Win 2 Free Passes to the Ice Follies

Every 20th ad placed in the Observer & Eccentric classified section will receive 2 Free Passes to the Ice Follies at Olympia Stadium, Nov. 13—25

Offer good 11/5/79 thru 11/9/79 or until all passes are awarded.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Qualifications: Typing, office machines, bookkeeping, background in payroll, accounts receivable and accounts payable. Compensation $4.50-$4.92 per hour, plus fringe benefit package. Method of application: Contact the Personnel Office, Oak Orchards 425-8100, extension 326.
Note: This is a Federal Project Funded Position

ACCOUNTING CLERK
Medium sized company in Troy is seeking an individual with 1-2 years experience in the accounting field. Applicant should possess experience in accounts receivable & bank reconciliations. Excellent benefits & working conditions, call 879-1920 ext. 297

ACCOUNTING CLERK
$800 A MONTH
FEE PAID. Prestigious national firm needs person with good Math ability. Excellent benefits.
Snelling & Snelling
336-7400

ACCOUNTING
Cover it all from basic account responsibility to tax reports. $12-$14,000 start finds you supervising general staff and working on controllers team.
Call 644-0404
Your New Boss Pays Our Fee.
Harriet Sorge Personnel

ACCOUNTING SECRETARY $11,500
Excellent opportunity for individual with secretarial skills to work in accounting department of major South field corporation. Handle correspondence, typing, light shorthand, book flight & travel arrangements & occasionally assist with general ledger work. Excellent promotional opportunities & full benefit package. Call Mrs. Schoolcraft Rd., Livonia, Michigan 48150
525-7470
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Accounts Payable
Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call weekdays 10 AM to 12 Noon.
349-5000

ACCOUNTS PAYABLE PAYROLL
In-depth operating experience in all functions of Accounts Payable, payroll system, and automated payroll procedures.
Knowledge of general ledger.
Interviews, Monday, Nov. 5, 9 AM. - 12 Noon or call for appointment. 565-3400, Mr. Sills.
TOWN & COUNTRY INTERIORS
23600 Michigan Ave.
Bet. Telegraph & Outer Dr.
Dearborn, Michigan

ACCOUNTS PAYABLE Experienced in retail, small company, must have ability & experience. Call after 9AM. 421-1438

Accounts Receivable Clerk
Needed for a good background in Receivables. Minimum 3 years experience. Hours are flexible, can work afternoons thru balancing of statements Now area. Call weekdays between 10 AM and Noon
349-5000

ACCOUNTS RECEIVABLE $175
Rapidly expanding suburban corporation, handle posting and general ledger work. Full benefits which include tuition reimbursement for evening classes. Excellent advancement potential, raise in 90 days, employer paid fee.
552-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACT NOW!
Well known suburban company wants you and your eagerness. Accurate typist, $500 start $600 a month.
Call
644-4600
SNELLING & SNELLING AGENCY

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

AN experienced Secretary, articulate, well groomed. Excellent salary and benefits. Fee Paid
Advance Employment 559-2710

ARE YOU an extra ordinary person? If so, we need an ambitious Secretary for our fast-paces Manufacturer's Representative. Sales office in Southfield. Good telephone personality, excellent spelling & typing (50WPM), dictaphone & some filing. Experience in construction industry helpful. Must be able to work under pressure. Salary $900 month plus - depending on experience. Benefits & profit sharing. Contact Marilyn Elliott at 557-5875

ASSISTANT SECRETARY
Immediate opening, typing minimum 55 WPM. Shorthand desired. Experience working with statistics. Troy-Birmingham area. Call Mrs. Boles for appointment. 644-6500

ATTENTION
Full time clerk typists needed. Men & women. No experience necessary. Will train. Contact US Army Recruiting for appointment at 722-3388

AVAILABLE POSITION for experienced dental assistant. Extended 4-handed duties. Some insurance knowledge helpful. 525-7816

AVAILABLE-TRAINING
SECRETARY TRAINING for residents of Oakland County with 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

A VARIETY JOB!
Front desk position with large West suburban company for friendly person with good typing and knowledge of accounting. Beautiful offices, excellent starting salary in the $165. full benefit, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

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

BIRMINGHAM
Secretary-Receptionist
$9,000
For Accounting Department of rapidly expanding suburban company. Good math aptitude and typing preferred. Excellent advancement potential. Great benefits. Fee always company paid. Call Jackie Edginton at:
AMERICAN PERSONNEL
879-2414

