Help Wanted

504 Help Wanted Office-Clerical

BOOKKEEPER
Immediate opening with Southfield firm. Skills needed: Full charge financial statements, typing, payroll, payroll tax returns, general ledger, and accounts payable. Minimum 3 years experience. References required. Salary commensurate with experience. Send resume to Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed to handle job cost, accounts payable posting and general office duties. Farmington Hills area. Contact Mrs. Erat at 855-1300

BOOKKEEPER - Oil & Grease Wholesaler desires competent Bookkeeper & Telephone Orders. Northwest Detroit area. Call 898-8905

BOOKKEEPER TRAINEE
Experience preferred but will train right person, permanent position, interesting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $600. per month plus monthly incentive plan after training. Call 476-5402

BOOKKEEPER

Troy service company wants a full charge thru trial balance, heavy payroll & all facets of ledger keeping. Only top notch experienced person need apply. Good salary & benefits. Personal interviews only Mon. thru Fri., 10-4 at 2166 Livernois (between 15 & 16), suite 103, Troy, Mich.

BOOKKEEPER wanted. Northland area, full time, pleasant working conditions, call for appointment. 255-3600

BOOKKEEPER WITH good general office skills is needed by W Bloomfield management firm. Entry level person ok, must be take charge individual with pleasant telephone personality. 626-8220

BOOKKEEPER, part time, experienced thru General Ledger for Troy location. Call 649-2070

"Chance of a Lifetime"
Ass't Fleet Administrator...Aggressive self-starter, opportunity for advancement. Eventual income unlimited. Must type, some secretarial duties. Qualified applicants call for appointment. Ask for Jim View.

Turner Ford 643-7500

CHANCE to grow with expanding company, secretary with bookkeeping knowledge, and ability to run front counter for photo lab, call for appt. Photovoltaics, Livonia 477-9595

CLAIMS EXAMINER
1 to 2 years claims experience (disability preferred), typing desired, excellent working conditions, location Southfield. For further information contact Personnel Dept.

Alexander Hamilton Life Insurance Co. Of America 553-2000

12 Mile-Farmington Rd.

CLERICAL

For property management office in Southfield. Posting, typing, filing and other general office procedures. Excellent fringe benefits, references. Call Monday thru Friday, 9 AM to 5 PM

352-2013

CLERICAL, full time position, large medical clinic. Good benefits. Northwest area. For appointment call 538-4780, Ext. 202.

CLERICAL
Immediate full time opening in our main office. Entry level position. Work with accounts payable & receivable. Some typing & other clerical duties. Full benefit program.

Hadley's

12988 Wayne Road
Livonia, off Schoolcraft.

CLERICAL
Misc. duties including filing, errands, typing and mail. Southfield location. 352-7550

Clerical Position

Full time
Good Math Aptitude, Must like detail, Excellent benefits. No experience needed, will train.
Insurance Services Office
Mrs. Boyce 357-3535 Ext. 210.
An Equal Opportunity Employer

CLERICAL/RECEPTIONIST
Full time position available in Farmington Hills area. Variety of duties. Some typing. Call for appointment. 851-0630

CLERICAL
Seeking individuals with previous office experience & typing skills for various clerical positions. Southfield location. Call Pearl 355-3200

CLERICAL TEMPORARY Job openings in all Metropolitan areas. Call TLC Temporary Staff, Inc. 281-4150

CLERK - TYPIST
Minimum of 60WPM, permanent position, Farmington Livonia location. Call Mrs. Collett. 525-8210

CLERK - TYPIST
Southfield mortgage company has immediate opening. Must be good typist. Excellent employee benefits. Call for appointment. 355-4000

504 Help Wanted Office-Clerical

Clerk Typist

Excellent opportunity for individual with 1 to 3 years experience. This position is responsible for the filing, typing and preparation of orders and other sales related correspondence.
We offer an excellent starting salary, full company paid benefits plus an incentive. If interested send resume to:

Personnel Manager
W. E. Hennells Co.
50625 Cherry Hill
Canton, MI 48188
An Equal Opportunity Employer

CLERK TYPIST-general office typing and receptionist duties, excellent working conditions, and opportunity for advancement. Liberal employee benefits. Apply at Finance America, 14218 Michigan Ave., Dearborn. Mr Michael Linihan, 846-5555
An Equal Opportunity Employer

COLLEGE EDUCATED?

