Help Wanted

504 Help Wanted Office-Clerical

CLERK TYPIST, good salary, and fringe. Southfield area, call 357-3750

CLERK TYPIST
High school gr.duate. Must type 50 WPM Start $166 a week. Call after 2PM. 645-8550, Ext 231

CLERK TYPIST - Oak Park area. Begin end February. FWX experience preferred Full benefits Call Del Monte Sales Co. for appointment 968-1111
An Equal Opportunity Employer

CLERK TYPIST
Transamerica Insurance Group needs a Clerk Typist to perform general clerical duties in our Claims dept. Good benefits & working conditions Please call Cathie, 644-3553 or 353-3509 for an application
An Equal Opportunity Employer

COMPUTER COMPANY needs girl to answer phone & do typing Southfield location - hours 9-3 daily - ideal working conditions For appointment call 352-3820

COMPUTER OPERATOR with typing & bookkeeping background An equal opportunity employer. HDS, Inc., Farmington Hills Contact Ms Evans 851-8400

COMPUTER OPERATOR
Farmington company seeking experience Computer Operator with some bookkeeping background or understanding Operate Nixdorf 8870 with CRT Call

478-0009
An Equal Opportunity Employer

Construction Secretary
For Northwest area contractor Cost reporting and production tracking in addition to normal secretarial functions Experience an asset but not a pre-requisite Will train suitable applicants Send resumes to

P. O. Box 633
Novi, M 48050
or call
348-2800
An Equal Opportunity Employer

CUSTOMER SERVICE
Beautiful suburban office will pay the fee for your expertise in handling problems Good typing necessary $700 to start plus excellent benefits Call Joanne Headley,

353-2090
SNELLING & SNELLING PERSONNEL

DATA ENTRY position Business office of suburban Southfield in Garden City desires energetic individual with some base office experience. Must be proficient on typewriter, calculator. College education and computer experience helpful Please inquire between 9AM-4PM 522-7023

EXECUTIVE SECRETARY
Southfield advertising agency has immediate opening for executive secretary. Must type 70WPM. Shorthand desirable. Experience working for a large group of people. Must be available to work overtime and able to work well with others. Good company benefits. Please call Hedy, 827-8343
An Equal Opportunity Employer

EXECUTIVE SECRETARY- Well paid, part time for Doctor's office. Experienced, dependable, mature person for bookkeeping, typing, etc. Flexible hours, approx 15-20 hours per week. Franklin area. Call Friday through Wed after 7PM. 626-6466

EXECUTIVE SECRETARY
To handle a district sales office for major corporation Excellent salary with major medical benefits An excellent opportunity for a person with typing & dictation skills in a pleasant working environment located in Birmingham Call 646-5455

EXPERIENCED full time, secretary needed for busy Southside Insurance office, must be willing to work 369-6810

EXPERIENCED legal secretary for 1 girl office in American Center Building Excellent shorthand & typing skills required Excellent working conditions, salary commensurate with ability & experience. Call 353-8629

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Starting date approx. Feb. 1, 1980. At least 3 years experience in position of similar responsibility. Considerable knowledge of business English and excellent typing and shorthand skills. Salary $11,000 to $13,000 per year. Excellent benefits Applications accepted at: Farmington Hills City Hall, 31555 11 Mile Rd (1 block west of Orchard Lake Rd.)
Equal Opportunity Employer M/F

Executive Secretary
For Northwest area realtor
Dependable, high initiative and organizational skills. Good salary and fringe benefits Send resume to

P. O. Box 633
Novi, M 48050
or call
348-2800
An Equal Opportunity Employer

EXECUTIVE - secretary, good typing & shorthand required, real estate experience a plus, will train on mag card. $12,500, fee paid

SECRETARY - Southfield firm, typing 60 WPM, shorthand 80, work for project manager. Typing in proposals, correspondence & misc duties, benefits, $10,400, fee paid.

TRAVEL - agency receptionist, experienced in ticketing, busy switchboard, typing required. $606 67 to start

LOIS RAY PERSONNEL
559-0560

EXPERIENCED legal secretary for large, prestigious law firm located in Southfield - excellent typing skills, shorthand, dictation equipment & bookkeeping a must, present resume upon interview, ask for Cathy 355-9100

EXPERIENCED legal secretary needed for Telegraph - 12 Mile law firm, excellent working conditions & fringe benefits. 642-3200

EXPERIENCED SECRETARY
Good typing & shorthand, salary commensurate with experience, Livonia Area Good Benefits 425-0030

EXPERIENCED SECRETARY, construction management office. Northwestern 13 Mile, area Shorthand, typing references required Mon thru Fri 9 noon-5 Call 10 until 4 626-5555

