Help Wanted

504 Help Wanted Office-Clerical

GENERAL OFFICE

Office experience and typing necessary. Good benefits. Novi area

476-8058

GENERAL OFFICE

Office experience and typing necessary. Good benefits. Novi area

476-8058

GENERAL OFFICE

Applicant must posses 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.

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

IMMEDIATE OPENING
Typist Clerical

Familiar with accounting office procedures. Must be experienced in typing statements and tax returns. Livonia location. Fringe benefits. Ambitious, permanent, full time positions. need only apply. Applications are now being accepted.

Professional Food Service
15449 Middlebelt Rd.
Livonia, Mich. 48154
(located N. of 5 Mile, on 2nd floor, same building as Red Cross & Social Security)

504 Help Wanted Office-Clerical

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
19500 Middlebelt, Suite 210E, 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

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

LEGAL SECRETARY
Experienced, full time. Workers Comp & negligence emphasis. Southfield area. Inquire
569-5131

LEGAL SECRETARY-Travelers Towers- Southfield. Personnal Injury/Negligence Firm. Some legal experience, salary open, call Joyce 355-7575

LEGAL SECRETARY
For attractive Bloomfield Hills Law office, Mag card skills preferred.
642-1929

504 Help Wanted Office-Clerical

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 Monaco.
478-8790

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

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills
553-4800

INSURANCE AGENCY TROY
Big Beaver & Coolidge. Experienced bookeeper & fire underwriter/rater/typist needed. Excellent working conditions, salary open. Mr. Kurth.
649-6066

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

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)

32669 W. Warren-Garden City
Warren & Venoy Plaza (in the Mall)

522-4025

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

Keydisc/Keypunch

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

Livonia 427-2000
Utica 254-1910

KEYPUNCHERWANTED. Experience preferred. Full or part-time. Romulus area - Call Mr. Chapman or Mr. Keehn
729-7700

KEYPUNCH OPERATOR, minimum 1 year experience with IBM keypunch verification equipment required, please call Denise at The Taubman Co. in Troy
649-5079

LARGE APARTMENT PROJECT
In Oak Park
seeks person as Rental Agent & to run project office. Light office duties with some figure work. Mature young woman preferred who has pleasing personality & able to deal with public in person & on the phone. Full time permanent position with good salary.
Please Call 9 AM-5 PM
557-2600

LEGAL SECRETARY
Typing, shorthand, good skills. Experience required, good benefits, established firm.
569-3270

LEGAL SECRETARY - Southfield office, excellent skills required, benefits, salary open.
355-4141

LEGAL SECRETARY 1-3 years experience with shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions with salary open.
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

LEGAL SECRETARY wanted for Bloomfield Hills law firm. mag experience desireable.
644-5970

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

LEGAL SECRETARY, pleasant Southfield office, 3 years experience call Nancy.
557-4684

MAJOR NOTION PICTURE CO.
Has immediate opening due to promotion. We are looking for someone with broad office experience with the following a Must: Typing, figure aptitude and good telephone skills. To arrange for interview call: 557-5770 and ask for Carol Gruber.

504 Help Wanted Office-Clerical

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

LEGAL SECRETARY for Rochester law office. Basic secretarial skills required, familiarity with dictation and mag card equipment helpful. Inquire.
651-4114

LEGAL SECRETARY wanted for Southfield law firm. Experience in workmans compensation & negligence work preferred. Salary & benefits commensurate with experience. Call Mr. Weiss
354-5990

LEGAL SECRETARIES

Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional service. Isn't it time you called Personnel at Law!

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 680-2065
Dearborn 336-5777

LIVONIA DISTRIBUTOR has a need for two people with minimum of 6 months computer operations experience. Excellent opportunity to learn mini-computer system. Send resume, indicating salary history and requirements, to Mr. Holzman, Leone & Sons, 30650 Plymouth Rd., Livonia, Mi. 48150.