If you are changing careers, we recommend 3 large financially oriented corporations recruiting sales people thru A BETTER WAY. A great new direction to make an excess of $25,000. Call now.

A BETTER WAY
352-4320
An Employment Service

CONTRACTING COMPANY has immediate opening for full time girl. Must have good typing skills and pleasant phone voice. Preferably someone living in Schoolcraft, Beach Daly area.
335-0084

CRT OPERATOR - typist, day and evening shift, 40 hour week, 50 WPM required, top pay, Southfield area. Call Monday thru Friday 9 to 5 PM. 474-8770

CUSTOMER SERVICE/Order Department. Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 353-3209

CUSTOMER SERVICE

FEE PAID. Exciting career opportunity is offered by well known Farmington firm. Talk with clients, follow-up on orders, type correspondence and much more! Super starting salary, and benefits!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

DENTAL ASSISTANT - Chairside, experience & references. Benefits, salary open. 16 Mile Evergreen. Call days 354-4544. After 7 PM. 626-2681

DEPENDABLE WOMAN for Pediatric Office in Southfield area.
Full or part-time. 358-0410

DESK RECEPTIONIST
Needed for Tennis Club, Wednesday and Sunday, 4 to 11 PM. Saturday, 8 AM to 4 PM. Call Val at: 626-2900

ESCROW SECRETARY
Birmingham office seeks responsible person. Real estate experience preferred.Call Nancy. Transamerica Title Insurance Company 645-5100
An Equal Opportunity Employer

ESTABLISHED BROKERAGE firm in Plymouth, desires secretary and wire operator, experience preferred. Call 459-8100

ESTABLISHED TROY Law Firm needs experienced Legal Secretary. Salary commensurate with ability.
Dennis C. Drury 689-8686

EXECUTIVE SECRETARY required for Southfield firm. Typing, filing & misc. duties•Call Monday thru Friday, 9-5PM. 424-8770

EXECUTIVE SECRETARY

Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a prestigious office with diversified duties. Must have neat appearance and poise to handle a great deal of contact with employees, air line executives and the general public. Salary commensurate with experience. Full range of benefits and free meals. Apply in person to the Airport Hotel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3019.

Host International Metro Airport

An Equal Opportunity Employer

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2737

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

EXPERIENCED LEGAL secretary for pleasant medium sized Bloomfield Hills law firm. Excellent typing & shorthand required. Salary commensurate with experience. Call Anita 647-6860

EXPERIENCED LEGAL Secretary for downtown law firm. Personal injury, divorce and general practice experience preferred. Good skills required. Salary commensurate with ability and experience. Call Judy at 961-0405

GENERAL OFFICE ACCOUNTS PAYABLE - for large apartment complex in the Plymouth area. Must be good with figures and able to type 50WPM. Full life and health insurance benefits paid. 30% discount on apartment rent available. Call Mon thru Fri, 10am-4pm for appt. 455-7424

504 Help Wanted Office-Clerical

EXPERIENCED
Statistical Typist
CPA experience helpful. Send resumes to Box 30, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXTRA EXTRA

CALLING ALL SECRETARIES
Large corporation needs you with typing skills of 70 and shorthand of 100. Plus strong administrative skills. Can you handle a full range of executive secretarial duties? If so, call now. Company pays our fee. Excellent salary and excellent benefits.

PERMANENT STAFF

SOUTHFIELD 353-0505

FARMINGTON MICHIGAN company, 10 Mile, 1-96 area has position open for general office and business secretary. 1 to 2 yrs. related experience preferred but not necessary. Typing essential, pleasant working conditions. Salary open. Please call for personal interview. 478-7578

FILE CLERK TYPIST

40 hour week, 40-50 WPM, good pay.

