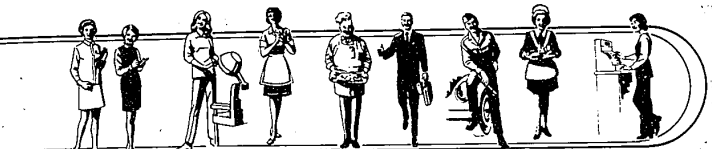
Help Wanted



504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT $200 WEEK

Work for top Executives at established firm

Snelling & Snelling
336-7400

ADMINISTRATIVE SECRETARY
To the City Manager
City of Plymouth

Applicant must be capable of assisting in routine and complex matters independently as well as serving as office manager in supervising 1 full time, and 1 part time Secretary.

The position required a thorough knowledge of modern office practices and procedures including the operation of a tape transcriber and various office machines.

Salary commensurate with experience. Experienced applicants may contact John Behman at 201 S. Main St., Plymouth.
453-1234
Plymouth is an Equal Opportunity Employer.

ADVERTISING AGENCY has immediate opening for Clerk-Typist. Light clerical experience helpful. Must have excellent typing skills, accurate, detail and well groomed. Southfield area. Benefits. Call Addie.
Equal Opportunity Employer 353-2000

ALERT FEMALE to train for order desk sales. Typing helpful. Apply in person, see Dina Marian Modern Office, Inc. 31539 Southfield Rd., between 13 & 14 Mile Rds.

AMBITIOUS aggressive women wanted for 2 openings as a receptionist, clerical, and sales counselor, $7,000 to $15,000. Full benefits, flexible hours. Interactions Dating Club. Call Mr. Scott
559-6225

An Administrative/Secretarial career opportunity for an Experienced Pro. Must type 85WPM, be expert on phone, able to handle clients and vendors. Poised. Cheerful. Promotable. Short hand not required. For well established Redford Area Executive Consulting Firm. Salary open, includes Blue Cross.
255-6163

ANSWERING SERVICE
SWITCHBOARD
Will train, 5-5 shift. Southfield.
353-5006

ARE YOU TIRED OF BEING AT HOME

Temporary assignments available for experienced

SECRETARIES
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPR.

Call for appointment

Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

A SPECIALIST position needed for unique Farmington Hills firm. Heavy typing, some math, good spelling and accuracy a must. 3 to 5 days per week, 40 hours on occasional Saturday.
An Equal Opportunity Employer

AVAILABLE-TRAINING
SECRETARY training for residents of Oakland County High School diploma 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 CETA. Equal employment opportunity. Training will be held in Livonia & Troy. For more information, Ms Smith 352-3991

BE A - people greeter for this posh Bloomfield firm. Receptionist who types 50 will handle switchboard and take care of clients. $725 to $750 plus full benefits & agency fee paid.

VARIETY - spot for secretary with good skills & flexible personality. Troy company is located in new building convenient to shopping. Salary $800 to $900, benefits & fee paid.

TYPIST - with 1 year experience, to train in management information services dept. of large suburban ad agency. Experience as well as will train on CRT. Good telephone personality a must. Salary $600 to $700 plus excellent benefits & fee paid.

ADAMS & MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK

We need

SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS

Long and short term assignments available. Ask about our BONUS PLAN.

NO FEE NO CONTRACT

ALSO

We are pleased to announce the opening of our new WIXOM OFFICE.

For more information call:

LIVONIA 525-0330
DEARBORN 565-8060
REN CEN 259-7788
WIXOM 669-2409
SOUTHFIELD 569-7500

Witt Services
The Temporary Help People

BIRMINGHAM YMCA Receptionist. Typist. Entry level position. Greet public, receipt cash, keep records, type 45 wpm. Good on phones, neat appearance, pleasant, tactful, cheerful personality. Hours 8AM-5:30PM. Call for appointment. 644-9036

BOOKKEEPER
A Southfield CPA firm seeks full-charge Bookkeeper. Must be able to handle all payroll Tax Returns & posting to General Ledger. Prior CPA office experience helpful. Full-time, permanent position. Call
647-6366

