Help Wanted

504 Help Wanted Office-Clerical

Accounts Payable Clerk

Northwest area contractor has opening in general accounting area. Experience required in areas of accounts payable, payroll, accounts receivable and bank reconciliations. Applicants must be self-starters, industrious, capable of organizing and maintaining own area of responsibility and desire to be trained in computer methods. Good salary and benefits. Call between 8 AM and 5 PM

348-2800
An Equal Opportunity Employer

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

ADMINISTRATIVE CLERK

Excellent suburban firm will pay the fee for this front desk position. Receptionist and secretarial duties. Great hours and benefits. To $10,500. Call Joanne today - This won't last!

353-2090
SNELLING & SNELLING PERSONNEL

Advancement Plus

Growing suburban Company seeks your secretarial and bookkeeping skills. Excellent opportunity for a dedicated person desiring advancement to Controller position. Fee Paid. Salary $13-$14 K.

CALL IMMEDIATELY
PERMANENT STAFF
TROY
524-1750

A FREE CAREER OPEN HOUSE

See our display ad in today's womens section or call for information.

642-3050
PERMANENT STAFF

A PROFESSIONAL OFFICE

Needs typing and shorthand. Will substitute higher education for experience. Fee paid. $922 a month. Call Nancy.

644-4600
SNELLING & SNELLING PERSONNEL

A RECEPTIONIST SECRETARY. Small office seeking good typist who likes diversity, being busy and personable. Call Mr Resnick

225-5000

ARE YOU LOOKING FOR CHALLENGE AND VARIETY?

Bring your good clerical skills to this suburban spot now. Fee Paid.

649-5900
Snelling & Snelling PERSONNEL

A SECRETARY

Variety job. Great public, handle phones and adding machine. Good spelling and accurate typist. Will be trained in word processing. $18,000 plus Fee paid. Urgent! Call Judy immediately!

353-2090
SNELLING & SNELLING PERSONNEL

AUDITING CLERK TRAINEE
Challenging entry level position for Accounting clerk. Some required. Excellent benefits with rapid advancement opportunity. Call previous job experience necessary. Call

353-2209

AUTO dealer needs experienced person for accounts receivable bookkeeping. Good benefits atmosphere. Call Avis Ford Inc. Southfield, ask for Sylvia

557-3000

AUTOMOTIVE MANUFACTURERS Rep located in Southfield needs office secretary. Typing adding machine, file are & phone work essential. Call for details.

358-5288

BILLING CLERK wanted, good typist good with figures, immediate opening. Call between 9 AM. and 5 PM., Ted Pollock

349-6300

BOOKKEEPER - experienced full charge bookkeeper thru trial balance & financial statements. Computer input & full accounting experience preferred. Troy office.

649-6500

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 Mr. Smith

332-3991

BANK BOOKKEEPER

Previous bank experience preferred. Competitive salary offered, along with excellent benefit package.

Apply Monday thru Friday
10AM-4PM
MANUFACTURERS BANK OF LIVONIA
15367 NEWBURGH RD.
An Equal Opportunity Employer

BANKING

New Accounts Clerk needed for our West Bloomfield office. Previous teller experience preferred. Good math aptitude & typing skills required. Must be available for Saturdays. Excellent salary & benefit package. Call Ms. Slezak for appointment 356-1860.

LIBERTY STATE BANK & TRUST
Equal Opportunity Employer M/F

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

For Office Clerks, Marketing People, No Typing Tests, nice, 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

BOOKKEEPER, full charge thru financial statement. Strong organization and supervision experience required. Expansion opportunity, competitive salary and fringes. Excellent Southfield location. Call Barbara at

559-2000

BOOKKEEPER

Experienced through Trial Balance to work for Controller in Fast growing Computer Service Firm in Southfield. Diversified responsibilities include A/P, A/R, Purchasing, Personnel duties. Learn computerized input/output. Good typing a must. Pleasant environment and good fringe benefits.

