAL & retail store duties. Full time, temporary. Farmington area. Some experience desired. Call after 9am. 478-4978

504 Help Wanted Office-Clerical

KEY PUNCH OPERATOR
With ability to file and knowledge of bookkeeping. Temporary position. Apply: Personnel Office, Livonia Public Schools, 15125 Farmington Rd., Livonia 48154.
An Equal Opportunity Employer

KEY PUNCH OPERATOR

HENRY FORD HOSPITAL-Troy. Troy announces opportunity for experienced KEY PUNCH OPERATORS with a minimum speed 10,500 strokes per hour. Experience with key disc systems preferred, afternoon shift. We offer excellent salary and benefit program including shift differential. For appointment qualified applicants may call:

MS HUGHES
689-5200
HENRY FORD HOSPITAL-TROY
5999 Cattermole
Troy, Michigan 48084
Equal Opportunity Employer M/F

LAW OFFICE RECEPTIONIST
Southfield. Full time. Neat, pleasant. Duties include typing and filing. For interview, call 352-1122

LEGAL SECRETARY
For Southfield Law firm
Experienced-high salary reqmt.
352-9083

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

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

LEGAL SECRETARY
For prestige Bloomfield Hills law firm. Research and trial work. Strong typing, can shorthand, will use dictaphone. $10,400. Fee paid.
Blondale Personnel 645-9884

LEGAL SECRETARY
Small Bloomfield Hills firm. Start immediately. Legal experience helpful, but not necessary.
642-0323

LEGAL SECRETARY
Typing, shorthand, good skills. Experience required, good benefits, established firm.
569-3070

LEGAL SECRETARY, Southfield office. Experienced - excellent skills required. Benefits, Salary open.
355-4141

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

LEGAL SECRETARY
If you have top skills, experience and ready to move up into full responsibility and top pay in a plaintiff negligency firm, call Diane.
559-4411

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 - 1 year experience, for corporate attorney of great Troy company. Very pleasant working conditions. Salary $12,000 plus excellent benefits and Fee Paid.

CLOSING SECRETARY - Residential or commercial for North Woodward mortgage company. Salary $10,000-$12,000 plus full benefits and fee paid.

SECRETARY - For Southfield division of national company. Good spelling and grammar important. Average skills. Salary $750-$800 plus benefits and fee paid.

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

LIGHT BOOKKEEPING and TYPING
Permanent position, full time. Excellent working conditions. Prudential Town Center II.
355-2122

LOOKING FOR A CHALLENGE?
Entry level position available in the Licensing Department of a young and growing firm. Must type accurately, be organized and good with details. Excellent benefits and working conditions. If interested call 353-3209

LOOKING FOR sharp responsible individual as receptionist for reputable growing southfield law firm. Send resume to Karen box 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

MALE OR FEMALE office help wanted, by manufacturers agent in electrical business. Do quotes, order entry and followup, and general office work. Southfield Area. Call for appointment. 642-9330

OFFICE CLERK
Typing and purchasing experience helpful. All benefits. Apply in person at: Air Gage Co., 12753 Stark Rd., Livonia.

OFFICE GIRL - to handle some of Farmington Hills restaurant's office work. Some typing preferred. 851-4094

OFFICE WHIZ
SOUTHFIELD
Accounting assistant needed for accounts receivable. Must have knowledge of 10 key adder for calculations on computerized payroll Typing 50, growth opportunity with large firm. You'll love this new job. $750 month start. Co. pays fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

RECEPTIONIST
Birmingham law firm. Light typing.
645-0100

RECEPTIONIST NEEDED
For Southfield Law firm.
Typing & experience necessary.
352-9083

RECEPTIONIST/SECRETARY, telephone answering, light record keeping, bookkeeping, and typing. Hochester office location. References required, hours 9-5PM daily. 5 days per week. 851-1890

RECEPTIONIST-for law firm, light typing, some experience needed, benefits, $150 weekly. Ask for Anne 645-0800

RECEPTIONIST - telephone and typing experience preferred. Excellent salary and benefits. 362-3216

RECEPTIONIST NEEDED
For X-Ray clinic. Typing necessary. Excellent benefits. Please contact Jan:
569-4333