BOOKKEEPER ASSISTANT
At least 2 years experience in payroll, payroll taxes, bank reconciliation, general ledger & general office procedure. Troy area. 649-1300

BOOKKEEPER
Experience necessary for full time job with good benefits. CPA firm. Pay commensurate with experience. Call Ms Swenson. 569-3123

504 Help Wanted Office-Clerical

BOOKKEEPER - experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time.
557-5257

BOOKKEEPER - Full Charge thru Financial Statement; for professional office in Northwestern area.
Gross, Bornstein & Co. P.C. 875-4118

BOOKKEEPER, full or part time for receivables. Must be familiar with all bookkeeping procedures - credit check. Evergreen-10 Mile area. Call Carson for interview.
358-0140

BOOKKEEPER & GENERAL OFFICE
Thru trial balance. Pegboard experience. Livonia based Construction Co. CPA recruiting for Client. Send resumes to Bookkeeper, 28200 Vassar, Suite 254, Livonia, Mich. 48152

BOOKKEEPER/GENERAL OFFICE
Experienced thru Trial Balance. Learn Peg Board. 1 girl office.
352-3550
Southfield

BOOKKEEPER - High School grad, at least 2 years bookkeeping experience, knowledge of business machines and data processing. Farmington Public Schools.
477-1500 ext 40

BOOKKEEPER - property management firm needs organized, mature bookkeeper, to work under controller, thru trial balance and detailed schedules. Will train on computer, excellent working conditions. 13 Mile-Northwestern area. Call for appt.
851-0803

BOOKKEEPER/SECRETARY
For consulting firm, must be well organized and able to handle company books through trial balance. Pleasant friendly surroundings, salary commensurate with experience. Send resume to Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER SECRETARY
Part time. Must be bright, well read, love people, interested in Psychology. Safe area, near Livonia and 8 Mile.
Telephone: 861-8204

BOOKKEEPER TRAINEE
Experienced preferred, but will train right person. Permanent position. Interesting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $600 month plus monthly incentive plan after training. Call for appointment.
535-3535

LIGHT Bookkeeping, typing, general office, full or part-time. Area of Schaefer and Plymouth Rds.
Call 834-5700, ask for Carolyn

BOOKKEEPING experience required for secretarial position at shipping center in Troy. Mature, neat appearance, well organized for busy office. 642-6582

BUSY apartment management office in Southfield needs receptionist/typist/telephone answering. Must be intelligent, attitude, accurate, dependable and willing to work. Excellent opportunity for advancement. Call 10AM-noon only.
358-0455

CHANCE to grow with expanding company. Secretary with bookkeeping knowledge & ability to run front counter for photo lab. Call for appointment.
Photovisions Inc., Livonia 477-9383

CLERICAL - General Office, work bookkeeping experience helpful. Schoolcraft/Evergreen area. Apply at:
Petrolane, 12901 Auburn. 837-2070

CLERICAL SECRETARY
Great opportunity to put your good skills to work with a fine company in suburban area. If you want a fee paid position with all lot of benefits, and $750 call Ann.

353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL - TEMPORARY
Computer Service company in Plymouth needs individuals with good clerical skills. Must enjoy detailed work. Temporary position to April 15. Day & afternoon shifts available.
Call Sandy 459-4172

CLERK TYPIST
Cost of Living Quarterly fills out $900 start. Bright typist needs light experience. Good Typing Skill and People Pleasing Personality. Top Benefits.

562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

CLERK-TYPIST full time permanent. Position doing statistical typing & filing with consulting engineering firm in Farmington Hills. Hours flexible. Call for appointment:
851-4310

CLERK TYPIST
Position available requiring typing, 50-60 WPM, looking for aggressive sharp dependable person who can work independently.

FIRST NATIONAL BANK OF PLYMOUTH
STOP IN BETWEEN 9:30AM-3:30PM OR CALL 459-9000 Ext. 262
Member FDIC
An Equal Opportunity Employer

CLERK TYPIST
Southfield accounting office.
356-5310

CLERK TYPIST
We have an immediate opening for a clerk typist in our Farmington Hills office. Must be a statistical typist with above average numerical aptitude. Excellent benefits including profit sharing. Please call 855-2005, ask for Fran or send resume to PO Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLOSING CLERK
Outstanding suburban firm will pay the fee for your good typing and experience. Excellent opportunity for an interesting position dealing with real estate. Minimum $8500. Call Joanne Heasley.