Call Pamela Smith at

557-4404

BOOKKEEPER

Experienced Mature Individual to Handle Basic Bookkeeping, Payroll and Job Cost records for medium size sub-contractor. Salary Mid-Teens, Hospitalization, Vacation and Profitsharing.
All Replies will be held in strict confidence.

Reply Box 205
Garden City Mich., 48135

BOOKKEEPER
Flexible hours, some experience required. Light typing & all phases of office work. Farmington.

474-1971

BOOKKEEPER
For a general accounting position located in Southfield. Typing speed essential. $8hd resume & salary requirement to box #962 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 "Bookkeeper & General Office", 29200 Vassar Ave. Suite 224, Livonia, Mi. 48152

BOOKKEEPER - RECEPTIONIST, full time, experienced. Plymouth area. Call for interview

459-5630

BOOKKEEPER
Southfield advertising agency seeks bookkeeper for a diversified position. Agency or media experience desirable. Good typing a must-50WPM.

Call 358-4880, ext. 281

BOOKKEEPING POSITION (full or part time) for Birmingham architectural firm. Position available immediately.

644-00604

CUSTOMER SERVICE- Part time, temporary through April 15. National Computer Service Co. needs individual to assist professional clientelle with compute input. Must have tax preparation experience. Call Sandy.

459-4784

504 Help Wanted Office-Clerical

CHANCE OF A LIFETIME

Are you a quick learner looking for a stepping stone into a future? Recognized Company needs your good typing and organizational skills. Plush atmosphere, rapid advancement and good benefits. Fee Paid. Call Immediately!

PERMANENT STAFF
TROY
524-1750

CLERICAL HELP WANTED
For Southfield office
358-1188

CLERICAL POSITION OPENING
For a sharp person
to take care of inventory control
Troy area.

649-1500

CLERICAL RECEPTIONIST and General Office for tool company in Oak Park area, Sam-5pm.

543-9303, ext. 9 or 0

CLERK-Personnel/Benefits

We are seeking an experienced employees benefits clerk for our Personnel Department.
Primary responsibility will be performing the administrative functions for a number of benefit plans including claims processing. Minimum requirements include typing 60 WPM, above average clerical and numerical skills and 2 years experience in the insurance/benefits/personnel areas.
Please apply at:

Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
An Equal Opportunity Employer

CLERK/Secretary - Birmtwick Corp is looking for a bright, eager, clerk/secretary to perform many varied functions in a small regional office in Bloomfield Twp. Must type 55WPM minimum. Call Mr. Hosford between 9am-12noon & 2-4pm.

858-7040

Equal Opportunity Employer M/F/H

CLERK-TYPIST

Earn $4.25/hour working part-time (19-20 hours weekly) in a permanent, 12 month position for Community Placement Career Center.

TEMPORARY
CLERK-STENO
Start immediately to earn $4.25-$5/hour working 20 hours weekly until March 30, 1980 for the City of Southfield.

Please call RUTH RICHARDS.

354-9167

CLERK/TYPIST
High School graduate, dependable. Type minimum 50 WPM. 13 - Telegraph area. Call:

645-6550 Ex.231

CLERK TYPISTS

Mortgage company in Southfield is taking individuals with good typing skills and good math aptitude for positions in the Loan Administration department. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Mrs. Fischer,

355-0500.
An Equal Opportunity Employer

CLERK/TYPIST
$800 per month. Southfield company needs individual with 50 wpm. typing.

Call Sandy
358-7400

CLERK TYPIST
45WPM or better. Full time. Lots of phone contacts & varied duties. For weekly publications. Livonia area. No public transportation. Call Pat 261-8300

COLLECTOR

Immediate opening with mortgage banking company located in Birmingham. Southfield area. We will train right person for the position. Please call Sharon for interview at

647-8600.

