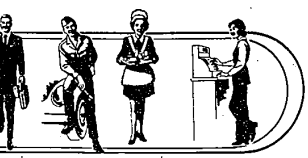
Help Wanted



504 Help Wanted Office-Clerical

Business Is So Good We Need More People

Secretaries
Typists
All Office Skills

Long & Short Term Assignments
CLOSE TO HOME

BONUS & GOLD CARD Discount Program
TOP PAY RATES

CALL THE OFFICE NEAREST YOU

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

WITT
The Temporary Help People

BUSY Southfield firm seeking individual with at least 2 yrs. of general office experience. Must have good typing skills and organizational abilities. Excellent benefits. Call 353-9770

CALL NOW!
522-4210

Put your fingers to work and earn $$$ for Christmas. Long and short term assignments offer variety and the opportunity to improve your office skills!

Data Entry Operators
Secretaries
Typists
Clerks

No fee — No contract

TEMPORARY STAFF
17142 Farmington Rd. — Livonia

CLERICAL HELP - We are looking for a person with clerical office skills, promotions are available, some inside sales (3 person office). A very positive sales organization. Must live in Plymouth-Livonia area. Salary dependent on experience. Excellent benefits. Call Mon or Tues 8am-12 Noon, ask for Larry. 459-6322

CLERICAL
Will train person in office work light typing required. Call J. Kanavas. Detrex Chemical Industries, 4000 Town Center. 358-5860
An Equal Opportunity Employer

A CLERK TYPIST
$7500
HSG, 45 wpm., Southfield location. On job training. 45 hours per week. Call Sally Hamdy, days, nights or weekends for.
Personnel Recruiters
559-5300

CLERK TYPIST - Large permanent position for Southfield CPA firm. Telephone experience and typing skills required. Call Judy 559-6666

CLERK TYPIST
45 wpm., $475 per month.
Snelling & Snelling
336-7400

CLIENT CONTACT
$12,000 A YEAR
Interesting position with large company awaits your varied skills. Good typing, shorthand a plus. Fee paid. Call Polley.
644-4600
SNELLING & SNELLING AGENCY

C.E.T.A.
Southfield clerical position. Human Services Agency-Birmingham. Must be Southfield resident. Light typing, filing, and math skills. $4.10 per hour. Call Cheryl for interview 645-1172

DEPENDABLE woman for general office work, accounts receivable & payable. Typing & knowledge of book keeping helpful. 30-35 hours per week. Starting time flexible. 453-7200

Deposit Clerk
Property Management Division of major southfield real estate firm desires dependable individual for maintaining cash controls, processing utility bills and balancing computer in-put. Salary plus benefit. Call:
559-2000 ext 153

504 Help Wanted Office-Clerical

DICTAPHONE typist with good vocabulary and grammar to prepare correspondence and pleadings for medium sized downtown Detroit law firm. Also general office duties including filing, typing forms and answering phone. No shorthand. Pleasant surroundings, good salary and benefits. Call Mr. Stuart Rice at 962-7770

DOCTORS OFFICE, assist in various office duties. Will train in giving shot pies. Livonia area. 427-4300

EAGER?

FEE PAID. Like to learn new things? Well known firm offers great chance! Good typing is all that's needed!
TORN & COUNTRY
EMPLOYMENT CENTER
474-1717

EMPLOYMENT COUNSELOR

For rapidly expanding well established agency, previous experience preferred but will consider individual with proven sales background. Excellent 1st year salary potential, will negotiate commission rate & bonuses. No fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXCELLENT TRANSCRIBER
Needed on zerox 800 or 850 1 line.
Afternoon shift, 5-9 pm
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310
Livonia
478-1130
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have solid secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.
Somebody Sometime
272-8500

EXECUTIVE SECRETARY
required for Southfield firm. Typing, filing & misc duties. Call Mon thru Fri. 9am-3pm. 476-8770

EXECUTIVE SECRETARY
To the superintendant. Looking for a highly skilled mature individual with excellent typing and shorthand skills. Flexibility in organizational skills a must. Salary commensurate with experience, up to $18,200 annually. Excellent fringe benefits. Apply with resume to W. Bloomfield schools, 3250 Commerce rd. W. Bloomfield 682-3255

EXECUTIVE SECRETARY - shorthand, accurate typist, for 3 executives plus general typing & realtor work. Good salary, medical & travel privileges W. Bloomfield area. Nancy 851-6900