EXPERIENCED TAKE-CHARGE Bookkeeper to supervise Hotel Bookkeeping office Computer experience desired. Salary commensurate with experience Send Resume to Holiday Inn of Southfield, 26555 Telegraph Rd, Southfield, Mi 48034

FILE CLERK
Immediate needed for File Clerk. Experience preferred Excellent salary, fringe benefits Pleasant working conditions Please call Personnel Director, Fireman's Fund Insurance Co 557-5000
Equal Opportunity Employer M-F

FILE CLERK
Mature, responsible person for growing Troy CPA firm Pleasant working conditions and good benefits. Call Ms Harris 649-2515

FILE CLERK $500
For rapidly expanding suburban company, excellent position for individual with limited clerical background. Full benefits with dental plan Complete Blue Cross with prescription & company paid fee

555-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

FULL & PART TIME
For Southfield insurance office. Call Mon thru Fri 9-4 352-7744

FULL TIME
IMMEDIATE OPENING
for
Accounting Clerk Typist
High School graduate with accurate Clerical and Typing skills wanted We will train for the position Please call Sharon for interview

647-8600

504 Help Wanted Office-Clerical

FULL TIME position assisting in bookkeeping department, some experience preferred. Apply in person Hagopian & Sons, 16000 W. 8 Mile

FULL TIME POSITION AVAILABLE Must be able to type & answer phone Aptitude for figures needed Knowledge of accounts payable useful, will train Neat appearance, pleasant personality. Company paid benefits Salary $550 to start. Apply in person, 8am-5pm, Allington Associates, Inc., 15001 Levan Road, Livonia

FULL-TIME Secretary Must be reliable and office oriented. Typing a must Ask for Chuck Ware ELITE PROPERTIES 851-9850

GENERAL OFFICE work full or part time. Must be good typist. Eight Mile-Evergreen area 352-8688

GENERAL OFFICE
Typing, light bookkeeping. Bright, good personality. Southfield 557-2214

GENERAL OFFICE work in Credit department Accuracy with figures required Also typing 5 day, 40 hour week. Apply in person, Slater Waltowerings, 13922 Merriman Rd, Livonia

GENERAL OFFICE
Property management and brokage company. Typing, bookkeeping and general office Flexible hours to suit you Town Center Bldg in Southfield Call for interview 352-9555

GENERAL OFFICE
Applicant must possess aptitude for figures, and ability to type 45-50 WPM. Office experience helpful but not essential For further information call Personnel Dept.

Alexander Hamilton Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd

GENERAL OFFICE Bookkeeper Teacher, $10 50 per hour, 25 hours per week Use certificate required. Call Bernadine, 547-0550

GENERAL OFFICE work Requires good typing, organizational skills Pleasant office located in Farmington Hills 855-1750

GENERAL OFFICE
Typing at least 50wmp, and filing Full time Insurance benefits Southfield location 353-8844

GENERAL OFFICE- Clerical, typing, invoicing, working with CRT computer systems. Plymouth area Call Bill Carlsen, Federal Pipe & Steel Corp.

GENERAL OFFICE - For old line established firm Typing, 45-50, good figure background, variety job To $750. Plus Blosdale Personnel 645-9884

GENERAL OFFICE - 50 WPM typing with mortgage experience helpful. Must be good with figures and capable of handling busy phone Good starting salary and benefits. Please contact Mr. Goldman for appointment 557-7240

GENERAL OFFICE
Person must have good typing ability and be good with figures Permanent position, benefits, Troy area Send resume and salary required to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL CLERICAL person full time Merrill Lynch, Bloom Hills. Some typing necessary. Prefer neat well kept appearance Call Tom Desmond 110-4374 647-3300

GROWING SOUTHFIELD lawfirm seeking file clerk & legal secretary. Pleasant atmosphere. Call Vicki 353-6507

GROW WITH A
Suburban firm. Will train accurate typist, answer phone, good math skills. Fee paid. $736 a month. Call Lynn.

644-4600
SNELLING & SNELLING AGENCY

HAPPY NEW YEAR!
Start the New Year out with an exciting temporary job. We have many exciting temporary office positions in Southfield, Livonia, Detroit areas. Positions available for typists, secretaries & clerks. Apply now and start your temporary job tomorrow.

