504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT

Secretarial skills and the ability to handle responsibility at a corporate level. Diversified position needs a take charge person with organizational ability for the financial area. Call now for this challenging opportunity.

524-1750
PERMANENT STAFF TROY

ADMINISTRATIVE ASSISTANT
An excellent & challenging opportunity for responsable individual with our sales department in Livonia. Successful applicants should be able to type a minimum of 50 WPM, have good communication skills and strong secretarial skills. Excellent starting salary and a full range of benefits. For additional information contact:
Edward Hibbert Fayge Beverages
Between 9am-12pm 925-4562
Equal Opportunity Employer M/F/H

ADMINISTRATIVE SECRETARY

Major company located in Southfield seeks person with industrial or engineering background. Type 65-wpm, shorthand 80-90wpm. 3-5 years experience on computer terminal required. Outstanding benefits, closed for Christmas holiday. Salary to $15,000.
FEE PAID

Call Robin at 642-7242.
KAY PERSONNEL CONSULTANTS
Only a partial listing.
All fees employer paid.

AGGRESSIVE women, clerical & sales ability, will train, call Mr. Jacobs. 537-6282

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $140wk to $15,000. Full benefits. Flexible hours - for Interactions Dating Club. Ask for Mr. Gray. 569-6222

AN ALERT part time individual needed to assist bookkeeper. No experience necessary. Working hours: 11am-4pm. Ask for Eileen or Eleanor 537-5800

An Appointment Secretary for O'Connor Studio

Part time evenings & also Saturday. No experience necessary. Will train.
Apply, Hudson's Personnel office, third level
Mon. thru Fri., 9:30am-4pm
Twelve Oaks
27550 Novi Rd.
Novi
Equal Opportunity Employer M/F

AN EXPERIENCED secretary construction in management office. 12 mile Northwestern area, shorthand, typing and references required. Monday thru Friday 9-5PM. CALL 559-4520

AN IMMEDIATE opening exists in our Southfield office for a clerk/typist. Good typing ability and clerical required. This is a diversified position which includes handling the financial records for our Service Dept. We will be relocating to a new, more efficient facility in the Novi area within 6 months. If you are interested in working for a top notch instrument firm that offers excellent fringe benefits and a competitive salary, send your resume at:
424-8800
BECKMAN INSTRUMENTS
25941 SOUTHFIELD RD.
SOUTHFIELD, MI. 48075
An Equal Opportunity Employer

ANSWERING PHONES, typing, light secretarial. For Farmington Hills insurance company. Part time, possible full time. Farmington area. After 7 Pm. 478-0015

ATTENTION - former secretaries, flexible hours, ideal for working mother, 644-0955

Attention Housewives Is Life Boring?

Now that the children are back in school use your skills to beat boredom and bolster your budget. We need SECRETARIES, TYPISTS, RECEPTIONISTS, TELEX-TELETYPE OPERATORS and CLERICAL HELP for top companies at top rates. Call Mary Lee for more information and a personal interview.

524-1750
TEMPORARY STAFF TROY

Attention Housewives Is Life Boring?

Launch your career!

In the Groups Claims Field Office of one of America's most progressive insurance companies. This is an entry level position with great possibilities. Build on your good typing skills and learn to handle a variety of important and interesting duties. We offer a good starting salary and excellent benefits in our convenient, attractive office. For an interview appointment, please call Richard Northway at (313) 358-1200.

Mutual Benefit Life

Equal Opportunity Employer M/F

CLERK/TYPIST, part time, needed to handle general office work and answer phones. Southfield area. Call before 5PM. 424-8744

CLERK TYPIST WANTED
For service department of tractor dealership located in Wixom. 476-3500

CLIENT CONTACT $1000 A MONTH

Your organized skills needed by professional firm. Good typing, shorthand & plus. Call Polly.

644-4600
SNELLING & SNELLING AGENCY

COMPUTER 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 864, Dearborn, Mich. 48128.

COUNT THE MONEY!

Be a payroll clerk and balance the ledger. Do tax deposits. If you have 2 yrs. experience in this area you can earn $3 an hour and cost of living. The company pays your fee. Top benefits including Dental and Optical. Hurry, call now.