Collection Management Inc.
23777 Greenfield Road
Southfield, Mich. 48037
559-8650

FULL TIME filing & typing - 50 w.p.m. Royal Oak area. 547-1844

FULL TIME girl or woman needed to answer phones and do clerical work. Also experienced preferred woman to handle incoming lines at a general insurancy agency. 851-1800

GAL FRIDAY- experienced in telephone and typing. Dependable, able good benefits. Northland business area. Ask for Bob or Irene. 864-8303

GENERAL OFFICE help with bookkeeping experience and some typing for property management company.
Call 358-2162

GENERAL OFFICE- Typing, telephone, filing, experience not necessary. Call 537-8150 - The Tom Company, 21337 W. 8 Mile Rd., Detroit, Michigan

GENERAL OFFICE-Immediate opening for full time position. Experience helpful but not necessary. Will train. Pleasant office, Sheffld area. 569-0380

GENERAL OFFICE Work, 30-40 hours weekly. Apply: North American Mfg., 20975 Telegraph, Southfield; 1 block North of 8 Mile 358-0500

GENERAL OFFICE, 13 mile Northwestern, Farm Hills area. Real estate or mortgage experience desired but not necessary. $175 per week to start. Miss Martin 855-2111

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and opportunity for advancement. Pleasant working conditions. For appointment call 353-3209

General Office

Light typing, phone, accounts payable. Must be willing to learn, accurate with numbers. Southfield area.

557-0194

GENERAL OFFICE

Keep records and assist District Manager with general duties. Must be mature, dependable, and discreet. Office background required. Dearborn area. If qualified, call for appointment. 358-3032.

GENERAL OFFICE.
Previous office experience helpful. Typing required 55 wpm. For interview call 348-2018

GENERAL OFFICE
Secretarial work, 8am-5pm, Monday thru Friday, Northwest Detroit. $125 per week 255-1150

GENERAL OFFICE
Collision Shop in Farmington Hills area. Light bookkeeping, some experience helpful. 851-3613

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.

GREAT JOB!

FEE PAID. Hurry, this one won't last long! Great benefits, salary, hours, and much more! Good typing is all that's needed.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

INSURANCE COMPANY

Has need for Rater & Coder. Good benefits, Rapid Advancement, will train, near Tel Twelve Mall, hrs. 8:30-4. Ask for Ginny.
Universal Underwriters Insurance Co.

642-6013

INSURANCE office clerical position, Farmington area, Southfield area, full time, call for appointment. 352-8900

504 Help Wanted Office-Clerical

HELP!!

TYPISTS
DICT. TYPISTS
SECRETARIES
(WITH SHORTHAND)
KEY PUNCH
CMC OPERATORS
ACC'T. CLERKS

We need your skills NOW!! Many other office skills needed for temporary work in your area. We offer bonus referrals, paid vacations, merit increases, top pay rates & top assignments. Apply immediately, Mon. thru Fri., between 9am-3pm at nearest location.

29449 W. 6 Mile, Livonia
522-4020

2233 S. Telegraph, Bloomfield Hl.
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

HELP!

We need secretaries for large company in Farmington area. Good typing required, shorthand nice but not necessary. If you qualify, pay rate $5.00 per hour. Apply now.

Somebody Sometime

Southfield 272-8500

HELP!!!
You don't have to type to work for us. But if you do, that's great!
If you are a Legal Secretary, that's even better.
Blue Jean jobs also available.
PERSONNEL POOL needs you, call:

963-3339
478-8350
TEMPORARY NO FEE

HIGH SCHOOL GRAD
With accounting background & typing to operate mini computer for CPA, Farmington Hills area 476-2115

HOUSEWIVES!

Earn $$ working glamorous temporary assignments at top Companies.

NO FEES

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

HOUSEWIVES

IMMEDIATE OPENING
FOR OFFICE CLERKS
NO TYPING NECESSARY

DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
NO FEE.
19550 Middlebelt, Suite 310E, Livonia
experience. Call Judy at 476-1130

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

JR. ACCOUNTANT - Farmington Hills subsidiary of NYSE Company has an opening for a Jr. Accountant to train as a Credit Administrator. Degree in Accounting required. Send Resume to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

INSURANCE agency has opening for clerk typist, Americas Center Bldg. Southfield, call Mrs Wick 354-0100

INSURANCE AGENCY
In Birmingham has opening for a person with experience in Casualty and Property insurance. Knowledge of rating helpful, but not required. Accurate typist. Call 646-6657 days. Evenings. 681-0251

JR. BOOKKEEPER

FEE PAID. Your knowledge of Bookkeeping thru trial balance is needed by American company. Excellent benefits, and advancement opportunities!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Keydisc/Keypunch

Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.

Livonia 427-2000
Utica 254-1910

KIDS BACK IN SCHOOL?