EXECUTIVE SECRETARY to $13,600 year.
Excellent benefits. FEE PAID
ADVANCE EMPLOYMENT
559-7710

EXECUTIVE SECRETARY
Progressive Southfield firm looking for skilled individual to perform challenging secretarial duties. Position demands perfection and responsibility. Call for appointment 353-3269

EXECUTIVE SECRETARY to President of distributorship with excellent typing skills 80WPM, dictaphone & bookkeeping experience. Telephone contact with customers. Excellent benefits. Maple & Telegraph. 645-0950

EXECUTIVE SECRETARY
Well read, very bright, interest in psychology and people. Unusual & creative opportunity. Part time with full time option. Sale Detroit area, near Livernois & 8 Mile. Send resume to Dr. L. Glass, P.O. Box 21434, Detroit, 48221.

EXECUTIVE SECRETARY to company president. Must have good qualifications, shorthand 100 WPM, type 60 WPM accurate, nice personality. Excellent salary, full benefits, fee paid. Beryl Personnel, 25663 Coolidge, Oak Park. 548-30355

EXECUTIVE SECRETARY
WNIC Radio has an extraordinary opportunity for a bright & skilled person. We are searching for an executive secretary for our vice president & general manager. The successful candidate must be skilled as a typist, an excellent organizer, possess basic math skills & enjoy working in a highly creative atmosphere. If you are bright & outgoing and are seeking a career move & challange please let us hear from you. Apply with resume during business hours to WNIC, 15001 Michigan Ave, Dearborn, 48126. An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, president of new Troy office, national firm, excellent skills required, full benefits $13,000. Fee paid.

RECEPTIONIST - beautiful Southfield company, good typing and telephone ability, $780, fee paid.

SECRETARY - N.E. suburbs, excellent typing, shorthand or speed writing, good English & basic and statistical typing, $10,400, fee paid.

KEYPUNCH - Supervisor, supervisory experience a must, salary commensurate with experience, Southfield firm

LOIS RAY PERSONNEL
559-0560

EXPANDING Troy Computer firm needs a Secretary/ Receptionist. Good typing skills a must. We offer an excellent medical/dental insurance plan. Salary commensurate with experience. Interested applicants call Lynn Sanok, Merit Systems Inc., 5700 Crooks Rd., Troy 879-7600

EXPERIENCED LEGAL Secretary Dictaphone, salary commensurate with ability. 353-4050

EXPERIENCED, pleasant phone voice, knowledge of bookkeeping preferred, etc. Sharp with figures, apply Ferguson Carpet Cleaners, 27519 Schoolcraft, Livonia.

EXPERIENCED TYPIST for general office position, duties include typing of invoices, credits, etc. Should enjoy working with figures. Livonia area, excellent benefits, call for appointment. 525-4560

FILE CLERK

FEE PAID. No clerical skills needed for great starter spot. Rapid advancement too!
TORN & COUNTRY
EMPLOYMENT CENTER
474-1717

FILE CLERK, full time. 8am - 5pm. RS Electronics, 34443 Schoolcraft, Livonia. Ask for Mr. Tarter. 525-1155

FILE CLERK-TYPIST
Full time for Southfield insurance agency. Contact Cindy 353-2800

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Credits Service. 355-0300
An Equal Opportunity Employer

FULL TIME office Girl needed for 2 girl office, hours 8AM-5PM, general office and purchasing duties. Redford Twp. 531-7229

FURNITURE STORE in Birmingham area requires person for varied duties, switchboard, cashier work, customer follow up. Call Mr. Phipps at 647-3100

GAL FRIDAY
Typing, phone, posting etc. Conscientious, alert, good pay. Growth opportunity, nice people. 964-4660

GARDNER WHITE FURNITURE
Office help wanted, 40 per hour. Evenings & weekends. Apply in person only to Gardner White Furniture, 21100 W. 8 Mile, Southfield.

GENERAL OFFICE, part time, for light typing, and filing. Telegraph and Grand River area. Call between 9AM-5PM. 533-7500

GENERAL OFFICE for Southfield CPA, pleasant conditions & benefits, for interview call Tues. 9-11 am 354-2010

GENERAL OFFICE HELP. Must like figures, knowledge of bookkeeping helpful, varied duties. Full time. Apply in person between 3and4pm. Great Lakes Wholesale Drugs, 11731 Levan Rd., Livonia.