RECEPTIONIST
Real estate office needs a sharp person with good telephone experience. Some clerical & typings skills also needed. Ask for Eleanor 537-5830

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. Wodt or Mr.Cantwell
649-4055

504 Help Wanted Office-Clerical

OFFICE WHIZ
SOUTHFIELD
Accounting assistant needed for accounts receivable. Must have knowledge of 10 key adder for calculations on computerized payroll and bank reconciliations. Typing 50, good growth opportunity with large firm. You'll love this new job. $750 month start. Company pays fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

OFFICE WORK - general- women preferred - some typing. Livonia area, good benefits, full time. Call Lorain for an appt. 422-6333

ONE GIRL office needs person with general office and light bookkeeping experience for electrical contractor in Madison Heights. 585-8930

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 S-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 and salary requirements to: P.O. Box 684, Dearborn, Mich. 48126.

PART TIME/FULL TIME
help needed in coin and stamp shop in Plymouth. 5 days, Tues. - Sat. 9-2. For more information contact Yvonne.
459-5275

PART TIME HELP
Flexible hours, $3 per hour. Please call:
569-6622

PERSON for general office work, including typing, 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

PERSONNEL ASSISTANT
MANUFACTURING
Employment Agency background a must. Must be attractive, prefer records experience. 75% of time will be working in employment, 25% employee relations. Salary $850-$900 Min range. Full benefits including tuition refund and dental. No Agency Fee.

KEYPUNCH OPERATOR
129 experience, good speed, 2 Yrs. experience, promotable into operations. Rate, $4.00-$4.50 range. Full benefits including dental. No Agency Fee.

ADMINISTRATIVE ASS'T.
EXPORT DIV.
Troy Manufacturer
Export experience a must. Spanish desirable, able to compose letters and work with transcriber. Excellent typing. Salary $880-$950 Min. Fully paid benefits, tuition refund and dental. No Agency Fee.

SECRETARY
To
* Advertising President
Southfield
Shorthand 80 - typing 70. Must have phone, Hotel and reservation experience. Must know how to use official airline guide. $10,000 Min. Benefits No Agency Fee.

PART TIME
Northwest Detroit
General office. Light bookkeeping, accurate typing. 3 DAYS PER WEEK. 4 per hour. No Agency Fee.

ACCOUNTS PAYABLE ASS'T
Pontiac
Excellent typing, 10 key adding machine, figure aptitude. Some experience. $700 Min. Fully paid benefits. No Agency Fee.

BEGINNER STENO
Southfield
Light shorthand, 50 Min. typing. Will answer phones. Should be dependable. Prefer new high School graduate. $650 Min. range. paid benefits.
No Agency Fee.

BETTY HAMIL PERSONNEL
424-8470

POLICY TYPIST
POLICY CHECKER
If you can type 40-45 WPM with accuracy - please contact CAROL SELLECK. Good company benefits and working conditions.
TRANSAMERICA
INSURANCE GROUP
353-3500
An Equal Opportunity Employer

POTENTIAL!
FEE PAID. Potential is what this exciting position is all about! Good clerical skills, and an outgoing nature are all that's required. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Protestant Church, Southfield, seeks mature woman for office secretary. Requirements, 3 year experience typing, office machines, outgoing personality. Send complete resume to Box 524,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGICAL CLINIC needs receptionist/typist with good phone skills, full time. Long Lake-Telegraph area. 645-3560

PURCHASING CLERK $175
For rapidly expanding suburban corporation, screen vendors, process requisitions, and handle correspondence, type 40, full benefits which include excellent dental plan, company paid fee.
525-7810
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEIVABLE, BOOKKEEPER, part time 5-6 hours per day, 5 days per week. We can adjust time if you are fully experienced. Call International Calculators, Mr Bill Miller. 358-0140

RECEPTIONIST-TYPIST to learn legal field. Good spelling, typing and dictaphone required. Immediate opening. Southfield area.
356-0560

TEMPORARY
LEGAL SECRETARY
If you are looking for an exciting temporary position, this legal firm needs your help. Downtown assignment.
Call Pat.
TEMPORARY STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