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

MACHINE & TOOL Office Clerical. Clerical for machine shop with figure aptitude & typing ability. 30 to 40 hours per week. Benefits. K-J Law Engineers, 23640 Research Dr., Farmington Hills.
478-3150

An Equal Opportunity Employer

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

MATURE WOMAN, experienced for one girl engineering office. Timekeeping, payroll, knowledge through trial balance, accounts payable. Phone Rose for appointment.
689-3610

MISC. TYPING

Invoicing, and telephone answering, fringe benefits, Southfield location.

352-7350

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 851-1500
FARMINGTON 477-9840

NATIONAL TITLE COMPANY has openings at 2 of it's branch offices for escrow secretarial work. Individuals must have real estate closing or related experience. Typing skills important. Great opportunity, excellent benefits. Call Mr. Forster
569-2180

An Equal Opportunity Employer

OFFICE CLERICAL, permanent, part time, mornings only. Professional insurance Association, 3028 S. Wayne, Wayne.
722-3500

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 NEEDED
9 AM-3 PM, 5 days for Troy Firm. Duties include Phones, Typing, Dictation, light Payables/Receivables, Filing, Etc. Hours must be flexible with work load. For further information call
689-8100

OFFICE CLERK TYPIST for residential girls facility. Salary competitive. Call Natalie Burns for appointment,
271-3050

An Equal Opportunity Employer

PART TIME - Interesting clerical work at markets research company. Approx. 15 - 20 hours per week. Flexible schedule. Office experience preferred. Located in Farmington area.
851-4618

PART TIME RECEPTIONIST/TYPIST. Mornings and 1 full day per week. Bloomfield hills location. Call Mrs Johnston
642-2339

PART TIME Secretary - Gal Friday, 9-3 PM. Farmington Hills. Send resume at once to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

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 apply in person, Monday thru Friday, 10AM to 4PM.
Bloomfield Charley's, 5656 W. Maple Rd., W. Bloomfield, Mi.

C. A. MUER CORP.
An Equal Opportunity Employer

OFFICE HELP wanted, Redford area, mature girl for general office work, part time, call
538-9510

ORDER ENTRY - Farmington Hills Company has immediate opening for qualified person in order entry dept. Position requires phone contact with customers in addition to typing & filing, work in great location with a growing company, benefits, apply between 1:30-3:30 pm daily, Mold Ex Rubber Co. 23817 Industrial Park Dr., Farmington Industrial Park, Grand River - 10 Mile Rd.
474-0124

ORDER TAKER, for Electronic wholesaler, in Oak Park, $160 weekly Blue Cross and Insurance benefits. 5 days.
543-0040

PART TIME clerical assistant needed 20 hours per week with hours adjustable to your schedule exercise, typing skills a must. contact PMH, Inc. for applications.
644-8000

Part time Clerical
No typing required.
Apply in peron
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

PART TIME data entry. Livonia based bookkeeping management firm is seeking part time data entry employee to work evenings on Burroughs B-80. Approximate 20 hours per week, wage commensurate with system experience. Call between 12-5 PM.
591-1272

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 wanted, minimum 1 year experience in computer inputting of payrolls required. Light typing and some of general accounting procedures required. Knowledge of insurance procedures helpful. Good salary and fringe benefits. 729-5400 ext. 31 or apply in person 401 Fisher St., Wayne. An Equal Opportunity Employer

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

352-1692

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

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

POSITION OPEN FOR a bookkeeper/secretary/clerk in Southfield law firm. Light typing skills required. Salary commensurate with experience. Call between 2pm-5pm
352-4292

PROPERTY MANAGEMENT Company located in Southfield needs experienced Accounts Payable Clerk. Basic general ledger knowledge required. Offers good opportunity for work with computerized system. Some typing required. Salary commensurate with experience. Call Cindy for appointment interview at
559-2233

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

644-6700

RECEPTIONIST-SECRETARY
Typing, Shorthand preferred. Office experience required. Established law firm.
569-3019

RECEPTIONIST
For Mechanical contractor in Southfield. General office duties, full time position. Call ask for Barb.
569-7753

RECEPTIONIST WANTED with bookkeeping ability for full-time, Days.
358-5558

RECEPTIONIST
Part time or full time for law firm in Southfield. Experience preferred but will train. Ask for Gayle.
353-3600

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

RECEPTIONIST - With 60 WPM typing skills. Full-time, in Southfield Town Center. Salary Open.
358-3730