COMBINATION OFFICE work & some babysitting to be done in my West Bloomfield home, full or part time. Call

661-2434

CRT OPERATOR
$10,000 A YEAR

Local nationally known firm needs your experience. General office skills land you this suburban career. Good benefits and employer pays our fee.

PERMANENT STAFF
TROY
524-1750

GENERAL OFFICE - 5 day week. Southfield office, pleasant surroundings. Must be good typist & have

649-8484

pleasant phone voice Call

GENERAL OFFICE Clerk, telephone answering, filing, light typing, 40 hours week. Must be able to work Saturdays.

474-6619

504 Help Wanted Office-Clerical

CUSTOMER SERVICE

FEE PAID. Good clerical skills and the ability to organize are the key to super career opportunity.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

DESK CLERK-auditor needed full or part time, must work weekends. Apply in person Red Roof Inn, 39700 Ann Arbor Rd, Plymouth.

DISTRICT COURT
General Office/Secretarial
Position available at $3.89 per hour to start. Must be unemployed for the past 10 weeks, be resident of Oakland County and be a member of a family whose income does not exceed the low standard of living income level. 18 month temporary position. Apply: Farmington City Hall, 23600 Liberty St.
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.

EMPLOYMENT - manager for large Rochester company, degree or equivalent experience. 4 to 5 years recruiting experience, salary $14,000 to $27,000. Excellent benefits and fee paid.

PEOPLE - oriented secretary, no shorthand, for top ad agency account, good typing. Salary $9000 to $9600. Plus full benefits & agency fee paid.

TROY - company needs mature secretary to work in large offices. Conveniently located near beautiful shopping area. Typing 60, shorthand 80, salary $900 plus benefits & fee paid.

ADAMS & MARTIN

920 Maple Birmingham

646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings

646-5780

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. Permanent part time. Southfield area. Challenging position serving top executives. Call for appt.

557-2757

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand required. Position demands perfection and responsibility. Call for more information.

353-3209

EXECUTIVE SECRETARY, with shorthand, 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,

531-7850

FOOD SERVICE SECRETARY

Excellent typing and bookkeeping skills, 12 month position. Apply in writing to:
SOUTHFIELD PUBLIC SCHOOLS
William Nunez - Assoc. Supt.
24675 Lahser
Southfield 48034.

FULL CHARGE Bookkeeper wanted for Detroit based manufacturing company. Must be able to prepare monthly statements, comprehensive benefit package. Salary will commensurate with abilities.

357-2300

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY $12,000

FEE PAID. For this 500 company needs sharp individual with excellent skills. Prestigious suburban location.

Snelling & Snelling
336-7400

EXPERIENCED PERSON in Keypunch or Typing wanted for Data Entry in our Billing Department. Competitive salary, full benefits, Troy location. Call Mr. Krueger at

EXPERIENCED SECRETARY for 1 man office, 3-4 days a week. Insurance experience helpful. W. Bloomfield.

353-3914

FIGURE TYPING
Terrific beginning opportunity available for typist with good statistical ability. Rapid advancement and growth potential. Full benefits and excellent working conditions. Call

353-3209

FILING, Typing, answering phone. Must enjoy working with numbers. Four to five day weekly. Apply North American Manufacturing, 30975 Telegraph, Southfield.

Gas Gold & Groceries

are all going up! KELLY SERVICES can provide the opportunity to earn extra money to help you keep up with today's rise in prices. We have many temporary assignments available for TYPISTS, BOOKKEEPERS, GENERAL CLERKS and more. KELLY SERVICES offers top assignments, top pay rates, merit increases, paid holidays, plan and paid vacations. Apply at the KELLY OFFICE nearest your home.

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

GENERAL CLERICAL office work, filing, light bookkeeping, etc.