PERMANENT STAFF
LIVONIA 522-4210

Beginner Typist

Excellent Opportunity at W. suburban branch of international company for friendly person with good typing. Diversified and promotable position in beautiful surroundings. Excellent benefits and company pays our fee!

PERMANENT STAFF
LIVONIA 522-4210

BILLING CLERK
Marketing Services Company, Travel Division, has posting, invoicing, recording detailed supplier invoices, accurate typing and filing skills. Farmington Mr. Camera. 645-0500, ext. 21.

BOOKKEEPER FULL charge, 11-4PM or 12-5PM, typing a must. Royal Oak area. Ask for Jim. 288-0613

BOOKKEEPER

Birmingham Property Management firm needs Full Charge person for full time position. Typing skills required. Career opportunity in a pleasant environment.
Metro Group Management Corp.
Ask for Mary Anne Mitchell. 645-2111

BOOKKEEPER
Experienced Individual
Desired for CPA office. Excellent opportunity.
559-7870

BOOKKEEPER, experienced through trial balance, preparation of payroll & payroll reports. Full time. Call Miss Dades, RS Electronics, 34443 Schoolcraft, Livonia. 525-1155

BOOKKEEPER/JR ACCOUNTANT
Small but expanding Livonia based Bookkeeping-Management service seeking full time Jr Accountant. Experience and/or accounting training required. Call between 1-5PM. 591-1247

BOOKKEEPER - must know Payroll, General Ledger, Double Entry, thru Trial Balance. Part-time. 437-5533

BOOKKEEPER
Part time, motivation & experience. Plymouth/Telegraph area. Redford. 538-5380

BOOKKEEPER wanted. Northland area, full time, pleasant working conditions, call for appointment. 355-3600

BORG WORNER

Marine Division

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

557-2627

CAREER SPECIAL $7800

Here it is! Your new job and career could start today! A good typing speed and enthusiasm will get you into this super firm. Call Kathleen. Open late by appointment.

SNELLING & SNELLING
478-6000

CASHIER/RECEPTIONIST
Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Apply in person at
Creditrift of America, 5872 Rochester Rd., Troy, between 8:30 AM to 5 PM.
An Equal Opportunity Employer

CASHIER TYPIST
Personable individual needed for Cashier-typing duties with consumer finance company. Must be high school graduate and type 45 WPM. Some previous clerical experience preferred. For interview call:
Mr. Papeun. 826-1050

CLAIMS EXAMINER

1 to 2 years claims experience (disability) typing desired, excellent working conditions, location & benefits. For further information contact Personnel Dept.

Alexander Hamilton Life Insurance Co. Of America

553-2000
12 Mile-Farmington Rd.

CLERICAL
Excellent typing, some bookkeeping knowledge & general office experience necessary. Full time, Livonia. Call & ask for Barbara. 464-6558

CLERICAL HELP

Experience not necessary.
Full time - permanent.
Apply Mrs Hubbard.
Central Accounting, Second Floor

Montgomery Ward

12 Mile & Telegraph
Southfield, Michigan.
Equal Opportunity Employer M/F

CLERICAL

Legal insurance company has immediate openings for the following:
INSURANCE CLERK-for policy holders service department, diversified duties.
STENO - diversified duties requiring good typing and shorthand skills.
TYPIST-50 plus WPM.
For further information and appt call.
653-2000

CLERICAL
Misc. duties including filing, errands, typing and mail. Southfield location.
352-7350

CLERICAL TEMPORARY job openings in all Metropolitan areas. Call TLC Temporary Staff, Inc., 261-4730

Clerk Typist

Excellent opportunity for individual with 1 to 3 years experience. This position is responsible for the filing, typing and processing 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.
30625 Grand River Hill
Canton, MI 48188
An Equal Opportunity Employer

CLERK TYPIST
Farmington Hills. Accurate typing, filing. Busy 2 girl office. Good benefits. Call between 8 and 4. 851-8052

CLERK/TYPIST
Full time typist needed. Some shorthand helpful but not necessary. Apply Federal Deposit Insurance Corporation, Receiver of Birmingham-Bloomfield Bank, 1383 Woodward, Bloomfield Hills, Michigan.