RECEPTIONIST, for Southfield office needed. Opportunity for training in insurance career.
Call
424-9000

LIVONIA Area. Wanted: Phone operator and receptionist. Hours, 9 AM to 5:30 PM, Monday thru Friday. Starting wage, $4 per hour, fringe benefits. Contact W. J. Schultz, between 9 AM and Noon for appointment.
525-4000

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 wanted for Southfield law firm.
355-1727

RECEPTIONIST, legal office. Must have pleasant telephone voice. Full time, Southfield area. Benefits. Call Marilyn for appointment.
358-8100

RECEPTIONIST/TYPIST
Company needs full time person with excellent telephone and typing skills, bookkeeping experience plus
478-0776

RECEPTIONIST-TYPIST
Hours 9am-5pm., Monday thru Friday.
Myers Realty
534-3732

RECEPTIONIST - order desk, light typing, full time, will train. Apply at, Steel Container Distributors, 8951 Schaefer, Detroit.

RECEPTIONIST, full time. Needed for construction office in Livonia area. Hours: 8AM-4:30PM. Typing a must. Call Joan.
478-7730

RECEPTIONIST/TYPIST, Southfield, Well Groomed, Excellent Phone Manner, Typo Errors, Good Starting salary, call Paula for appointment
559-0360

RECEPTIONIST - TYPIST
To work for Southfield CPA firm, full time permanent position, telephone experience & good typing skills required. Call Judy at
559-6666

RECEPTIONIST
Small Law firm in Southfield, typing required. Salary commensurate with experience. Benefits. Call Mrs. Pullan,
352-8100

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

591-2271

RECEPTIONIST - to work at the Renaissance Center, experience not necessary, good growth opportunity with new company. High school graduates welcome, type 60 WPM, send resume to Renaissance Business & Law Center Inc. 400 Renaissance Center, Suite 500, Detroit, Mi. 48243 or call 259-5422

SECRETARY
Needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call
353-2209

504 Help Wanted Office-Clerical

RECEPTIONIST
TYPIST

For Troy CPA firm. Good telephone persence essential, excellent working conditions & benefits. Call

649-2510

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

Receptionist

SALES RECEPTIONIST

Nordson Corporation, a world leader in the Finishing Industry, is searching for a Sales Receptionist in one of their busy regional offices. Duties include processing sales orders, greeting visitors to the office, filing, answering phones and typing sales forms.

If you get along well with people, are a good typist and have had past experience in a sales office or processing orders, you would be a viable candidate for this position.

We offer ideal working conditions, an excellent salary, an opportunity to grow and an attractive benefit package which includes a dental expense plan.

If you are qualified, please call our office to set an interview time.

NORDSON CORPORATION
32615 Folsom Road
Farmington, Michigan
477-5700

Equal Opportunity Employer M/F/H

SECRETARIAL POSITION. Insurance Agency, Troy. Professional atmosphere. To arrange for interview phone Ann Hoover,
879-0900

SECRETARIAL - Protestant Church in Southfield seeks mature woman for office secretary. Typing & general office experience required, varied responsibilities.
356-1660

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 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 positions available in South field. Typing 50-60 wpm, shorthand preferred. Attractive working conditions. Attractive salary & benefits.

MICHIGAN NATIONAL BANK
569-1700 EXT. 394
An Equal Opportunity Employer

Secretaries
Typists

IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
478-1130
26375 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 - Birmingham, good typing ability with high accuracy, good phone skills, for customer follow up, word processing knowledge helpful, $1100 mo. Fee paid.

JR. SECRETARY - Receptionist, Southfield company, typing 65 WPM, some shorthand & dictaphone experience, telephone work, $800, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY-Bright, accurate with excellent clerical & organizational skills to train for legal work in large Southfield law office at American Center. Mr. Bornstein.
355-5600

SECRETARY - Challenging position with Southfield based corporation. Position requires pleasant phone personality with sound judgment, typing and spelling skills, and time management capability. Salary commensurate with experience.
354-1100

SECRETARY
Challenging opportunity for experienced secretary, typing 60-75 WPM & shorthand 80-100 WPM. For further information contact Personnel Dept.