GENERAL OFFICE, 3 days per week. Requires figure aptitude & statistical typing. Will train in variety of duties. Small office. Tel-Twelve area. Good hourly wage. Mail complete resume to NTC Corporation, Suite 324, 30100 Telegraph, Birmingham, 48010.

GENERAL OFFICE WORK - Paid Hospitalization & Life Insurance, Profit Sharing Plan, Holidays & Vacation Starting rate $4.00, after 90 days $4.40. Non-smoker preferred. Apply at Front Door, 17090 Farmington Rd. Livonia, before 11:30 AM and after 1:30 PM.

GENERAL OFFICE
National firm offers interesting position with varied duties. Good typing speed & accuracy required. National Accounts Systems. Call Mr. Baldwin 353-2685
An Equal Opportunity Employer

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

INSURANCE AGENCY
Commercial lines department will train eager beginner. Typing required.
Contact Mrs. Bass at 358-1100

INSURANCE AGENCY has position open for experienced Commercial Rater. Call Mrs Wick, Market Finders, Inc, American Center Building, Southfield. 354-0400

INSURANCE HEALTH CLAIMS Adjuster - Northland area. Send claims office large insurance company. Requires payment of group insurance benefits, accurate typing, customer contact experience. 559-3335

504 Help Wanted Office-Clerical

GENERAL OFFICE
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 & 6 PM
355-2424

GOOD TYPIST to learn computer type setting. Limited hours 261-3738

HELP WANTED
General Office Work
With emphasis on typing. Contractor located in Novi, on 12 Mile, near Beck Rd. 349-3800
An Equal Opportunity Employer

Immediate Openings
Local Insurance Company has immediate openings in several areas.
STENO
Shorthand & typing required - diversified duties
CLAIMS CLERKS
Some typing - diversified duties
CLERKS
Diversified duties
Liberal fringe benefits, 4½ day work week. For appointment call:
453-2000

INDUSTRIAL DISTRIBUTOR near Oakland Mall seeks responsible individual with good typing skills and excellent phone prescence. Job includes order processing, invoicing, filing, and correspondence. Full time, benefits. Salary to commensurate with experience. Contact Mrs. Laurie. 353-0850

INSURANCE AGENCY - experienced commercial lines secretary, top salary and benefits. Southfield. 569-5603

INSURANCE PERSON. Experienced in commercial lines. Full or part time, flexible hours. Ask for Jon 349-2000 or 474-1810

INSURANCE SECRETARY
Experienced homeowners/auto rating and typing. General agency. Pleasant Bloomfield Hills surroundings. 644-7161

INVENTORY CONTROL person for retail chain located in Town Center Bldg. in Southfield. Experience desirable, but not necessary. Fully paid Blue Cross and profit sharing. Please call: 358-1191

JTL STENOGRAPHER for consulting firm. Good knowledge of spelling and grammar. Type 50WPM, shorthand 60WPM, should live close and have car. Coolidge-Big Beaver area. 5 day week. 649-1663 after 5pm. 642-1425

KELLY CAN!

KELLY SERVICES can help you keep your office skills from getting rusty. KELLY can help you earn extra money! KELLY can provide an interesting variety of top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. We need CLERKS, SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, KEY PUNCH OPERATORS and more. Stop by at KELLY office nearest your home and find out about all the things KELLY can do for you.

Not an Agency - Never a Fee

29449 W. 6 Mile, Livonia
522-4020

2239 S. Telegraph, Bloomfield H.
642-8650

999 W. Big Beaver
Suite 100, Troy
362-1180

23777 Greenfield
Suite 122, Southfield
424-9100

KELLY SERVICES
"The Only 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

504 Help Wanted Office-Clerical

KEYPUNCH
FISHER BLDG. AREA
IBM Equipment preferred. Salary $4.00-$5.00 per hour depending on experience. Fully paid benefits including dental Fee Paid.

PAYROLL CLERK

Excellent typing. Financial statement typing. Southfield. Salary range $180-$200 per week. Excellent Union fringe benefits. Employment agency fee reimbursed.

CLERK TYPIST
Southfield

Will act as secretary with heavy number typing. Diversified Accounting duties. Excellent fringe benefits. Agency fee reimbursed. Salary $180-$200.