RECEPTIONIST - Insurance service company seeks a Receptionist who can handle incoming calls for 15 employees efficiently and courteously. Minimum typing skill 50 WPM. Pleasant working environment with modern computer equipment. Call Mrs. Reakal for an appointment. 559-5915

RECEPTIONIST-SECRETARY
Typing, shorthand preferred. Office experience required. Established law firm. 569-3070

RECEPTIONIST-Secretary. Birmingham clinic. Mon. thru Thurs. from 1-6PM. Fri., 9AM-3PM. Phones, pegboard, light typing. 644-7027

RECEPTIONIST
Needed for photography studio, full benefits, paid vacation. Sales experience helpful. Call Tuesday 626-3646

RECEPTIONIST/TYPIST
Average typing speed, good with figures, apply in person. 31251 Industrial, Livonia.

RECEPTIONIST-TYPIST
Very good opportunity for self-starting individual who types 50 wpm. Excellent benefits including Blue Cross-Blue Shield, and dental plan. Near Metro Airport. Call 292-0020

RECEPTIONIST
Variety job with friendly Farmington Hills company for pleasant person with good typing. Note filing. $750 to start. Full benefits and company pays our fee. Excellent opportunity to grow with the company. Call for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

RECEPTIONIST-SEC'Y $800
For well established suburban bank, interview mortgage applicants for credit information, handle correspondence, screen calls, greet clients & schedule appointments. Type 60, some shorthand helpful, excellent benefits, Fee paid.
525-7810
SHARROW & ASSOCIATES
PERSONNEL AGENCY

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 working environment. Salary commensurate with experience. For interview call Mr. Grant, 476-5850.

RECEPTIONIST - Editorial group, national firm, Detroit office. Typing 50 WPM. Filing and diversified duties. $10,000-$12,500. Fee paid
LOIS RAY
PERSONNEL
559-0560

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

RECEPTIONIST required for Southfield firm. Typing, filing and misc. duties. Call Monday thru Friday 8 to 5
424-8770

RIGHT OUT OF VOGUE
SECRETARY
Glamorous position available for top notch administrator with good public contact skills to work in ultra plush surroundings. Exposure unlimited with one of the world's largest companies in their field. Be the one to land this career opportunity. Call Now
524-1750
PERMANENT STAFF TROY

SECRETARIAL OPPORTUNITY - position available for recent High School graduate, with 3 Lawyer Office to 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. Brayman, 8:30AM-5PM. 352-0237

SECRETARIAL POSITION
Insurance Brokerage, congenial atmosphere. To arrange for interview phone Mr. Terry 557-5550

SECRETARIAL POSITION for Real Estate office in Birmingham. Shorthand a must. Typing at least 60. 646-9704. Salary commensurate with ability. Ask for Steve Pew or Jackie Yaeger. 644-6700

SECRETARIAL
partial listing of Current Openings
SECRETARY
Opportunity for advancement, shorthand 80, 60 wpm, must be able to work independently, a well groomed, poised individual $850-$900/mo.
PAYROLL CLERK
Experienced in payroll, bonds, union dues & taxes. NCR machines, good handwriting, 50 wpm accurately $750-$780/mo.
JR. SECRETARY
Fantastic opportunity for career minded beginner, 40-45 wpm, general office duties. $650-$700/mo.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARIES
TYPISTS
KEYPUNCHERS
in between jobs, or need a summer job? Come to 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 372-8500
Madison Heights 545-1700
Dearborn 585-3500

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

504 Help Wanted Office-Clerical

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 358-4411

SECRETARY
Experience working in Insurance office. Full time, 5 days, 9-5. Northville area. 349-5015

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

SECRETARY to busy Life Agent. Minimum typing 50 WPM. Must have shorthand or dictaphone knowledge, good-telephone voice. Excellent chance for advancement. Good benefits and working conditions. Mr. Sadow. 358-1100

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 400 DIGITAL
Farmington Hills engineering firm desires an excellent typist with excellent skills, organizational and communicative ability. Would prefer Zerox 400 operator but any word processing experience would be helpful. Rapid growth position with excellent salary & benefits.
HYSEN & ASSOC INC
851-8300

