Help Wanted

502 Help Wanted Dental-Medical

POSITION Available in Southfield Orthopedic Doctors office for responsible person, experienced in pegboard and insurance. Excellent benefits. Call 569-8306 Monday thru Friday.

RECEPTIONIST wanted for doctors office. Experience preferred, including insurance forms. Full time. Southfield area. 569-4603

RECEPTIONIST, full time, for busy doctor's office, Garden City area. Insurance experience & typing a must. 422-7400

RN's - 3pm - 11pm
LPN - 3pm - 11pm
Full or Part Time
LPN's - 4pm-9pm
Contact Mrs. Hall, 476-0550
Dorvin Convalescent Center
29270 Morlock, Livonia
one block So. of 8 Mile on Middlebelt

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $161wk.
Clerk Typist to $198wk.
Secretary to $202wk.
Many other positions available. Most Fees paid by employer.
Employment Center Inc
569-1636

ACCOUNTING CLERICAL TRAINEE National company has several temporary positions available in Southfield office for bright,ambitious individuals. Must have either one year of office experience or two years college level accounting credit. Outstanding growth opportunity. Convenient Northwestern Hwy. location in small building with ample parking. Call for appointment, 358-4463

ACCOUNTS Payable clerk to work on computerized system. No keypunching necessary. Paid Blue Cross & other benefit. Rapid growing corporation. Call 261-4160

ACCOUNTS PAYABLE & Receivable Bookkeeper. Experience necessary. IBM computer knowledge helpful, but not essential. Please call Ted Pollock between 8-noon. 349-5200

ACCOUNTS PAYABLE
Part time. Hours flexible.
Call Mrs. Foy. 642-2330

Accounts Payable Clerk
Experienced person needed for accounting office to assist in all phases of accounts payable functions. Must have good math skills, detail orientated and data processing exposure. Novi area. Call weekdays, 10 AM to 12 Noon
349-5000

Accounts Receivable Clerk
Needed for a good background in Receivables. Minimum 3 years experience. Must know all functions of receivables thru balancing of statements. Novi area. Call weekdays between 10 AM and Noon.
349-5000

ACTION
ACTION
Be a get-out of the House wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.
REFERRAL BONUS
ACCIDENT BENEFITS
NO FEE
TOP RATE
Secretaries
Typists
IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Flrn. 1909
259-6511
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXECUTIVE SECRETARY for company President. Type minimum 60 wpm. Energetic, self-starter. Able to keep business in confidence. Prefer mature 30-40 year old woman. Send resume and salary requirement to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACTION
ACTION
Be A Get-out of the House Wife. Become a Manpower Office Temporary. Come Where the Jobs really are. Join the Leader. The World's Largest.
REFERRAL BONUS
ACCIDENT BENEFITS
NO FEES
TOP RATE
IMMEDIATE OPENING
FOR OFFICE CLERKS
NO TYPING NECESSARY
DAYS &
AFTERNOON SHIFT
Must be 18 & have transportation
19500 Middlebelt, Suite 310E, Livonia
478-1130
26075 Woodward, Suite 305,
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADVERTISING SECRETARY
Excellent opportunity at expanding W. Bloomfield office for friendly person with good typing. Exciting public-contact job in plush new offices. $10,000 to start, full benefits, good chance for advancement and company pays our fee. Call now for interview.
PERMANENT STAFF
LIVONIA522-4210r

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Flexible hours for Interactions Dating Club. Ask for Mr. Gray. 569-6222

AN Agressive Office needs a hard working young man to expedite papers for office production. Economy car essential. $4 per hour. $30 per week gas allowance. 40 hour week. Call after 3 PM, 557-5800, ask for Sandy or Kay.

Announcing
Our New Farmington Location
Suburban
Office Services
33245 Grand River
477-9840
OFFERING
TEMPORARY
and
PERMANENT
Come In & Register
Shorthand - Typing
Data Processing
Bookkeeping
Word Processing
Switchboard
Two Locations To Serve You
Rochester 651-1500
Farmington 477-9840
Suburban
Office Services
A PLEASANT
PERMANENT
A PLUS
Answer phones for suburban company, typing and other office duties. Immediate opening, fee paid. $800 a month. Call Lynn.
644-4600
SNELLING & SNELLING
AGENCY

A SPECIAL person needed for unique dynamic Farmington Hills firm interested in general office duties which will grow into secretarial position. Job involves heavy typing and contact with all departments in the company. Call 851-4306
An Equal Opportunity Employer

ASSISTANT BOOKKEEPER - Experience required & daily cash receipts & sales journal. Birmingham Troy area. 644-6500