MOM - come back to work. Call for appointment to discuss an opportunity to maintained your office skills, have some fun, and earn extra cash as a temporary employee at:

Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

LARGE AD AGENCY - needs executive secretary for top man. Good skills required, for this unusually nice job. Salary $9000 to $10,200 plus full benefits & agency fee paid.

LEGAL SECRETARY - no shorthand, for company in Farmington. Southfield location. Salary $12,000 or better plus benefits & agency fee paid.

OPPORTUNITY! - good secretary, no shorthand, to work with officers of large ad agency, with chance to become account coordinator. Expect $9000 to $10,200 plus benefits & fee paid.

ADAMS & MARTIN

920 Maple Birmingham

646-5600

DIAL A JOB
24 Hour Service to Hear About Our Most Recent Openings.

646-2780

LEGAL SECRETARY
For Southfield law firm.
Experienced & some shorthand
352-9083

LEGAL SECRETARY
Typing, shorthand, good skills. Experience required, good benefits, establishment.
Call 557-2040

LEGAL SECRETARY, experienced. Shorthand desirable. Experience in estates helpful for this congenial law firm. Salary commensurate with experience. Southfield. 353-1122

LEGAL SECRETARIES

Looking for more income, better working conditions, more challenging assignment, benefits, better hours, something closer to home? If your answer is Yes to one or all the above, the time to contact us is now. The demand for experienced Legal Secretaries is phenomenal! We are receiving requests on a daily basis. The opening are throughout the Tri-County area including Downtown Detroit. In general, the pay range is from a starting $200-$250 per week to start. Sometimes more. At our office, we can divulge the full particulars of all positions that meet your requirements. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Call, come in, or mail your resume in total confidence. Permanent, part time and temporary positions now available.

PERSONNEL AT LAW

3000 TOWN CENTER
SUITE 2300
SOUTHFIELD, MICH. 48075

Southfield 358-0060
Troy 528-2065
Dearborn 336-5777

LEGAL SECRETARY
With 1 to 2 years experience for Southfield law firm. 353-8811

LEGAL SECRETARY - Southfield office, excellent skills required. Salary open. 424-1140

LEGAL SECRETARY
For downtown office. Experienced or will train individual with neat appearance and good typing. 557-7755

LEGAL SECRETARY 1-3 years experience with shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions with salary commensurate. 557-8300, Ext 52

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

LIFE INSURANCE OFFICE
has opening for mature girl, must have experience in life insurance. Job includes serving policy holders & agents. Experience on CRT terminal would be helpful, salary open. In the area of Northwestern & 13 Mile. Call Mrs. Gunn. 855-1010

LIGHT Clerical Duties, full and part time. Located in Southfield area. Call Miss Francis 569-1144

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

MATURE EXPERIENCED bookkeeping operator, and general office, small insurance claims office, Southfield. For appointment call Mr. Fishbone or Mr. Myers. 353-1900

MATURE WOMAN needed is busy real estate office for 2 evenings a week & 1 day on the weekends. Must be an excellent typist but will train on switchboard. For interview call Carol Higley, 553-8750

MORTGAGE CLOSING DEPT.
Southfield Mortgage Company seeks an intelligent and aggressive individual with accurate typing skills. Mortgage closing. Title Company or real estate experience helpful. Call Miss Lyon at 353-8700

RECEPTIONIST
Needed by growing insurance/sales office. Bloomfield Hills area. Experience required. Call Teri 646-5760

RECEPTIONIST Birmingham Law firm is looking for an attractive, warm, outgoing person who will greet clients and answer the telephone in a friendly professional manner. General office duties with light typing. 645-1100

504 Help Wanted Office-Clerical

MOTIVATION

Make things happen in this spot where administrative skills are needed. Creative Self Starter enjoys advertising people. Salary $10,300 plus.
Call 352-8900
Your New Boss pays Our Fee.
HARRIET SORGE PERSONNEL.

NATIONAL FINANCE COMPANY

Marine Division

Secretary for general office, full time. Good typing. Benefits & salary. 12 mile & Southfield area.

557-2627

OFFICE-CLERICAL

WEST BLOOMFIELD...General Office - Part time - Typing Necessary. Hours 3 P.M. to 9 P.M. Monday, Tuesday, Thursday, Saturday 9 A.M. to 5 P.M., Sunday 11 A.M. to 5 P.M. Call 851-7711.

