

504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	505 Help Wanted Food-Beverage
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Clerk Typist
Immediate opening for typist to work at our mortgage office located at 12 Mile and Farmington Roads. Must

RECEPTIONIST - In-try company in beautiful new offices. Type, answer phones, greet visitors, supply \$100 plan benefits & fringe. Excellent starting salary. Outstanding working conditions. Salary \$12,000 to \$15,000 plus benefits & agency fee please.

GENERAL OFFICE
Steady reliable opportunity. Accredited by the Federal Reserve Bank. Immediate publication. Accepted by the Federal Reserve Bank.

INSURANCE
Sustained financial growth needs experienced commercial lines person. Full-time Salary opens. 275-6781

JUNIOR SECRETARY needed as full time for a large insurance company office with manufacturers rep. office. Typing required, shorthand or stenography a plus. 275-6781

RECEPTIONIST-TYPIST
Light typing and paperwork. Hours 9-4 Monday-Friday. Mail Delivery Station. School for appointment. 67-1223

RECEPTIONIST-TYPIST
357-1155

SECRETARY
For Southfield, MI. No experience necessary. But business and personalism a must. Good typist. Kim's Personnel Service. 357-1155

TELEPHONE MANAGER
Full time position is open for

BONANZA TWELVE OAKS MAIL
Full time clerical work in dishwasher, busgirl. No experience necessary. Apply in person.

BURGER CHIEF
357-1155

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COMPUTER OPERATOR
Full time position. Office experience required, will train. approx 2000. Minibell between 8:30 and 2:30.

COMPUTER OPERATOR
FULL CHARGE - bookkeeper, assist receptionist, typing 16 WPM and edit (across from the Dairy King)
2841 Catherine
Troy, Michigan 48064
Equal Opportunity Employer M/F

32650 W. WARREN
GARDEN CITY
522-4025

LAID OFF?
OPERATOR/PROGRAMMER
Institution is seeking secretaries in
Market research, research, design

SECRETARIES
Typing, shorthand, insurance office in
Troy, Michigan 48064. Full time
position with full fringe benefits. Call
697-4200

SECRETARY
Market research, research, design

KELLY SERVICES
CAFE FIOR
NOW HIRING
WATTSBORO
SECRETARIES
4000- between 7 and 4 PM daily

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To be considered, send resume and references to: **Somebody Sometime**, c/o The Career Center, 10000 Franklin Rd., Suite 200, Franklin, PA 15880. For an interview, call 800-368-7777. Franklin Rd., Southfield, MI 48064. Call for an interview.

LAW OFFICE OF LESTER HOPKINSON
Southfield, MI. Time, tense, pleasant. We're looking for a lawyer to handle legal and contract work. Send resume and references to: **Lester Hopkinson**, 10000 Franklin Rd., Suite 200, Southfield, MI 48064. Call for an interview.

SOME TIME
Temporary jobs
Work in a 4 hr, 5 day, 2 week work flexible. \$9.95 now, start \$10.00. No experience. No expert. No job training, but accurate typing skills. Send resume to: **WPM**, Mail Stop 2, c/o Mail Stop 2, PM 2134, Southfield, MI 48064. Call for an interview.

Livonia 325-5178
Madison Heights 325-5179
Warren 325-5180
Westland 325-5181
Dearborn 325-5182

SECRETARY/OFFICE MANAGER
Fast factory in West Coast. Excellent. Bookkeeping, payroll, inventory control and records. Excellent telephone manner. Ability for typing & shorthand a must. Send resume and references for interview. **ES-5183** Call after 5PM for interview.

at the same time. Must type 55 wpm accurately. Great benefits and bonus pay. Send resume to: **ES-5184** Call after 5PM for interview.

Apply:
Livonia Big Boy
Plymouth & Farmington Rd.
Afternoon Shift Only

CONSUMERS	FILE CLERK No experience necessary. 230-3300 Call Cady.	HOUSEWIVES!	HILLSTROM & ROSS 626-8188	LEGAL SECRETARY 337-3323	IMMEDIATE OPENINGS 1900 Midland, Suite 3103 478-1150 20715 Woodward, Suite 305 543-1080 Rembrandt Center	CHEF
	FILE CLERK/TYPIST Wanted for Southland insurance agency. Contact Cady at 333-4444	PART TIME OFFICE WORK Inviting, flexible, light typing. 337-3323	IMMEDIATE OPENINGS 1900 Midland, Suite 3103 478-1150 20715 Woodward, Suite 305 543-1080 Rembrandt Center	EDUCATION/EMPLOYMENT If you enjoy working with people, can take the initiative and have a variety of duties, you will find what you are looking for in Entry level position. Call 827-4313 TYPIST To work in W. Nichols accounting firm. 45 wpm. 561-6872	TYPIST 60 WPM	2413 Northwinds hwy. near 12 Mile Rd. Southfield, Mich.
	FILE CLERK No experience necessary. 230-3300 Call Cady.	HOUSEWIVES!	HILLSTROM & ROSS 626-8188	LEGAL SECRETARY 337-3323	IMMEDIATE OPENINGS 1900 Midland, Suite 3103 478-1150 20715 Woodward, Suite 305 543-1080 Rembrandt Center	CHEF

typing skills, ability to communicate well with others. Apply in person: Personnel office, 4600 Coliseum, Royal Oak

All skills needed. Work where and when you want. With salary. Full benefit package. 4640

LEGAL SECRETARY
Small Bloomfield firm. Start immediately. Legal experience. No Fringe Benefits. 812-0335

SECRETARY
A great opportunity for a sharp SECRETARY with 10 years or more beneficial working in a new ultra modern office located in Livonia. For an interview call 462-1100.

WANTED
Full charge bookkeeper for a growing business. Must be well-versed in all aspects of company accounts. Trying a 30 second skills test. Send resume to: 4600 Northwestern Hwy., Southfield, MI 48034. 462-1100

CLOCK RESTAURANT
4600 Northwestern Hwy. New hiring every week. Clock work. Close hours. 4600 Northwestern Hwy., Southfield, MI 48034

COCKTAIL WAITRESSES
WAITERS

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