EXECUTIVE SECRETARY - Experience necessary in typing, shorthand & general office procedures. Birmingham Troy area. 644-6500

504 Help Wanted Office-Clerical

MICHIGAN NATIONAL BANK OF DETROIT
Has openings for
ACCOUNTING CLERK
• College level accounting courses and/or accounting clerks experience required.
• Banking background helpful.
• Full time day schedule.
• Livonia location.
Qualified applicants please call
525-8600
An Equal Opportunity Company

MICHIGAN NATIONAL BANK OF DETROIT
Has openings for
FINANCIAL ANALYSIS CLERK
• Statistical typing skills required. (50 to 60 wpm)
• Accounting Clerk experience and/or college level accounting courses preferred.
• Familiarity with word processing equipment helpful.
• Must be self motivated individual, capable of working independently.
• Livonia location. Excellent salary benefits and opportunities for advancement.
Qualified applicants please call
525-8600
An Equal Opportunity Company

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER
Must have bookkeeping experience, good typing, knowledge of HUD forms helpful. Permanent full time, good salary for qualified person. Tel-Twelve area.
644-8080

ASSISTANT - Bookkeeper, exciting Detroit PR company, good figure aptitude, could be person returning to work, $9500, fee paid.

ACCOUNTING - clerk, Southfield, accounts payable, typing ability, 1 year accounting or bookkeeping studies, prior experience a plus, $700, fee paid.

LOIS RAY
PERSONNEL
559-0560

AUTO DEALER, general office, clerical. Typing, filing and auto billing. Walled Lake area. Call Mrs. Erwin 624-8600

AUTO DEALER wants car biller, experienced, 3 day week, paid Blue Cross, many benefits. Call for appt. Jim O'Brien. Krug Lincoln Mercury. 274-8800

BOOKKEEPER-ASS'T
Retail experience desirable.
Orchard Lake/Maple Road
559-7870

BOOKKEEPER
Auto Parts store, in Farmington, needs full charge bookkeeper. Prepare financial statements. Some work with computer. Good benefits. Call for appointment 477-0412

BOOKKEEPER - CLERICAL position in Southfield area. Experienced, some knowledge of Computer operations. 338-1060

BOOKKEEPER, experience with payroll and sales taxes, financial statements. Work in a Southfield C.P.A. office on several sets of books. Full time 557-5257

BOOKKEEPER
For Insurance Agency
3 days per week
Downtown Northville - 349-1122

- BOOKKEEPER -
Full-charge for large Southfield Travel Co.. Requires responsible person - able to handle large volume and supervision of Bookkeeping Staff. Minimum 3 years Full-charge and Supervisory experience. Salary Open. Extensive Employee Benefit program.
Call 353-6035

BOOKKEEPER
Full charge, Livonia location, good salary, good benefits. Call Nancy. 464-0300

BOOKKEEPER
Full charge, payroll, posting, typing. Flexible hours, pay commensurate with ability. Elderly person, 40 and up preferred. Ask for Jim. 288-6040

BOOKKEEPER - full charge. Minimum 5 yrs. experience, able to manage 4-5 others. high pay, fast paced, profit field location. Write box 102, Southfield, MI. 48037 or call after 5pm 355-1777

BOOKKEEPER
GENERAL OFFICE
Experience necessary to work for manufacturing firm. Good salary and benefits. Apply:
H.R. Krueger
MACHINE TOOL INC.
31506 Grand River
Farmington
477-8400

BOOKKEEPER. Immediate openings. Full charge Bookkeeper for Expanding Birmingham CPA firm, experienced through Trial Balance, familiar with Payroll, Tax returns and Accounts Receivable. Full time position available for right person, good salary, fringes, and working conditions. 646-5028

BOOKKEEPER, part time 3 days a week, experience. Work in CPA's office. Good salary, fee paid. Beryl Personnel, 30661 Coolidge, Oak Park. 548-3052

BOOKKEEPER
Part time position open for a mature responsible person to do light bookkeeping, payroll & general office work at our restaurant. Person applying must be accurate with figures. Interviewing Fri. 3-5, Sat. 11-2 or call Friendly Family Restaurant of Farmington Hills. 24324 Orchard Lake Rd. 474-5877

BOOKKEEPER
Rochester area Part time. 4-5 hours a day. 647-6532

BOOKKEEPERS
ASST. BOOKKEEPERS
ACCOUNTING CLERKS
Work temporary while looking for your permanent position. Call for appt.
354-2410
ACCOUNTANTS ONE