OFFICE CLERK - General Office work. Bookkeeping experience helpful. Schoolcraft-Evergreen area. Petrolane Inc. Call Debbie, 9am-4pm, Monday thru Friday. 437-3270

OFFICE CLERK
Part Time or Full Time
Light Typing & Filing Skills.
Call between 10am-5:30pm. 569-9080

OFFICE CLERK
10 key experienced preferred. Full time. $3.50 per hour. 7225 Middlebelt. 427-5595

ONE GIRL office, experienced only, type 60 wpm, bookkeeping, inventory control. 548-2373

ONE GIRL office, full or part time, flexible hours.
Al's Marine Inc
861-2115

PART TIME SECRETARY, 3 days, future full time possibility. Automotive sales office, experience required. Southfield. 559-7120

PART TIME SECRETARY, general office duties, 2 - 3 days per week, Southfield area. 354-4642

PAYROLL CLERK & General Office. Experience - 40 hour week. Benefits, pleasant working conditions - 2 girl office. Redford area. 531-8809

PAYROLL CLERK
We need responsible person to train in Accounting Department of progressive Southfield firm. Associate degree or prior bookkeeping experience necessary. Payroll experience preferred. For appointment call 353-3209

PAYROLL CLERK

Minimum 1 years experience in Computer Input/Output Payroll Clerical. Light typing & some knowledge of general accounting procedures required. Knowledge of insurance procedures helpful. Excellent fringe benefits.
Call or Apply In Person.
4401 FIETCHER ST. - WAYNE
729-0700 Ext. 31
An Equal Opportunity Employer

PBX OPERATOR - Receptionist -

Immediate Opening at our Novi Office. Duties include: Clerical & light typing. Experience preferred. For appointment, call

349-8600

An Equal Opportunity Employer

PERMANENT PART TIME

Mon. through Fri. 9 AM - 3PM, small Architectural firm located in Birmingham field Hills requires secretary experienced in total office management. Salary based on qualifications. Please call for personal interview.

644-3332

PERSON FRIDAY
Twelve Oaks area. Contracting background helpful, experience required in light bookkeeping, telephone & good stats typing helpful, excellent fringe benefits, salary commensurate with experience. Mrs. Rizzo, 669-1060
An Equal Opportunity Employer

PERSON NEEDED to do clerical duties in growing Southfield Insurance Agency. Knowledge of insurance helpful & working conditions. For appointment, call 557-6870

PERSON willing to learn all phases of office procedure, must be accurate typist, good with figures, pleasant telephone voice. Office experience or training helpful. Excellent fringe benefits. Call for appointment. 464-2223
An Equal Opportunity Employer

PHOTOGRAPHIC SALES receptionist needed. Very pleasant work within the Bill William Studio. Will train, benefits. 548-7563

PRIVATE SECRETARY, shorthand a must, bookkeeping helpful. Pleasant Southfield office building. Salary open. Livonia area. 525-8700

Protestant Church, Southfield, seeks mature woman for office secretary. Requirements, 3 year experience typing, office machines, outgoing personality. Send complete resume to Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGICAL CLINIC needs receptionist/typist. Good typing skills, full time. Long Lake-Telegraph area. 646-3500

PUBLISHING

Opportunity is the Silver Lining Hidden within this administrative spot. Professional assignments need your creative approach.
Call 649-4144
Your new boss pays our fee.
HARRIET SORGE PERSONNEL

REAL ESTATE, COMMERCIAL
NATIONAL FRANCHISOR
Needs persons with real estate & franchising experience to sell & help train in the commercial real estate franchise field. The only one of its kind. Since 1962 in Michigan. Just now going national & in 25 states, 25 to go and moving fast. Send resume or call Partridge & Assoc.

