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SNELLING & SNELLING PERSONNEL CLERICAL SECRETARIAL position		BOOKKEEPER - FULL TIME Experienced with payroll, sales tax, and financial statements. Work in	355-0500. An Equal Opportunity Employer CLERK TYPIST	Retic Systems Inc., 3100 CROOKS RD., Troy. 879-7460.	openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.	SECRETARY National restaurant chain seeks experienced person with high figure aptitude, accurate typing. 5 day work week, good	ATTRACTIVE OFFER: (for person who loves variety, working with the best restaurants while the kids are in school.
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A CLERK TYPIST \$7.200 need your skills now. Immediate	measure with ability. Send resume for "Bookkeeper & General Office", 23200 Vassar Ave, Suite 224, Livonia, MI, 48152 CLERK-TYPIST. Full time permanent	Manufacturers Agents Newsletter Inc. 474-7323 fits, salary open depending on experience. Call: Eddie Rubber & Plastics, David Marino. 477-2129	TOWN & COUNTRY EMPLOYMENT CENTER 474-1717	SECRETARIES Call today. All fees company paid. Rob Young Personnel 559-3300 Many outstanding opportunities are available for candidates with legal experience. The conditions are for...	REWARDING CHALLENGE Call:	working conditions and benefits. Salary commensurate with experience and willingness to learn. For more information call Laz at 253-2209 lounge restaurant. \$250 week, must wear custom.
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PERSONNEL is willing to be an able assistant in a fast paced office. Previous accounts payable and payroll-administration experience is important, but good attitude and

Snelling & Snelling
3600-7100

ACRA'S

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

Snelling & Snelling
PERSONNEL

SECRETARY/RECEPTIONIST experienced for national wholesale furniture showroom opening in Troy. Earliest

HARMON - Waitresses, full time & part time. Charleys Country Bar, 175 S. Veno, Westland 729-2224

Investigate this position, call Bob Herrick, ext. 479

319-6700, Ext. 479

EXECUTIVE SECRETARY
 333-2090
SNELLING & SNELLING PERSONNEL
 To V.P. of finance in public Birmingham area office. Financial experience with small to midsize firms. www.snelling.com

FRIDAY
 Is a Good Day
 Experienced homeowners/auto rating and typing. General agency. Pleasant Bloomfield Hills surroundings. 644-7161

Executive Secretary
 • Credit Union Services
 • N.O.W. Checking/Accounting
 • Optic Care Plan
 • Group Life Insurance Available
 Center of Southfield law firm, experienced, qualified person will earn \$12,000 plus full benefits & agency fee paid.

SHERATON SOUTHFIELD HOTEL
 9am-1pm
 3pm-6pm
 Mon thru Fri
 Must/Receptionist. Typing. Southfield a tary, telephone required. Shorthand a plus. Must be able to work well on own & be capable of assuming additional re-

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CLERK, TYPIST
High School graduate. Type minimum
wage. Start \$154 per week.

**SNELLING & SNELLING
PERSONNEL**
355-0560
GRAHAM MORTGAGE CORP.
An Equal Opportunity Employer

BIRMINGHAM
FULL CHARGE Bookkeeper - mature

JOBS!
SEE BUS

SECRETARY - with good, general ex-
perience for Birmingham law firm, de-
lightful surroundings, salary \$12,000 to

PERSONNEL
559-0560
KEY PUNCHER
WORD PROCESSOR
SWITCHBOARD OPERATOR

BUS BOYS
FULL & PART TIME
APPLY IN PERSON

amount for figures necessary for
 uncount. Salary \$9.16 to \$11.00 per year.
 Apply in Person
 10 AM-5 PM Mon. thru Fri.
 RONWITT TELLER
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 If you have any OFFICE SKILLS
 Apply in person only to
 Gardner White Furniture, 21100 W. 8
 Mile, Southfield.
 KELLY
 &
 MARTIN
 ROCHESTER 631-1300
 SECRETARIES
 West Bloomfield, Michigan
 682-3555
 SECRETARY. Bookkeeping knowledge
 BUS PERSONS
 DISHWASHERS