BOOKKEEPER
With secretarial skills, 3 to 5 yrs. experience. 1-75 & Ouijda area.
375-2221

BROKERAGE SECRETARY- typing, shorthand, insurance background helpful. Good organizational ability. Responsible position. Opportunity for advancement. Call Mary Ann 353-8900

CAREER OPPORTUNITY
Solid growth company has opening in the customer services department for an intelligent, versatile girl who has skills & experience in typing, office procedures & telephone poise. Excellent fringe benefits. Salary & advancement commensurate with ability. Phone Mr. Miller or Ms. Samp for interview. Confidentiality assured. John T. Harley Co. 23800 Industrial Park Drive, Farmington Hills, MI 48024. Phone 477-1911

MATURE High school female graduate needed for light office duties. Typing 60 WPM with telephone experience. Call Phyllis at: 591-9100

CLERICAL
Typing, Shorthand, experienced for General Office work. Full time position, 40 hrs. Fringe benefits. $10,000 per year to start. 758-4580

CLERK/SECRETARY
For Accounting department 533-7007

CLERK
To handle accounts receivable-cash receipts on a mini computer-order entry-payroll-prepared by ADP. Southfield/Farmington area. Call 255-8400

CLERK TYPIST
Clerical position open for full time person involving detailed work. Must type 45 to 50 WPM accurately. Enjoyable working conditions and full benefits. For appointment call Lia at 353-2200

CLERK TYPIST - Immediate opening for a full time accurate typist that can handle a diversified work load and has the ability to work with figures. Major company benefits included, AIFT Security Systems, 2206 Burdette, Ferndale. Ask for Jim Gray. 545-1256
An Equal Opportunity Employer

CLERK-TYPIST
$700 Fee Paid
Farmington Hills
Major company needs an individual with good typing & shorthand skills. Two weeks vacation, pension and full insurance package. Position is immediately open.
Graebner Employment Service
565-3502

504 Help Wanted Office-Clerical

COPY TYPIST
Full or part time hours available. Position requires 45 wpm., dictaphone experience helpful, but not required. Contact Ms. Morrison. Wausau Insurance Companies, Southfield, Michigan. 352-1500
An Equal Opportunity Employer

CHOICE for an analytical type
Has an opening for a Legal Secretary to work for the Corporate Attorney in our executive offices in Bloomfield Hills. Position requires typing of 85 wpm minimum, heavy dictaphone, organized person with a minimum of 5 years secretary experience. Call 644-4343

DICTAPHONE/TYPIST
With good vocabulary & grammar to prepare correspondence & pleadings, for medium size downtown Detroit Law Firm. To the standard, pleasant surroundings, good salary & benefits.Call ask for Hesse. 962-7700

EXECUTIVE SECRETARY. Experienced mature able to work without direct supervision and under pressure. Must be aggressive and willing to take on administrative assistant level responsibilities. High degree of proficiency in the following job skills is a must: Typing, Grammer, Dictation equipment, telephone contact, Real Estate development company, Southfield location. Excellent fully paid company benefits including insurance package, pension, profit sharing. Salary negotiable. Call Mrs. Hegg 569-4800

EXECUTIVE SECRETARY
for medical association. Position offers potential for growth, requires strong communication and organizational skills, ability to work independently, accurate shorthand and typing, minimal experience with financial records, and must be capable of traveling for periods of 1 week, twice per year. Experience coordinating meetings and social functions a plus. Salary commensurate with experience. Fringe benefits. Submit resume and salary requirements in confidence to Executive Director, Michigan Dental Association, 2930 Industrial Row, Troy, Mich. 48057

EXEC. SECRETARY
Attractive position available in Southfield. Typing 50-60 wpm, shorthand preferred. Excellent working conditions, salary & benefits.
MICHIGAN
NATIONAL BANK
OAKLAND
569-1700 Ext. 394
An Equal Opportunity Employer

EXPERIENCED DICTAPHONE operator and general office. Small insurance company. Call for appointment call Mr Felthouse. 353-1500

EXPERIENCED LEGAL Secretary for Troy Law Firm. Excellent shorthand & typing required. Salary commensurate with experience. Ask for Gladchun. 965-9350

EXPERIENCED LEGAL Secretary for Downtown Law Firm. Pay commensurate with experience. Call 961-1003 ask for Mr. Galinsky or Mr. Meyerson.

