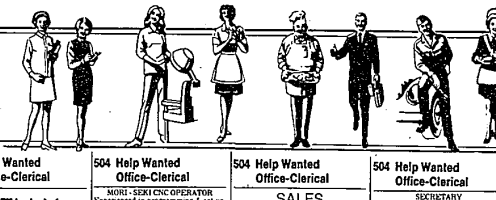
Help Wanted



504 Help Wanted Office-Clerical

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

Accounts Receivable Clerk

Needed for a good background in Receivables. Minimum 3 years experience. Must know all functions of receivables. Must be balancing of statements. Nice area. Call weekdays between 10 AM and Noon.

349-5000

A CPA'S SECRETARY

Interesting variety. Great public, handle phone, and disturbing. Good spelling and accurate typing. To be trained in word processing. $10-000 plus Fee paid. Urgent. Call Judy today.

353-2090
SNELLING & SNELLING PERSONNEL

ADMINISTRATIVE SECRETARY

$12,000

FEE PAID Corporate President needs person with sharp skills and good judgement. FANTASTIC fringe benefits!

Snelling & Snelling
336-7400

AVAILABLE POSITION for experienced dental assistant. Extended 4-handed duties. Some insurance knowledge helpful 525-7616

AVAILABLE-TRAINING

SECRETARY TRAINING for residents of Oakland County. High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County C.E.T.A. Equal employment opportunity. For more information call Ms. Smith 382-3991

BEAT THE RUSH EXTRA $$$$ FOR CHRISTMAS IMMEDIATE OPENING

For Office Clerks, Marketing People, Un Typing Necessary, day & afternoon shift, must be 18 and have transportation

Apply Mon/thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi
478-1130
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

BILLER

Must have system 32 experience on shipping and release portions for a manufacturing company. Typing and good aptitude for figures necessary. Diversified paper work and switchboard operation preferred. Excellent employee benefits. Apply immediately.

S.M.C.
800 Junction, Plymouth
425-5600

BILLING COMPUTER operator needed for Bloomfield Hills Law Firm, part time only, will train, hours negotiable. Call Margie 332-9256

BIRMINGHAM C.P.A. FIRM Secretary with accounting or bookkeeping, skills. Excellent opportunity for growth in career and income. 644-8660

BLOOMFIELD HILLS law office, looking for an IBM trained 6240 or mag 2 operator, please call Mrs. Herrala 642-5270

BOOKKEEPER/ASSISTANT Part time experienced in variety of bookkeeping activities. Potential for permanent position. Please call Mr. Winter at 644-6500

BOOKKEEPER- Dearborn Heights Convalescence Center, Ford Rd. near Beech Daly needs a bookkeeper experienced through trial balance. Also doing general office work. Must be experienced on adding machine & typewriter. Many benefits Call Mrs. Lewis, between 10AM-5PM. 274-4400

BOOKKEEPER - experienced for CPA firm in W. Bloomfield, minimal typing, private office, excellent working conditions. will train on inhouse computer 851-5500

BOOKKEEPER/RECEPTIONIST Full time for CPA Firm. 1 year experienced desired. 8AM-5PM. 427-2030

BOOKKEEPER Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial statements. Please mail resume with salary requirements to Controller. C/O TWI International, 29621 Northwestern Hwy. Southfield Mich. 48034

504 Help Wanted Office-Clerical

BOOKKEEPER

Full charge for growing company in Southfield, minimum 3 years full charge and supervisory experience. Requires responsible person able to handle large volume and supervision of bookkeeping staff. Salary open, extensive employee benefit program 353-6035

BOOKKEEPER & GENERAL OFFICE Thru Trial Balance for Livonia area Construction firm. Must be familiar with peg-board system. Salary commensurate with ability. Send resumes to "Bookkeeper & General Office", 29200 Vassar Ave. Suite 224, Livonia, Mi. 48152

BOOKKEEPER
Mature experienced person for part time bookkeeping in professional office 20 hours per week. Salary plus fringes. Some computer experience desirable. Potential for full time position. Ask for Diane 334-8000

BOOKKEEPER PART TIME

For Southfield property management office in Northland area. Must have all around knowledge and understanding of Bookkeeping functions. Flexible days, pleasant surroundings.