ACCOUNTS RECIEVABLE CLERK
Troy

Some experience in Bookkeeping, reconciling statements. Insight, $700 Min. Paid benefits. Fee Paid.

FINANCIALSECRETARY
Southfield

Good shorthand & typing. Financial statements, contracts, accounting related experience. $13,000 Range. Paid Benefits. Fee Paid

BETTY HAMIL PERSONNEL
424-8470

LAW OFFICE Clerk. Full time position available in litigation for person who has own car. Responsibilities will include management of library, filing, delivery and general office duties. Students and retirees may apply. $575 monthly plus parking & mileage. 642-2000

LEGAL SECRETARY - salary open, shorthand essential, experienced preferred, N.W. suburbs near x way. 626-9722

LEGAL SECRETARY with knowledge of personal injury & divorce. Troy law firm requires person who can assume responsibility. Salary commensurate with experience. 649-2828

LEGAL SECRETARY
To assume responsibilities for Legal office specializing in Real Estate, Estate planning and Corporate business. Overlooking Atwater - Tel-Twelve area. Excellent hours. Salary and incentive bonus commensurate with ability and experience. For appointment call: 879-0469 or 642-9406

LEGAL SECRETARY, Expected for Southfield Law Office. Good salary and benefits. Immediate opening
Call Marsha 358-0100

LEGAL SECRETARY
Must have experience in personal injury field. Salary negotiable. Call Miss DeKreza. 961-8989

LEGAL SECRETARY - Typing & shorthand required. Will train someone with good skills & initiative, salary commensurate with experience. Birmingham Farm. 645-1003

LEGAL SECRETARY
To $210 Per Paid
Advance Employment
559-7710

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 needed for Southfield law firm. Experience in negligence law helpful but not necessary. Good typing & dictaphone skills a must. 559-6210

LEGAL SECRETARY
Excellent shorthand, 80-100 wpm. Typing, 65-70wpm. Large firm. $12,000. Fee paid.
Bloodhe Personnel 645-9884

LEGAL SECRETARY
For established downtown negligence firm, typing over 100 shorthand over 100. Salary to $300 per week plus benefits. Submit resume including past experience and present salary to Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Our employees know of this ad.

LEGAL SECRETARY
$11,400
Prominent national firm
Fee paid
Snelling & Snelling
336-7400

LEGAL SECRETARIES
BLOOMFIELD HILLS practice involved in labor, needs pleasant individual with dictaphone & shorthand skills To $13,000.

MAJOR LOCAL corporation requires solid, legal secretarial expertise for its legal department. Corporate work, but will consider G.P. experience. To $14,800.

BEAUTIFUL & PLUSH work environment. 4 attorneys with support staff of 4. Corporate background a plus. To $12,225.

NEVER A CHARGE to you for our professional placement assistance. Dozens of situations, temporary, part time, full time, now available throughout the Tri-county area.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0061
Dearborn 336-5777
Renaissance Center 567-0142
Troy 649-2062

LEGAL STENO Typist - reliable person with excellent typing skills and some shorthand required. Real estate experience preferred but not necessary. Excellent working conditions and benefits. Southfield location. Real Estate Dept. Prudential Insurance Co. 358-4200 ext 472
An Equal Opportunity Employer

LIVONIA!
FEE PAID. Exciting opportunity working for friendly company. Super location and salary!
TORN & COUNTRY
EMPLOYMENT CENTER
474-1717

LIVONIA FIRM - requires permanent part time bookkeeper Mon. & Tues. every week. Preparation of payroll data from time cards primary responsibility. Reply in own handwriting to box #822 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURING FIRM needs accountant to assist the controller. Some experience preferred but not necessary. Please write stating qualifications to:
Detrigal Engineering & Manufacturing Corp.
Attn: Controller,
P. O. Box 508,
Novi, Michigan, 48050.

MATURE COMPUTER operator for expanding company. In-put, accounts payable, accounts receivable, etc. Must be experienced. Full time, Dearborn. Barbara: 336-8300

MATURE PERSON for exciting Downtown Detroit Architectural Library. 964-3000

MICHIGAN NATIONAL BANK has openings for part time clerical positions. Previous proof experience helpful but not required, familiarity with 10 key adding machines preferred. Afternoon schedule. Must be able to work Saturdays. Troy and Southfield locations. Qualified applicants please call:
525-8500

MORI - SEKI CNC OPERATOR
Experienced in programming & set up. Full benefits. Hytrul Manufacturing. Garden City 261-3030

NEED part time lady for general office, good typist. Ask for Carmen between 9am-3pm 477-6450

OFFICE CLERK. Filing, answering phones, expediting invoices, etc. Petrolane Gas Service. Call Debbie, 9am-4pm, Monday thru Friday. 837-3370

504 Help Wanted Office-Clerical

OFFICE MANAGER
Must have Bookkeeping experience. Must be willing to learn computerized system. Salary commensurate with experience. Apply in person: Holiday Inn of Southfield, 26555 Telegraph Rd.