EXPERIENCED ONLY
Must have knowledge of Bookkeeping. Clerical. Typing. General Office work. Administrative experience very important. Female preferred. Full time position. Call for an appointment. Ask for Betty 474-9100

EXPERIENCED permanent part time secretary, good skills. Southfield office. 2-3 days per week. Executive Group 353-9767

EXPERIENCED PERSON to provide all secretarial functions for a 5 man sales service office. Accuracy, versatility to work with minimal supervision are key attributes needed. Please call NTS System to arrange an interview. 645-9506

EXPERIENCED person needed to take over general office duties, light typing required, must be able to accept responsibilities. Novi area 348-6644

EXPERIENCED RECEPTIONIST typist immediate start, Blue Cross. Apply in person, 23257 W 8 Mile, near Telegraph.

EXPERIENCED responsible typist and general office. Southfield area. 557-2520

EXPERIENCED TYPIST-office work full or part time, also evenings. Conscientious, alert, good pay, interesting & pleasant work. Art Gallery 864-6600

FARMINGTON, Michigan company, 10 Mile & I-96 area, has position open for general Business Secretary and Bookkeeper. 1 - 2 years related experience preferred but not necessary. Typing essential, pleasant working conditions. Salary open. Please call for personal interview. 478-7578

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS credit union on premises.
An Equal Opportunity Employer

FRONT DESK/PBX OP
EXPANDING FARMINGTON FIRM PLANNING TO RELOCATE TO WAYNE, NEEDS PERSONABLE INDIVIDUAL FOR FRONT DESK POSITION. TYPING SKILLS 45-50WPM REQUIRED. GOOD STARTER POSITION.
Somebody
Sometime
SOUTHFIELD 272-8500

FULL TIME
position for Southfield office, typing, involving good verbal communication. Call 355-5570

GAL FRIDAY
Needed for office of small rapidly growing company near Schoolcraft & Burt Rd. 255-3300

GENERAL OFFICE - 2 girl Livonia office. Phone over desk, invoicing & inventory control. All benefits. Hours 8:30 to 5PM, 5 days a week. 427-5533

GENERAL OFFICE WORK
Good secretarial skills, full time
Southfield area.
353-0353

GENERAL OFFICE
A Birmingham company is in need of someone with accurate typing & filing aptitude, light bookkeeping experience and a pleasant phone manner. Salary will be commensurate with ability.
646-7900

GENERAL OFFICE
Part time for Southfield Public Accounting firm, must have adding & calculator skills. 352-5505

GENERAL OFFICE - 6 Mile-Southfield, Typing, telephone, transcribing letters from a dictating machine. 8:30am-5pm. 531-4484

GENERAL OFFICE for Merchandising Dept., Lots of fun, lots of work, starting salary $128. Must be detail minded, no typing. 12 Mile & Southfield Rd. Phone Mrs. Sever. 557-6123

GENERAL OFFICE work, full time light duties phones, typing & filing. Good with numbers and calculator a must. Start at $150 a week and Blue Cross. Bloomfield area. 338-9205

GENERAL OFFICE
Clerical and typing experience. Light bookkeeping experience helpful. Full time. Located in Farmington Hills. Call Mrs. Bryant for appointment, between 9am-12pm. 477-3733

GENERAL OFFICE
Rapidly growing, medium size manufacturer has opening for accurate typist for Shipping and Accounts Receivable Department. Math aptitude helpful. Non-smoker preferred. Good benefits. Apply at 9260 General Dr. Plymouth

MATURE PERSON, full time only with accounts receivable and light bookkeeping experience. Computer knowledge helpful. Apply in person. Pediatric Associates, 32153 Orchard Lake Road, Farmington.

504 Help Wanted Office-Clerical

GENERAL OFFICE
Sharp gal wanted to perform general office duties, such as: Typing, filing, Adding machine, switchboard backup, to work for an expanding Drug Chain, experience preferred, typing 55-60WPM. Excellent working conditions & fringe benefits. Reply in person, Friday Oct. 5, 9AM-3PM, 15301 Century Park 1 Block N. of Rotunda Dr. E. of Greenfield.
336-4700

GENERAL OFFICE
Secretary needed for consulting engineering firm located in Farmington Hills. Requirements include: Neat Appearance, Pleasant Phone Manner, Accurate Typing (60WPM), Mature approach to handling daily office routines, sincere desire to make positive and constructive contributions to office procedures, and willingness to accept increased responsibility.
Call 851-5654 for appointment
Pentiff Co.
28000 Middlebelt Rd.
Farmington Hills 48018

GIRL FRIDAY
Experienced in all office functions, 3 girl office. National Manufacturer, Redford. 538-5380

GIRL FRIDAY
Needed to run 1 girl office. Experienced in Bookkeeping, Billing & Typing. Troy area. 524-2727