Call Sylvia
569-5555

BOOKKEEPER

Start now in a small pleasant suburban office preparing payroll, taxes, bank reconciliations. Some typing $800 plus Fee paid. Call Judy today.

353-2090
SNELLING & SNELLING PERSONNEL

BOOKKEEPER

to take full charge of office. Must have general office experience and references. Good fringe benefits. Call 356-0112

BOOKKEEPER
$12,000
Snelling & Snelling
336-7400

BOOKKEEPER
$225-$250 Suburban Start covers the full run duties from reconciliations to tax reports. Work in team effort on well train basis

Call 649-4144

Your New Boss Pay Our Fee
HARRIET SOHGE PERSONNEL

BOOKKEEPER.
Southfield advertising agency seeks bookkeeper for diversified position. Agency or media experience desirable. Good typing a must- 5# wpm.
358-4800 ext 201

BUSY Southfield office seeking individual with at least 2 yrs of general office experience. Must have good typing skills and organizational abilities. Excellent benefits Call 353-9270

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

CAPABLE mature Secretary wanted to take full charge of small office. Real Estate and/or home improvement background helpful. Salary commensurate with experience and ability. 525-0111

CASHIER
Female preferred. Light bookkeeping. Hours 8am-4pm, Monday thru Friday. Paid vacation, Holidays off. Franklin Standard Service, 32725 Franklin Rd., Franklin, Mi. 626-3887 or 626-2280 between 8am-4pm. Evenings. 559-0446

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

CLERICAL position open at Pappagallo offices, some bookkeeping experience necessary. 642-2080

CLERICAL

Southfield property management company in Northland area. Good figure aptitude, also typing, pleasant working surroundings. Marion.

569-5555

CLERICAL VACANCIES

E.M.U. is now accepting applications for various secretarial, clerical & bookkeeping/accounting vacancies. Minimum typing speed of 50 W.P.M. for general clerical positions; keypunch experience desirable for selected bookkeeping positions; secretarial positions require minimum typing speed of 60 W.P.M. plus 1-3 years secretarial experience. Also some temporary "on call" positions available from time to time. To arrange appointment for clerical test contact:

Personnel Office
Eastern Michigan University
112 OE Welch Hall
Ypsilanti, Mi 48197
313/487-2430
AFFIRMATIVE ACTION
EQUAL OPPORTUNITY
EMPLOYER & EI. INSTITUTION

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

504 Help Wanted Office-Clerical

CLERK- MAIL

In this new position you would be responsible for our total Mail operation. Responsibilities in our Accounts Payable Department will also be given. Any related experience will be helpful, but is not required. We offer a good starting salary, and a liberal fringe benefit package.

To investigate this position, call Bob Merrick, this Friday, at

349-6700, Ext. 479
GUARDIAN INDUSTRIES
43962 W. 9 MILE
NORTHVILLE
Equal Opportunity Employer M/F

CLERK TYPIST, good typing skills, full charge order and invoice dept. Other general office duties, Livonia area, call 591-1044

CLERK TYPIST needed for Mortgage company in Southfield. Typing minimum 40 wpm Call Beverly.

255-9513

CLERK/TYPIST
Southield CPA office. Good salary, benefits. Office experience desirable but not necessary. Parker, Wittus & Co. 315 Travelers Tower. Call Ms. Valan 354-6840

CLERK/TYPIST
Type 50wpm. Temporary position Call between 1:30PM & 3:30PM only
645-6559 Ex.231

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

CLERK TYPIST
45 wpm, $675 per month
Snelling & Snelling
336-7400

CLERK-TYPIST
40 WPM, no experience necessary, advancement opportunity. Southfield office. Call Cathy 352-3000

DEPARTMENT SUPERVISOR

We are looking for an individual with supervisory experience to manage our Assumption and Payoff area. Good salary and excellent benefits

Call D. E. Boyles
355-0500
GRAHAM MORTGAGE CORP.
An Equal Opportunity Employer

DEPENDABLE woman for general office work, awesome receivable & payable. Typing and knowledge of bookkeeping helpful 30-35 hours per week. Starting time flexable. 532-7200