BLOOMFIELD
State Farm Insurance
Part time, 15 hours. Very flexible.
851-8770

504 Help Wanted Office-Clerical

BEAT THE RUSH
EXTRA $$$$
FOR
CHRISTMAS
IMMEDIATE OPENING
For Office Clerks, Marketing People, No 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 approx 32 experience on shipping and release portions for a manufacturing company. Typing and good aptitude for figures necessary for diversified paper work and switchboard operator back-up. Liberal employee benefits. Apply immediately.
S.M.C.
800 Junction, Plymouth
425-5600

BOOKKEEPER/ACCOUNTANT
Local construction company has immediate opening for qualified individual to assume responsibilities for all accounting functions. Previous experience that trial balance required. Excellent benefits. Salary commensurate with experience. Send resume to box #914 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
A/P - A/R
Fast-growing Hills manufacturer needs a steady person with good business knowledge who likes detail. Must be experienced in all areas and have previous background in computers, preferably CRT input. This is a modern 5 girl office. Excellent pay and benefits for the right self-motivated person. For appointment call Mrs. Springer
478-1204

BOOKKEEPER- Experienced to trial balance. Salary commensurate with ability & experience. Call after 9AM. 421-1428

BOOKKEEPER
FEE PAID. Ideal opportunity with growing suburban company! Excellent starting salary.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

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 - FULL TIME
Experienced with payroll, sales tax, and financial statements. Work in Southfield Accounting office on several seta of books. 559-4577

BOOKKEEPER & GENERAL OFFICE
Thru Trial Balance for Livonia area Construction firm. Must be familiar with peg-board system. Salary commensurate with ability. Send resume to: Controller, P.O. Box 673, Livonia, 48150 Vassar Ave, Suite 224, Livonia, Mi. 48152

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

BOOKKEEPER/SECRETARY
wanted for a new battery manufacturing company located in Detroit right off the Jeffries Freeway. Applicant should be sharp, intelligent, type minimum 50 wpm, have good telephone manners and be willing to be an assistant in a fast paced office. Previous accounts payable and payroll-personnel experience is important but good attitude and willingness to learn is essential. This job offers and excellent opportunity with good fringe benefits and salary. Hours 8:30AM to 5PM, Monday thru Friday. Please call for appointment at 933-7870

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, 25621 Northwestern Hwy., Southfield Mich. 48034.

BUSY SWITCHBOARD
$10,500
PBX experience required for this variety spot. Advancement awaits you here. Call Tina for details.
SNELLING & SNELLING
478-3500

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. 525-8111

504 Help Wanted Office-Clerical

BOOKKEEPERS
GAS FREE
We will pay travel cost for your interview.
NO FEE
PERSONNEL POOL
LIVONIA
478-8351

BOOKKEEPER
Routine bookkeeping, some typing for 1-girl production shop office. Payroll experience necessary. No tax reports. Pleasant telephone manner. Interesting, permanent job for right person.
LEADER MACHINE PRODUCTS
8140 HIX
(N. of Ford Rd)
WESTLAND

BOOKKEEPER
$11,000
National company seeking your full charge Bookkeeping skills. Will train for computer! Call Tina.
SNELLING & SNELLING
478-3500

BUSINESS MANAGER
BOOKKEEPER
The Olympics are coming! Be part of the excitement! Local sports club is in need of your skills. To $12,000. Fee paid. Hurry! This won't last! Call Kathy.
353-2090
SNELLING & SNELLING
PERSONNEL

CAREER ORIENTED?
Want a challenging position with fast growing marketing research firm? Your good typing and knack for organization qualifies you for diversified position at this friendly West suburban company. $800 to start, good benefits, and company pays our fee. Excellent opportunity to advance as company grows. Call today for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

CASHIER
Female preferred. Light bookkeeping. Hours 8am-4pm, Monday thru Friday. Paid vacation Holidays off. Franklin Standard Service, 22725 Franklin Rd., Franklin, Mi. 626-2887 or 626-2080 between 8am-4pm Evenings. 559-0146

CLERICAL Help wanted, must be high school graduate. Michigan resident at least 3 years. Paid vacation, Blue Cross & other benefits. Apply in person.
Advance Watch Co., 12360 Beech Daly, Redford
An Equal Opportunity Employer