398-7405

GENERAL OFFICE - dealership experience preferred, Southfield

354-6600

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 & typing to learn order desk in food brokerage office. Pleasant surroundings. For appointment call

358-1000

GENERAL OFFICE- Experienced Only. Excellent starting wages & benefits. Accurate typing essential, some familiarity with simple bookkeeping helpful. 5 days per week. 8AM-5PM, interviewing between 9AM-4PM. Artistan Plastic Inc., 12001 Greenfield. 272-1840

GENERAL OFFICE
Livonia based manufacturer of industrial filtration equipment needs a General Office Clerk to operate & distribute office supplies, type and release switchboard operator. Position will eventually be responsible for microfilming activities.

We offer a good starting salary with a place for advancement and company paid benefits which include tuition reimbursement, etc.

If interested in the above position, please contact Devinee Mclroy at:

HYDROMATION COMPANY
39201 Amrhein Rd.
Livonia, MI 48150

464-0600, Ext. 232

Equal Opportunity Employer M/F

GERMAN CLERK TYPIST
We are looking for a bi-lingual clerk for our International Division. You must be fluent in German and English, have a good Math aptitude and an excellent German accent. If interested, contact Debbie Dungey.

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, MI 48037.
355-9300, ext. 283.

GIRL FOR GENERAL OFFICE
Willing to learn Light Bookkeeping. Typing 50 WPM. 8 AM-5 PM. Mon. thru Fri. Redford Area. Ask for Pat.

537-6700

Immediate Opening

Let your clerical talents make money for you. Type 50 WPM. Learn new skills. Advancement guaranteed. Call Pat today.

649-5900
Snelling & Snelling PERSONNEL

INSIDE SALES

$800 mo. and company pays fee in Farmington, a challenging spot for an outgoing person who likes client contact & figure work.

#Personnel Place 846-7280

INSURANCE CLAIMS (office). Some typing & phones, experience helpful but not required, call Laura for appt. 8:30-4:30.

478-2200

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

673-0459 or

642-9106

LEGAL SECRETARY. Experienced, General law practice in Southfield. Call Mr. Ambrose after 4PM:

356-7800

PART TIME experienced trial balance bookkeeper. Small company. Apply Master Carbide Co., 25301 Glendale, Redford.

535-5454

POSTING CLERK
Good Bookkeeping Clerk to do posting for Accounts payable. Experience necessary. Must be able to maintain accurate records for busy company. Light typing required. 8:30am-3pm, Mon. thru Fri. Benefits. Salary open. For appointment, call

576-1813

PSYCHOLOGICAL CLINIC
Needs receptionist/typist with good phone skills. Full time. Long Lake - Telegraph area. Call:

626-8500

504 Help Wanted Office-Clerical

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

353-2930

LEGAL SECRETARY
Top salary, well organized. Top pay for a young aggressive Bloomfield Hills management labor law firm.

356-5670

LEGAL SECRETARIES

Highly respected established agency firm, that has a good community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.

HILLSTROM & ROSS,
626-8188

LEGAL Secretary for Southfield law firm. Must have previous experience in litigation. Salary commensurate with ability. Full benefit package.

Call

358-4660

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

644-4133

LEGAL SECRETARY with experience in Civil Litigation for Bloomfield Hills law firm. Must have typing skills, no shorthand, salary commensurate with experience & ability. Fringe benefits. Call

858-5443

LEGAL SECRETARY
$650 per month
Fee paid. Corporation will train.
Snelling & Snelling

358-7400

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

645-1003

LEGAL SECRETARY and girl friday for nice Birmingham office. Will train. Desire college grad or student who wants night law school or para-legal career. Good pay.

645-0750

LEGAL SECRETARIES

SOUTHFIELD. Negligence & labor practice. Plenty of work. Shorthand required. Congenial atmosphere. Benefits. Bonus. To $250 per week.

BLOOMFIELD HILLS. This 7-attorney practice has an excellent reputation. Domestic relation experience a "plus". Benefits. Bonus. To $250 per week.

RENAISSANCE CENTER. Beautiful work environment. Heavy in medical malpractice. Litigation experience an asset. Benefits. Pension plan. To $250 per week.