Deposit Clerk

Property Management firm in area of major southfield real estate firm desires dependable individual for maintaining cash controls, processing utility bills and batching computer in-put. Salary plus benefits. Call

559-2200 ext 153

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 963-7710

EARN EXTRA MONEY FOR CHRISTMAS

If you have any OFFICE SKILLS

WITT

The Temporary Help People Need You.
NO FEE NO CONTRACT
TOP PAY
SUPER BONUS &
INCENTIVE PROGRAM
Please Call
569-7500
259-7788
For more information and the office nearest you

EXCELLENT TRANSCRIBER
Needed on errox 800 or 850 I line.
Afternoon shift, 5-9 pm
Apply Mon. thru Fri 9-3
19100 Middlebelt, Suite 310
Livonia
478-1130
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXECUTIVE ASSISTANT needed full time for local medical society, good secretarial skills, with some medical knowledge preferred. Major benefits offered, please send resume to box #882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
To the superintendant. Looking for a highly skilled mature individual with excellent typing and shorthand skills. Flexability in organizational skills a must. Salary commensurate with experience, up to $18,200 annually. Excellent fringe benefits. Apply with resume to: Bloomfield schools, 3250 Commerce rd. W. Bloomfield. 682-3555

EXECUTIVE SECRETARY - shorthand, accurate typist, for 3 executives plus general typing. Office work. Good salary, medical & travel privileges. W. Bloomfield area. Nancy 851-6300

EXECUTIVE SECRETARY to $13,500 year.
Excellent Benefits. FEE PAID
ADVANCE EMPLOYMENT
559-2710

EXECUTIVE SECRETARY
Progressive Southfield firm looking for skilled individual to perform challenging secretarial duties. Excellent skills & mands perfection and responsibility. Call for appointment 353-2500

EXECUTIVE SECRETARY to President of distributorship with excellent typing skills 80WPM, dictaphone & bookkeeping experience. Telephone contact with customers. Excellent benefits. Maple & Telegraph. 645-9959

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

EXECUTIVE SECRETARY
WNIC Radio has an extraordinary opportunity for a bright & skilled person. We are searching for an executive secretary for our 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 & challenge please let us hear from you. Apply with resume during business hours to WNIC, 1501 Michigan Ave. Detroit 48226. An Equal Opportunity Employer

EXECUTIVE SECRETARY
required for Southfield firm. Typing, filing & misc duties. Call Mon thru Fri. 9am-5pm. 424-8770

EXECUTIVE SECRETARY
required for Southfield firm. Typing, filing & misc duties. Call Mon thru Fri. 9am-5pm. 424-8770

EXECUTIVE SECRETARY, mature, reliable, who can be flexible in regard to working hours, for placement in executive offices in Southfield, Telegraph, S. of 13 Mile. Salary commensurate with ability. Call Crystal, 537-7850

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

GARDNER WHITE FURNITURE
Office help wanted, $3 per hour. Evenings & weekends. Apply in person only in Gardner White Furniture, 31100 W. 8 Mile, Southfield.

GENERAL OFFICE HELP. Must like figures, knowledge of bookkeeping helpful, varied duties. Full time. Apply in person between 8am-4pm. Great Lakes Wholesale Drugs, 11731 Levan Rd., Livonia.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

To Chief Operating Officer, suburban manufacturing firm. Minimum of 3 years executive secretarial experience. Excellent vocabulary, strong typing and stenographic skills. Requires ability to interface, think and figure aptitude. Myers. Successful candidate will possess good organizational skills, and be a self-starter who can work with a minimum of direction and supervision. Competitive salary and benefit package. Send resume, with cover letter outlining your history, to Controller, P.O. Box 898. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

EXECUTIVE SECRETARY

Working for president of manufacturing firm located in Wayne. Fantastic opportunity for creative, motivated individual. Must have solid secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.