Somebody Sometime

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

LEGAL SECRETARY- all skills, conscientious, good on phone, for town center office in Southfield 358-4109

LEGAL SECRETARY- Southfield, minimum 2 years domestic relations experience, shorthand 100 WPM, typing 65 WPM. 353-6690

504 Help Wanted Office-Clerical

IMMEDIATE full time position available for receptionist, Oak Beach Dairy area. Good typing skills essential. Call Mr. Ferguson 338-5085

Immediate Openings
SECRETARIES
TYPISTS
Must be 18 & have transportation
Call 350-2900 or come in person
Hagopian & Sons, 16000 W. 8 Mile

Apply Mon thru Fri. 9-3
19560 Middlebelt, Suite 310E
Livonia, Mi
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1809
259-6511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

INSURANCE AGENCY property & casualty. Typing and commercial account experience Growing Southfield agency 358-3650

INSURANCE AGENCY MANAGER, property & casualty Technical experience to service commercial accounts and renewals Growing Southfield agency. 358-3650

INSURANCE OFFICE
Receptionist-Typist. No experience necessary. Must be a fast learner. Call Mrs Deneroff for appointment 522-6565

Insurance Opportunity
Policy Typist - $8,000 - $9000
Health Claims Examiner - $11,000
Underwriter - $9000 Plus
Group Claims Examiner - $10,000
Secretary - $8,000 - $12,000
Experience helpful These plus other openings in suburban locations
ROTH YOUNG
PERSONNEL SERVICE 559-3300

INVENTORY CONTROL PERSON For retail chain located in Town Center Building in Southfield Experience desireable Fully paid Blue Cross and prescription Plus other benefits 358-1191

JOB TYPIST 8155. Starts today in friendly Southfield Service firm! Rosemary Ford Employment Service, 424-8616

KELLY TOPS IN TEMPS
KELLY SERVICES is tops in the temporary help field We offer - top pay rates, top assignments, merit increases, paid vacations and bonus referral plan We need BOOKKEEPERS, SECRETARIES, TYPISTS, CLERKS, and more for you Temporary assignments, if you're tops, give us a call or come in and apply at the office nearest your home.

Not an Agency - Never a Fee
29449 W. 8 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 109, Troy
362-1180
KELLY SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F

KEYPUNCH OPERATOR for Farmington area company. Hours are 9 to 11 PM Minimum 6 months current work experience required on IBM 5496 129 or Decision Data 9630. Hourly rate commensurate with ability and experience. Will be trained in computer operations Call Mr. Feehan for appointment at 478-4300

KEYPUNCH OPERATOR $800
For rapidly expanding suburban company, prefer minimum 6 months experience on 129, excellent fringe benefits which include dental plan, fully paid Blue Cross with prescription and cost of living raises. Company paid fee.

555-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

KEYPUNCHer excellent typist. Flexible part time evening hours, no experience necessary.

LEGAL SECRETARY
For suburban Redford office Salary commensurate with experience Full time position 255-4720

LEGAL SECRETARY.
Who can assume substantial responsibility wanted for small Birmingham office. 644-4433

LEGAL SECRETARY wanted for Southfield law firm. Good typing skills required. Shorthand helpful but not necessary. One year legal experience

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Highly respected established agency serving the legal 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
Southfield area 352-6080

LEGAL SECRETARY
83 wpm minimum Birmingham Law Office Will train. For appointment call 642-5074

LEGAL SECRETARY
Divorce and Corp. experience preferred Salary commensurate with experience Call 644-2215

LEGAL SECRETARY wanted for Bloomfield Hills law firm salary commensurate with experience, May experience desirable 644-6950

LEGAL SECRETARY - part-time, Southfield Personal Injury firm Excellent typing - legal experience preferred. Call Joyce 353-7575

LEGAL SECRETARY - Minimum 2 years experience - Birmingham area. Excellent typing skills & dictaphone. Good benefits. Hours to open. 647-3020

LEGAL SECRETARY
Legal secretarial training or some legal experience required. Mag Card experience preferred Southfield area Call Mrs Learned at 353-1850

LEGAL SECRETARY, for sr. partner in growing Southfield law firm, experience or interest in real estate desirable Substantial salary in accordance with experience and position 352-9030

LEGAL SECRETARY
Young, Aggressive Bloomfield Hills Management Labor Law Firm seeks well organized Secretary with skills for top pay 358-8700

LEGAL SECRETARY-for downtown Detroit negligence defense firm. Good typing, no shorthand. Minimum 2 years legal required Pleasant private office atmosphere Ren Cen. Salary based on experience Pat Patterson 962-5180

LEGAL SECRETARY
Excellent opportunity to get into challenging field. A large firm needs good organizer with typing skills, excellent memory and variety. Great benefits. Hurry! $350 up. Call Kathy now

353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARIES
Many outstanding positions available for candidates with legal experience The positions are located with private law firms and corporations throughout the tri-county area Permanent, part time and temporary positions are available immediately Never a fee to you for our personnel placement assistance Isn't it time you called Personnel to Law, the fastest growing Dallas firm in the legal profession? Start your new year in a position you enjoy