Alexander Hamilton Life Insurance Co. Of America
553-2000
12 Mile & Farmington Rd.

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

SECRETARY for Accounting Department, to perform Secretarial work and assist with Bookkeeping functions. Call
437-8450

SECRETARY
For Law Firm in Troy. No legal experience necessary. Full time position.
643-4776

504 Help Wanted Office-Clerical

SECRETARY for Insurance related organization located in Southfield. 2 Yrs. experience with transcription from dictating equipment. Good spelling and typing ability. Excellent benefit package. Hours 9 to 5 daily. Call Marty Green at 557-8510 for interview.

Secretary
Farmington Heat Extarff. Skills required: answer phones, typing, letter correctness, Bookkeeping, apartment rental agent. Must be well organized. Salary position.

PERRY
478-7640

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

SECRETARY
For Sales Department. Duties: Preparing quotes, correspondence, sales promotion. Skills organization ability & accurate typist; shorthand ability should include excellent spelling & grammar. 40 hour week, good starting rate with cost of living raise and company benefits, retirement plan, disability insurance, dental plan. Located Farmington Hills. Call Ed Kreski 553-4300 ? DYNAPOWER CORP.

SECRETARY
For Law Office. Good Typing. Southfield Area.
932-2671 ext. 76

TAKE CHARGE SECRETARY
Marketing services company. Motivated, phone personality. Excellent typing skills, shorthand or dictaphone. Birmingham. Call Catherine, Ext 13
645-9500

TELLER

Full time position is open for work at our Birmingham Office located at Cranbrook and Maple. Requires ability to meet the public and be accurate with figures. Call manager for interview at

647-3806
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER

Part time position is open at our Southfield Branch located at 10 Mile Rd. west of Telegraph. Requires ability to meet the public and be accurate with figures. Call manager for interview at

354-9030
1st Federal Savings of Detroit
An Equal Opportunity Employer

THE JOHN H. Harland Company, nationwide printer of checks & bank documents, currently has openings for production typist. Excellent compensation & benefits. If you have a sound work history and have a typing skill of 50 WPM or better, we would like you to call Mary for an appt. 8-5 Mon. thru Fri. at
522-9268

An Equal Opportunity Employer

TYPIST-ASSISTANT
Good organizer. Public contact. Southfield area.
424-8850

TYPIST
Experienced, with statistical background. Ask for Mary Lou.
851-8848

TYPIST

Livonia firm has full time position for experienced Typist. 60 WPM required; Mag card and dictaphone experience helpful. Excellent benefits. Call for appointment

427-2000, Ext 214

TYPISTS
DICTA. TYPISTS
SECRETARIES
STENOS
KEYPUNCH
BOOKKEEPERS

Put your skills to work immediately with temporary assignments right in your area. Work as little or as often as your schedule permits while earning extra money. In addition to top assignments, we offer top pay rates, mileage reimbursement, a bonus referral plan and paid holidays. Apply at your local KELLY OFFICE today.

29149 W. 6 Mile, Livonia
522-4020

2238 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

TYPIST
- SECRETARY -

Full & part time positions available. Type 60 WPM, shorthand or dictaphone. Good office skills. German helpful. Pleasant working conditions, excellent salary. Send resume to:
Liebherr Machine Tool, 250 S. Wagner Rd., Ann Arbor, Mi. 48102.
or phone - 769-3521

TYPIST - Southfield Advertising Agency - pleasant working conditions, typing 65 WPM. Entry level position.
Call
827-8343

TYPIST

Word processing opportunity to learn and advance in a progressive department. If you type 50 wpm or better, we will train you. Salary $14 an hour plus excellent benefits. Please apply in person, 9 AM to 3 PM, Macabees Mutual Life Insurance Co., 25800 Northwestern Highway, Southfield, Mi.
An Equal Opportunity Employer

TYPIST, 20 to 30 hours per week. Established Life Insurance Company needs steady reliable person for typing and general office work. Good typing skills a must. Call.
649-1715

WE ARE LOOKING for a full time cashier & asst bookkeeper with 1 year minimum experience. Some Sundays & some evenings. Excellent benefits & working conditions. Call Ms. Floyd,

DEROY RINGSMITHS
Fairlane Town Center
441-0500

105 DAYS
TILL CHRISTMAS

Your CLERICAL SKILLS could earn you that extra Christmas money. We need all clerical skills for pleasant temporary jobs.