Somebody Sometime
272-8500

EXPANDING Troy Computer firm needs a Secretary Receptionist. Good clerical 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 BOOKKEEPER for aggressive growth real estate developer and management co. located in Travelers Tower, Southfield. Exceptional opportunity for advancement. Hours and salary negotiable. 356-4150

EXPERIENCED OFFICE help pleasant phone voice, knowledge of bookkeeping, sharp with figures.
Fleetguard Carpet Cleaners 525-1220

EXPERIENCED Secretary-Receptionist with bookkeeping experience for growing Southfield Manufacturer. Call Ann between 8:30 - 5PM. 355-1780

FILE CLERK, full time. 8am - 5pm. RS Insurance, 34413 Schoolcraft, Livonia. Ask for Mr. Taxe. 525-1155

FILE CLERK-TYPIST -
Full time for Southfield insurance agency. Contact Cindy 353-5800

FILE CLERK
Wanted for large office on Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits RAS Creditors Service.
353-6300
An Equal Opportunity Employer

FORTUNE 500 COMPANY needs part time clerk typists (2 days weekly) with good typing skills and 70 words per minute, some office experience required. Attractive office environment located in the Fairlane area. Please resume to box #880 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 353-3200

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

GENERAL OFFICE - Manufacturer selling nationally, 3 girl office. Some experience, will train, benefits, suburb-Telegraph. 538-5260

GENERAL OFFICE for property management company. Typing, some light bookkeeping. The John P. Carroll Company, Southfield 642-6880

GENERAL OFFICE- Insurance experience, full time. Birmingham area. Reply to Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE

Typist with bookkeeping skills, some receptionist duties, full time, at least 2 years office experience, salary dependent upon experience. Full benefits.

Apply In Person
MARION TOOL & MFG.
2880 Wayne Road
Livonia, Mich. 48150
An Equal Opportunity Employer

GENERAL OFFICE

Type 35 w.p.m. Call Personnel Manager 10am - 3pm, Mon. - Fri. 538-3167.
TUNNEL BARB-Q
29161 Northwestern Hwy.
Southfield

GIRL FRIDAY
Bookkeeping, typing. 8 Mile-Southfield area. Salary $185. 353-4465

INSURANCE AGENCY - experienced commercial lines secretary, top salary and benefits. Southfield. 569-5600

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 Claims. Call Mrs. Margo Parker, Inc. American Center Building, Southfield. 559-2200

INSURANCE PERSON, Experienced in commercial lines. Full or part time, flexible hours. Ask for Jan 349-3700 or 474-1810

INSURANCE SECRETARY
Experienced typing, good 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

KEY PUNCH/SECRETARY
Processing of payroll records. Keypunch experience required. Working with computer terminals. Fringe benefits. Apply:

Personnel Office
Bloomfield Hills
School District
4175 Andover Rd., Bloomfield Hills

LARGE CORPORATION
Requires individual to work in sales-related dept. Normal secretarial skills essential. Dictation not required. Contact L. Taminski for further information 646-5100 ext. 270

LEGAL SECRETARY with knowledge of personal injury & divorce. Troy law firm requires person to take complete responsibility. Salary commensurate with experience.

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

504 Help Wanted Office-Clerical

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 plans and paid vacations. We need CLERKS, SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, KEY PUNCH OPERATORS and more. Stop by our KELLY office nearest you today 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.
642-9650

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

23777 Greenfield
Suite 122, Southfield
424-9100

KELLY SERVICES

The Kelly Girl People
Equal Opportunity Employer M/F

LEGAL SECRETARY. Experienced for Southfield Law Office. Good salary and benefits. Immediate opening.
Call Marilyn 358-0100

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

LEGAL SECRETARY - Typing & shorthand required. Will train someone with good skills & initiative, salary negotiable. Suburban Birmingham Firm. 645-1003

LEGAL SECRETARY
To $220 Fee Paid
Advance Employment
559-2710

LEGAL SECRETARY
Experienced and well qualified Legal Secretary needed full time for small Birmingham office dealing in corporate and real estate law. Call 644-4434

LEGAL SECRETARY needed for Southfield law firm. Experience in negligence law helpful but not necessary. Good typing & dictaphone skills a must. 559-4310

LEGAL SECRETARY
Excellent shorthand, 80-100 wpm. Typing, 65-70wpm. Large firm. $12,000 Fee paid.
Bloodart 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. Reply to Box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Our employees know of this ad.