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2040
SOUTHFIELD, MICH. 48075
Southfield 352-8080
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-2043

LEGAL SECRETARY, salary open, shorthand desirable, typing skills preferred. Northwest suburb near X-way. Call 626-9722

LEGAL SECRETARY
Experience necessary. Southfield firm Good salary & benefits. Mrs. Normand, 424-8600

LEGAL SECRETARY-Receptionist. Experience preferred but will train Typing and light shorthand required Redford Twp area 537-3070

LEGAL SECRETARY - Good skills; downtown Detroit Southfield. Shorthand and typing. Stability required. Excellent appearance
Blosdale Personnel 645-9884

LEGAL SECRETARY - Excellent Southfield firm. Typing 65 plus, shorthand, 80 plus. 3-5 years experience in divorce. $225 and up, plus benefits.
Blosdale Personnel 645-9884

LEGAL SECRETARY, Experienced, Excellent Salary & working conditions. Fee Paid.
Advance Employment
559-2710

MATURE PERSON
Typing, filing, Receptionist.
Call Jack Ludwig 647-1414

OFFICE ASS'T
College background required. 30 - 35 hour per week. Phone 851-0313

OFFICE CLERK
Immediate opening with national firm offers terrific benefits, nice location, plus fee paid $700. Call quick on this! Ann.

353-2090
SNELLING & SNELLING PERSONNEL

OFFICE CLERK
With typing and business experience wanted for the Oxford, Michigan area. Send resume to Box 1000, Observer Newspaper, 36251 Schoolcraft Rd., Livonia, Mich. 48150

OFFICE GIRL, pleasant phone voice, light typing, experience helpful but not necessary, $165 week, Northwestern district. 835-5150

OFFICE GIRL with bookkeeping experience and general assignments. Mon thru Fri Novi fee arrange. 349-9180

OFFICE MANAGER/BOOKKEEPER New company looking for experienced person to run office and do basic bookkeeping. Must be dependable and ambitious Royal Oak area. Call for appt. 549-6444

PART TIME clerical, typing, filing, phone work, flexible hours, Southfield area. 569-5656-57

PART TIME-GENERAL OFFICE
Sales office in Oak Park has opening for part time receptionist - typist. You should have pleasant phone voice, be well organized, type 50/60 WPM & have some previous experience. If you have 4 hrs per day & meet these requirements please call Mr. Hoenes at 542-5030

PERSONNEL RECEPTIONIST
$7,830
Friendly person needed for assisting the Manager in handling front desk. Public relations personal. Accurate typing, figure ability, and good phone manner starts you today. 649-5900.

POLICY TYPIST
Transamerica Insurance Group needs a typist who can type 40 - 45 wpm with accuracy. Please contact CAROL SELLECK at 353-3500 for an application.
An Equal Opportunity Employer

POSITION OPEN for a combination File Clerk & Data Entry Clerk.
Applicant must be proficient on a 10 key calculator. Please send resume to Midwest CUM Systems, Suite 213, 16250 Northland Dr., Southfield, Michigan, 48075, Attention: Joyce Curry

PROOF READER
FOR LIVONIA CPA FIRM
Experienced in proof reading of technical letters, financial statements & various tax forms. Must have knowledge of 10 key adding machine, some typing helpful but not necessary. For appointment call 474-3900

PROPERTY TAX and insurance clerk. Organized person necessary for busy mortgage company. Good starting salary and benefits. Please contact Mr. Goldman for appointment. - 557-7040

RECEPTIONIST, mature, for Farmington Hills Beauty Salon. Some experience. 851-3590

504 Help Wanted Office-Clerical

RECEPTIONIST
Light typing
Birmingham law office
642-5074

RECEPTIONIST - SECY $750. Bright & personable Ma to welcome callers in plush Southfield professional suite! Rosemary Ford Employment Service, 424-8616

RECEPTIONIST
Suburban ad agency has immediate opening for bright, outgoing person with pleasant telephone manner. Light typing required. Excellent working conditions and fringe benefits Call between 9AM-3PM. 967-1313

RECEPTIONIST - TYPIST. Clawson firm has immediate open one - hundred telephone, typing, plus figure aptitude Full benefits. Bonus program, salary commensurate with experience. Send resume to box #258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TELEPHONE CONSOLE OPERATOR Experienced switchboard operator with adding machine and typing skills Diversified duties in Administration building. Good pay and excellent fringes Call Mrs Jason, Birmingham Public Schools 644-6300, ext. 246