CLERICAL
OPPORTUNITY
Abitibi-Price Corporation, a leading manufacturer of Building Products, has an immediate clerical opening for a Marketing Assistant. Major responsibilities include the calculating and distributing of monthly and quarterly internal sales reports. Good typing skills and the ability to work accurately with numbers required. Interested applicants should call:
Arlene Appleman
ABITIBI-PRICE CORPORATION
3250 West Big Beaver Rd.
Troy, MI 48084
649-3300
Extension 221
Equal Opportunity Employer M/F

CLERICAL position open at Pappagallo offices. Some bookkeeping experience necessary. 642-9050

CLERICAL VACANCIES
EMU. 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 & EEI. INSTITUTION

A CLERK TYPIST
$7,200
We need your skills now. Immediate opening in convenient suburban location. Get a new start today, by calling Dawn. Fee Paid.
649-5900
Snelling & Snelling
PERSONNEL

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

CLERK/TYPIST
HS School graduate. Type minimum 50wpm. Start $154 per week.
645-6550 Ex.231

504 Help Wanted Office-Clerical

CLERK TYPIST
Join the inviting staff of Human Resources. We have a position for an individual who enjoys variety. Typing, posting, filing, errand running and excellent phone skills are an example of our needs. Do you qualify? Please contact Human Resources Dept.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

CLERK TYPIST needed for Mortgage company in Southfield. Typing minimum 40 wpm. Call Beverly.
355-9513

CLERK TYPIST positions. Rochester Community Schools. Must be CETA qualified. If interested please contact Personnel Office 651-6310, ext. 58.

CLERK/TYPIST
Southfield CPA office. Good salary, benefits. Office experience desirable but not necessary. Baker, Witten & Co. 315 Travelers Tower. Call Ma. Volan.
354-4880

CLERK/TYPIST - 50 wpm., excellent entry position with young company. Fee paid.
Snelling & Snelling
335-7400

COLLECTION SEC'Y
2 yrs. credit & collections in a manufacturing environment, excellent verbal & writing communication skills, bookkeeping experience, credit investigation, 55 wpm, mature individual, good clerical experience. Will lead to advancement, $11,000-12,500/yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

COLLECTOR
Immediate opening with mortgage banking company located in Birmingham, Southfield area. We will for the position. Please call Sharon for interview, at 647-8600.

A CPS'S
SECRETARY
Interesting variety, public, handle phone and dictaphone. To be trained in word processing. $10,000 plus. Fee Paid Urgent! Call Judy today.
353-2090
SNELLING & SNELLING
PERSONNEL

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

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 area Rich or 850 I 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

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

EXPERIENCED Secretary-Receptionist with bookkeeping experience for growing Southfield Real Estate firm. Call Ann between 2:30 - 5PM. 355-1720

EXPERIENCED TYPIST - mature self-motivated person with ability to work well with existing staff, opportunity for advancement, all fringe benefits, salary open depending on experience. Call: Exotic Rubber & Plastics, David Marine. 477-3129

FILE CLERK - Part-time. Southfield Law Office, 20 hours per week.
Call Charlotte. 358-5000

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT needed full time for focal 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
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
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-Girl Friday type. 1 girl office, 10 Mile & Northwestern, diversified self motivated person with good organizational skills. Blue Shield, dental, prescription, life, pension plan. 358-4510

EXECUTIVE SECRETARY, with shorthand, who can be flexible in regard to working hours, for placement in executive offices in Southfield, Telegraph, & 13 Mile. Salary commensurate with ability. Call Crystal.
531-7850

EXECUTIVE SECRETARY
to V.P. of finance in Birmingham area office. Financial experience with good typing skills needed. Shorthand a definite plus. To $13,500 Yr. start. Fee paid. Send resume, or call Joyce.
644-2852
PROFESSIONAL PLACEMENT PARTNERS
555 S. Woodward, Suite 616
Birmingham 48009

EXECUTIVE
SECRETARY
Career opportunity with prestigious firm in beautiful Ren Cen office. $11,400 with a raise to 60 days. Fee paid. Call Joanne Headley.
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE
SECRETARY
Full Time opening for organized self-starter. Excellent Typing & Shorthand required. Company benefits & liberal discount. Salary Up to $11,000 per year.
Apply In Person
10 A.M.-5 P.M. Mon. thru Fri.
BONWIT TELLER
(Somerset Mall)

EXECUTIVE
SECRETARIES
Major international firm is opening up new corporate offices in West suburban area. Excellent opportunity to land top notch positions as this prestigious firm hires complete new secretarial staff. Openings starting salary from $13,800 to $17,000., fantastic fringes, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

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 Panek, Merit Systems Inc. 5700 Crooks Rd., Troy. 879-7600

FORTUNE 500 COMPANY needs part time clerk typists (Tues. thru Sat.) with good typing skills and 70 words per minute, some office experience required. Attractive office environment located in Troy area. Please send resume to box #889 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GARDNER WHITE FURNITURE
Office help wanted, $3 per hour. Evenings & weekends. Apply in person only to Gardner White Furniture, 31100 W. 6 Mile, Southfield.