338-3300 800-462-4970

15713 S. Telegraph Rd.
Bloomfield Hills, Mi. 48013

REAL ESTATE OFFICE needs experienced secretary in the Plymouth Canton area. Call Realty World, Chapman West. 455-2700

REAL ESTATE SECRETARY

Needed for downtown Birmingham firm. Typing & short hand a must. Salary commensurate with ability.
Please call

644-6700

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. 358-0149

RECEPTIONIST NEEDED
For Southfield Law firm.
Typing & experience necessary.
355-9083

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

RECEPTIONIST/TYPIST
Light typing and paperwork. Hours: 8-4 Monday-Friday. Call Dorsey Business Schools for appointment. 476-1222

RECEPTIONIST
Real estate office needs an alert individual with excellent telephone experience, typing & general clerical duties. Ask for Dan. 535-8060

RECEPTIONIST
Sales/engineering office, that is a division of a major corporation, is in need of a permanent receptionist with good typing skills & telephone manners. Located at 13 Mile & Telegraph. Please call between 9:30 am - 4:30 pm. Ask for Miss Hoar. 354-4070
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST-TYPIST for Building Management office. Full-time employment. 8AM-4PM. 5 days. Call 362-2900

RECEPTIONIST/BILLING CLERK
Needed for small office in W. Bloomfield Area. Salary open. Call Mr. Schenden or Mrs. Ebert. 537-5400

RECEPTIONIST/TYPIST
Needed for small Troy office. Tues. thru Fri., hours 9:30 to 3:30.
Call 649-2760

RECEPTIONIST
For Mechanical contractor in Southfield. General office duties, full time position. Call ask for Barb. 569-7253

RECEPTIONIST, light typing and adding machine required, short hours a plus. Apply 10-4. Dino's Inc., 2055 Inkster Rd. near Ford Rd.

RECEPTIONIST/TYPIST - Excellent starting assignment with small, growing company located near Telegraph-Schoolcraft. 255-3300

RECEPTIONIST, Southfield Construction firm. Light typing. Must have own transportation. 354-6655

RECEPTIONIST - Office in Troy area needs receptionist/typist. Must type 55wpm. General office duties include answering phones, typing, filing, mailing. Medical & dental benefits. 362-4411

RECEPTIONIST/TYPIST
Full time for busy Livonia-Plymouth area engineering firm. Must type in access of 70 WPM and use dictaphone. Call for appt. 591-2271

RECEPTIONIST

Typing, filing & excellent telephone manner. Part time or full time. W. Bloomfield. Call for appointment Monday thru Friday.

626-8503

RECEPTIONIST-EXPEDITOR needed by growing Livonia sales organization. Position created by internal advancement. Applicants must have pleasant phone personality, good dealing ability and average typing speed, compensation package consists of salary of $120 per week, Blue Cross, sick days, vacation and credit union plan. For confidential interview please call Ms. Nichols at 522-6500

RECEPTIONIST/TYPIST

Part time. Greet the public. Congenial office. Mature person able to start immediately.

CENTURY 21

GOLD KEY HOMES
18303 Beech Daly Rd. Redford

255-2100

SECRETARIAL POSITION. Insurance agency. Troy. Professional atmosphere. To arrange for interview phone Ann Houser, 879-9000

SECRETARIAL Teacher Assistant

Plymouth Canton Community Schools is seeking a part time teacher assistant for the Vocational Secretarial Class. Qualifications: 3 years work experience. Contact: Linda Buelow.

453-3100, ext. 360

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	545-1700
Dearborn	565-3500

Secretaries Typists

IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
Livonia
26075 Woodward, Suite 305

543-1080
Renaissance Center
Tower 100, Rm. 1999

259-6511
NO FEE

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

Secretaries Typists

IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
Livonia
26075 Woodward, Suite 305

543-1080
Renaissance Center
Tower 100, Rm. 1999

259-6511
NO FEE

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
Active Southfield sales office requires secretary to sales manager. Excellent working conditions, fringe benefits. Typing & shorthand a must. Salary commensurate with experience.
559-7640

SECRETARY - Bloomfield Hills, customer service dept, typing, phone, follow up, $11,800, fee paid.

MEDIA - secretary, typing 65 WPM, shorthand 90, phone work, 1 year experience, $800, fee paid.