PART TIME
Mature, mechanically inclined person for parts & service center in Plymouth. Order taking, and stocking. Experience preferred but will train bright person. Paid insurance & benefits. Send resume to: Parts, P.O. Box 542, Plymouth Michigan, 48170

PART TIME employee to work with law firm in downtown Detroit area. Xeroxing, errands, mail room and misc. office duties, hours flexible, must have car, retirees welcome. To apply, 964-5850

PAYROLL CLERK

Field office of a national corporation desires an individual for payroll, billing, insurance claims. Applicant must be very accurate with figures, some typing. Full time- immediate opening.
Call Hoton for interview at:
538-9090
An Equal Opportunity Employer

PAYROLL CLERK
$13,500

FEE PAID. Major company is seeking ADP experience. Work closely with Personnel. Big 3 benefits. Call Tina for more information today.
SNELLING & SNELLING
478-3500

PBX OPERATOR
Northern Detroit Suburb seeking experienced PBX Operator for afternoon shift. (3-11pm.). Mon. thru Fri. Must have flexible attendance, minimum 2 yrs. PBX experience and a pleasant phone voice. We offer an excellent salary commensurate with experience, a comprehensive benefits package and other attractive benefits. Call 939-7020 Ext 422 between the hours of 10am-2pm to schedule an appointment. An Equal Opportunity Employer

PERMANENT new position now available in sales office for person experienced in General Ledger work. For appointment, call Gordon Muir, 525-7882

PERMANENT PART TIME
General Ledger Bookkeeper
Call Mrs. Van between 9AM-1PM
332-0620, ext 203

Personnel Pool
HAS
OFFICE POSITIONS
IMMEDIATE APPOINTMENT
We offer you exactly the job you want at top pay, days and hours you want and the area you want to work - usually within a day after you apply.

NO FEE
Personnel Pool
29200 Vassar, Livonia
(near 7 Mile & Middlebelt)
478-8350

PERSONNEL SEC'Y
Financial institution needs a good organizer with typing & shorthand to work for officers. Excellent benefits. Salary $900/$1000 a month plus benefits, Fee paid. Call Ann Marie.
PERMANENT STAFF
Southfield 353-0505

PERSON wanted to work in a furniture store office. Experience helpful. Please apply in person: Mark's Furniture, 20160 W. 7 Mile, at Evergreen.

PRINCIPLE SECRETARY reporting to Vice President of Marketing. Large position includes Scheduling & Coordination of Advertising Program, heavy customer & client phone contact with the public, and solving customer complaints. Requirements: 2 years Advanced Secretarial schooling or equivalent experience 2 to 4 years Skills: Typing 65-70WPM Shorthand not required but helpful in fulfilling diversified demands of this position. Send resume to Personnel Manager, 5320 South State St. Ann Arbor, Mich. 48104.

RECEPTIONIST, full time must have accounts receivable experience, benefits and area, call 355-0080

RECEPTIONIST for Surgical office. Typing essential, 9am-5pm, Monday thru Friday. Excellent benefits. Call River, 8 Mile area. 478-7733

RECEPTIONIST wanted. Southfield area, pleasant surroundings, nice office. Typing and experience helpful. For interview call 353-1180

RECEPTIONIST, must have some Clerical and typing ability. Excellent pleasant working conditions. For application and interview, please contact: Brasco, Inc. 261-1700

RECEPTIONIST for Birmingham Law Firm. Typing & office experience required. Opportunity for advancement. Salary commensurate with experience. 645-1003

RECEPTIONIST-Secretary, for medium sized CPA firm. Light typing skills. Knowledge of bookkeeping necessary. Top salary for experienced sharp person. 855-1133

RECEPTIONIST with typing 50WPM, light bookkeeping, will be adding machine experience. Monday thru Friday, salary open, Beverly Hills Grand River & Drake Rd. Personnel Dept. 478-8790