Clerk-Typist

Launch your career!

In the Groups Claims Field Office of one of America's most progressive insurance companies. This is an entry level position with great possibilities. Build on your good typing skills and learn to handle a variety of important and interesting duties. We offer a good starting salary and excellent benefits in our convenient, attractive office. For an interview appointment, please call Richard Northway at (313) 358-1200.

Mutual Benefit Life

Equal Opportunity Employer M/F

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For service department of tractor dealership located in Wixom. 476-3500

CLIENT CONTACT $1000 A MONTH

Your organized skills needed by professional firm. Good typing, shorthand & plus. Call Polly.

644-4600
SNELLING & SNELLING AGENCY

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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 864, Dearborn, Mich. 48128.

COUNT THE MONEY!

Be a payroll clerk and balance the ledger. Do tax deposits. If you have 2 yrs. experience in this area you can earn $3 an hour and cost of living. The company pays your fee. Top benefits including Dental and Optical. Hurry, call now.

PERMANENT STAFF
SOUTHFIELD 353-0945

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. 424-6770

CUSTOMER RELATIONS. Need person who likes to talk to customers and is organized and able to handle detail work. Experience helpful. Apply from 1PM to 4 PM, Altar, 21121 Telegraph, Southfield.

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 353-3100

CUSTOMER SUPPLY CLERK

A good company like Pitney Bowes. We have loads of benefits and great working conditions Maybe that's how we attracted the kind of people we did. When you come in for your interview, look at the people. You wouldn't believe us if we said people are happy working here, so look. If you possess good typing skills, good telephone manner, ability to work with people, and the knowledge of business machines, we'd like to hear from you. Please contact Miss Shirley Heintz for an interview.

353-2830

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Typing, Shorthand. Must have good judgement & flexibility to handle other duties. Pleasant offices in Oak Park. Federal Tool Supply. 543-8300

504 Help Wanted Office-Clerical

DISTRICT MANAGER'S Secretary for busy sales office of large national company, Southfield area. Duties varied; typing 40 WPM, shorthand essential. Good benefits, excellent working conditions. For appointment 569-6710
An Equal Opportunity Employer

EXCITING opportunity for right person working for collection department of apartment management firm in Southfield. Willing to train intelligent, articulate, dependable, accurate person for very diversified/demanding position. Must type and compose own letters. Call 10 AM-noon only.
558-0455

EXECUTIVE SECRETARY required for Southfield firm. Typing, filing & misc. duties. Call Monday thru Friday, 9-5PM. 424-6750

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE SECRETARY to VP Suburban Detroit office. Strong shorthand and typing. Several years of experience required. Career position with excellent future. $11,700 to start. Fee Paid. Blondale Personnel 645-9884

Executive Secretary

Seeking highest caliber with excellent Typing & Shorthand skills. If you can compose letters, work with people & enjoy a variety of duties.
Apply in Person

BONWIT TELLER
2701 BIG BEAVER-TROY
(Somerset Mall)

EXECUTIVE SECRETARY

Work at Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and typing skills. Use of our modern 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 including meals. Apply in person to the Airport Hotel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3029.

Host International Metro Airport

An Equal Opportunity Employer

EXECUTIVE SECRETARY

Excellent opportunity in our pleasant suburban location. Good typing skills and experience with word processing machine desirable. Additional work includes some bookkeeping, filing and receptionist duties. Some college or equivalent in experience is essential.

We offer a good starting salary and benefits, including health and dental insurance. Call or send resume to:
John Boyle Birmingham

COMPUTER DYNAMICS INC.

30200 Civic Center Drive
Suite 201
Southfield, MI. 48076

357-4200

Equal Opportunity Employer M/F

EXPERIENCED bookkeeper to work on billings, accounts payable, distribution of expenses and reconciliation of bank statements. 559-6000

EXPERIENCED CASHIER

Needed for busy
GM dealership
located in Farmington Hills.
ASK FOR MARY GROGG
478-0500
BOB SAKS OLDS

EXPERIENCED KEY Punch Operator
Royal Oak Schools
Call 435-8100, ext. 276

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & shorthand 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
Statistical Typist
CPA experience helpful. Send resumes to Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FALL IS HERE

And employer is ready to offer you a new career. Enjoy typing and public contact? Call now for personal interview. 557-6. Excellent benefits.