Personnel Pool
7 Mile & Middlebelt
478-8350

504 Help Wanted Office-Clerical

SERVICE
SALES CLERK

Livonia based manufacturer of filtration equipment needs a Clerk/Typist. Responsibilities include typing and filing of invoices for the placing and expediting of orders, plus being able to communicate pleasantly with vendors and customers.

Applicants must have 1-2 years of general office experience and be able to type at least 50 WPM.

Please contact Personnel Department.

HYDROMATION COMPANY
35701 Amrhein Road
Livonia, MI 48150
464-0600

Equal Opportunity Employer M/F

SKILLED office clerk for busy Southfield office, must have at least 2 yrs. experience, good organizational abilities and typing skills, good benefits.
355-5770

SWITCHBOARD RECEPTIONIST for manufacturing company in N.W. Detroit, excellent salary, benefits & working conditions, for appt.
932-2671 ext. 76

TAKE CHARGE SECRETARY
Marketing services company. Motivated, phone personality. Excellent typing skills, shorthand or dictaphone. Birmingham. Call Catherine, Ext 13
645-9500

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427-2000, Ext 214

TYPISTS
DICTA. TYPISTS
SECRETARIES
STENOS
KEYPUNCH
BOOKKEEPERS

Put your skills to work immediately with temporary assignments right in your area. Work as little or as often as your schedule permits while earning extra money. In addition to top assignments, we offer top pay rates, mileage reimbursement, a bonus referral plan and paid holidays. Apply at your local KELLY OFFICE today.

29149 W. 6 Mile, Livonia
522-4020

2238 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

TYPIST
- SECRETARY -

Full & part time positions available. Type 60 WPM, shorthand or dictaphone. Good office skills. German helpful. Pleasant working conditions, excellent salary. Send resume to:
Liebherr Machine Tool, 250 S. Wagner Rd., Ann Arbor, Mi. 48102.
or phone - 769-3521

TYPIST - Southfield Advertising Agency - pleasant working conditions, typing 65 WPM. Entry level position.
Call
827-8343

TYPIST

Word processing opportunity to learn and advance in a progressive department. If you type 50 wpm or better, we will train you. Salary $14 an hour plus excellent benefits. Please apply in person, 9 AM to 3 PM, Macabees Mutual Life Insurance Co., 25800 Northwestern Highway, Southfield, Mi.
An Equal Opportunity Employer

TYPIST, 20 to 30 hours per week. Established Life Insurance Company needs steady reliable person for typing and general office work. Good typing skills a must. Call.
649-1715

WE ARE LOOKING for a full time cashier & asst bookkeeper with 1 year minimum experience. Some Sundays & some evenings. Excellent benefits & working conditions. Call Ms. Floyd,

DEROY RINGSMITHS
Fairlane Town Center
441-0500

105 DAYS
TILL CHRISTMAS

Your CLERICAL SKILLS could earn you that extra Christmas money. We need all clerical skills for pleasant temporary jobs.

Personnel Pool
7 Mile & Middlebelt
478-8350

504 Help Wanted Office-Clerical

We Need
Your Help

Secretaries
Typists
All Office Skills

Long & Short Term Assignments
CLOSE TO HOME

BONUS &
GOLD CARD
Discount Program

CALL THE OFFICE NEAREST YOU!