353-2090
SNELLING & SNELLING PERSONNEL

CLOSING CLERK
$8,840
Friendly staff in nice Livonia office center needs your good typing skills, and real estate knowledge for this position. Company paid fee. Call Carol.

SNELLING & SNELLING
478-3500

COMMUNICATIONS CLERK
Our Worldwide organization is seeking an individual who possesses excellent organizational ability and a flair for detail. The qualified individual should possess knowledge of office procedures including good communication and typing of 55 wpm. If qualified, please call Sue Cebali.

355-9300, ext 253
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION

COMPETENT Receptionist and short-hand typist for challenging position as personal Secretary to Rabbi in Farmington Hills.
851-5100

CREATIVITY COUNTS
Both Inspiration & Perspiration have a day in this Secy spot involving media schedules. Ideas move into Commercial Form quickly for bright typist with detail flare. Start to $800.

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

CRT TRAINEE
Day & night shift, 40 hour week, 55WPM typing required. Southfield firm. Call Mon-Fri, 9am-5pm. 424-8772

CUSTOMER SERVICE ASSISTANT
Who is capable of working with clients, by mail, phone, and in person. Troy office of major life insurance company. Good typing necessary. A liking for figures would be a plus. Salary commensurate with experience and skills. Age no barrier. Phone mornings 649-3600.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ENGINEERING FIRM
Requires person for general office with organizational abilities. Minimum of 5 years experience. Farmington location. Excellent pay & benefits.
Call Carol Craig at 476-5088

EXECUTIVE SECRETARY - to president of small company with excellent typing skills, (70 WPM), dictaphone & bookkeeping experience, telephone contact with customers, excellent benefits, Maple - Telegraph.
645-0950

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information.
353-3209

EXECUTIVE SECRETARY
Needed by Farmington Hills manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern company & a girl office. Excellent pay and benefits for the right self-motivated person. Call for appointment.
478-1250

EXPERIENCED Dental Assistant. Full and part time. West Bloomfield.
626-0600

EXPERIENCED Legal Secretary for law firm in Farmington Hills. Salary commensurate with experience & ability. Call after 1 PM.
626-2449

EXPERIENCED LEGAL Secretary
For general practice in Wayne-Westland firm. Salary commensurate with experience. Call Terry.
729-2200

EXPERIENCED responsible Legal Secretary for senior attorney in established Southfield law firm, personal injury litigation. Salary commensurate with skills and experience. Contact Mr. Vosko.
353-1550

EXPERIENCED SECRETARY
1 girl office, substantial responsibility. Typing, shorthand, light Bookkeeping. Salary open. Troy.
649-1171

FACING A CHANGE?
Growing suburban firm needs a front desk person. Accurate typing, $740 a month. Fee paid. Call Pauley.

644-4600
SNELLING & SNELLING AGENCY

FRETTER APPLIANCE has an opening for a mature person in clerical duties. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Fretter Appliance, 35901 Schoolcraft Rd. Livonia. Mr. between 9 AM & 4 PM. Mon. thru Fri.

FULL CHARGE Bookkeeper, payroll through general ledger & financial statement preparation. Retail operation, Birmingham - Bloomfield. Salary open. Send resume to Box 485, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL Time secretary needed for small office. Friendly atmosphere, variety of duties involved, legal and/or mini-com. pany experience helpful but not necessary. Southfield/Birmingham area.
644-2887

GENERAL OFFICE - full time. Hours 8AM to 5:30PM.
534-7400

GENERAL OFFICE with good typing & figure aptitude. Only a week. Livonia area. Ask for Mary.
591-3232

GENERAL OFFICE. Figure aptitude, accuracy important. Light typing. Pleasant work atmosphere. Country club in Bloomfield Hills.
851-4214