LEGAL SECRETARY
$11,400

Promenent 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 $14,820

BEAUTIFUL & PLUSH work environment. 4 attorneys need help. Will train. 4 Corporate background a plus. To $12,200

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

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	336-3777
Renaissance Center	567-0142
Troy	649-2065

LEGAL SECRETARY for large law firm area, experience required, salary commensurate with ability. 288-5000

LEGAL SECRETARY. Experienced. General law practice in Southfield. Call Mr. Ambrose after 4PM. 356-7800

LEGAL SECRETARY for Southfield office, some experience preferred. 354-2280

LEGAL SECRETARY
Experienced. Salary commensurate with experience. Southfield office. Call. 354-3330

LEGAL - SECRETARY, experienced. Shorthand required, interest in Domestic Relations. Excellent salary and benefits. Southfield area. 353-0930

LEGAL SECRETARY wanted, experienced for Southfield Law firm. Excellent skills needed, Southfield 557-4000

LEGAL SECRETARY and gal friday for nice Birmingham office. Will train. Desire college grad or student who could attend law school or para-legal career. Good pay. 645-0750

LEGAL SECRETARY, young, litigation-oriented. Southfield firm with growing practice, located in Southfield, seeks trained legal secretary. Salary commensurate with experience and skills. Call Evening.
341-0618 649-0087

LEGAL STENO Typist - reliable person with excellent typing skills and some shorthand required. Real estate and word processing experience desirable but not necessary. Congenial working conditions and benefits. Southfield location. Real Estate Dept. Prudential Insurance Co.,
358-4200 ext 473
An Equal Opportunity Employer

LIVONIA!

FEE PAID. Exciting opportunity working for friendly company. Super location and salary!

TOWN & 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 8822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN
FOR 2 GIRL OFFICE

Must be good with figures, light typing and pleasant telephone voice required. Starting wage $175.

Interviews by Appointment Only.
Call Mr. Apel, 644-1166
Davison Rule Products Co.
22077 Telegraph Road, Southfield.

RECEPTIONIST/SECRETARY
for small Ren Cen law firm. Some legal experience helpful. Typing minimum 75 wpm. Excellent transcribing machine skills required. Salary open. Call Anita 647-6862

504 Help Wanted Office-Clerical

MORI - SEKI CNC OPERATOR
Experienced in programming & set up. Full benefit Hytrol Manufacturing. Garden City 261-8350

MORTGAGE LOAN TYPIST
SHIPPING DEPT
Southfield mortgage company seeks an aggressive & intelligent individual with accurate typing and good figure aptitude. Mortgage closing, title company, or real estate experience helpful. Call Mary Kay. 353-6700

MOTIVATED? EFFICIENT?

Busy sales office in Southfield needs highly organized, motivated & efficient Gal Friday capable of learning product and pricing. This is a full time position with excellent starting salary and benefits. Reply stating salary requirement in confidence to P. O. Box 676, Owned & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEED Part time lady for general office, good typist. Ask for Carmen between 8am-2pm 477-6650

OFFICE GIRL WANTED
Bloomfield Hills area. Needs some experience in Typing, General Filing & Answering Phones. Beginning salary $150 per week. Call during business hours 642-2330

PART TIME Computer Entry in Livonia area. Hours: 3:30 - 8pm Mon. - Fri. Mostly figure entry on 10 key keyboard. Must be mature person. Call Mr. Pawlowski 591-1900

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

964-5850

PART-TIME OFFICE

Monday-Tuesday-Wednesday 5-9 P.M. Saturday 8-5 P.M. Filing, telephone, typing. 476-8700

Thompson-Brown
REAL ESTATE
WEST BLOOMFIELD

PERMANENT PART TIME
General office, 1-4 PM, Southfield
Call Mrs. Van between 9AM-1PM
352-6024 or 352-1666

RECEPTIONIST-Secretary, for medium sized CPA office in Southfield. Knowledge of bookkeeping and telephone. Top salary for experienced sharp person. 851-1131

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

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

RECEPTIONIST BILLER
Clinical lab in Southfield.
Weekdays 8-5 pm
Prior experience preferred. 557-8080

RECEPTIONIST REQUIRED
for Southfield firm to 50 WPM data, filing & misc duties. Call Monday thru Friday, 8am-5pm. 424-8770

RECEPTIONIST - must have good telephone personality, light typing required. Long Hours 10 am. to 7 pm. Call for interview, ask for Geri.