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience & general accounting skills. Send resume to Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE PERMANENT position available approximately 15 hours per week in mental health facility located in Southfield. Person must be experienced in area of bookkeeping and typing, would prefer experience in area of Blue Cross billings, however will train if necessary. Must be diversified and flexible to work hours. Hours are 9 to 1 daily. Starting pay $5 per hour. Send resume to Sandy Carlson. 134 N Main. Plymouth. 48170

INSURANCE AGENCY
In Birmingham has opening for woman with experience in property and casualty insurance. Pleasant working conditions. Will consider person without experience who has some college with high Math ability. Days. 646-6651. Evenings. 681-0251

INSURANCE AGENCY
Personal lines account assistant. Experience in home owners & auto rating & coverages. Beautiful new office in Southfield. 355-4400

INVENTORY CONTROL
Person wanted, office work, no experience necessary, chance advancement. Call John Cini or Frank Lopez.
Southfield Dodge 354-6600

INVENTROY
CONTROL
Newly expanded manufacturing facilities located in Redford Twp. require a production/inventory control person. Position requires at least 2 years experience of receiving and ordering activities related to inventory & production control. Experience with computerized reports & operation of terminal input equipment a definite asset. Accurate mathematical skills, must communicate well with people and typing skill of 40 w.p.m.
To arrange for an interview, please call Mary at 937-0710

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

KEYPUNCH OPERATOR, minimum 1 year experience with IBM keypunch verification equipment required, please call Denise at The Taubman Co in Troy 649-5075

KEYPUNCH OPERATOR
3242 experience preferred, part time days, Plymouth-Beech Daly area. 937-1180

LARGE APARTMENT
PROJECT
in Oak Park
seeks person as Rental Agent & to run project office. Light office duties with some typing work. Maintenance work person preferred who has pleasing personality & able to deal with public. Salary open & on the phone. Full time permanent position with good salary.
Please Call 9 AM-5 PM
557-2500

LEGAL SECRETARY - salary open, Southfield essential, experienced preferred. N.W. suburbs near a way. 356-9727

LEGAL SECRETARY, no experience necessary, typing pleadings & receptionist duties. Troy law firm. 649-2828

LEGAL SECRETARY, excellent typing, heavy telephone work, good benefits. Salary commensurate with experience. Southfield Call Mrs. Pullen 353-8100

LEGAL secretary, Southfield law firm, American Center. Excellent benefits, salary commensurate with experience. 2 years, pleasant surroundings. 353-7550

LEGAL SECRETARY
Great opportunity to help other people, in a 1 girl law office in Livonia. Please call for appointment 476-6250

LEGAL SECRETARY
Experienced and well qualified Legal Secretary needed full time for small Birmingham office dealing in corporate and real estate law. Call 644-4433

LEGAL SECRETARY
Full or Part-time. Memory typewriter, dictaphone, one lawyer, business and litigation practice. Must have good skills and experience. Salary open.
After 6pm. 644-4309

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
SECRETARIES
DOWNTOWN. Top-notch type needed. Busy practice. Lots of trial work. Paid parking. Solid benefits. Bonus. No fee. To $14,500.

TROY. Great location. 15 attorneys on staff. Solid typing & shorthand skills needed. No fee. To $13,000.

SOUTHFIELD. 12 attorneys heavily involved in domestic work need a professional and articulate secretary. Busy practice. Paid overtime and profit-sharing. No fee. To $14,500.

WESTLAND. Nice work environment. Typing & shorthand needed. Domestic experience preferred. Benefits. No fee. To $12,600.

-call the office most convenient to you-
PERSONNEL AT LAW
Southfield 358-0060
Dearborn 336-5777
Birmingham 647-6143
Troy 649-3045

MATURE, conscientious person to perform variety of duties including filing & operating large Southfield Law Firm at American Center. Some delivery errands. Mr. Bernstein. 353-5000

504 Help Wanted Office-Clerical

LIFE INSURANCE SERVICE
Company, specialized in Premium Payment Administration, located in Southfield (Northland area), seeks persons for the following positions:

RECEPTIONIST/TYPIST
Courteous & efficient handling of incoming telephone calls for its Employees. Minimum typing speed - 50 WPM.

STATISTICAL TYPIST
Stat Typist for Computer Input. Minimum typing speed - 60 WPM. Responsibilities also include some General Clerical work.

BOOKKEEPER
Should have knowledge in preparing Financial Statements and related schedules. Experience preferable.