649-5900
Snelling & Snelling
PERSONNEL

FILE CLERK & GENERAL OFFICE
For Insurance Agency located American Center Bldg., Southfield. Call Mrs. Wick. 354-0449

FILE CLERK TYPIST
40 hour per week, 40-50 words per minute, good opportunity. Collection Management firm. 23777 Greenfield Rd., Southfield. 559-8650

FULL CHARGE bookkeeper with a minimum of 5 years experience for Southfield medical laboratory. Excellent salary & fringe benefits, your call will be confidential. 358-6310

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

GAL FRIDAY- experienced in telephone and typing. Dependable, also good benefits. Northland business area. Ask for Bob or Irene. 864-8202

GENERAL OFFICE.
Previous experience helpful. Typing required 55 wpm. For interview call 348-3078

GENERAL OFFICE
Collision Shop in Farmington Hills seeks girl Friday. Light bookkeeping experience helpful. 851-3413

GENERAL OFFICE for busy doctors office in Southfield. Variety of duties. Must be able to type accurately, 5 days including Saturday. 569-1750

GENERAL OFFICE - Typing, shorthand, adding machine experience necessary. Full time in pleasant Farmington Hills office. 553-2810

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 353-3200

GENERAL OFFICE

Help wanted full & part time. Must be able to work evenings & weekends.
ART VAN FURNITURE
35323 Plymouth Rd.
Livonia

GENERAL OFFICE

National publishing Co. is looking for a good typist with general office skills to work in their Editorial Dept. No shorthand required. Interesting diversified work. Modern offices located at 13 Mile and Southfield. Excellent opportunity for a mature, conscientious individual. Full company paid benefits. For an interview, call: 557-0100

GIRL FRIDAY to work in an 8 man contractors office. Previous office experience desired. Fill out application in person at Terrebaske Industries, Inc., 13311 Stark Rd., Livonia, Mich. 48150

INSURANCE/PERSONNEL CLERK
To process group insurance claims, workman's comp, maintain other personnel records. Prior experience in this area is required. Located in Plymouth. Call between 1-4. 455-2200 ext. 218
An Equal Opportunity Employer

JR. SECRETARY $11,000

For rapidly expanding national CPA firm. Assist partners in arranging travel itinerary, book conferences & type confidential correspondence. Shorthand or speedwriting for your convenience. Employer paid fee.
535-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

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

HOUSEWIVES

IMMEDIATE OPENING
FOR OFFICE CLERKS
NO TYPING NECESSARY

DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
NO FEE
19590 Middlebelt, Suite 310E, Livonia
478-1130

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

IMMEDIATE OPENING

Looking for evening secretary/dispatcher. Good pay, benefits. Ask for Mr. Mobley between 10 AM and 3 PM. Redford area.

533-5700

INDIVIDUAL NEEDED that can handle heavy typing, light shorthand & bookkeeping. Mon thru Fri. Salary equal to experience & ability. Blue cross, life insurance and pension plan. Grand River & Drake Rd. area. Ask for Mrs Monart. 478-8590

INSIDE SALES - Troy firm ,degree required, sales & customer experience, great benefits, $15,000, fee paid.

ZEROX - $50 operator, to run office in Birmingham, salary commensurate with experience, fee paid.

MARKETING - secretary , Bloomfield Hills, a people person with good typing and some shorthand, work with salesman & customers, benefits, $12,000. Fee paid.

EXECUTIVE - secretary, excellent skills, chauffeur chairman of the board, some travel involved, $11,600. Fee paid.