RECEPTIONIST
People must be your interest! Terrific chance to handle screening duties for growing Personnel Department. Outgoing personality and good appearance a must. Typing required. $550-$750 Start depends on you.
Call 649-4144
You'll love pays our fee.
HARRIET SORGE PERSONNEL

RECEPTIONIST/TYPIST needed for busy management office Full time, pleasant working conditions. Top salary & benefits Call Barb 851-3868

RECEPTIONIST for opthamologist office, some typing and desk duties. Farmington Hills area Ask for Linda 553-3060

RECEPTIONIST/SECRETARY
Young, Aggressive Bloomfield Hills Management Labor Law Firm seeks well organized Secretary with skills for top pay 358-8700

RECEPTIONIST
For major publisher in Southfield, Mi Good secretarial skills required, excellent company benefits. 352-4414

RECEPTIONIST/SECRETARIAL
Pleasant working conditions. International insurance agency. Troy Call Bernie Krause 879-9900

RECEPTIONIST TYPIST
Southfield property management company in Northland area. Must be good on a busy telephone, pleasant working conditions Marion 569-5555

RECEPTIONIST/SECRETARY
For Southfield builder developer. Industrial experience preferred but individual with accurate typing skills and a good math aptitude. General typing and shorthand Phone: 354-4100

RECEPTIONIST with good typing skills to join staff of National law firm at Telegraph - 12½ Mile location Excellent fringe benefits Call for interview. 644-9200
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Company located in 10 Mile Lahser area, good typing skills required, will train on computer & word processing. Call Tony Perasso for appointment. 352-4528

RECEPTIONIST-TYPIST. Medium sized manufacturing firm looking for individual to greet visitors, handle and operate small telephone system, perform light clerical duties. Must have typing skills necessary. Pontiac area. Please send resume to Box 286, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECORDS CLERK
Transamerica Insurance group needs a clerk in our records department of our Southfield branch office. Regular duties will include pulling, filing, & sorting policy files ad various other duties. Good working conditions & benefits areary based on experience & ability. Applicants must be accurate & industrious. Call CAROL SELLECK at 353-3500 for an application
An Equal Opportunity Employer

RESPONSIBLE PERSON needed to work part-time & weekends. 553-9000

SALES ASSISTANT
Radio representative firm. Clerical skills & pleasant telephone manner essential. Bearborn location. 336-3414
An Equal Opportunity Employer

SALES FINANCE DIV.
Of national manufacturer has immediate opening for an experienced person. Good typing skills required, computer terminal experience helpful. Salary plus benefits. 13 Mile Northwestern area. 851-7842

SALES SECRETARY
For New area firm. Good typing and math skills required. John Erkstrom, 349-7600
An Equal Opportunity Employer

SECRETARIAL POSITION in Livonia Real Estate Office (Plymouth-Middlebelt area). Typing required, good phone manner. Call Ms. Walkowicz 525-0590

SECRETARIAL
Sales assistant position for an ambitious person with Merrill Lynch in Bloomfield Hills. A chance to grow for an experienced individual Call Nancy 8am- 5pm at 647-3300

SECRETARIAL - 50-60 WPM typing with mortgage experience helpful. Must be good with figures and capable of handling customers on the phone. Good starting salary and benefits Please contact Mr. Goldman for appointment. 557-7040

SECRETARY, Auto Manufacturing Repa. Shorthand & typing. Southfield Call Delores 424-8100

SECRETARY BOOKKEEPER
For Troy CPA firm, duties include typing & closing clients books monthly.
643-7440

SECRETARY, Branch sales office. Excellent company benefits, good typing skills necessary. Telephone 255-1500

SECRETARY
Challanging opportunity for experienced secretary, typing 60-75 WPM Shorthand 80 For further information contact Personnel Dept.

Alexander Hamilton Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd.

SECRETARY
computer consultant firm has immediate opening for an experienced individual who skills include typing, dictaphone and oral/written communications. The candidate should be personable and possess organizational skills and initiative. Salary commensurate with experience Excellent benefits Send resume or call Deborah Hall, Cyber Inc., 30400 Telegraph Rd., Bingham Farms, 48010. 642-5900

SECRETARY - for entertainment related business in downtown Birmingham. Must be self starter with above average skills, excellent opportunity & great benefits for the right individual. Call Cynthia at 642-0910

SECRETARY for active company,must have good typing skills, phone manners & neat appearance, benefits, 5 days per week. Royal Oak area. 576-1812

SECRETARY
For Southfield law office. Good typing skills, legal experience helpful. 353-6960

SECRETARY - for 1 girl office, typing, shorthand, filing, phone answering, pleasant working conditions, benefits, N.W. Detroit section. 273-3884