SECRETARY wanted, 9am-5pm, 5 days. Light typing, answering phone, pleasant environment opportunity. Farmington Hills. 661-5757

SECRETARY
With experience for prominent motion picture advertising studio. Strong typist, no shorthand. Work with creative graphic artists. $10,400. Fee paid.
Blondale Personnel 645-9884

SECRETARY
With good skills for pleasant medium sized Hen-Den law firm, some legal experience helpful, salary commensurate. Call Anita 647-6860

SECRETARY/RECEPTIONIST

Farmington Hills manufacturing company is seeking bi lingual secretary with shorthand and statistical typing skills. Individual must be capable of translating German correspondence and technical documents into English, type quotes, purchase orders, and general correspondence. Good command of English language a must. Contact Pete Flax. 478-8060

SECRETARY - Small CPA firm located in Southfield. Type 60 WPM, shorthand helpful, good benefits. To $13,000. FEE PAID.

SECRETARY - Troy Advertising Company. Accurate typing and shorthand and/or speed writing, benefits. To $11,000. FEE PAID.

SECRETARY - Large company in Southfield. Work for assistant director of advertising. Financial background, type 60 WPM, 2-3 years experience. No shorthand. Excellent benefits. $10,000. FEE PAID

Call Robin at 642-7242
KAY PERSONNEL CONSULTANTS

All Fees Employer Paid
Only a Partial Listing

SECRETARY - Southfield life insurance agency has immediate opening for individual who can handle diversified office duties. Good typing skills & light shorthand required. Call Mrs. Martin, Mon.-Tues. or Wed: 354-3700

TIRED of being a bank teller? Want about cash control and light bookkeeping in pleasant restaurant surroundings in downtown Birmingham. Call Paula at 644-0050

TOP part time position open. Doctors office Northwest Detroit. Diversified responsibilities include transcription, typing, bookkeeping & filing. Medical background not necessary. Top pay & flexible hours for individual with good secretarial & organizational skills. Send written resume to Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TROY AD AGENCY
needs secretary with good spelling & typing skills. Good benefits. Call Ms. Shields 649-5600

TYPIST/ASSISTANT
Good organizer, able to work with public. Southfield area. Call
424-8850

TYPIST
DICT. TYPIST
STENOS
SECRETARIES
KEY PUNCHERS
These are just a few of over 100 job classifications KELLY SERVICES has. Let us evaluate your skills and find a work that best suits you. In addition to top assignments, we offer top pay rates, merit increases, bonus referral plan and paid vacations. Let KELLY work for you. Apply at our office. KELLY OFFICE between 9 AM. and 3 PM.

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

For diversified work. Pleasant surroundings, good benefits, Farmington area. Please call 476-6122

TYPIST
For entry-level position with Hazel Park firm. Typing 50 wpm., and a variety of general office duties. $645. Fee paid.
Blondale Personnel 645-9884

WE ARE OFFERING an immediate position for a girl who is well-organized & experienced in general office work. Bookkeeping & typing skills necessary. Good salary plus benefits. Call 681-8500

504 Help Wanted Office-Clerical

SECRETARY
Fantastic chance to work in creative production area. Local office of New York group needs capable organizer with flair for administrative approach. Start to $10,500, top benefits.
Call 562-8900
Your new boss pays our fee.
HARRIET SORGE PERSONNEL

Secretary
Farmington Real Estate. Skills required: answer phones, 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 relatives and professionism a must. Good typist. Kim. 557-1159

SECRETARY For insurance office, typing & general office skills. Shorthand helpful. Southfield location. Ask for Mr. Arcardi. 353-0727

SECRETARY for small Royal Oak Engineering Firm. 585-4240

SECRETARY for major financial institution with excellent opportunity for advancement. For appointment call Mrs Martin 358-3250 ext 23

SECRETARY
For Livonia Shopping Center. Mature person preferred with typing skills. Light typing. Legal experience desired. Call 9 to 5. 522-4100

SECRETARY
For Sales Department. Duties: Preparing quotes, correspondence, sales promotion. Only organization ability & accurate typist; shorthand ability should include, excellent spelling & grammar. 40 hour week, good starting rate with cost of living. Paid company benefits, retirement plan, disability insurance, and life insurance. Located Farmington area.
DYNAPOWER CORP.