559-6252

RECEPTIONIST SECRETARY
$11,000

Prestigious corporation and location. Fee paid.

Snelling & Snelling
336-7400

RECEPTIONIST/TYPIST. Accuracy a must. Must be willing to work hard. For interview contact Jerry Anderson.

591-0055

RECEPTIONIST-MATURE person for telephone, light typing. 13 Mile, Northwestern Hwy. area.

851-0803

RECEPTIONIST

Immediate opening for a mature office of Women's fashion store. Must have general office experience.
Mon. thru Fri., 9-5pm

Hadley's
12935 Wayne Rd., off Schoolcraft Rd.

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing, filing skills required, work in a great location with a growing company, benefits, approximately 35 hrs. per week, Middle Rd. Per, Grand River-10 Mile, Farmington Industrial Park 23847 Industrial Park Dr. Farmington. 474-0214

RECEPTIONIST

Front desk of a busy Southfield Personnel Agency. If you are congenial and able to meet and greet the public, we will train in our procedures. Good typing and a good ability to handle record keeping.

Call Bernice Promm at Snelling & Snelling 353-2090.

RECEPTIONIST for large apartment complex in Canton. Light typing 45 WPM minimum, excellent telephone and organizational skills mandatory. Good P.R. necessary in dealing with public and prospects. 40 hours a week 10 to 7 PM daily, Tuesday and Sunday off at least 2 weekends. Insurance benefits paid. 30% discount on apartment. Excellent salary open to starting salary. Call Mon. thru Fri.10 AM. to 6 PM. for appointment. 455-2424

RECEPTIONIST

Sales and engineering office, division of a major corporation, needs an alert individual with telephone experience, excellent typing skills & knowledge of general clerical duties. Located at 8 Mile & Telegraph. Please call between 9:30am - 4:30pm. Ask for Miss Rose.

358-4070
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD

Greet the public. Pleasant telephone voice. Light typing (35 WPM). Math required (55 WPM). National Company located in Birmingham. Benefits: Medical/Dental, paid vaction/Holidays. Call see Lauree:

Pioneer National Title Insurance, 1500 N. Woodward, Bloomfield Hills, Mich. 48301. 645-6500
An Equal Opportunity Employer

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 skills a must and you this career opportunity. Call:

524-1750
PERMANENT STAFF TROY

SECRETARY

Challenging opportunity for 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
13 Mile & Farmington Rd.

SECRETARY- Excellent phone voice, light typing & shorthand, high school grad, to assist 3 secretaries for Manufacturers Rep. Birmingham. 647-6777

504 Help Wanted Office-Clerical

SALES RECEPTIONISTS

• Part Time
• $3/hour plus commissions & incentives
• Credit Union Services
• N O W, Checking Accounting
• Optar Care Plan
• Group Life Insurance Available
• 1 Week Training
• Promotion to full time
• 24 hour work week, Monday thru Weds. 4 & PM, Sat thru Sunday, 12 to 6 PM.

For interview, call Global Homes Inc. at 522-6500 ask for Mr. Foster or Ms Donehue.

SAVE GAS
Work Close To Home

Interesting short and long assignments if you are an experienced
TYPIST
SECRETARY
KEY PUNCHER
WORD PROCESSOR
SWITCHBOARD OPERATOR

CALL
S.O.S.

FARMINGTON 477-9840
ROCHESTER 651-1500

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.
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334-9790
1383 N Woodward suite 102
Bloomfield Hills
or
542-9232
738 S Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

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 TYPISTS
IMMEDIATE OPENINGS

Apply Mon. thru Fri. 9-3
19100 Middlebelt, Suite 310E
478-1130
26075 Woodward, Suite 205
543-1060
Renaissance Center
Tower 100, Rm 1909
259-6511
2911 Pontiac Lake Rd. Pontiac
682-7700
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARIES TYPISTS KEYPUNCHERS

in between jobs, or need a summer job? Earn top pay and still have time to look for permanent work. 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	545-0880
Dearborn	565-3500