SECRETARY for Farmington Hills office, typing 60 wpm, good English skills, experience in insurance & employee benefits helpful but not necessary, pleasant work invironment, call for appointment. 478-9900

- SECRETARY -
Telephone, light typing & filing, some reception. Attitude & potential more important than experience. Rapidly growing Computer Sales & Service Co. Troy area. 362-4844

504 Help Wanted Office-Clerical

SECRETARY
For Interior Design studio in Franklin. Typing, bookkeeping, filing. Must be experienced Call 851-9481

SECRETARY
For Plymouth law firm, excellent typing abilities, dictaphone experience, salary open. 453-0044

SECRETARY
For a small regional sales office of a multi national power tool manufacturing company. Experience required in a variety of office work including bookkeeping. Must be capable of working with little supervision & be good with details. Located in Farmington Hills. Call Mr. Johnson 478-5569

SECRETARY
Full time general office duties, Plymouth-Canton area 416-6400

SECRETARY, full time in charge of front desk for Medical firm. Phone work, typing, some shorthand. Good pay, fringe benefits West Bloomfield area. Call between 5 and 7 PM. 851-6693

SECRETARY - FULL TIME
Office in Birmingham needs competent person to work with computer. Accurate typing and filing skills required to bill medical insurance. Will train. Send resume to PO Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Full time permanent position in Law office located in Prudential Town Center. Light typing skills required. Light bookkeeping, office management and shorthand desired Excellent fringe benefits. Call for interview. Manufacturing Technology Associates Inc., 24011 Evergreen Rd., Southfield, MI 48076. 353-9090
Equal Opportunity Employer M/F

SECRETARY
Large machine tool company located in Troy has immediate opening for a mature, experienced secretary in the financial department. Applicants must have excellent secretarial skills (typing 45wpm, shorthand 80-100wpm, and proficient in use of calculators). Secretarial/accounting experience and general office experience preferred. We offer excellent salary and company paid benefits. For confidential consideration contact

Personnel Department
LaSalle Machine Tool Inc.
999 W. Big Beaver Road
Suite 700 (7th Floor)
Troy, Michigan, 48084
Equal Opportunity Employer M/F

• SECRETARY •
Marketing Research Co.
Dealing with auto companies & advertising agencies. Varied duties. Good typing skills necessary, shorthand helpful. Maple & Telegraph area
Call Ginny 647-8484

SECRETARY - mature woman, accounting, shorthand, able to work independantly & assume responsibility, experienced, references required 355-0351

SECRETARY NEEDED for Southfield law firm experience preferred, excellent opportunity for advancement. 352-9080

SECRETARY needed, full time. Experience with Burroughs Billing machine or accounts receivable is desireable in addition to office skills. 689-6100

SECRETARY

Plasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

Part-time position available in our Farmington Hills office. The applicant select must be able to type, be accurate with figures and perform general office duties. Please call 12 Noon until 6 PM. Mr. Al Bobowiecz, 471-0650.

PIEROTH BROS., INC.
A Div. of Pieroth, TMBH
West Germany.

SECRETARY-PURCHASING
Special machine builder located in Sterling Heights seeks top notch Secretary for it's Purchasing department. Selected candidate must be self-motivated, organized, and meticulous in all aspects of her work. Excellent starting salary, full fringes.
For further information contact Mr. Read after 4 30 852-8180

SECRETARY RECEPTIONIST for small consulting firm, good knowledge of grammar & spelling, type 60 WPM, shorthand a plus, will train on word processing equipment. Previous experience and willingness to accept responsibility a must. For personal interview please call 851-9049 (Maple - Telegraph area)

SECRETARY/RECEPTIONIST
Permanent Part Time, 2 or 3 days per week, 8:30 AM-5 PM. Answer Telephones, Type, File & assist Customers. Salary depending on experience, plus bonus. Royal Oak area. Send resume to Box 209, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
We are looking for a secretary with good shorthand and typing skills for our office in Farmington Hills. Various duties, including complilation of sales data, make this a challenging position. Pleasant working conditions and good benefits. 8:30am to 5pm

851-8800

SECRETARY
$225 WEEK
SUBURBAN LOCATION
Excellent benefits

Snelling & Snelling
336-7400

SKILLED OFFICE CLERK
With 1-3 years recent experience for immediate full time opening in busy Southfield office. Must have operational abilities and good typing skills. Good benefits. Call 352-8770

SMALL OFFICE wants a mature individual familiar with peg board system bookkeeping and must be able to type. Call Jo 538-6600

SOUTHFIELD based advertising agency has immediate opening for bilingual secretary. Person must be able to speak & write French fluently. Must type 60 wpm. Experience & confidence working on the telephone. Available to work overtime. Good opportunity for conscientious person. Please call Heidi at 827-8343
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

START THE
NEW YEAR!
$9100
With a new career. Typing and people skills are all it takes to go to work for this company on the new 30 day salary review, plus exceptional benefits. Call Tina.