GENERAL OFFICE - Manufacturer selling nationally, 3 girl office. Some experience, will train, benefits. Plymouth-Telegraph. 535-5380

GENERAL OFFICE for property management company. Typing, phone & light bookkeeping. The John F. Carroll Company, Southfield. 642-4880

504 Help Wanted Office-Clerical

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.
17840 Wyoming Road
Livonia, Mich., 48150
An Equal Opportunity Employer

GENERAL
OFFICE
Type 35 w p.m. Call Personnel Manager 10am - 5pm, Mon. - Fri. 358-3687.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Southfield

GENERAL OFFICE
Full or part time. Light bookkeeping and typing required, also able to handle busy phones. Birmingham area 647-3355

GENERAL OFFICE
Girl experienced in general office duties, typing, billing & phone, needed for dental lab. Dental or computer experience helpful but not necessary. Salary open. For appointment, call 225-1050

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 work, paid Hospitalization, Life Insurance, Profit-sharing plan, Holidays and vacations. Starting pay is $4 per hour, $4.40 after 90 days. Non-smoker preferred. Apply at front door, 12090 Farmington Rd., Livonia, before 11:30 AM and after 1:30 PM.

GENERAL
OFFICE
Southfield property management, Northland area. For posting rents and typing. Pleasant working conditions. Recent experience not necessary.
Marion. 569-5555

GENERAL OFFICE
1 person office. Individual must be accurate with figures and detail office duties. Good work and character references required.
See Mr. Schreiner, Mgr.
GRINNELL'S
TEL-TWELVE MALL
28614 EGLEGRD RD.
SOUTHFIELD

GIRL FRIDAY
Bookkeeping, typing. 8 Mile-Southfield area. Salary $185.
353-4468

GLAMOUR
SPOT!
FEE PAID. Meet and greet important clients at busy front desk. Good typing is all that's needed
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

GLAMOUR SPOT
Major suburban ad agency needs fast, accurate typists. Benefits plus growth potential. Fee paid.
PERMANENT
STAFF
Birmingham 642-3050

GOOD TYPIST, part time days, good speller for advertising publication. Livonia area. Preferred location, but will transportation. Call Sandy 261-8300

IMMEDIATE OPENING for person with pleasant phone voice, good typing skills and bookkeeping experience. Call for an appt Dawn. 559-2600

INSURANCE AGENCY - experienced commercial lines secretary, top salary and benefits. Call 557-4090

INSURANCE AGENCY in Southfield has immediate opening for a typing and filing clerk. Call 353-5400 ext 239

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Plymouth Area looking for a part time Personal Lines underwriter. Salary open. Call 459-8550

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

JOBS!
FEE PAID. Super opportunities in suburban areas. All offer excellent salaries and some require no experience! Some clerical skills are all that's needed.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

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 at the KELLY office nearest your home and find out about all the things KELLY can do for you.
Not an Agency - Never a Fee
29419 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph Bloomfield Hl.
642-9550
993 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 RECEPTIONIST - Southfield Law Firm. Excellent salary, benefits. Typing experience required. Pleasant surroundings & Opportunity! 354-4740

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:
878-6468 ext 642-9406

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

LEGAL SECRETARY - Typing & shorthand required. Will train someone with good skills & aptitudes. Salary commensurate with experience. Birmingham Firm. 645-1007

LEGAL SECRETARY
For established downtown negligence firm, typing over 100 shorthand over 100. Salary to $300 per week plus benefits. Submit resume including work experience and present salary to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Our employees know of this ad.