RECEPTIONIST-SECRETARY- Immediate opening. Must have typing skills, & know general office work. No shorthand or dictation. Must have good telephone manner. Should be neat, capable & reliable. 358-4434

RECEPTIONIST - TYPIST
Personable person with pleasant telephone voice for our front reception desk. Accurate typist with knowledge of office procedures. This is a fulltime position with a growing firm. Fringe benefits. Programmed Products, 4800 Ann Arbor Rd, Plymouth, Mich. Call for appointment. 453-1184

RECEPTIONIST - must have good telephone personality, light typing required, filing. Hours 10 am. to 7 pm. Call for interview, ask for Lori.
559-6552

RECEPTIONIST SECRETARY
$11,000
Prestigious corporation and location. Fee paid.
Snelling & Snelling
336-7400

RECEPTIONIST
Variety job with large West suburban company for friendly person with good typing and math aptitude. Beautiful offices, excellent starting salary to $885, full benefits, good advancement potential and company pays your fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

RECEPTIONIST
$9,000
For accounting department of rapidly expanding suburban company. Good Math aptitude and typing preferred. Excellent advancement potential in great location. Fee always company paid. Call Jackie Edgerton at:
AMERICAN
PERSONNEL
879-2414

RETURNING TO WORK?
FEE PAID. Ideal opportunity to return to the working field! Good clerical skills a must! Lots of Variety!
TORN & COUNTRY
EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

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
41252 Vincenti Court
Novi, Michigan 48050
477-5700

Equal Opportunity Employer M/F/H

RECEPTIONIST
Full time for pleasant small Southfield law firm. Must type. 353-3600

RECEPTIONIST BILLER
Clinical lab in Southfield
Weekdays 9 AM-5 PM
Prior experience preferred. 557-8050

RECEPTIONIST REQUIRED
For Southfield firm, 50 WPM typing, filing & misc duties. Call Monday thru Friday, 8am-5pm. 476-8770

RIGHT OUT OF VOGUE

RECEPTIONIST
Glamorous position available for top notch typist with good public contact skills to work in ultra plush surroundings. Exposure unlimited with one of the worlds largest companies in their field. Good administrative ability can land you this career opportunity. Call
524-1750
PERMANENT STAFF — TROY

SALES RECEPTIONISTS
• Part Time
• $3/hour plus commission & incentives
• Credit Union Services
• N.O.W. Accounts
• Accounting
• Optic Care Plan
• Group Life Insurance Available
• 1 Week Training
• Promotion to full time
• 2½ hours/night, Monday thru Weds. 4-8 PM, Sat thru Sunday, 12 to 6 PM.
For interview, call Global Homes Inc. at 557-6500 ask for Mr. Foster or Ms. Donehue.

SALES SECRETARY BLOOMFIELD
part time, days and weekends, experience preferred to assist builder and show new homes. $3 per hour + bonus.
ENERGY SAVER HOMES 858-7275

SECRETARIAL POSITION

Full time Receptionist/Secretary opening. Must know filing, typing and telephone courtesies. Call or write for an application:

GIRARDOT, INC., REALTORS
602 W. UNIVERSITY DRIVE
ROCHESTER, MI. 48063
651-5005
Ask for Jim Girardot

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.

Somebody Sometime
CALL 272-8500
For Appointment

SECRETARIES
LOOKING FOR A CHALLENGE?
CHANGE OF PACE?
Join The Scott Group
SCOTT PROVIDES
PROFESSIONAL
LEADERSHIP
IN THE EMPLOYMENT
SERVICE
SUPPLYING
Skilled Workers With
TOP NOTCH CO.
TOP PAY NO FEE
REGISTER NOW
DON'T PUT IF OFF!
CALL NOW
SCOTT GROUP
334-9790
1383 N Woodward suite 102
Bloomfield Hills
or
542-9232
738 S Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

504 Help Wanted Office-Clerical

SECRETARIES
Partial Listing Of Current Openings
LEGAL SECRETARY
Must have knowledge of divorce, negligence & personal injury, client contact, shorthand 60, 70 wpm, dictaphone, pleasant personality. $13-15,000/yr.
SEC'Y-RECEPTIONIST
Shorthand 70, 50 wpm, must be accurate, referred but still train bright person. Pleasant surroundings, good benefits, bonus paid. Salary open, $10-11,000/yr.
INSURANCE SECRETARIES
55-65 wpm, shorthand 80, correspondence, must be good with numbers, good phone manner, $7500-10,500/yr.
ALL FEES PAID — CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARIES

SOUTHFIELD sales company needs Secretary with shorthand and good typing.