LOIS RAY PERSONNEL

559-0560

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 646-6667 days. Evenings. 645-0183

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills. 532-4800

INSURANCE AGENCY TROY
Big Beaver & Coolidge. Experienced homeowners & fire underwriter/rater/typist needed. Excellent working conditions, salary open. Mr. Kurth. 649-6006

INSURANCE AGENCY
Has position open for full or part time stock person & general office work. American Center Bldg., Southfield. Call Mrs. Wick. 354-0100

INSURANCE office clerical position, typing necessary. Southfield area, full time, call for appointment. 352-8980

INSURANCE office clerical position, 25 hours per week, Bloomfield Twp. area. Typing, light book work. 644-1165

JUST FOR YOU

Kelly Services has two convenient special interviewing centers just for you. Put your office skills to work while earning extra money. If interested apply between 9AM - 3PM at:

233 S. Main-Plymouth
(across from Dairy King)

32659 W. Warren-Garden City
Warren & Veoy Plaza in the Mall)

522-4025

KELLY SERVICES

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

Keydisc/Keypunch

Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
Livonia 427-2000
Utica 254-1910

KEYPUNCHERWANTED. Experience preferred but will train. Novi, Romulus area - Call Mr. Chapman or Mr. Keeler 728-7750

KEYPUNCHER WANTED
Part time - Redford area
2 or 3 days
255-1200 Ex.122
(Call between 9-5)

LEGAL SECRETARY
Typing, shorthand, good skills. Experience required, good benefits, established firm. 549-3070

LEGAL SECRETARY, experienced. Shorthand desirable. Experience in estate work preferred but not necessary. Typing required. Excellent benefits and opportunity for advancement. Pleasant working conditions. For appointment call 353-3200

LEGAL SECRETARY - Southfield office, excellent skills required, benefits, salary open. 355-4161

Legal Secretary

TEMPORARY ASSIGNMENTS
Turn your resume hours to $$. We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules. Call Marie at 646-8189.
HILLSTROM & ROSS AGENCY

LEGAL SECRETARY Min. two years experience with shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions. Salary open. 557-8300, Ext 52

LEGAL SECRETARY
With 1 to 3 years experience for Southfield law firm. 353-8811

LEGAL SECRETARY wanted for Bloomfield Hills law firm, mag card experience desirable. 644-8370

LEGAL SECRETARY
Birmingham Law Firm. Some experience preferred. 645-3430

LEGAL SECRETARY, pleasant Southfield office, 8 years experience, call Nancy. 557-4464

LEGAL SECRETARY
Town Center, Southfield. Salary based on experience. Pleasant surroundings. Call Mr. Repes at: 358-5180

LEGAL SECRETARY
Experienced, full time. Workers Comp & negligence emphasis. Southfield area. Inquire 569-5121

LEGAL SECRETARY
No shorthand. Strong typing and dictaphone. Good spelling necessary. Will train on legal terminology. $10,250. Fee Paid.
Blondale Personnel 645-9884

504 Help Wanted Office-Clerical

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. Conn. 855-1010

LEGAL SECRETARY-Travelers Terrace, Southfield. Personal Injury/Negligence Firm. Some legal experience, salary open, call Gary. 353-7575

LEGAL SECRETARY
For attractive Bloomfield Hills Law office, Mag card skills preferred. 642-1920

LEGAL SECRETARY
For downtown office. Experienced or will train individual with neat appearance and good typing. 355-7755

LEGAL SECRETARY for Rochester law office, basic secretarial skills required; familiarity with dictation and mag card equipment helpful. Inquire 651-4116

LIVONIA DISTRIBUTOR has a need for two people with minimum of 6 months computer operations experience. Excellent opportunity for bright mind-computer system. Send resume, indicating job and salary requirements, to Mr. Holzman, Leone & Sons, 30660 Plymouth Rd., Livonia, Mi. 48150.

LIVONIA PRESTIGE TO $13,000.

FEE PAID. Outstanding career opportunity is offered for professional people. Excellent typing and a responsible manner are a must. Some shorthand helpful, but not necessary. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

LOOKING FOR A CHALLENGE? Entry level positions 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 353-3200

MADISON HTS - manufacturer needs secretary with Spanish language fluency for export division. No shorthand. Salary $10,000 to $11,000 or better. Full benefits & agency fee paid.

TROY - financial company has ideal position for someone who is work. Type 50 WPM, good phone personality, start at $675 plus benefits & fee paid.

EXECUTIVE - secretary for international company located in Southfield, good typing, no shorthand. Salary $12,000 plus benefits & fee paid.