SOUTHFIELD. If you can type 70 w.p.m. and use the dictaphone, this busy office will train you in legal. Great opportunity to break into the legal profession. To $180 per week.

Never a charge to you for our professional placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2560
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	336-5777
Renaissance Center	567-0142
Troy	649-2965

MATURE, RELIABLE Individual with typing skills. Call 10 AM to 2 PM

272-4822

OFFICE MANAGER- Bookkeeping & typing experience. Shorthand helpful. Small commercial real estate company. Troy.

643-7574

OFFICE MANAGER - TYPIST
Local CPA Firm has opening for Statistical Typist with Supervision skills. Flexible hours. Send resume to Box 445, Plymouth, Michigan 48170.

OUTGOING GIRL to train in customer service for young expanding company. Good general secretarial skills and telephone personality are a must. Interviews need not call. Ultra Supply Corporation. Farmington Hills.

476-3216

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

647-6860

RECEPTIONIST
For Birmingham pediatrician's office. 35 days per week.

644-3300

RECEPTIONIST, Full time employment with Troy Law firm. Good typing skills and pleasant phone voice required. Call: A. R. Basile at

362-2260

RECEPTIONIST
Full Time, Permanent, some typing. Apply in person, 31001 Schoolcraft, Livonia. Local People please.

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

358-4434

RECEPTIONIST Typist needed for general office work. Heavy typing, transcribing experience. Must type 55-minute aptitude desirable. For interview including desired salary to: MRS, Inc., 3000 Town Center, Suite 2140, Southfield, Michigan, 48075.

353-4327

RECEPTIONIST TYPIST
Immediate opening for experienced receptionist typist for general contractor located in Southfield. Typing speed essential. Send resume & salary requirement to #943 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Immediate opening, must have pleasant telephone manner, typing & filing required, work with growing company, new location in Farmington Hills.

478-5330

RECEPTIONIST - will train suitable applicant. Typing, pleasant phone personality. Southfield area.

358-1444

RECEPTIONIST For Medical Office. Good typing essential. 8am-5pm. Monday thru Friday. Excellent benefits and working conditions.

478-7733

RECEPTIONIST needed part time for modern Troy office 12:30-4:30pm daily. Mature, conscientious attitude plus moderate typing skills, age no barrier. Call morning.

649-3600

An Equal Opportunity Employer

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing, filing also required, work in a great location with a growing company. Hours, approx. 10:30-2:30 pm, Mold-ex Rubber, Grand River-10 Mile, Farmington Industrial Park. 23847 Industrial Park Dr. Farmington, 474-0124

RECEPTIONIST

Light typing for CPA firm
Bloomfield Hills

858-2400

RECEPTIONIST $650 PER MONTH

FEE PAID

Southfield firm needs charmer for Front-desk spot. Excellent advancement.

Snelling & Snelling
336-7400

RECEPTIONIST -

Front desk spot in Farmington offers $700 to $750 and company pays fee for some switchboard experience and a bubbly personality. Company will train on new dimension system.

#1 Personnel Place 846-7280

504 Help Wanted Office-Clerical

SALES OFFICE $10,400

Busy rep. office in Southfield needs organized and motivated Gal Friday. Lots of telephone contact with minimal typing. Must be fast learner to quickly assume pricing responsibilities and office management. Benefit package includes profit sharing. Reply stating salary requirement in confidence to P. O. Box 676, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SPECIALIST. Move from entree training program to sales area where phone personality counts. Bubbly manner earns $800 to start. Accuracy counts.

Call 649-4144.
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

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

SECRETARIAL POSITION
Bloomfield Hills location. Excellent office. Must be good typist. Familiarity with Real Estate Terms helpful. Salary plus Hospitalization. Please Call Mr. Dobson.