GENERAL OFFICE
Mortgage company in Southfield has immediate openings for trainees in servicing department. Must type 50wpm. Call Mrs. Mohamed 353-5700
An Equal Opportunity Employer

GENERAL OFFICE WORK for Health Agency in Lathrup Village. Weekdays, full-time. Mature, self-motivated, good typist, pleasant telephone manner. Must like people and variety of work.
645-9160

GENERAL OFFICE
We are seeking a girl interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call Liz at
353-2029

GENERAL OFFICE - permanent part time position for Southfield office. Flexible hours. Typing required. $3.25 an hour.
355-9500

GENERAL Office hel for bookkeeping firm. Redford area. No experience necessary. Apply at 26101 Grand River.
534-9064

GENERAL Office work- 1 girl office for manufacturer's rep. 9AM-1PM. Monday through Thursday. 559-1554

GENERAL OFFICE
Livonia firm needs person with good typing & shorthand skills. Please call Irene at
537-0050

GENERAL OFFICE
Girl Friday type. Light typing, bookkeeping, payroll and various office duties. Some telephone. Southfield area. $150 to start. Ask for Phil.
353-0312

GENERAL OFFICE CLERICAL
Interesting position with local investigation/security organization located in N/W Detroit area. Type 45wpm, billing, payroll, but leads into investigation duties. Full time, but hours flexible. Excellent fringes. Call Bill Mon thru Fri 10am-4pm.
837-8733

General Office
Career opportunities, full time positions now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Jean at 642-4200.

GIRL FRIDAY needed for general office work in Bloomfield Hills law office. Light typing.
642-5770 Call

GROWING SOUTHFIELD LAW FIRM seeking full-time File Clerk.
No experience necessary.
Call Vicki 353-8506

Happiness IS....
an exciting new job with Somebody Sometime. We need your skills for temporary jobs in your area. Positions available are:
Typists
Figure Clerks
Secretaries
Apply now and start your temporary position tomorrow.

Somebody Sometime

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

HIGH SCHOOL Girl - part time, general office work, must be able to type. Farmington area restaurant. 851-4694

504 Help Wanted Office-Clerical

HIGH School student for filing position. Southfield insurance agency, hours 12-5PM. Contact Mrs. Robins.
353-3200

HOW WOULD you like to work for a good company like Pitney Bowes? We have openings in our Receptionist and Customer Supply areas. If you have telephone experience, good typing skills, the ability to work well with people and enjoy a fast pace is an office, we would like to hear from you. Please call and set up an interview with Miss Shirley Heinze.

PITNEY BOWES
24550 Lahser, Southfield
An Equal Opportunity Employer

IF YOU'RE GOOD ...
You ought to be KELLY. We need SECRETARIES, BOOKKEEPERS, WORD PROCESSORS, CLERKS and more. Keep your office skills from getting rusty. Be ready for temporary assignments for KELLY SERVICES. We offer top salaries, bonus, top pay raises, merit increases, bonus referral plan and paid vacations. Apply at the office nearest you today.

Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020

2239 S. Telegraph, Bloomfield Hi.
642-9650

999 W. Big Beaver
Suite 100, Troy
362-1108

4000 Town Center
Suite 1100, Southfield
352-7490

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

INSURANCE - Southfield general agency. Personal lines, rating & policy writing. All employee benefits. Annual bonus. Attractive office.
358-1600

KEYPUNCH OPERATORS
For growing company, after-hours 4 hours, 4 days, 16 hours. Minimum 6 months current working experience required on IBM 3496-129 or Decision Data 5610. Hourly rate commensurate with ability & experience. Call Mr. Feehan for appointment.
313-478-8320

LEARN & EARN
Company will train on computer terminal. Must have secretarial experience. $1,000 a month. Fee paid. Call Nancy.