SNELLING & SNELLING
478-3500

START THE
YEAR RIGHT
Temporary Assignments available for experienced

SECRETARIES
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPR.
Call for appointment

Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840
SUBURBAN RECEPTIONIST $700
Handle incoming calls, greet visitors and schedule appointments at front desk of rapidly expanding suburban company offering full benefits which include dental, fully paid Blue Cross with prescription plan and company paid fee. 352-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

A SUPER JOB
$13,000
All for your shorthand, typing, and dictaphone experience! Your sharp talent will get you this job. Call Debbie today.
SNELLING & SNELLING
478-3500

THIS IS IT!
$9100
If you are bright, and willing to learn Fully Training for computer department, this growing company can use you! Call Debbie today.
SNELLING & SNELLING
478-3500

TOP STAT SEC - Of Madison Heights based industrial distributor. Use of dictaphone, construction, self supervised & experience necessary. Excellent benefits. Must begin by Feb 1. Mail resume to L. Anderton, 1500 E. Avis Drive, Madison Heights, 48071.

TRAFFIC CLERK
Freight Claims
We are conducting an immediate search for a Traffic Clerk-Freight Claims who will be responsible for the timely filing, processing and answering correspondence on freight claims.
Requirements include at least a high school education and knowledge of accounting procedures with emphasis on expertise to the freight business. The successful candidate will be a detail oriented self-starter, with good communication and organizational skills.

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

TROY law firm needs secretary able to type 55wpm and proficient with dictaphone Prefer experience in general negligence but will train Good benefits. 362-2997

TYPIST
Good typing skills desired Excellent pay and benefits. Call for interview: Manufacturing Technology Associates Inc., 24011 Evergreen Rd., Southfield, MI 48076. 353-9090
Equal Opportunity Employer M/F

TYPIST
Insurance agency in Southfield needs good typist, fringe benefits. 352-7350

TYPIST needed in busy Southfield Office Minimum 3 years clerical experience. Must type 55-60 WPM. Call Pat 352-9010

TYPIST - RECEPTIONIST wanted, 60 WPM typing skills required, apply in person. Catering Office, Holiday Inn Of Southfield, 26555 Telegraph

TYPIST
Good typing skills and pleasant telephone techniques required for fast growing computer service bureau in Southfield. Competitive salary and fringes. If you qualify call Pamela Smith at 557-4404

Typist/Receptionist
Typing of 50 WPM, and ability to handle phones in busy office Full time immediate opening with generous company benefits. Opportunity for advancement. Part time openings (4 to 5 hours each day) also available, either typing or answering phones, Telegraph 11 Mile area.

Call Mrs. Weil
353-0420

Word Processing
Operator
An international service company located in Troy is seeking a WORD PROCESSING OPERATOR with 3-4 years experience in corporate offices. Requirements include: excellent grammar, spelling, and punctuation skills. If you are interested in a major company that offers outstanding company benefits and a competitive salary, please call 362-4444 ext 412 for an interview appointment.
Equal Opportunity Employer M/F/H

YOUR NEW
JOB
$7,280!
If you like figures, make this your new job! Answer phones, light typing. This company will train you. Call Debbie.
SNELLING & SNELLING
478-3500

aLOOK-
We need sharp neat person to fill opening. Call Cathy Kaufman. Dollar Locide. PBX board, Cashiering & Typing. Busy interesting spot for person with experience. Excellent benefits & pleasant atmosphere. Ask for Marie 398-2323

505 Help Wanted Food-Beverage

APPLICATIONS BEING taken for experienced bar maid and waitresses. Day and night shift, apply in person: 3535 Greenfield, at Rotunda.

BARMAID w/ Bartender - day shift. 5 days. Botsford Inn, Mr Ashut. 474-4800

BARMAIDS NEEDED
Experienced
Day & Night Shift. Inquire or Call, 11761 Farmington Rd. 535-7440

BARTENDERS
Part time Weekends
$5 per hour. Apply in person, Mayflower Hotel, Plymouth, Michigan.

505 Help Wanted Food-Beverage

BAR WAITRESSES wanted Good pay Evenings. Apply in person after 4 PM. Four Corners Deli
34275 Ford Rd. Westland

CASHIER & COUNTER PERSON
For carry-out deli. Part time lunches or full time. Will train. Farmington Hills area Call after 2pm. 851-8118

CASHIER
FULL time Apply in person
Machus Red Fox
6676 Telegraph, Birmingham
626-4200

COCKTAIL Waitress wanted nite, experience not necessary. Apply Tuesday thru Thursday, 7PM-8PM Ask for Sue, Jamie's. 33729 Ford Rd., Garden City, between Venoy & Wayne Rd.