ADAMS & MARTIN

920 Maple Birmingham

646-5600
DIAL A JOB
24 - Hour Service To Hear About Our Most Recent Openings
646-8780

MATURE EXPERIENCED Dictaphone operator, and general office, small insurance claims office, Southfield. For appointment call Mr. Felthouse or Mr. Myers. 855-1500

MEDIA SECRETARY
No shorthand. Good typing. Work for one person. Creative atmosphere. Move up fast. Good beginner spot. $9,300. Fee paid.
Blondale Personnel 645-9884

MOTHER Children Back In SCHOOL?

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

SUBURBAN Office Services

ROCHESTER 651-1500
FARMINGTON 477-9840

OFFICE ADMINISTRATION
No experience necessary
Would you enjoy working with people & doing a variety of office work? Do you type accurately? If so, we have a job for you. We will train you with our formal office skills training program. You will work in a modern office with pleasant co workers. Good starting salary with regular merit increases. Opportunity for advancement & many employee benefits including paid vacation. This is an excellent career opportunity.
General Finance Corp.
20334 W. 11 Mile, Suite 100
Equal Opportunity Employer M/F

OFFICE CLERICAL, permanent, part time, mornings only. Professional Insurance Associates, 3028 S. Wayne Rd., Wayne. 722-5500

Office & Clerical

Part time & Full time clerical positions are available in our customer accommodation center. Individuals must be able to work with people very closely. Some experience in handling money & light typing preferable. Apply at Personnel office, Monday thru Friday, 10am-5pm.

Montgomery Ward
12 Mile & Telegraph
Tel Twelve Mall
Southfield
Equal Opportunity Employer M/F

OFFICE CLERK

Full time position. Must have experience in typing and general office skills. Novi area. Call weekdays between 10 AM and Noon.

349-5000

OFFICE CLERK
10 key calculator necessary. Full time. $3.50 per hour. 7325 Middlebelt.

OFFICE HELP needed for Restaurant Bookkeeping thru monthly journals. Experience working with numbers required. Must have speed with calculator. Good starting salary with excellent benefits. Please call for appointment, day thru Friday, 10AM to 4PM.
Frank's Restaurant, 5656 W. Maple Rd., W. Bloomfield, MI.

C. A. MUER CORP.
An Equal Opportunity Employer

OFFICE PERSONNEL

Clerk typists, accounting clerks, trainees or experienced, no fee. 7 Mile-Middlebelt, Livonia.
PERSONNEL POOL
478-8350

ORDER ENTRY - Farmington Hills company has immediate opening for qualified person to handle orders. Position requires phone contact with customers in addition to typing & filing, work in great location with a growing company, benefits, salary between 1,250 - 1,350 gross daily. Mold Ex Rubber Co. 30001 Industrial Park Dr., Farmington Industrial Park, Grand River - 10 Mile Rd. 474-0124

OUTGOING ORGANIZER

Will be typing proposals and reports. Light typing, light bookkeeping, phone work. Phone work involved. Need a general all around person. Salary range, $200 to $250 weekly. Employer paid fee. Call between 8-4. 353-0505

OUTGOING ORGANIZER

Needed for busy secretarial position. Will be typing proposals and reports. Light statistical work and record keeping. Phone work involved. Need a general all around person. Salary range, $200 to $250 weekly. Employer paid fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

PART OR FULL time secretary, Birmingham office, good typing required, $3 hr. Fee paid.
Lois Ray Personnel 559-0560

PART TIME Office help needed typing necessary, friendly personable, hours flexible, Bloomfield Hills area. 626-8248

PART TIME Secretary 9-1 Monday, Wednesday & Friday, for architectural office in Livonia: receptionist, typist & general office work. 425-1200

PART TIME Secretarial and clerical. Farmington area. Experience preferred. Call between 8AM - 5PM.
478-4978

PAYROLL CLERK
We need intelligent person to train in Accounting Department of progressive Southfield firm. Associate degree or equivalent, bookkeeping experience necessary. Payroll experience preferred. Ref appointment call 352-3200

PERMANENT PART TIME

Mon. through Fri, 8 AM - 3PM, small architectural firm located in Bloomfield Hills requires secretary experienced in total office management, filing, salary based on qualifications. Please call for personal interview.