SOUTHFIELD law firm needs Secretary with shorthand for litigation attorney.

SOUTHFIELD law firm needs Receptionist - Typist - Messenger.

SUBURBAN law firm needs Secretary with good typing and light legal experience.

SOUTHFIELD law firm needs Legal Secretary, 3 days per week.

ALSO many line temporary assignments available for qualified Legal Secretaries.

Employers pay fee.

HILLSTROM & ROSS
626-8188

SECRETARIES
• SECRETARY TO PRESIDENT
Fortune 500 suburban firm seeks solid skills and Administrative ability. Offers super setting, top salary and fringes.
• SECRETARY
Administrative skills and experience for Para Professional position at major service firm offering top dollar.
• SECRETARY Bi-LINGUAL
Spanish speaking and translating ability necessary for Manager of International Division. To $15,000.
• SECRETARY LEGAL
Corporate Attorney for major suburban firm seeks solid skills. Will train in legal. To $13,000.
• SECRETARY-NO SHORTHAND
Real Estate related firm requires skilled person to work in variety positions for Manager. Benefits. To $12,000 plus.
• SECRETARY PERSONNEL
Director seeks aggressive type to train pre-screening and testing. Ideal location. Benefits. To $12,000.
ALL JOBS LISTED
FEE PAID
DURHAM PERSONNEL SERVICE
17220 W. 8 Mile
569-1522

SECRETARIES TYPISTS KEYPUNCHERS
In between jobs, or need a part time job to pay your rent and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.
SOMEBODY SOMETIME
Temporary Help

Livonia	525-5170
Southfield	272-8500
Madison Heights	545-1700
Dearborn	565-3500

SECRETARIES TYPISTS
IMMEDIATE OPENINGS
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 205
542-9232
Renaissance Center
Tower 100, Suite 1939
259-6511
2911 Pontiac Lake Rd. Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
ABC Television Network. Excellent typing, shorthand and telephone communications skills required. Previous experience preferred. For interview call: Ext. 526 444-4111
An Equal Opportunity Employer

SECRETARY
A good spot for someone who enjoys meeting people and contacts. Detroit 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 department.
646-1000
Equal Opportunity Employer M/F/H

SECRETARY - bookkeeping experience, electrical contractor, 1 girl office, Southfield area, send resume to box #852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Challenging opportunity and experienced secretary, minimum typing 65-70 WPM, shorthand 80 WPM, for further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd.

SECRETARY
Dictaphone - Typist
Experience Required
Call Val at 626-2900

SECRETARY
Experienced, good communication skills for busy corporate office. Livonia area. Ask for Barbara. 478-9206

SECRETARY
Experienced, to District Manager. Sales Office, Machine tool manufacturer, Southfield. For the right mature person. Excellent salary and fringe benefits. Call Mr. Stewart for appointment. 353-1200
An Equal Opportunity Employer

SECRETARY for law office in Farmington Hills. Accurate typing a must dictaphone experience preferred.
626-3448

SECRETARY for young fast growing firm located in Livonia. Prefer neat, personable, well groomed woman with good typing skills to handle order department executive correspondence, possible computer and general office. Previous experience helpful but not necessary. Send resume and salary requirements to Box 834 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - For one attorney office in Southfield. Good typing required. Dictaphone & bookkeeping experience preferred. Salary open. 559-8870

SECRETARY
For Farmington Hills CPA firm, full time. Accurate typing, must be able to accept responsibility. Call: 476-3115

SECRETARY
For Bloomfield Hills tax attorney with good typing and shorthand skills, non-smoker. Immediate opening. Call Dayn 645-9318 Eves.338-0263

504 Help Wanted Office-Clerical

SECRETARY
Full-time in Southfield for Executive. If you are bright, intelligent, ambitious & a good typist - No job experience is necessary. Personal references required.
559-2266

SECRETARY
General Insurance office, experience necessary Downtown Northville.
Call 349-1122

SECRETARY
Local university needs personable individual. Excellent benefits include FREE TUITION.
Snelling & Snelling
336-7400