SOUTHFIELD 569-7500
LIVONIA 525-0330
DETROIT 259-7788

WITT
The Temporary Help People

WORD PROCESSING TYPIST
Must type 60 w.p.m. or more.
Novi Area
Contact Don Hoyer
348-3830

WORK IN MY HOME. 1 day a week, must be accurate, general office. Farmington area.
478-9193

505 Help Wanted Food-Beverage

ALL PURPOSE BUS BOY
Days
Sherwood Inn, Livonia
Ask for Shirley
261-5500

AMY JOY DONUT SHOP MANAGER - Donut Shop needs mature, take-charge person to be responsible for the operation of this Unit. Good pay, pleasant working conditions. Apply in person.
11323 Middlebelt Rd., Livonia

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

ARBY'S

Is now hiring for full and part time positions in our Royal Oak store. Day and night shifts are available. Good hours for housewives, and students Please apply in person daily at

2915 N. Woodward
Royal Oak
An Equal Opportunity Employer

ARCHIBALDS RESTAURANT now hiring maintenance-dishwashers, day busboys & hostess-cashier. Full or part time. Apply in person between 2:30-4:30 PM at 555 S. Woodward, Birmingham.

ATTENTION DISHWASHERS
We need you for kitchen duty" Days and/or evenings. Please apply in the afternoon Restaurant Dogland, 29269 Southfield, Southfield.
424-9244

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

Stouffer's
Northland Inn
21000 Northwestern Hwy.
Southfield

BARMAIDS AND WAITRESSES for new establishment. Southfield/Detroit area. No experience necessary. Chateau Lounge.
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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. Main Event Night club, Brighton. 25 minutes from Farmington, Livonia area. 106 E. to Pleasant Valley Rd. 1.6 to Grand River.
227-1444

BARMAID & WAITRESSES
Inquire at Redford Lanes
25451 Grand River
Redford

BARTENDER
Evenings, service bar only. No gratuities. 5 nights. Must be reliable and experienced. Apply: The Round Table Club.
453-1626

BARTENDER - EXPERIENCED
Immediate opening. Player's Lounge Garden City
422-0300

BARTENDER
Full time. Apply in person to.
Moy's Restaurant,
16425 Middlebelt, Livonia

BARTENDER
Full time, night shift. Complete cocktail experience required. Apply The Bloomfield Lounge, Bloomfield Oaks Orchard Lake.

BARTENDERS
WAITRESSES
COOKS
PORTERS
BUS PEOPLE
DISHWASHERS
SALAD GIRL

WINSTONS OLD
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FORMERLY THE DANISH INN
22305 Grand River
Farmington

BUS BOY
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BUS BOYS
Days & Nights
Hostesses, Nights
Waitresses, Days.
Full or part time.
Now hiring. Apply in person.
Between 2:30PM & 4:30PM

ARCHIBALD'S RESTAURANT
555 South Woodward,
Birmingham.

BUSBOYS
Evenings. Apply in person after 4PM. Must be over 18. Clamdiggers, 30555 Grand River, Farmington.

BUS BOYS
Part and full time evening shifts now available. Excellent working conditions. Neat appearance, top pay. Apply in person between 1 and 5 PM. Monday thru Friday or by appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington

477-8545

BUS PERSONS
Full & part time positions available for dependable, energetic individuals.

APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19345 S.W. 10 Mile
Between Southfield & Evergreen.

CAFE FIOR now has full & part-time Restaurant positions available in the following areas: Cooks, Dishwashers, Counter Help, and Waiters & Waitresses. Apply in person, between 2 & 4PM - 29181 Northwestern, Southfield.
357-3230

CARRY-OUT
Counter Attendant

Immediate openings. Neat appearance and ability to work with people essential. Apply in person, 2 to 4 PM. Tues thru Sat. - Kay Bonham.
TUNNEL BAR-B-CUE
29161 Northwestern Hwy.
Near 12 Mile Rd.
Southfield, Mich.

COCKTAIL WAITRESS/SNACK BAR / & Bartender
Full or Part Time
Beech Lanes, Redford.
531-3800

COCKTAIL WAITRESS - Nights. Thursdays, Fridays, Saturdays, 5pm-2am. Apply from 10:30am-1pm, at the Candle Glow Lounge, 23996 Grand River.

505 Help Wanted Food-Beverage

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FOR FALL & WINTER

We have full and part time and breakfast and lunch positions available now for:

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& MUCH MORE!

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33200 Grand River—Farmington
740 Lapeer Rd.—Lake Orion
951 S. Opdyke—Pontiac
34110 Plymouth Rd.—Livonia
24999 Northwestern Hwy.—Southfield

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•
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Excellent Benefits

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