644-3332

PERSONALITY PLUS

Be a "SPECIAL" kind of receptionist for a fast growing Southfield firm. Will greet clients in person and by phone. Type around 50 wpm, distribute mail-order and supplies. Be sharp and organized. good beginner spot. Pays around $145 to start. Call now.

PERMANENT STAFF
SOUTHFIELD 353-0505

PERSON for general office work, including typing, some bookkeeping. Southfield area. 354-4335,

PERSON NEEDED to do clerical duties in growing Southfield Insurance agency. Typing required. Good benefits & working conditions. For appointment, call 557-8870

PERSONNEL ASSISTANT
MANUFACTURING

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

ADMINISTRATIVE ASST.
Troy Manufacturer
Export experience helpful. Spanish desirable, able to compose letters and work with transferee. Excellent typing. Salary $850-$950 Min. Fully paid benefits, tuition refund and dental. No Agency Fee.

ACCOUNTS PAYABLE ASST
Pontiac
Excellent typing, 10 key adding machine, figure aptitude. Some experience. $700 Min. Fully paid benefits. No Agency Fee.

ACCOUNTS PAYABLE CLERK
Southfield
TV STUDIO, 2 years experience minimum 50-55 words typing, $600-$650 $200-$225 to start. Fully paid benefits. No Agency Fee.

MATURE FILE CLERK
Prefer someone returning to working world. Will train. $575-$550 per month to start. Fully paid benefits including Dental. No Agency Fee.
BETTY HAMIL PERSONNEL
424-8470

PHOTOGRAPHIC SALES receptionist needed. Very pleasant work within the Bill William Studio. Will train. Benefits. Call 548-7663

POSITION OPEN For a bookkeeper/receptionist/clerk in Southfield law firm. Light typing skills required. Salary commensurate with experience. Call between 9am-5pm 354-4292

PRIVATE SECRETARY, shorthand a must, bookkeeping helpful. Pleasant working conditions, modern building. Salary open. Livonia area. 535-8700

PROGRESSIVE MANUFACTURING COMPANY needs receptionist/typist. Must have good typing skills, neat appearance & pleasant personality. Apply in person at Alpha Bolt Co., 1264 E. 14 Mile, between John R & Dequindre, Madison Heights.

PROPERTY MANAGEMENT Company located in Southfield needs experienced Accounts Payable Clerk. Basic general ledger knowledge required. Ordering supplies needs to work with computerized system. Some typing required. Salary commensurate with experience. Call Cindy for appointment 559-2223

REAL ESTATE OFFICE needs experienced secretary in the Plymouth Canton area. Call Realty World, Charmaine West. 459-3700

RECEPTIONIST-SECRETARY
Typing, shorthand preferred but experience required. Established law firm. 549-3070

RECEPTIONIST/TYPIST
Light typing and paperwork. Hours: 9-4 Monday-Friday. Call Dorsey Business Schools for appointment. 476-1122

RECEPTIONIST
Needed in growing insurance/sales office. Bloomfield Hills area. Experience required. Call Terri 644-5760

RECEPTIONIST-TYPIST for Building Department office. Full time employment, 8AM-4PM, 5 days. Call: 352-7060

RECEPTIONIST/BILLING CLERK
Needed for small CPA firm, Redford Area. Salary open. Call Mr. Schenden or Mrs. Ebert. 537-5600

RECEPTIONIST
For Mechanical contractor in Southfield. General office duties, full time position. Call ask for Barb. 569-7353

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 typing phone, light typing. Send fee paid. Medical & dental benefits. 362-4411

RECEPTIONIST/TYPIST
Full time position in Plymouth area engineering firm. Must type in accurate 55 wpm. Good phone manner. Call for appt.

591-2371

RECEPTIONIST

Typist, shorthand, adding machine, phone manner. Part time or full time. W. Bloomfield. Call for appointment Monday thru Friday.