SECRETARY
full time for sales & engineering office in Southfield. Call between 9am-5pm.
569-6677.

SECRETARY - GENERAL OFFICE
Part time or full time.
Hours 9 A.M.-5 P.M.
Call 10am-3pm, 651-1066

SECRETARY
Good typing skills. Pleasant phone personality. Southfield location. Salary open. Please call Maria Kearns at
354-5182

SECRETARY
Have opening for energetic gal with excellent typing skills. Dictation not required, but would be an asset. Ideal starting position for young lady wishing career in the business world.
THE WHALL CORP.
18860 W. Ten Mile
Southfield, Mich.
424-8484

SECRETARY - Insurance office in Livonia. Part time to full time. Salary plus commission on incentives. Call 477-4200 or 477-0110

SECRETARY NEEDED for seasonal position in busy Northville landscape firm. Pleasant phone manner, good typing skills, experience in general office procedures and good math aptitude are required of individual who is self confident and versatile. 349-1111

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. 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.
532-2600 ext 62

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

SECRETARY/OFFICE MANAGER
Sharp, aggressive person with shorthand. Will train to take charge of one girl insurance office. Downtown Farmington. Benefits, salary open.
476-1830

SECRETARY-Part time. Small law office. Long Lake, Woodward area. Good typing skills, some shorthand. Hours 8:30-1:00. References required. Days 642-0318, evenings 646-1562

WORD PROCESSOR
Would like experience, but will train right person. Must be very knowledgeable of detail work. To $10,920, fee paid.
Blondale Personnel 645-9884

504 Help Wanted Office-Clerical

SECRETARY
Your flair for Design fits into the plan of this Firm looking for an interest in publishing or merchandising areas. Great promotion from $500 plus start. No shorthand needed.
CALL 649-4144
Your new boss pays our fee.
HARRIET SORGE PERSONNEL

SECRETARY
S693
Don't miss a fantastic opportunity. This outstanding Troy firm needs someone with light typing and general office experience. Great benefits, plus detail. Fee paid. Hurry. Call Meg Now.
649-5900
Snelling & Snelling
PERSONNEL

SECRETARY. Immediate opening. Must have good shorthand, dictaphone skills. 2 years formal training or experience required. Excellent working conditions. Good benefits. Salary negotiable. Location: Prudential Town Center, Southfield. Phone for interview
354-0798

SOLICITORS - need a few good persons, full or part-time work. 569-9722
437-6870

SOPHISCICATED SPOT
Lawyers firm in W. Bloomfield is seeking polished individual to skillfully execute legal documents with their accurate typing and swift shorthand skills. Very choice position for a well qualified individual. Company paid fee.
PERMANENT STAFF
BIRMINGHAM 642-3050

SOUTHFIELD Law firm seeking full time work.
Call Vicki at: 353-6506

SOUTHFIELD OFFICE - Taking applications for clerk & typist. Billing clerk should have minimum of 1 year experience in bookkeeping or billing & some typing. Typist required to type 60 WPM with 1 year general office experience. Call Pat. 352-5910

SUBURBAN
RECEPT/SEC'Y
Good skills important for front desk position. Shorthand a plus, typing and dictaphone required. Lots of public contact for this modern sales office. Company pays our fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

SWITCHBOARD
OPERATOR
Immediate opening for a part time or full time operator in Southfield.
MICHIGAN NATIONAL
BANK
OAKLAND
569-1700, Ext. 394

SYSTEM ANALYST
Suburban div of conglomerate needs Sr Analyst with 3-5 years experience in mfg or financial with basic language ie Cobol, Fortran, etc. Must have good analytical skills. Stable company offering security and good benefits. Fee paid.
Allis-Johnson Personnel
Quakertown Plaza, 22949 Hamilton
Farmington Hills 553-3100

TAKE CHARGE SECRETARIES
Marketing services company. Motivated, place personality, excellent typing skills, shorthand or dictaphone. Birmingham. 2 immediate openings. Katherine, Ext. 13 645-6500