644-4600
SNELLING & SNELLING AGENCY

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred. Salary commensurate with experience.
355-4141

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience.
255-4720

LEGAL SECRETARY WANTED
No experience necessary, will train. Redford Twp.
537-3870

LEGAL SECRETARY for large South field firm. Must have previous experience. Salary commensurate with ability. Full benefit package.
358-4460

LEGAL SECRETARY - experienced in Corporate & Tax Law. Potential Paralegal position. Southfield Law Firm. Salary commensurate with experience.
1-996-1225

LEGAL SECRETARY
Experienced in domestic relations. Good typing and shorthand skills. 5 years experience. Excellent salary and benefits. Call Monday through Friday, ext. 184, 559-7500

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience.
255-4720

LEGAL SECRETARY
Divorce experience required
Excellent Southfield location & salary
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

.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 of Southfield firm, good typing and experience, $12,300, fee paid.

BOOKKEEPER - full charge, restaurant experience required, suburban company, $16,000 plus fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY with good organizational ability for busy 1 girl Livonia office. Excellent secretarial skills required. Shorthand desired but not mandatory. This is a new division of a large multinational corporation, and position offers excellent growth potential.
437-1550

SECRETARY. Full time, good typist and general office skills. Phone answering experience desirable. Contact Mr. Williams.
437-9500

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY

A major division of a nationwide services company located in the Southfield area, is seeking an accomplished Administrative Secretary with good typing and shorthand skills, combined with basic accounting understanding, to handle a full range of responsibilities for the Marketing Vice President.

The successful candidate should be personable, assertive and capable of dealing with all levels of management. Excellent organizational skills and a self starter attitude are extremely important.

We offer an attractive starting salary with a comprehensive benefit package and a challenging opportunity to participate in a dynamic growth industry.

Please send a detailed resume and salary history to

Box 426,
Observer & Eccentric Newspapers, Inc.,
36251 Schoolcraft Road,
Livonia, Michigan 48150

Equal Opportunity Employer M/F/C

504 Help Wanted Office-Clerical

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

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0660

Dearborn 552-3140
Renaissance Center 567-0161
Troy 649-2042

LIFE INSURANCE CO.
Located in Plymouth has opening for Clerk Typist. Figure aptitude required. Typing 35-45 WPM. Excellent benefit package. Contact Mr. Lewis 453-8500

MANUFACTURERS REP'S OFFICE.
Orchard Lake and 13 Mile rd. seeks experienced general office help. 3 hours daily, good on phones, good typist, pleasant work. Send resume to box 366 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE GIRL wanted for Optometric office. Part time reception 3-6 days, Saturdays. Hours are 9-1, 4-8pm. Saturday, 8:30am-12. Livonia area. Apply Suburban Optometrist 29201 Schoolcraft, at Merriman, or phone 525-8170

MATURE PERSON
to answer phones & light office work on Monday, Friday, Saturday & Sunday.

Franklin Club Apts
28301 Franklin Rd Sfld
OR CALL SUZIE
353-2810

MOTION Picture Distribution Company seeks person with excellent organizational skills to handle diversified duties. Shorthand, typing & an outgoing personality a must. Benefits. Call. 968-3552

OFFICE BOY
General Clerical duties & light delivery. Must have own car. Maple - Telegraph area. Call Mary.
647-8483

OFFICE HELP-General, typing, accounts payable background desirable. Good with figures. Southfield area. Will train right person. Call for appt.
356-6420

OFFICE MANAGER
Mature Management experience in all phases of small office including accounting to trial balance, bringing on pervasive clerical staff, handling officers, personal/confidential matters. Stress and typing abilities necessary. Mini-computer and selectric typewriter experience helpful. Salary commensurate with experience. Excellent fringe package. In Lathrup Village. Send complete resume in confidence to Box 436, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE PERSON, full time for private testing laboratory. Typing, filing, telephone answering. Light bookkeeping, will train. Some driving, company car. Garden City area
422-7474

OPPORTUNITY
Call today for listings of office jobs available in Southfield, Troy, Livonia, Birmingham & Downtown Detroit.
Confidential referral
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

OPPORTUNITY KNOCKING
Executive Secretary, Office Manager seeks position with dynamic firm. Must have resume. Long term assignment. Ask for GUVLA
Not An Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
29449 W. 6 Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

PART TIME EVENINGS
Must have experience.
Garden City 422-7800

PART TIME RECEPTIONIST
Three days week. Office experience necessary. Westland
422-7600