BLOOMFIELD State Farm Insurance 69-7827	EXECUTIVE SECRETARY Major International Corporation has an immediate opening. Pleasant environment and complete range of benefits. For appointment, call 525-1070	569-7500 259-7788	ties, typing, billing & phone, needed for dental lab. Dental or computer experience helpful but not necessary. Salary open. For appointment, call 525-1070	DIAL A JOB 24 Hour Service To Hear About Our	SECRETARIES	your office skills from getting rusty! KELLY can help you earn extra money! KELLY can provide an interesting variety of job assignments. Low pay rates.	352-4320	SELF STARTER Call 422-5555	BUS PERSONS Call 422-5555
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19355 W. 10 Mile
 Between Southfield & E. Green

GENERAL OFFICE
 2450 Grand River, Farmington
 476-7600
 TEMPORARY SERVICES
 An Equal Opportunity Employer
 EXECUTIVE SECRETARY
 999 W. Big Beaver
 Suite 100, Troy
 248-1400
 MAGAZINE PUBLISHER needs typist
 for circulation office in a busy
 office and benefits for this busy spot.
 Call and ask for Marie. 355-2323
 REQUIRED. WILL ALSO BE
 MAKING TRAVEL AR-
 RANGEMENTS FOR EXEC-
 UTIVES. MUST BE
 SOUTHFIELD LOCATION - excellent
 opportunity for individual with strong
 clerical aptitude, excellent employee
 Near 12 Mile
 Southfield

478-1204 Immediate opening with mortgage banking company located in Birmingham. Working for president of manufacturing firm located in Birmingham. **SECRETARY** **KELLY** **GENERAL OFFICE** **322 PER WEEK TO START** **Somebody** **COAT CHECK** **NOW TAKING APPLICATIONS** **Apply Monday - Friday** **between 3PM - 6PM**

Help Wanted Office-Clerical
typing, and shorthand skills.
\$260 per week. Apply immediately.

GRINNELL'S
TEL-TWELVE MAIL

LEGAL SECRETARY
557-1350

OFFICE GIRL
Full Time, 9 AM-5 PM. Typing required. Southfield Area. Call Cindy.

SECRETARIES
1574

STATISTICAL TYPIST
1574

CASHIERS
1574

SECRETARY with good administrative skills, good judgment, self-assurance, initiative and

responsibilities in accordance with assumed or later stated qualifications, experience and salary history.	EXECUTIVE SECRETARY Rapidly expanding Southfield company seeking professional secretary for challenging position. Dynamic and thorough.	GENERAL OFFICE Person to answer phones and take sales orders and do misc. office work. Need	100. Salary to \$300 per week plus benefits. Submit resume including past experience and present salary to Box 164, Oversee & Economic Newsletters.	to all requests for morning possible to all requests 18 hours weekly. Please call Scott, 9 AM-4 PM, Reader Company.	682-1700 NO FEE	tion plan. Flexible hours, salary open. Lathrup Village. Call Mr. Niser.
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ACCOUNTING CLERK

SECRETARY — BILINGUAL reports. You should have some clerical and computation experience. Exposure to a large volume operation is a plus. **LEGAL SECRETARY**, young, bilingual-oriented, 2-attorney law firm with growing practice, located in Southfield. 20 hours per week. Must be accurate. 12 Mile - Southfield area. Call: 557-1131. **RECEPTIONIST** - must have good telephone skills. 20 hours per week. Must be accurate. 12 Mile - Southfield area. Call: 557-1131. **There Is Never A Fee Charged To You** **COOKS & FOOD PREP** persons needed, experienced, good pay. **W. Bloomfield.** 551-1400. **5415 Orchard Lake Rd., at Maple Rd.**

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 Bloomfield Hills Law firm. Divorce and legal secretarial position. Excellent salary, full benefits. Fee Paid. Beryl Personnel, 24641 Coolidge, Oak

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 Top skills, well organized. Top pay for a young aggressive Bloomfield Hills
 secretarial, customer contact important. Prior experience. Female able. Call
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