642-7600

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 & Bonuses

DETROIT & SUBURBS
PERSONNEL POOL
NO FEE
LIVONIA
29200 Vassar
(7 Mile & Middlebelt)

478-8350

SECRETARIES TYPISTS RECEPTIONISTS KEYPUNCHERS BIG 3

EXCITING LOCATIONS
International department of top automotive Corporation needs your skills for special projects. Interesting and challenging work for responsible people oriented persons. Call Mary Lee for this unusual and fun assignment.

524-1750

TEMPORARY STAFF TROY

SECRETARY - ABC T.V. Network Sales. Typing, shorthand & telephone communication skills required, arithmetic aptitude desirable. For interview call.

444-1111 ext 534

An Equal Opportunity Employer

SECRETARY, bright, sharp with good clerical skills to train as legal assistant with large Southfield Law firm at American Center. College preferred. Mr. Bornstein,

355-5000

SECRETARY - corporate office Southfield firm, good typing & shorthand, excellent benefits, $11,400, fee paid.

SWITCHBOARD operator, experience required, accurate typing & clerical duties, $10,000, fee paid.

RECEPTIONIST - good typing and cheerful greeter, benefits. $780, fee paid.

LOIS RAY PERSONNEL

559-0560

SECRETARY
Experience necessary in General Insurance Agency office procedures. Downtown Northville. Call:

349-1122

SECRETARY - experienced for busy Livonia corporation, ask for Barbara

478-5200

SECRETARY
Experienced, to District Manager, Sales Office, Machine Tool manufacturer, Southfield. For the right, mature person. Excellent salary & fringe benefits. Call Mr. Stewart for appointment

353-1200

An Equal Opportunity Employer

SECRETARY

Farmington Secretary needed for Engineering Staff in pleasant surroundings. 8AM - 5PM, Mon./Fri. First class shorthand and typing and ability to follow up. Blue Cross/Shield/Dental. For interview please call:

477-4500

SECRETARY For full time employment with Troy Law firm. Salary commensurate with experience. Please call: A. R. Basile at

362-2260

SECRETARY for Farmington Hills corporate office, excellent career opportunity for organized, dependable individual with good typing & shorthand skills. Pleasant work environment. Competitive salary & fringe benefits. Send resume in confidence to Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for small plant. Will train. Advance Flame Hardening, 8054 Greenfield.

644-5470

SECRETARY for Sales Administrator of manufacturers rep firm in Southfield. Excellent working conditions & fringes. Good opportunity for a congenial company for a person who enjoys variety in their work. Call John Martin.

557-7939

504 Help Wanted Office-Clerical

SECRETARY

FTD is looking for a Jr. Secretary for our Education and Research Division. The qualified individual will be well organized, have good communication skills, a flair for detail and type 55 wpm. Dictaphone and/or word processing experience a plus. If interested, contact Sue Cobali.

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300 ext. 184

SECRETARY
Immediate opening for a secretary for our LIVONIA OPERATIONS.
Must have good typing & secretarial skills. 3-5 years secretarial experience required. Excellent salary & benefits.

American Sunroof Corporation
18616 Walnut St., Southgate, 48195
Attn: Ruthanne Kelly.
An Equal Opportunity Employer

Secretary

Immediate opening in the credit department of a Farmington manufacturer. 2 years secretarial experience necessary, preferably in credit and collections. Excellent typing and transcribing abilities required. Some college background helpful. For interview please call

476-7100 Ext. 296
Diamond Automation Div.
23400 Haggerty
Farmington, Mi 48024
Equal Opportunity Employer M/F

SECRETARY

Interested in working for a large local Southfield firm? A secretarial typist position is available. Resumes are not required but prior experience at certain levels. Excellent fringe benefits and competitive salary. Please respond to Box 914, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
LOOKING FOR a person who can type, answer the telephone and do general office work. Livonia, near I-96 and Inkster Rd. Call 9AM-5PM, Mon. thru Fri.