SECRETARY

A good spot for someone who enjoys lots of people contact. Bloomfield Hills advertising agency has an opening in our Personal 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 - Birmingham firm is need of girl with good general secretarial skills. Must be capable of assuming responsibility, prior legal or CPA experience helpful. Excellent working conditions.
646-5100

SECRETARY - bookkeeping experience, electrical contractor, 1 girl office, Southfield area, send resume to box #883, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Livonia firm has an immediate opening for a reliable well organized personal individual. Position includes handling of telephone, accurate typing, use of transcribing machine and light bookeeping experience helpful. Call Mrs. Patterson, 427-9700

504 Help Wanted Office-Clerical

SECRETARY
Experienced, good communication skills for busy corporate office. Livonia area. Ask for Barbara 478-9200

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
Experience necessary in General Insurance Agency. Office procedures. Downtown Northville Call 349-1122

SECRETARY - For one attorney office in Southfield. Good typing required. Dictaphone & bookkeeping experience preferred. Salary open 559-5870

SECRETARY
For Small Law Office
Farmington Hills Area
855-2505

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 824 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

Full time. Typing 50 wpm, or better. Good phone voice essential. Great variety of work for which we will train.

O. KELLER TOOL
12701 Inkster Rd. Livonia
425-4500

SECRETARY - good typing and shorthand required for Southfield firm, $11,700, fee paid.

PROMOTIONAL - company needs organized secretary familiar with office procedure and typing of 70 WPM, $800 with 3 month review.

LOIS RAY PERSONNEL
559-0560

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

SECRETARY - Mature, part time to work in Fisher Building, legal experience preferred. Excellent skills required, approx 60WPM, shorthand preferred. Call Linda 872-4620

SECRETARY

Must have some knowledge in financial reporting plus shorthand, typing, filing and other routine skills, should be take charge type. Capable of surrounding and completing assigned administrative and special assignments. For appointment call Wilding Division, Bell & Howell Co. 18000 W. 8 Mile rd. Southfield Mich. 48075559-2950 ext 265

Equal Opportunity Employer M/F

SECRETARY NEEDED for Southfield office. Good typing and administrative skills required. Salary $8000. Benefits. Please call Judy 557-5353

SECRETARY NEEDED for Law firm in Birmingham shorthand required, salary commensurate with ability, some legal background preferred, call Lynn 645-1260

SECRETARY OPERATIONS

VLASIC FOODS INC. has an immediate opening for a Secretary in our Operations Department. Duties 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, 4-5 hours a day, typing, filing, answering telephone, experience preferred. Southfield area, ask for Mr. Graf. 358-1040

SECRETARY
PART TIME

Shelby Business Forms
in Southfield needs a dependable part time Secretary to work between 8 AM 2 PM daily. Must be intelligent, skilled in typing & have a pleasant phone voice.
Please Call

357-2053

SECRETARY/RECEPTIONIST
Immediate opening - Farmington Hills CPA firm; 2 to 4 years experience, dictation skills preferred. 477-2500

SECRETARY RECEPTIONIST

Excellent opportunity for person with good office skills and pleasant phone manner who enjoys variety. Hours are 9-3:45 in attractive, modern Southfield store complex. Experience required. Call

358-2727

SECRETARY/RECEPTIONIST
Full time position, good typist, varied tasks. National firm, Southfield area, no field location. Good future. Excellent benefits. Call Mrs. Bergman at Kaiser Gradiate. Call for appointment.

552-4220

SECRETARY/RECEPTIONIST
A Cal Friday position with the chief of staff of assignments. We are a fast growing company looking for someone willing to work hard and grow with us. Location is Southfield, near Northwestern & Telegraph. Call for an appointment.

355-3500

SECRETARY RECEPTIONIST
(PART TIME)

Flexible hours. If you have good typing, light bookeeping, general office skills call 651-7372.

Dunhill of West Bloomfield
5640 W. Maple - Suite 112
West Bloomfield

- SECRETARY -
Small consulting firm, Birmingham-Bloomfield area, requires 3 years law secretarial & General Office experience. Must use IBM Proportional Space