PART TIME. Secretary Bookkeeper. Approx. 30 hours per week. Plymouth area.
455-2160

PART TIME 12:30-4:30 daily. 8 Mile/Greenfield area. Typing essential. $4.00 per hour. Call
864-4000

PAYABLES CLERK-TYPIST
Part-time assistant needed for preparation of purchase orders and processing invoices. Southfield office. Call Nockey
352-2650

Payroll Clerk
$1,000 MONTH
Super opportunity with excellent benefits. Fee paid.
SNELLING & SNELLING
336-7400

PERSON wanted to work in furniture store office. Experience helpful but not necessary. Please apply in person Tri State Furniture, 20160 W. 7 Mile at Greenfield

PR SECRETARY
FEE PAID. Good typing and a aptitude for figures are needed for super opportunity! Excellent suburban location.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PRUDENTIAL
Opening for Personal Secretary to top Sales Rep. Salary negotiable. Heavy 55-60 typing and 60-100 shorthand. Management employment, pleasant working conditions and excellent office facilities. Located in Southfield. 5 day week, paid vacation, excellent employee benefits. Phone Personnel for interview.
357-5000
Equal Opportunity Employer M/F

RECEPTIONIST & General office work. Ask for Janice.
537-0400

RECEPTIONIST/FILE CLERK
For Attorney/Real Estate office. Good typing skills required. Southfield location. Call:
355-5555

RECEPTIONIST-Switchboard Operator, general office, some experience necessary. Birmingham area. Call Jane.
644-1600

504 Help Wanted Office-Clerical

RECORD CLERK
Financial services company has an immediate opening for a person experienced in accounting and record keeping.

The individual we seek should be a high school graduate. Additional education in accounting is preferred but not required. The job requires 10 key calculator experience, light typing and filing. Duties include processing and maintaining activity reports, maintaining records for customer accounts and recording cash receipts and disbursements. For more information call
Commercial Credit Business Loans, Southfield. 352-2710 ext. 11.
An Equal Opportunity Employer

SALES DEPARTMENT, mature, full time to answer phone with diversified duties. Must be able to type well & work with calculator. Interested in advancing with growing company. Skill pay, paid vacation, paid holidays, profit sharing plan. Ask for Mary 477-0251

SALES MARKETING AGENCY
Typing, light bookkeeping, diversified office support to office manager. Possible entry into marketing level. 3-5 days per week, professional working conditions. Call Miss Hiller.
352-4644

SALES SECRETARY, shorthand, typing, sales records, experienced with a sales office procedure. Evergreen-10 Mile area. Call Carson for an interview.
358-0140

SECRETARIAL & General office assistance about 18-20 hours per week, flexible schedule. Birmingham area. Good skills, personable, non-smoker. Send resume and wage requirements to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
TYPISTS
Needed For Temporary Jobs
NO FEES

SCOTT GROUP
BLOOMFIELD HILLS
HOYAL OAK

A LEGAL SECRETARY
FEE PAID
Perfect spot for a personable Typist in very friendly surroundings. Legal field experience a plus. Excellent opportunity. $10,400 plus, great benefits. Won't last! Call Judy immediately.

353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY - All around office girl. Shorthand and typing skills required. Southfield area. Prep by 8am. Call Mr. Silverstein & Eccentric Newspapers, 35251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Birmingham business seeks experienced secretary with excellent skills, shorthand, typing. Good pay. Pleasant work surroundings. Jewelry experience preferred. Call
644-8825

SECRETARY/BOOKKEEPER
Immediate opening for an experienced and qualified Secretary/Bookkeeper to work for a data bureau in Wayne. Must have good typing skills and be able to handle daily record keeping and month end closing. Excellent salary and benefits. Please send resume and salary history to: Post Office Box 5, Wayne, Michigan 48184

SECRETARY
Diversified duties with a knowledge of general office procedures. Must have good typing. Excellent fringe benefits. Apply in person:
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY
Established Southfield Hills Business Law firm seeing third full time Secretary. Excellent typing skills are required. Previous legal experience desired but not required. Salary open. Call 647-5111