427-3741

SECRETARY

Nation's largest convenience food store chain has an opening for a Secretary with good typing skills, to work for the District Manager. Pleasant surroundings. Benefits include profit sharing. Needs union and insurance. Please apply in person:

1180 Big Beaver Rd., Troy

SECRETARY needed for a challenging position with a Tony law firm. Good salary and benefits. Call Connie for an interview.

352-1610

SECRETARY
needed for Sales Department of progressive Southfield Company. Typing and shorthand required. Excellent working conditions and benefits. Salary commensurate with experience and willingness to learn. For more information call Liz at

353-3209

SECRETARY, Part time, shorthand & typing required, general office work. 12Mile/Northwestern area. Call between 9:30-5:00 P.M.

626-5595

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, to answer phones and some light typing. Bloomfield Hills, call Karen

332-3660

SECRETARY Receptionist - mature person for small manufacturing company. Good pay and working conditions secure employment. Reply to: Box 960, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
"Take Charge"woman with Real Estate, Insurance, etc. experience for Real Estate office. Salary, bonuses and other incentives.
Call Mr. Stanley.

836-8900

Secretary to work in Southfield Lawfirm. Experience not necessary but good typing skills essential. Neatness and dependability a must. Kim

557-1155

SECRETARY $180 PER WEEK FEE PAID

SUPER OPPORTUNITY!
Excellent benefits.

Snelling & Snelling
336-7400

SEEKING individual with good typing skills, math aptitude & previous office experience for various clerical positions. Call Paul Geyer.

553-9200

SOUTHFIELD accounting office needs part time person to write payrolls, etc. 3 days a week, hours flexible.

559-7950

SOUTHFIELD based insurance firm needs person experienced in accounts receivable or claims

569-5859

SOUTHFIELD LAWFIRM seeking experienced legal secretary, Call Pat,

354-0030

SWITCHBOARD OPERATOR

Large manufacturing firm in Wayne area needs switchboard receptionist immediately. Please contact:

Somebody Sometime
Southfield 272-8500

TELLER

Full time position is open at our Northland Office located Greenfield opposite Northland. Requires ability to meet the public and be accurate with figures. Call manager for interview at

564-6228
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER

Part time position is open for work at our Plymouth office. Requires ability to meet the public and be accurate with figures. Call manager for interview at

453-7400
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER
$150 per Week. Fee Paid. Several suburban spots. Excellent benefits.
Snelling & Snelling
336-7400

TROY MANUFACTURING Co. requires secretary with strong bookkeeping experience and/or education. Call for interview appt.

528-0670

504 Help Wanted Office-Clerical

TWO BEGINNING TYPISTS
Birmingham company offers an exciting and challenging position in public relations dept. Type 60, company pays fee & starting salary of $750 mo.
No experience necessary.

#1 Personnel Place 846-7280

TWO PART TIME temporary clerical workers needed for American Cancer Society office in Southfield. filing, record keeping abilities. $3.10 hr. Apply in person Mon. or Tues. from 3-4 pm. 29500 Southfield Rd. N. of 12 Mile.

537-5353

TYPE SETTING & KEYLINING Position open for the experienced or willing to learn. Must have typing speed 40 WPM and art background. $3 per hour for the learner, $3.50 start for experienced. Part time - could be full time. Call Jackie 9 AM-5 PM. Monday thru Friday for interview.

478-8660

TYPIST - experienced, required for Livonia CPA firm, full or part time, reply to box #936 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST, EXPERIENCED, self-reliant needed immediately for full time position with Royal Oak Law Firm specializing in collections. Salary open. Send resume to P. O. Box 368, Royal Oak, MI 48067.

TYPIST
Half days, travel experience helpful, must have car. Southfield based firm. Call Mr. Key

354-6383

TYPIST

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TYPISTS
GENERAL CLERKS

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$370. - per thousand (1000) for envelopes you mail. Postage paid. For application: H.T.N., P.O. Box 111, J.C. 3, Marysville, Michigan 48040.