LOIS RAY PERSONNEL 559-0560

SECRETARY FOR Insurance Claims Office. Must type at least 55 WPM. Insurance company/Agency experience preferred. Call MS. Rubin at 546-4066

SECRETARY for part time work in Rochester engineering office. 651-4320

SECRETARY
For Plymouth product development laboratory. Typing, light bookkeeping and reception. 453-5200

SECRETARY
For Out-patient Clinic in Plymouth. Requires responsible person, skilled in Typing, Pegboard, Insurance Billing & General office procedures. Call 459-3220

SECRETARY for Market Research Consultants. Heavy shorthand & typing, bonus foils of variety. Salary $1000 month. Southfield area. Call E. Rose,

559-2100

504 Help Wanted Office-Clerical

SECRETARY
Full time position available in growing publication for conscientious, dependable individual with excellent typing, shorthand, filing & general office skills. Note-Taking experience. Call 8am-5pm, Mr. Farrell 478-8220

SECRETARY

GIRL FRIDAY
Need 2 sharp individuals for sales promotion in new home subdivisions located in Canton, Plymouth Twp. & Livonia. Hours 1-8 PM including weekends. Call

DEMBS

Building Co.
626-4050

SECRETARY
Knowledge of IBM Executive typewriter, filing, general office work. Good benefits. Full time. Call for appointment. Livonia. 478-3285

SECRETARY NEEDED in law office, full or part time, Redford area.
538-7761

SECRETARY NEEDED for Troy law office, experience with mag card and/or experience as legal secretary helpful. Apply for interview with C Keller from 8-5PM. 362-1813

SECRETARY/Office Manager. Full time position in Troy. Must be excellent typist, no dictation. Must be able to handle all aspects of running small office. Call for appointment. 649-4727

SECRETARY PART TIME
22 hours per week, - 4 days. No Weekends or evenings, fast accurate typing accuracy, recent high school grad, experience essential. W. Maple- Telegraph. Call Mrs Johnson Mornings 645-5666 Evenings 626-8208

SECRETARY

Property Management Department of retail development company has immediate opening for an experienced mature secretary with ability to work without direct supervision. Position requires good typing, dictaphone, heavy telephone contact, composing own correspondence, invoice coding, preparing purchase orders, and handling maintenance problems. Southfield area. Excellent benefits.
Call 569-4800

SECRETARY/RECEPTIONIST
Type 60 to 70 WPM. Full time. Blue Cross, sick days, Novi area. 348-8100
An Equal Opportunity Employer

SECRETARY - RECEPTIONIST

Must be alert, have good skills & be well organized, capable of managing time & work under pressure, accuracy, minimum supervision and phone manners. Salary commensurate with experience.
Send resume to Personnel, Po Box 574, Farmington Hills, 48018

SECRETARY

Responsible take charge person, typing & shorthand a plus. Advancement potential. 310-812.000.

A BETTER WAY
352-4320
An Employment Service

SECRETARY

Southfield area. For director of group pension sales. Must have excellent typing (60wpm) Shorthand a plus, good mathmetical skills and 2 to 3 years experience.
Maccabees offers excellent benefits and salary. Call Gail Brooks,
357-4880, Ext. 298.
MACCABEES MUTUAL
An Equal Opportunity Employer

SECRETARY
Typing and some bookkeeping background. Must be good with numbers & have pleasant telephone voice. Hours 8-4, Mon thru Fri. Birmingham area. Contact Jack or Bill. 644-0100

SECRETARY - Typist. 3 to 5PM daily. United Hebrew Schools, Southfield. 354-1050

SECRETARY/TYPIST

Excellent company in Northwest Suburb is looking to add on to its staff. If you can type 50 wpm and do general office duties please call us immediately.

Professional Placement Partners
644-2882

SECRETARY $12,000, know French, German, type 60, no shorthand, Fee Paid.
BAY GREEN PERSONNEL 399-1426

SECRETARY, 2 man office, national original equipment supplier for automotive electrical components. Good working conditions and benefits in new Farmington office building. Typing and shorthand beneficial. Call: 474-4992

SECRETARY - 7 man sales office, Southfield location, good typing skills, shorthand preferable. Blue Cross/Blue Shield, life insurance, profit sharing, holidays. Send resume to Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD COMPANY
Needs good dependably & good typing to handle front desk. Willingness to assume responsibility for a variety of tasks. Immediate opening for 2 to 4 day work week. Call 352-9570

TERMINAL/TWX OPERATOR
Large distributor of major corporation, excellent pay and fringes. Call 532-5000

TYPIST- CLERICAL

Familiar with accounting office procedures. Must be experienced in typing statements & tax returns. Livonia location. Fringe benefits. Ambitious permanent, full time person need only apply. Applications will be accepted Saturday September 8, 1979, from 9am-1pm.
Professional Food Service Management,
15449 Middlebelt Road, Livonia, Michigan,48154 Located on second floor, same building as Red Cross & Social Security near Five Mile Road.