SECRETARY WANTED for full time employment. Apply Troy Jet Sales. Ask for sales office.
362-2210

SECRETARY - with accurate typing & shorthand skills required, bookkeeping background, experience & references required. Southfield area near expressways.
355-0351

504 Help Wanted Office-Clerical

SECRETARY
Executive Assistant
Progressive Southfield firm needs an experienced Secretary for one of its key partners. Must be able to deal with upper executives on many confidential matters and handle a wide range of responsibility. This position is one of great diversity - typing, shorthand, follow-up and record keeping. Excellent starting salary and benefits, nice offices and congenial staff are just a few of the extras here. Respond with resume in confidence to Mr. Lockhart, P. O. Box 931, Southfield, MI 48037
An Equal Opportunity Employer

SECRETARY
Experienced in handling insurance and other administrative work for 35 Employee - Troy Corporation.
Phone Mr. Myles,
SECRETARY FOR Birmingham office of established law firm. Legal experience preferred but not required.
642-9692

SECRETARY
For Manufacturers Representative. Shorthand, Typing, Telex. Southfield area. Call Dolores
424-8200

SECRETARY - full time with bookkeeping skills, available immediately for the office of a small company in Ypsilanti, must possess good typing & shorthand skills, be responsible, well organized & able to handle a wide variety of duties. Please call
483-7118

SECRETARY, full time, young & experienced, good pay, excellent benefits, send resume to Faisal Arabo, 20830 Evergreen, Suite 505, Southfield, Mich. 48076 or stop by in person on Tuesday & Thursday.

SECRETARY
GOOD TYPIST for fast growing company in Livonia. Purchasing experience helpful. Blue Cross. Salary commensurate with experience. Apply 12763 Stark rd, Livonia. Mrs. Hanover.

SECRETARY
Immediate opening in busy office. Typ skills required. Receptionist duties, phones, typing, invoicing & light bookkeeping. Attractive salary. Call
358-1769

SECRETARY
Must have experience in ADP payroll system, and some knowledge of payroll board. Other duties, inventory, costing, invoicing, customer orders and shipping department paper work. Some phone work. Must have average typing skills and be accurate figures. Hours, 8:30 to 2:30 Good benefits. Manufacturing Co located in Southfield area. Please send resume to Box #424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Part time for general office work. Good typist. Pleasant telephone manner. For general office work. Some knowledge of bookkeeping helpful. Send replies to Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-RECEPTIONIST. Law office. 1-2 yrs. experience in general office required. 50-60 typing, dictaphone, telephone. Must be bright & personable.
356-6050

SECRETARY
RECEPTIONIST
If you like a fast-paced office with lots of public contact, and have people ability, this is for you! Will train on word processor! Great benefits. Call Judy at 593. Hurry, call Kathy today!

353-2090
SNELLING & SNELLING PERSONNEL

• SECRETARY •
Southfield Computer Sales Office looking for person with minimum 1 to 2 years experience. Good typist (50 to 60 WPM). Must be able to handle phone conversations with customers.
Call for appointment.
352-1040

SECRETARY - TYPIST needed immediately for law firm. Must be experienced typist. Minimum - 60wpm. Excellent secretarial background. If you are looking for a challenging position with a fast growing law firm. Please call Pontiac. 674-4815

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Company President needs experienced secretary "Girl Friday" to assist him in managing sales and distribution of an established leading national building product.

Excellent typing, phone personality and ability to work unsupervised is essential.

West Bloomfield - Walled Lake area

Phone evenings:
681-3448 or 698-4217

CLERK TYPIST/ RECEPTIONIST

Immediate opening exists for an individual with excellent telephone, organizational and typing (55 wpm), skills to work in a fast paced exciting environment. 2-3 years previous experience a must.

PART TIME TYPISTS

Opportunity for experienced Typists (60 wpm) interested in part time work.

Please call: John Patricolo 569-4000

Sandy Corporation
16025 Northland Drive
Southfield, Michigan 48075

Equal Opportunity Employer M. F.