LEGAL SECRETARY for Royal Oak area, experience required, salary commensurate with ability. 288-5000

LEGAL SECRETARY, Experienced. General law practice in Southfield. Call Mr. Ambrose after 6PM: 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 in small general litigation firm. Excellent skills needed, Southfield.
557-4090

LEGAL SECRETARY and gal friday for nice Birmingham office. Will train. Dependable grad or student who wants night law school or pare-legal career. Good pay. 645-0750

504 Help Wanted Office-Clerical

LEGAL SECRETARY, young, litigation-oriented, 3-attorney law firm with growing practice, located in Southfield, seeks trained legal secretary. Salary commensurate with experience and ability. Call Evelings
341-0611 649-0087

LEGAL SECRETARY - part time, 2 days, for Southfield (Town Center) office, shorthand & exprience required
358-3932

LEGAL SECRETARY
Bloomfield Hills Law firm. Divorce experience preferred.
Call: 644-3213

LEGAL SECRETARY
Experienced. Beautiful offices, young firm. Fee Paid.
Advance Employment 559-2710

LEGAL
SECRETARY
$12,000
Prestigious firm. Fee paid.
Snelling & Snelling
336-7400

Legal Secretaries
GAS FREE
We will pay travel cost for your interview.
NO FEE
PERSONNEL POOL
LIVONIA
478-8351

LEGAL
SECRETARIES
BLOOMFIELD HILLS practice involved in labor, needs pleasant individual with dictaphone & shorthand skills. To $12,000.
MAJOR LOCAL corporation requires solid, legal secretarial experience for its legal department. Corporate work, but will consider G.P. experience. To $14,820.
BEAUTIFUL & PLUSH work environment. 4 attorneys with support staff of 4. Corporate background a plus. To $12,220.
NEVER A CHARGE to you for our professional services. Numerous. Dozens of situations, both permanent and part time, now available throughout the Tri-county area.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2080
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 336-5777
Renaissance Center 567-0262
Troy 649-2065

LEGAL SECY'S
Suburban and downtown firms wants to hire YOU! Good typing and shorthand plus legal experience required. Hurry and apply now by calling:
PERMANENT
STAFF
SOUTHFIELD 353-0505

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

LOOK!
We need a sharp full time person to handle incoming calls & take orders. Some service/sales experience helpful, but we will train. Hourly rate plus incentive and benefits for this busy spot. Call and ask for Marie. 399-2222

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, 444-1160
Davison Rubber Products Co.
22077 Telegraph Road, Southfield.

MATURE WOMAN needed for receptionist position, typing preferred, pleasant phone manner. Plymouth law firm. 453-1616

MORTGAGE LOAN TYPIST
SHIPPING DEPT
Southfield mortgage company seeks an aggressive & intelligent individual with accurate typing & good figure aptitude. Mortgage closing, title company, or real estate experience helpful. Call Mary Kay. 353-8700

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

OFFICE ASSISTANT - mature for representative Eastern manufacturers. Typing skill required, shorthand preferred. Excellent follow-up European shipments to U.S. customers. Located Northland Plaza. 569-0610

OFFICE GIRL
Full Time, 9 A.S. starting salary. Typing required. Southfield Area. Call Cindy.
557-1350

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

ONE PERSON OFFICE - TROY
Payroll and Payroll deduction a must. Typing, tax deductions, etc. Personality plus. Salary $180 Min. Benefits Fee Paid.

PERSON FRIDAY
For Sales Manager, Southfield
Manufacturers Rep office. Good typing, phone personality. Percentages and multiplication tables a must. Will handle and type quotes, work with Salespeople and commissions $800 range. Full Fringe benefits including Dental. Fee Paid.

EXECUTIVE SECRETARY
Administrative Ass't. - Oak Park
Will act as Office Manager over 3 employees. Excellent typing, shorthand and dictating equipment. Will train in word processing. Will schedule workload, financial management program and monitor word processing. Personality and appearance important. Salary $12,000 Min range. Fully paid benefits including Dental. Fee Paid.

ORDER DESK - SUPPLY CLERK
Will also call customers. Salary $750. with experience, more money. Some benefits. Fee Paid.

KEYPUNCH
Fisher Building Area
IBM equipment preferred. Salary $4-$5 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 wek. Excellent Union fringe benefits. Employment Agency Fee reimbursed.

CLERK TYPIST
Southfield
Will act as Secretary with heavy number typing. Diversified Accounting duties. Excellent Union benefits. Agency Fee reimbursed. Salary, $180-$200.