Pleasant working environment, modern computer equipment. For an appointment, call Mrs. Kraskal 356-5955

LIVONIA AREA manufacturing firm is seeking receptionist/typist with some dictaphone and other clerical duties. Call for appointment 522-9283

MATURE PERSON with ability to type 60 WPM for Southfield-based Marketing Firm. Should have some supervisory skills. Pleasant telephone manner. Dept. for appointment. 352-5300

OFFICE ASSISTANT for purchasing agent, good typing skills, no experience necessary, please call Ted Pollack between 9-5. 349-5200

Office/Clerical
Full time positions available. Basic clerical skills required. Experience with 3rd Party billing/collections is helpful. Fringe benefits. Call
427-2000, Ext. 263

OFFICE CLERICAL
Full time clerical position available. Basic clerical skills, some typing (or keypunch) required. Excellent benefits, Livonia location. Call
427-2000, Ext 224

OFFICE HELP
Needed for restaurant bookkeeping - Payroll and accounts. Experienced only with numbers required. Must have speed with calculator. Please apply at Bloomfield Charles, 5656 W. Maple Rd., W. Bloomfield, between 10 AM. to 4 P.M. Monday thru Friday.
C.A. MUER CORP.
An Equal Opportunity Employer

OFFICE PERSON with pleasant telephone voice and good typing. Excellent working conditions. 10 Mile/Telegraph area. Call for appointment. 356-0700

OPPORTUNITY KNOCKS AT
- MAGNUSON -
Senior Regional Sales Office Secretary! MAGNUSON is looking for a self-motivated & well-organized Secretary to assist the manager of a new regional Sales Office in Southfield. You will be typing correspondence, handling phones & taking care of the office financial records. Some travel involved. Take Shorthand, & be able to work well with little supervision; & have 3 to 5 years secretarial/accounting experience with at least 2 years being in a sales or marketing environment. MAGNUSON offers an excellent benefit package including company paid medical/dental insurance for employees & dependents, life insurance, tuition reimbursement, free prescription drugs, long term disability insurance, a Credit Union, excellent starting salaries & much more. For immediate consideration, call:
Mr. F. J. Hadzik
Magnuson Computer Systems,
569-3010
An Equal Opportunity Employer

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. Salary open, apply between 1:30-3:30 pm daily, Mold Ex Rubber Co. 23847 Industrial Park Dr. Farmington Industrial Park, Grand River - 10 Mile Rd. 474-0124

PART TIME Bookkeeper, for Birmingham CPA firm. Must be experienced to work on payroll, bank reconciliation, etc., hours flexible. Excellent pay. 646-5028

PART TIME - Builder located in Southfield needs individual to reconcile bank accounts & to take care of other general office functions. Approx. 5 days a month. 557-9620

PART TIME position in pleasant Farmington office, flexible hours 9am-3:30pm, typing, accounts receivable. Call for appointment 474-6533

PART TIME SECRETARY, life insurance, 9 - 4 PM, Mon. - Fri. Shorthand, typing, telephone, 12 Mile - Southfield area. Mr. Kelly 557-5050

PART-TIME Secretary, Southfield area. Approx. 3 days per week. Must have shorthand and typing experience. 354-6535

PART TIME SECRETARY
For manufactures representative, Rochester area. Typing and general office experience required. Call between 10-12 PM, Mon - Fri. 652-7789

PSYCHOLOGICAL CLINIC
Needs receptionist/typist with good phone skills, full time. Long Lake-Telegraph area. 646-2500

PURCHASING FOLLOW-UP CLERK
West Dearborn company has an immediate opening in our administrative offices. Primary duty of this position is telephone follow-up on orders with our suppliers, some other general office work may be involved, including light typing & some inventory record keeping. We offer a competitive salary & excellent benefit package. Apply in person: Howard Terrace Packaging Company, 25120 Trowbridge, Dearborn.

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing 35 wpm required, work in great location with growing company, benefits, apply between 1:30-3:30 in Mold-Ex Rubber Co. 23847 Industrial Park Dr. 10 Mile-Grand River. 474-0124

RECEPTIONIST
Full time, law office,
12 Mile Telegraph area. 646-3100

RECEPTIONIST. Answer phones for Southfield C.P.A. office. Position requires accurate typing and good detail. 557-5257

RECEPTIONIST/SALES SECRETARY
Typing 50-wpm. PBX desirable but not necessary. Will train. Full benefit package. Call Barry Hill for 718-1000
An Equal Opportunity Employer

RECEPTIONIST
TYPIST
FEE PAID.
Fantastic entry position
Snelling & Snelling
336-7400

RECEPTIONIST/TYPIST
Full time, 15 Mile - Telegraph area. Architect/Builder. Call Mrs. Gale 645-6828