TAKE CHARGE
You will run the office for this automotive supplier in northern suburbs. Excellent opportunity to move into a position of responsibility. Requirements are light shorthand and accurate typing. Fee paid by employer, salary to $230. We're waiting for your call!
PERMANENT STAFF
BIRMINGHAM 642-3050

TELEPHONE OPERATOR, answering service. Will train, part time and full time. Dearborn and Southfield locations. Call 593-3613

TELLER
Full time position is open for work at our office located on Middlebelt, north of 7 Mile Rd. in Livonia. Requires ability to meet the public and be accurate with figures. Interested persons call Manager at
474-4643
1st Federal Savings
of Detroit
An Equal Opportunity Employer

504 Help Wanted Food-Beverage

Little Caesars
PIZZA STATION
WE'RE READY — ARE YOU?
We're ready to hire now.
Are you available to work
Mornings—Lunches?
If so, Visit or call
Our Manager — he would like
to talk to you.
LITTLE CAESAR'S PIZZA STATION
353-5990 — 24455 Telegraph, S. of 10 Mi., Southfield
557-8320 — Northland Mall, D-11, Southfield
561-6420 — 23750 Michigan Ave., E. of Telegraph, Dearborn

RESTAURANT
Cooks • Hostesses
Hosts • Waitresses
Waiters
Service Assistants
(Bus & Dish)
There's a new Denny's In Southfield and that means new family eating fun and new full-time and part-time jobs!
• Interviewing now
• Experienced & inexperienced
• Top Pay
• Free Insurance
• Paid Vacations
• Profit Sharing
We will pay competitive rates depending on level of experience. Day, evening and night shifts are open. You'll enjoy the attractive "at home" atmosphere and pleasant working conditions in our popular family restaurant. Applicants 18 and above preferred. Apply in person, Wednesday-Saturday, August 29 - September 1 between 9 a.m.-7 p.m.
24977 Northwestern Highway
(at 10 Mile Road)
Southfield, Michigan
PICK A FRESH
NEW JOB
AT DENNY'S
An Equal Opportunity Employer M/F
Denny's

504 Help Wanted Food-Beverage

YOUR LOCAL BURGER CHEF
Is Now Hiring For Fall & Winter.
We have full and part-time breakfast and lunch positions available now for:
• HOST/HOSTESS
• COUNTER SALES
• FOOD PREPARATION
• PORTERS
We offer:
• FLEXIBLE HOURS
• GOOD PAY
• FREE UNIFORMS
• AND MUCH MORE
• PAID VACATION
• EXCELLENT TRAINING
• PLEASANT WORK
Take the time to checkout this excellent opportunity. Please apply in person between the hours of 9 AM and 11 AM or 2 PM to 5 PM, at one of our restaurants located:
• 34110 PLYMOUTH RD., LIVONIA
• 31150 5 MILE ROAD., LIVONIA
• 33429 SIMS, WAYNE
• 303 S. WAYNE RD., WESTLAND
• 24999 NORTHWESTERN HWY., SOUTHFIELD
• 29317 JOY RD., WESTLAND
• 401 N. CENTER ST., NORTHVILLE
• 26245 NOVI RD., NOVI
• 11307 TELEGRAPH RD., REDFORD
• 172 INKSTER RD., INKSTER
Burger Chef
BURGER CHEF SYSTEMS, INC.
Equal Opportunity Employer M/F
Burger Chef

504 Help Wanted Office-Clerical

TYPIST- Full time, must type 50 WPM or better, general office procedures and office machine knowledge required. Novi area. Call John Portt. 349-5050

TYPIST & general office duties for medical lab. Garden City area. Full time days, must be good typist.
Call 525-4350

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

TYPIST
Southfield architect seeking outstanding Typist to train on latest word processing machines. To $10,920. Fee paid
Blondale Personnel 645-9884

TYPIST- Southfield firm, moving to Bloomfield Hills. Good accurate typing required. $10,400. Fee paid.