PAYROLL CLERK/TYPIST

Will prepare payrolls for computer processing and complete various payroll tax returns. Requires minimum 3 years applicable experience, proficiency on 10 key and calculator and 45 wpm typing capability.

Competitive base salary, cost of living allowance and excellent benefit programs. Mail resume including qualifications and salary history, or fill out an application from which may be obtained at our lobby, weekdays 8:00 a.m. to 4:30 p.m. No phone calls please.

WHITE MOTOR CORPORATION
Human Resources Department
34500 Grand River Ave.
Farmington Hills, MI 48024

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

VICTOR
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6404
An Equal Opportunity Employer

WANTED talented lady to run office. Hours 1:30 to 6:30 in Birmingham Ask for Mr. Coe 642-9449

WANT To Be an Electrical Engineer? Young Man or Women with good Architectural Drafting hand. Troy Area
362-2460

WE NEED a mature, responsible person for a very important position at our main office in Livonia. We're one of the country's largest Ethan Allen dealers, who seek quality personnel to serve our customers. Office experience will be helpful, but not essential. Please send a resume or letter to Dwight Huizenga, The Heritage Inc.
11850 Mayfield, Livonia, Mi. 48150

WOMAN wanted for Bookkeeping and Secretarial duties in Art Gallery, part-time. Southfield area.
Call 569-3232

WORD PROCESSING
Opportunity for person seeking challenging position in Southfield business area. Training on CPT Word processor. Accurate typing 60wpm & dictaphone experience required. Pleasant atmosphere plus full benefits. For more info call Liz or Patty at
353-3209

505 Help Wanted Food-Beverage

ASSISTANT MGR.
COOK
DISHWASHERS
BOOKKEEPER
Full & part time positions available. Above average wages, uniforms furnished & food discounts are some of the benefits. No experience needed. We need mature individuals who depend able transportation. For interview call between 2-5pm

FRIENDLY FAMILY RESTAURANT
Farmington Hills Plymouth
474-5877 459-5290
An Equal Opportunity Employer

ATTRACTIVE Mature Waitresses Wanted. Apply in person. Hours 11-2PM thru 4PM. Cafe Fior. 29121 Northwestern Hwy. Sfld.

Bartender & Cocktail Waitresses-Excellent Benefits. Apply in person 3PM-5PM, Monday thru Friday. Victoria Station, 14230 W. Big Beaver, Troy

BONANZA
now taking applications
PART TIME HELP
DAYS OR NIGHTS
Apply in person
between 2-4PM. Mon. thru Fri.
38350 W. 10 Mile Rd.
Farmington Hills

BUS BOYS
FULL TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30685 W. 12 MILE RD.
FARMINGTON

BUS GIRLS - Students, 16 years & older. Nites, downtown Rochester
Mrs Parr 651-2266

504 Help Wanted Office-Clerical

CIRCULATION CLERK
BIRMINGHAM OFFICE

Interested in an exciting position that is not routine? Telephone skills and adding machine experience are required. We offer an excellent fringe benefit package and a liberal salary program. If you meet the requirements and are interested in a diversified position, come in and fill out an application at our Livonia location:

OBSERVER & ECCENTRIC NEWSPAPERS
36251 SCHOOLCRAFT
LIVONIA, MICHIGAN

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SECRETARY

Due to continued expansion an excellent opportunity exists for an experienced Secretary in our World Headquarters located in Northville. Responsibilities are wide ranging, and include typing, statistical report preparation, vender, and field contacts, etc. This position reports to the Technical Service Group Manager. You should have strong typing skills with shorthand being a plus. An excellent salary and complete fringe benefit package is offered. Forward a resume in confidence to:

Robert Merrick
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan 48167

An Equal Opportunity Employer M/F

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS

National Bank of Detroit will be interviewing at the Southfield Mall for Part-Time Tellers and other part and full-time positions 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 National Bank of Detroit, Southfield Mall, Auditorium, (23000 Eureka Rd., Taylor, Michigan) on Thursday, Feburary 14, from 10:00 a.m. to 3:00 p.m.

NATIONAL BANK OF DETROIT

NBD

An Equal Opportunity Employer
We Employ the Handicapped