RECEPTIONIST - Novi area, must have typing, filing & general office skills, send resume to PO Box 319, Novi, MI. 48050

RECEPTIONIST-TYPIST
For Troy office. General office work. Will train in bookkeeping. Call Mr. Nettle, between 8-12. 585-4350

RECEPTIONIST
For pleasant, small Southfield law firm, must type. Ask for Gayle 353-3400

RECEPTIONIST, part time evenings $3.50 per hour. Apply to Behavior Center of Birmingham, ask for Mr. Newburn: 644-2900

RECEPTIONIST/SECRETARY
to work Monday thru Thursday, hours 5 to 11 PM maximum, Saturday 8:30 AM to 3 PM maximum. Prefer mature person. Must be good with children. Please call 425-0070

504 Help Wanted Office-Clerical

RECEPTIONIST
TYPIST
Must have excellent phone manner, good typing skills minimum of 50 WPM, able to use 10 key adding machine. Permanent full time position. Tel-Twelve area.
644-8080

RECEPTIONIST - for beautiful offices in Bloomfield Hills, must be a great personality, type 40 WPM, salary $916, benefits with dental and fee paid.

LEARN WORD - processing with this computer firm in Southfield. Type 60 WPM, salary $800 plus benefits & fee paid.

TRDY - real estate office needs mature person for secretarial position. Type 60, shorthand 80, salary $800 and fee paid.

SECRETARY - for large Troy company. Conveniently located to shopping. Typing 50 WPM, salary $866, with full benefits plus dental & fee paid.

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

RENAISSANCE MANUFACTURER looking for a good typist for a 1 girl office. Call for further information 255-1035

SALES ASSISTANT- Secretarial Position. Challenging spot for the right person with Merrill Lynch, Bloomfield Hills. Experience necessary. Call Nancy 9:00AM-4PM. 647-3000
An Equal Opportunity Employer

SALES
SECRETARY
SOUTHFIELD LOCATED
MULTI-PRODUCT DISTRICT SALES OFFICE OF A LARGE CORPORATION
Full time position available for Secretary with excellent typing skills, office aptitude & customer contact abilities. Salary commensurate with experience. Corporate benefits package.
KOPPERS CO. INC.
For Interview: Call Mr. Lucey
352-2922
Equal Opportunity Employer M/F

SECRETARIAL AND General Office work. Full time. Monday thru Friday. for the National Council of Jewish Women. Call 557-9604

SECRETARIAL POSITION available at International Insurance agency in Troy. Experience preferred. Call Mr. Robbe at 879-9000

SECRETARIES
LOOKING FOR A NEW CAREER? LARGE MANUFACTURING FIRM LOCATED IN FARMINGTON HAS SEVERAL OPENINGS FOR CAREER MINDED SECRETARIES. MUST BE MATURE INDIVIDUALS PREFERABLY WITH EXPERIENCE IN ENGINEERING AREA. GOOD TYPING & SHORTHAND REQUIRED. WILL ALSO BE MAKING TRAVEL ARRANGEMENTS FOR EXECUTIVES. TEMPORARY ASSIGMENT TO RESULT IN PERMANENT EMPLOYMENT IN WAYNE AREA. $220 PER WEEK TO START.
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Sometime
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Temporary Help
Livonia 525-5170
Southfield 272-8500
Madison Heights 545-1700
Dearborn 565-3500

SECRETARY
A good spot for someone who enjoys people contact. Bloomfield Hills advertising agency has an opening in our personnel department. We are looking for a Secretary with good organizational skills, a professional phone manner and typing of at least 60 wpm. Position is interesting and diversified.
Call Personnel at 646-1000.
Equal Opportunity Employer M/F/H

SECRETARY
Attractive position for experienced individual immediately available in sales and marketing offices. Must have good secretarial skills, very good shorthand and typing. Send resume to: American Safety Equipment Corp., 900 Tower Drive, Suite 600, Troy, Mich. 48098

SECRETARY
Bloomfield Hills ad. agency has an immediate opening for a Secretary in our Financial Department. A good all-around general secretarial background required. Additional requirements are: Typing at 60 WPM, Shorthand or dictaphone experience, and some statistical typing.
Call Personnel Department. 646-1000
Equal Opportunity Employer M/F/H

SECRETARY-Bright, accurate with excellent clerical & organizational skills to train for legal work in large Southfield law office at American Center. Mr. Bernstein. 355-5000

SECRETARY
Fantastic career opportunity for Executive type interested in top position for G.M. vice president. Down River firm offers you exposure from the board room to international travel schedules. $225-$250 start. Call 542-5900
HARRIET SOHGE PERSONNEL