626-8503

RECEPTIONIST-EXPEDITOR needed for busy Southfield manufacturer. Position created by internal advancement. Applicants must have pleasant phone personality, good driving record and average typing speed, compensation package consisting of $150 per week, Blue Cross, sick days, vacation and credit union plan. For excellent dental interview please call Ms. Nicholas at 352-8500

RECEPTIONIST WANTED with bookkeeping ability for full-time. Days.
559-5558

RECEPTIONIST
Will train. Contact Lens office in Oak Park. $140 week. Please call 967-1181

RECEPTIONIST
Part time or full time for law firm in Southfield. Experience preferred but willing to train. Ask for Carol. 353-5600

RECEPTIONIST/SWITCHBOARD operator, experienced, for travel agency in Birmingham, full time. Ask for Jane. 644-1600

RECEPTIONIST - TYPIST
Pleasant well groomed, good telephone, typing & spelling skills. Full time. Livonia. Call Mrs. Kerr. 464-8300

RECEPTIONIST - With 60 WPM typing skills. Full-time, in Southfield Town Center area. Call for appointment 358-5730

RECEPTIONIST, for Southfield office needed. Opportunity for training in insurance career. 424-0000

LIVONIA Area. Wanted: Phone person for and receptionist. Hours, 9 AM to 2:30 PM, Monday thru Friday. Starting wage, $4 per hour. Fringe benefits. Contact W. J. Schultz, between 9 AM and Noon for appointment. 522-4000

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

504 Help Wanted Office-Clerical

RECEPTIONIST

Light typing, excellent telephone voice and professional attitude required. Hours: 8AM-5PM 5 days a week. Southfield area. Please call Jean Johnson, Office Manager for appt. 569-7500

RECEPTIONIST

Property management office in Northland area. Answering a busy phone, typing, etc. Must be neat, personable and reliable. Pleasant surroundings. Call Marion.

569-5555

RECEPTIONIST $10,000
For accounting department of large suburban corporation, handle phone, screen appointments, any previous bookkeeping experience or education helpful. Excellent opportunity for flexible with detail, cost of living & tuition reimbursement. No fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST GENERAL OFFICE

Accurate typing and good phone personality will lead you this variety spot in top company who needs a bright beginner looking for a career. This is a real stepping stone into all aspects of the business world. Call now for this interesting opportunity.

524-1750
PERMANENT STAFF TROY

SECRETARIAL CLERICAL

Partial Listing of Current Openings
ACCOUNTING CLERK
2-3 yrs. experience in accounting, emphasis in accounts payable, includes matching invoices, receivers, purchase orders, coding & filing. Typing skills & ability to work with a minimum of supervision. $12,000-$15,000/yr.
SECRETARIES
60-80 wmp, shorthand 80-90, excellent phone & secretarial skills, self starter, $10,000-$14,000/yr.
ADMINISTRATIVE ASS'TS
1-2 yrs. experience in advertising, printing, experience, newspaper contacts or retail office supervisory experience, expanding company with good benefits $10,000-$14,000/yr.
ALL FEES PAID CALL KAY

PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARIAL POSITION. Insurance agency, Troy. Professional atmosphere. To arrange for interview phone Ann Hosner, 879-5900

SECRETARIAL Teacher Assistant

Plymouth Canton Community Schools is seeking a part time teacher assistant for the Vocational Secretarial Class. Qualifications: 2 years work experience. Contact: Linda Barlow.

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 positions available in Southfield. Typing 50-60 wpm, shorthand preferred. Attractive working conditions, attractive salary & benefits.
MICHIGAN NATIONAL BANK
OAKLAND
569-1200 EXT. 394
An Equal Opportunity Employer

Secretaries Typists Bookkeepers

Needed for jobs
Southfield - Warren
Matchmakers
Office Services
SUBURBS - 398-4390
DETROIT - 963-5026

Secretaries Typists

IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Rm. 1909
259-6511
2911 Pontiac Lake Rd. Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY

Career opportunity assisting Marketing Vice President of an established national computer service bureau in Southfield. Top-notch skills required, knowledge of word processing helpful. Excellent fringe benefits.
Call Pamela Smith 557-4404

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

Secretary

Farmington Real Estate. Skills required, answer phones, typing, house construction, Bookkeeping, Apartment rental agent. Must be well organized. Salary position.

PERRY
478-7640

SECRETARY FOR Insurance Claims Office. Must type at least