TYPIST - fast, accurate, willing to learn typesetting. Southfield area, call 557-0558

- TYPIST -

Field Office of a National Corporation desires an individual who can type 65 WPM, is neat, accurate and experienced. Good spelling and grammar required. Call Barbara for appointment at 538-0090
An Equal Opportunity Employer

TYPIST - General Office. Ability to meet public - helpful. 8 Mile & Telegraph area. Blue Cross/Blue Shield.
538-6633

TYPIST- part time some shorthand, for CPA. Your own hours. Apply 23456 Southfield, Southfield, Mich. 557-6415

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

WANTED

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

353-8620

504 Help Wanted Office-Clerical

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

TYPIST

Speed and accuracy required to work in Quotation & Sales Dept. Good salary and benefits. Apply

H R Krueger
MACHINE TOOL INC.
31506 Grand River
Farmington
477-8400

TYPISTS TYPISTS AND MORE TYPISTS

needed immediately for temporary work. We need clerk typists, senior typists, dictaphone typists and many other office skills. If interested apply between the hours of 9am-3pm Mon thru Fri at the following locations:

233 S. Main-Plymouth
(across from Dairy King)
This office not open Thurs. & Fri. this week

32669 W. Warren-Garden City
(corner of Warren & Venoy in the mall)

29449 Six Mile-Livonia
(Just W. of Middlebelt)

KELLY SERVICES

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

To work in W. suburb accounting firm, 45 wpm 551-4876

WANTED FULL-TIME - Career oriented person to work in Insurance Agency. No experience necessary. Must be good with numbers, typing skills helpful. Check Porter at
An Equal Opportunity Employer 553-5800

WILL TRAIN responsible, mature person for interesting, diversified position. Must type 45wpm. Must be good command of English Language & be a good speller, some knowledge of light bookkeeping helpful. Salary commensurate with ability. Call 564-6039

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for waiters & waitresses, full & part time at Tam-O-Shanter Country Club. W. Bloomfield 855-1900

ATTENTION DISHWASHERS
We need you for kitchen duty! Days and/or evenings. Please apply in the Kitchen at Stouffer Restaurant Dogleats, 29030 Southfield, Southfield. 424-9244

BANQUET SERVERS

PART TIME
AM & PM SHIFTS
Apply in person 131
Tuesday thru Friday, 9am-3pm

Stouffer's Northland Inn

21000 Northwestern Hwy.
Southfield

BAR MAIDS & WAITRESSES
Bar maids, experience preferred, but willing to train, flexible hours. About average starting wage. Waitresses above average wage depending on experience. Apply in person after 4PM Tues. thru Fri. Sign at Event Night club, Brighton. 25 minutes from Farmington. Livonia area. Go to Pleasant Valley Rd. L to Grand River. 227-1444

BARTENDER
Evenings, service bar only. No gratuities. $-nights. Must be reliable and experienced. Apply: The Round Table Club. 453-1626

BARTENDER
Full time. Apply in person to:
Moy's Restaurant,
16825 Middlebelt, Livonia.

BARTENDERS
WAITRESSES
COOKS
PORTERS
BUS PEOPLE
DISHWASHERS
SALAD GIRL

WINSTONS OLD TOWN PUB

FORMERLY THE DANISH INN
32305 Grand River
Farmington

BILL KNAPP'S

3900 Telegraph Rd.
At Long Lake in Bloomfield

Now hiring full and or part time
Day help for the following positions.

WAITRESS
WAITER
HOST
HOSTESS
BUS PERSON
COOK
DISHWASHER
JANITOR

Please apply in person
Equal Opportunity Employer M/F

BLOOMFIELD CHARLEY'S now accepting applications, full and part time kitchen help. Apply in person, 5456 W. Maple.
An Equal Opportunity Employer

BUSBOY DISHWASHER, FULL TIME - midnight shift, weekends off. Apply: Palace Restaurant, 28904 W. 7 Mile Rd., Livonia.

BUS BOY
needed immediately. Day shift, supper club in Hazel Park.
542-9196

BUSBOYS DISHWASHERS

Day shift only
Must thru Fri. 8AM-3PM. All ages apply. Male or female. Apply between 3-4PM at:

GOTSIS FOOD & SPIRITS
29300