SECRETARY
Fast growing company, good typing skills required. No shorthand or bookkeeping. Excellent benefits. Hours 8 AM-4 PM. 967-1414

SECRETARY for Attorney in Southfield. No experience necessary for good typist. Call Ruth, 557-6413

SECRETARY
for architect's office in Birmingham. Typing, filing, telephone, dictaphone and general office. 647-5800

SECRETARY
For Southfield insurance office. Good figures, light typing, some experience. Salary commensurate with experience. Call between 9:30-4:30. 569-3800

504 Help Wanted Office-Clerical

SECRETARY, full time, 9 to 5. Good typing, average speed. Southfield area. Very pleasant working conditions. Call Roy Albert at: 642-7477

SECRETARY
Full time position available in exciting aviation field. Good typing and shorthand skills required. Experience necessary. Salary negotiable. Good fringe benefits package. Send resume to E. Delbridge, A. D. I., P. O. Box 598, Pontiac, Michigan, 48056

SECRETARY
Full time, for automotive sales office. Experience required. Southfield. 559-7120

SECRETARY
General Insurance office, experience necessary. Downtown Northville. Call 348-1200

SECRETARY
Interesting position in insurance agency. Good shorthand and typing skills needed. No experience necessary. Southfield.
353-1760

SECRETARY
Machine tool distributor in Farmington. Secretarial duties engineering staff. Good shorthand & typing required. Blue Cross/Medical/Dental. Full or part time. Please call 477-4500

SECRETARY / OFFICE MANAGER
Novi area. Duties include Bookkeeping, payroll, invoicing, shipping & reception. Must have pleasant telephone manner. Abilities for shorthand & typing a must. Call for interview 349-5230

SECRETARY
Office Coordinator
One girl regional sales office. Typing, no shorthand, paid benefits. Southfield - Northland area. Phone 569-3248

SECRETARY-OFFICE MANAGER
Sharp, aggressive person with shorthand, typing, able to take charge of 1 girl insurance office. Downtown Farmington. Benefits, salary open. 476-1810

SECRETARY/RECEPTIONIST
Southfield District Sales Office of National Medical Care, Inc. Minimum of 1 year Medical Office experience. Hours, 8:30 - 5. Call: 354-2200

SECRETARY/RECEPTIONIST
For Farmington Hills private school. Good typing/English skills necessary, shorthand or dictation machine experience important. Pleasant working environment. Competitive salary and fringe benefits. Send resume in confidence to Director Of Development, Our Lady of Mercy High School, 28300 11 Mile Rd., Farmington Hills, Michigan 48018.

SURETY Federal Savings of Southfield has an opening in it's Student-loan improvement loan department for a person with general office skills, ability to meet the public, typing 55 wpm minimum and shorthand. Excellent salary and benefits. Call Mr. Gregory, 353-3010
An Equal Opportunity Employer

SWITCHBOARD-TYPIST
Dependable to work 11 AM to 8 PM Monday thru Friday. Bookkeeping necessary. Mrs Cole. 835-8255

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RECEPTIONIST
Farmington Hills-based shopping center developer is looking for a bright, outgoing personality to perform secretarial and light receptionist duties.
Various responsibilities make this a challenging position. A pleasant phone voice and excellent typing skills a must -- shorthand a plus. Excellent working conditions. 8:30am to 5pm.
851-8800

SECRETARY, small sales office, located in Lathrup Village, needs a gal Friday, to handle correspondence and other sales activities. Good typing required, must be a self-starter and work independently, excellent starting salary and fringe benefits. Please submit resume in full confidence outlining experience and salary requirements to Box 711, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Southfield Insurance company looking for right individual for property underwriting department. Typing 50 wpm, prior insurance experience helpful, but not necessary. Company benefits. For appointment, call Linda Peck 559-4700

SECRETARY to work mornings only in small Real Estate office. Woodward & Big Beaver. Call:
The Witthedd Company at: 644-5551

SECRETARY - Troy Law firm, previous typing experience, 60wpm, no legal experience necessary. 643-4774

SECRETARY
WANTED
Prominent real estate firm in Birmingham. Call John Lloyd, 644-7000 for appointment.

SECRETARY with Timekeeping & Billing experience. Above average Typist. Ask for Mr. Bowen 591-3000

SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have excellent skills, be a people person & enjoy a prestigious office with diversified duties. Must have some supervisory experience with experience. Full range of benefits and free meals. Apply in person to the Airport Hotel between 6 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3029.
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