505 Help Wanted Food-Beverage

A-1 PEOPLE needed to work in one of Southfield's best restaurants. Kitchen help and Bus Boys. Experience helpful but not required. Good pay and tips. Blue Cross plan available. Day & night shift openings. Apply in person between 2 and 4 PM. 18475 Franklin Rd., 12 Mile & Northwestern area.

BANQUET WAITRESSES wanted - apply in person Mon. thru Fri. from 3-4pm. Holiday Inn of Southfield, or call Catering Office for appt. 353-7190

BUS BOYS BARTENDERS

Apply in person after 2:30 PM.

Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

BUS BOYS - DISHWASHERS - part time, afternoons & weekends, apply in person. Rene's Rose Restaurant, 6590 Middlebelt, S. of Joy Rd. in Westland.

BUS PERSONNEL

Looking for young men able to work 3 nights per week, pleasant public contact. No experience necessary, apply in person;

HILLSIDE INN
41651 Plymouth Rd. Plym.

BUS PERSONS

Immediate opening, day or night shift. Apply in person 3 - 6pm. Tues. - Sat. Kay Bonham.

TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Near 12 Mile
Southfield

BUS PERSONS MAINTENANCE HOSTESSES COAT CHECK

NOW TAKING APPLICATIONS
Apply Monday - Friday
Between 10 - 4
THE DRY DOCK
25855 GREENFIELD
At 11 Mile Road

CASHIER AND DELI COUNTER
Will train, good pay. Full or part time. 14 Mile-Middlebelt area.
Call after 2 PM.

851-4118

CASHIER, HOSTESSES, Bus People, Day Waitresses, apply in person, ask for Peggy Kinzer, Holiday Inn of Southfield, 25555 Telegraph.

COCKTAIL LOUNGE

Do you like people? Full time position attending sea food counter in our popular cocktail lounge. Noon to 8PM, Mon thru Fri.

Please apply in person:
Personnel Office
Mon Thru Fri
9am-1pm 3pm-4pm
SHERATON SOUTHFIELD HOTEL
17417 W. 9 Mile Rd.
Southfield, Mich.
An Equal Opportunity Employer

COCKTAIL WAITRESS, experience preferred, approx. 20-25 hours per week. Apply in person Mon.-Fri., 1-4PM. Hines Park Inn, 36455 Plymouth Rd., Livonia.

504 Help Wanted Office-Clerical

SECRETARY

A leading distributor of hospital supplies has a challenging position available for an experienced secretary. The person we are looking for should posess typing kills of 55 to 60 W.P.M., dictaphone experience and communication skills as well as mathematical abilities and 1 to 2 years business experience. We are located near the airport, offer free parking, an excellent benefit package and a competitive starting salary. For Immediate and confidential consideration send resume complete with salary history to:

Box 952
Observer & Eccentric Newspaper
36250 Schoolcraft, Livonia, MI. 48150

An Equal Opportunity Employer M/F

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.

NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

504 Help Wanted Office-Clerical

The Quaker Oats Co.

Major food manufacturer has opening for permanent sales office clerical position. Company has long term lease in desirable Bloomfield Hills location. Good starting salary. Major medical/dental, retirement and profit sharing plan. Send resume with salary history to:

The Quaker Oats Co.
4190 Telegraph Rd., Suite 308
Bloomfield Hills, Michigan 48013

An Equal Opportunity employer M/F

PERSONNEL CLERK

Rapidly expanding national ink manufacturer (located near Schoolcraft and Telegraph), requires Personnel Clerk for it's corporate Personnel Department. Candidate should type 70 wpm, have excellent shorthand skills and enjoy working with people. Send resume, call 538-6800, ext. 10 for application or apply in person between 9 AM-4 PM.

Flint Ink CORPORATION

FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239

Equal Opportunity Employer

O&E