FINANCIAL SECRETARY
Southfield
Good shorthand and typing. Financial statements, contracts, accounting related experience. $12,000 range. Paid benefits. Fee Paid

BETTY HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

ADMINISTRATIVE TYPIST
Excellent opportunity in top corporation department for capable typist who likes working on a large range of projects. Must be a self-starter and able to budget own time. Good typing skills and a flair for figures desirable. Will perform many interesting and varied duties. Should be well organized and good at follow-through.
We offer a good salary plus outstanding benefit program which includes: life, hospitalization, dental, optical and prescription insurance, as well as, a pension plan. Call:
335-9500 ext 242
CORPORATE PERSONNEL
BORMAN'S INC.
(FARMER JACK SUPERMARKETS)
An Equal Opportunity Employer

SECRETARY
Immediate opening for secretary with previous office experience. 60 WPM typing, 80 WPM shorthand and familiarity with dictation equipment. English construction and figure aptitude required. Duties to include direct telephone contact with customers and order processing. If qualified call Mr. Gerald Debban at 313-356-1500 or send resume with current salary history to:
BAILEY CONTROLS COMPANY,
BABCOCK & WILCOX
22511 TELEGRAPH ROAD
SUITE 203
SOUTHFIELD, MICHIGAN 48034
AN EQUAL OPPORTUNITY EMPLOYER

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Due to a promotion, we are seeking an Accounting Clerk for a corporate group located in Northville. Responsibilities include: Processing, balancing plant invoices, checking batch balance and computer reports. You should have some clerical and computation experience. Exposure to a large volume operation is a plus.
We offer a good salary and a liberal fringe benefit package. To investigate this position, CALL or send a resume to Robert Merrick.
349-6700 Ext. 479
GUARDIAN INDUSTRIES
43043 W. 9 MILE RD.
NORTHVILLE, MICHIGAN 48167
An Equal Opportunity Employer M/F/C

SECRETARIAL
Digital Electronic
Automation, Inc.
Wanted help for Karen. We are a growing Company located in Romulus, Michigan with a steady growth rate of 30% per year for the last 8 years. Our girl Karen needs some one who can type 45 wpm, who knows posting and a plus would be some experience in travel arrangments.
DEA offers a profit sharing program, hospitalization and sick plan, life insurance, as well as cost-of-living, merit increase.
For confidential interview send letter to:
J.P. O'Doherty
36310 Ecorse Rd.,
Romulus, MI. 48174
Or, Phone Karen Mailloux
(313) 729-5222
For Interview.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE
We are a national company looking for someone with office experience. Duties will include typing, filing, telephone and some bookkeeping. We will also train in collections. The starting salary is between $140 and $160 per week depending on experience. We have a full benefit program which includes company paid pension plan. This is a 4 desk office located in Southfield. For more information call Mr. Weiss,
356-5082
21068 Bridge St.
Equal Opportunity Employer

ACCOUNTING CLERK
We are a major subsidiary of Pillsbury Company, one of the Nations' leading N.Y.S.E.—listed Fortune 500 Corporations. An immediate opening exists at our Regional Headquarters in Southfield for an Accounting Clerk to report to the Accounting Manager for the Midwest.
Applicants should have a minimum of 2 years accounting clerical experience and/or relevant education The ability to type 35 W.P.M. is required.
We offer many attractive benefits:
- Major Medical, Life and Dental Insurance
- Paid Vacation and Holiday
- Meaningful Retirement, Stock Purchase and Savings Program
- Tuition Reimbursement
- 37½ Hour Work Week
- Attractive Work Environment

Starting salary for this position will range from $9,360. to $10,920, based on experience.
Interested? Call Chris Lane:
(313) 645-1796
If unable to call, please send resume to:
Chris Lane
BURGER KING CORPORATION
30100 Telegraph Rd.
Birmingham, Michigan 48010
An Equal Opportunity Employer M/F

BURGER KING

504 Help Wanted Office-Clerical

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Birmingham Community Center for part-time tellers and other part and full-time positions such as typists, secretaries and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Birmingham Community Center, 380 Bates, on Friday, November 16, from 10:00 a.m.-2:30 p.m.
An Equal Opportunity Employer M/F
We Employ the Handicapped
NATIONAL BANK
OF DETROIT
An Equal Opportunity Employer
We Employ the Handicapped
NBD

TELLERS
Michigan's largest savings & loan association has Teller positions available at office locations listed below. The candidates must have ability to meet the public and be accurate with figures. Positions offer excellent working conditions and competitive salary and benefits.
OFFICE LOCATIONS:
Bloomfield Village - West Maple & Cranbrook
Avon Twp. - N. Adams & Walton-Part time
Berkley - Woodward & Catalpa
Troy - Long Lake & Livernois
Full Time & Part Time Teller Pool positions also available.
Apply in person Thursday, November 8 from 9:30 AM to 2 PM at our Birmingham Office, located at 1000 Haynes between Hunter- (Woodward) & Adams.
Federal Savings of Detroit
An Equal Opportunity Employer