SECRETARY
Marketing research company dealing with auto companies & advertising agencies.
Varied duties, good typing skills necessary, shorthand helpful.
Maple & Telegraph area.
Call Gaing,
647-8484

SECRETARY NEEDED for Southfield office. Good typing and administrative skills required. Salary $9000. Benefits Please call Judy 557-5353

SECRETARY OPERATIONS
VLASIC FOODS INC. has an immediate opening for a Secretary in our Operations Department. Requirements include typing 55-60 WPM, good mathematical aptitude with working knowledge of record keeping and 1-2 years general office experience. Please apply at
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

SECRETARY, part time, typist, minimum wage. West Bloomfield location. 682-5441

SECRETARY, part time, 4-5 hours a day, typing, filing, answering telephone, experience preferred. Southfield area, ask for Mr. Graf. 358-1040

SECRETARY part time 1PM-5PM. Order processing & phone work for medical firm. Pleasant surroundings. Bloomfield area. Call Pat 474-6754 851-6693

SECRETARY

Position in one girl office. Accurate typist, shorthand desirable, and varied office duties. Experienced only
Horiba Instruments
12160 Farmington, Livonia
525-2600

SECRETARY/RECEPTIONIST
Immediate opening - Farmington Hills CPA firm. 2 to 4 years experience, dictaphone skills preferred. 477-2300

SECRETARY/RECEPTIONIST experienced for national wholesale furniture showroom opening in Troy. Excellent working conditions & fringe benefits Send resume to Mr. Baker, Box 564 Troy, Mi. 48099

SECRETARY/RECEPTIONIST
Livonia firm has an immediate opening for a reliable well organized personal secretary. Responsibilities include handling of telephone, accurate typing, use of transcribing machine and light bookkeeping experience helpful Call Mrs. Patterson 427-9790

SECRETARY RECEPTIONIST
Excellent opportunity for person with good office skills and pleasant phone manner who enjoys meeting people. Hours are 9-3:30 in attractive modern Southfield office complex. Experience required. Call
358-5727

- SECRETARY -
Small consulting firm, Birmingham-Royal Oak area. Duties include secretarial & General Office experience Must use IBM Proportional Space Typewriter, accurate in Spelling & Grammar. Challenging opportunity for Self-starter who can think on her feet. $300 a month Starting Salary. Excellent potential! Call Mrs. Cormney between 10AM-2PM 280-1213

SECRETARYS
To work in the Business Office Center. Experience required. Type 70 WPM, legal experience preferred. Excellent growth opportunity with an expanding firm. Send resume to:
Renaissance Business & Law Center,
400 Renaissance Center, Suite 500,
Detroit, Mich. 48243

SECRETARY to Senior High School principle. Interesting, diversified duties. Must be flexible, conscientious and interested in working with people. Good typing, shorthand or speed writing and communication skills required. Competitive starting salary plus excellent benefits. Call Mrs. Jacobs, Birmingham Public Schools, 644-8300, ext. 246

SECRETARY to take charge of a small manufacturing company. Bookkeeping experience helpful. Good pay & benefits. Livonia. Call Ron Brown 393-3737

SECRETARY TO THE PRESIDENT
Excellent suburban firm will pay the fee for your good administrative skills. Heavy responsibility. To $13,000. Call Joanne today.
353-2090
SNELLING & SNELLING
PERSONNEL

Secretary to work in Southfield law firm. Experience not necessary but good typing skills essential. Neatness and dependability a must. Kim
557-1155

SECRETARY TRAVEL
Call on Executives for national temporary personnel agency. Salary plus bonus.
Snelling & Snelling
336-7400

SECRETARY WANTED
for prominent Real Estate firm in Farmington area. Call Marilyn Sanders, 541-1525 for appointment.

SECRETARY
with bookkeeping experience. Call Mr. Gregg. 255-5500

SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a prestigious office with diversified duties. Must have neat appearance and poise to handle a great deal of contact with employees, air line executives and the general public. Salary commensurate with experience. Full range of benefits and free meals. Apply in person to the Airport Motel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3029.

Host International Metro Airport
An Equal Opportunity Employer

SECRETARY - $12,600
For industrial operations department of major suburban corporation. Book flight & travel arrangements, manage office itinerary and handle correspondence. Qualified candidate will have 1-3 yr. previous office experience, typing speed of 60 and some shorthand. Full benefits which include dental plan and 3 weeks paid vacation