SECRETARY - Southfield. Excellent typist. Some shorthand or speed writing, dictaphone and math aptitude $10,400. Fee paid

EXECUTIVE SECRETARY - Group department of insurance company. Good typing and shorthand. Benefits $11,600. Fee paid.
LOIS RAY
PERSONNEL
559-0560

WANTED Full charge bookkeeper for retail Birmingham store. 5 day week, pleasant surroundings. Send resume to our accountants: Albert Lee & Company, 24567 Northwestern Hwy., Southfield. 48075.

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

505 Help Wanted Food-Beverage

BARTENDER, COCKTAIL & Dinner waitresses needed for evenings. Napoleon Restaurant & Lounge, Downtown Plymouth 459-6370

BARTENDER, full time, nights. Lahser, 7 Mile area.
Call Tues. 1-4 PM, 534-1707
4 to 6 PM, 534-6285

BARTENDERS
WAITRESSES
COOKS
PORTERS
BUS PEOPLE
DISHWASHERS
SALAD GIRLS
WINDSTONS OLD
TOWN PUB
FORMERLY THE DANISH INN
35335 Grand River
Farmington

COCKTAIL
WAITRESS
Experience preferred. Approximately 24 hours per week. Apply in person.
Hines Park Inn
36655 Plymouth Rd.,
Livonia

505 Help Wanted Food-Beverage

BILL KNAPP'S
RESTAURANT
24580 Evergreen, Southfield
Is now taking applications for full & part time in the following positions
WAITRESSES
WAITERS
CASHIERS
BUS PERSONS
COOKS
DISHWASHERS
Apply in person, 2pm-5pm daily
Equal Opportunity Employer M/F

BONANZA-TWELVE OAKS MALL
Full time days. Cook, set-up, dishwasher, busgirl. No experience necessary. Apply in person.

BURGER CHEF
1345 S Main St., downtown Plymouth. Full and part time breakfast and lunch positions available. Apply within.

BUS BOYS - days and evenings, Farmington Hills restaurant. Call for interview 851-4094

BUS BOYS
Full or part time, days or nights. Private Southfield area golf club.
357-5353

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

BUS BOYS
Nights. Full time. Apply in person after 3PM Clamdiggers, 30555 Grand River, Farmington.

BUS PERSONS
Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen.

CAFE F'IOR
NOW HIRING
WAITRESSES
COOKS - DISHWASHERS
Apply between 2 and 4PM weekdays.
29121 Northwestern Hwy.,
Franklin Shopping Plaza
357-3280

CAFETERIA HELP, full or part time days. Mon thru Fri, 7am-3pm. Cashier and light food preparation. Apply in person. 30100 Telegraph, Birmingham.

CAFETERIA, near Northland needs part time Counter Girl. Also, Lady for short cook experience
569-2463

CASHIER
Immediate opening, night shift, good salary. Call Frances Lauger 10 AM -5 PM Mon-Fri., 358-5666 or apply in person 2-4 PM Tues-Sat. Fay Bonham
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Near 12 Mile Rd.
Southfield, Mich.

CHEF
LIVONIA AREA
Experienced - able to prepare light dinners, homemade soups and desserts. Write to:
Box 114
Westland, Michigan 48185

CLOCK RESTAURANT
at Ford & Venoy
now having dishwashers
full time, midnights & days.

DAY TIME cooks and bus boys needed. Apply: Alfredos on the Hill, 23925 N. 8 Mile, Detroit. 534-0004

505 Help Wanted Food-Beverage

COCKTAIL LOUNGE
We have openings for:
COCKTAIL WAITRESSES/WAITERS
BARTENDERS
BAR PORTERS
Experience preferred - Some weekends
Generous Benefits Package
Apply at:
PERSONNEL OFFICE
MON.-FRI.
9 a.m. - 4 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS, INC.
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER M/F

WENDY'S
PEOPLE NEEDED
DAYS
Also, Evenings
Flexible hours for housewives and students at our restaurant
IN
Dearborn Heights
on Telegraph and Joy Rd.
Garden City
on Ford Rd.
Plymouth
on Ann Arbor Rd.
Farmington
on Grand River and 10 Mile
CALL ANYTIME
352-7216
WENDY'S INTERNATIONAL
An Equal Opportunity Employer M/F