COCKTAIL WAITRESS
Experience preferred. Evenings Well known Farmington Area Supper Club Call Mon. thru Fri., 9 AM-4 PM.
477-1787

BUS BOYS
WAITRESSES
Afternoons to serve elderly residents in elegant dining room in Southfield. Apply in person.
Franklin Club Apts
28101 Franklin Rd., Southfield
(JR CALLISON)
353-2057

COCKTAIL WAITRESS
For Rafter's Restaurant
Fri & Sat nights
Apply in person
Mon thru Fri 3am-6pm - Room 131
Stouffer's
Northland Inn
21000 Northwestern Hwy., Southfield

COOK-CASHIER-BUS PERSON. Full or part-time, day & eves. Apply between 1PM & 4PM. Mon thru Fri. Sinai Coffee Shop Lobby, 6787 W. Outer Dr.

COOK NEEDED
Mature experienced person only. Shift 11:30 AM - 7 PM. Good pay, willing to work and accept responsibility need apply. Apply in person, 9-4 PM. Mon - Fri. Westland Convalescent Center, 36137 W. Warren, Westland.

COOKS
FULL OR PART TIME
DAYS, EVENINGS, LATE NIGHTS
18 years old and over
Good pay and benefits
Apply in person
DENNY'S
39500 Ann Arbor Rd.
Plymouth
1 blk. E. of I-275

COOK
Some experience preferred.
Evening Shift.
Apply in person.
Machus Red Fox
6676 Telegraph, Birmingham
626-4200

COOK WANTED
Night or day. Experience preferred Good pay. Maple House. 16 Mile & Dequindre area

COOK Days or afternoons. No experience necessary. Apply in person after 2pm Gray Cafe, 15 Forest Place Mall, Plymouth.

DIAMOND
JIM BRADY'S
WAITRESSES
Day & Evening Shifts
Please apply Tuesday thru Friday
Between 3 and 5 PM at:
The Prudential Town Center,
10½ Mile & Evergreen, Southfield
(The Gold Highrise)
We are located above the theatre
NO PHONE CALLS. PLEASE

DIETARY AIDE
Mature person only. 8 AM - 2 PM, shift. Apply in person, 9-4 PM., Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland.

DISHWASHER - part time, weekend nights and full time days. Farmington Hills restaurant 851-4094

DISHWASHER WANTED - Nights & days. Steady wages for older, reliable person. Apply in person Mr. McGinty's, 24364 Grand River, 3 blocks west of Telegraph.

DRIVERS NEEDED, starting pay $3.10 per hour plus tips, commission, must have car and insurance. After 4PM apply at Domino's Pizza, 28985 Joy Rd. Westland 261-7320

GRILL HELP
Nights, mature. Apply in person at Plaza Lanes, 42001 Ann Arbor Rd. Plymouth 453-4880

HELP WANTED for new lounge in Southfield Waitresses & bartenders. Experience preferred, flexible hours, good pay. Apply in person between 3PM-6PM, Monday thru Friday. Fior, 29121 Northwestern Highway, Southfield 357-3280

HELP WANTED- No experience necessary. Cooks, pizza makers, dishwashers, busing people, good pay, flexible hours. Apply in person, Cafe Fior, between 2PM-4PM. Monday thru Fri. 29121 Northwestern Highway, Southfield. 357-3280

HOSTESS
For Fri. - Sat. - Sun. nights
4pm-11:30pm
Apply in person
Stouffer's
Northland Inn
21000 Northwestern Hwy.
Southfield

JOIN THE BURGER KING TEAM
We are now accepting applications for day cashiers & dining room hostess. Hours are Monday thru Friday 11:30-2:30. We offer free meals & uniforms and a starting wage of $3.35 per hour. Apply at: Burger King, 9½ Mile and Telegraph, Southfield.

KITCHEN HELPER - part time days. Farmington Hills area restaurant. Call 851-4094

MATURE MARRIED women preferred for part time kitchen help, day shift. Monday through Friday. Applications being taken. Country Bedford, 15745 Telegraph Rd., Redford.

MCDONALD'S
OF CANTON
is now accepting
applications for
day and night shift.
Flexible hours. Apply at:
44900 Ford Rd.

NIGHT CHEF NEEDED
With experience. Good pay and benefits. Ask for Jeff after 5 PM. 649-3480. Pi