Help Wanted

504 Help Wanted Office-Clerical

ASSISTANT - office manager bookkeeper, thru trial balance for small Troy company, must be able to supervise & assume responsibility. Salary $300 to $1000, agency fee paid.

CHECK - invoices and work with inventory control in new Bloomfield company. Some office experience and average typing required. Salary $650 plus full benefits and fee paid.

RECEPTIONIST - with good telephone and typing skills for interesting computer company in Southfield. Salary $584 plus benefits & fee paid.

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

ASSIST DIRECTOR
Of
Fashion Merchandising School
Superior Secretarial, Administrative Skills and Fashion knowledge required
Call Ann Marguerite
in Mr Solomons office.
358-0090

Auto Switchboard
Immediate opening for full time Switchboard Operator. Excellent benefits starting salary and good working conditions Must be able to type 45 WPM.
Roger Penske Chevrolet
28111 Telegraph, Southfield
355-1000

AVAILABLE-TRAINING
SECRETARY training for residents of Oakland Cty with High School diploma and currently unemployed or underemployed This is an excellent opportunity to begin 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 382-3991

BANK TELLER
$8,736
One year of work experience and your good typing skills will land you this job. Good benefits, great company, with lots of room for you to grow and make a career for yourself. Why wait another day? Call Debbie. Fee paid.
SNELLING & SNELLING
478-3500

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

BOOKKEEPER
Experience necessary for full time position with Southfield CPA firm. Pay commensurate with experience. Call Ms. Swanson. 569-3133

BOOKKEEPER - experienced with payroll & knowledge of financial statement. Work in a Southfield CPA office on several sets of books. Full time.
557-5257

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

BOOKKEEPER - High School grad, at least 2 years bookkeeping experience, knowledge of business machines and data processing. Farmington Public Schools. 477-1300 ext 40

BOOKKEEPER
Join the excitement of the construction industry. This successful firm needs an experienced Full Charge Bookkeeper on their busy crew. Good starting salary and benefits. Send resume to Mr. Roberts, P. O. Box 691, Southfield, Mich 48037

An Equal Opportunity Employer

BOOKKEEPER needed part-time, afternoons, 1 PM to 5 PM, Mon-thru Fri. Composition of journal and general ledger operation Experience preferred. Call Ms. Goers. 851-5400

BOOKKEEPER - property management firm here needs organized, meticulous bookkeeper, to work under controller, who will train. Large and detailed schedules. Will train on computer, excellent working conditions, 13 Mile-Northwestern. $175 per week to start. 851-0503

BOOKKEEPER - restaurant chain, Birmingham area, good benefits. 642-1566

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
SUPERVISOR
Excellent company offering $1200 a month for your strong supervisory skills and full bookkeeping background. Great location and benefits. Plus fee paid. Thinking of a change? Call Ann.
353-2050
SNELLING & SNELLING
PERSONNEL

BOOKKEEPER - THREE Days per week at corporate office in Rochester. Salary commensurate with ability. Call for appointment.
656-0010

BOOKKEEPER
$190 PER WEEK
FEE PAID
Suburban location. Benefits.
Snelling & Snelling
336-7400

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

504 Help Wanted Office-Clerical

Cashier/Accounts
Receivable Clerk for work in student billing. Cash receipts & collection - 11am-7pm Send resume to Business Manager, Madonna College, 36600 Schoolcraft, Livonia, 48150

CLERICAL JOBS
Has your temporary service been keeping you as busy as you might like to be? If they have, why not take a little time to register with us, thereby doubling your chances for work.
SECRETARIES
TYPISTS(TYPE 50)
TELEX-TELETYPE OPERATORS
WORD PROCESSORS
BOOKKEEPERS(FULL CHARGE)
Call office nearest you for personal interview.
Southfield 353-0565
Livonia 522-4210
Birmingham 642-3050
Troy 524-1750
TEMPORARY STAFF CO

CLERICAL OPPORTUNITIES
Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fluehrer
355-0500
Or apply directly at:
GRAHAM MORTGAGE CORP.
3000 Town Center Suite 300
Southfield Mi.
An Equal Opportunity Employer

CLERICAL-RECEPTIONIST
Dependable, self motivated individual needed for Farmington area office with busy phone. Experience necessary. Typing required. For further information call 851-6620
An Equal Opportunity Employer

CLERK TYPIST
CREDIT DEPT
Minimum typing skills 55 w.p.m. Competitive salary. All fringe benefits Contact Mr. King
PANASONIC
23975 Research Dr. Farmington
477-2760
An Equal Opportunity Employer

CLERK TYPIST
Southfield accounting office
336-5310

CLERK TYPIST
Temporary full or part time person for Southfield based mortgage company. Must be familiar with mortgage documents, possible full time permanent after initial assignment Top wages. Call Barb 355-5200, ext 243

CLERK TYPIST
West Bloomfield management company seeks energetic person willing to learn with good communication skills to start immediately.
626-8223

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

DATA ENTRY, CRT operator, experienced preferably on DEC VT100. Wholesale food distributor located in Livonia, call for appointment 477-5610

DATATYPIST/TYPIST
Southfield Average 30 Hrs. per week, flex-hours. Medical insurance, referred, but not required Dependable, speed with accuracy. Call Rosemary for typing test. 552-3445

EXECUTIVE SECRETARY
Needed by Farmington Hills manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern, computerized & airy office. Excellent pay and benefits for the right self-motivated person Call for appointment 478-1200

EXECUTIVE Secretary - modern professional 25 year old firm in southfield needs experienced Secretary. Must be proficient in shorthand and type at least 65 WPM. Excellent fringe benefits, salary open. Call 356-8181

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
$10,000
Sales manager needs experienced career-minded person to run the office. Your clerical expertise and pleasant phone personality will get you this position Great Southfield location. Call Carol today
SNELLING & SNELLING
478-3500

EXPERIENCED Bookkeeper. Receptionist for photography studio in Troy. 557-5257

EXPERIENCED LEGAL Secretary
For general practice in Wayne-Westland form. Salary commensurate with experience. Call Terry. 729-7300

EXPERIENCED LEGAL Secretary for Law firm in Farmington Hills. Salary commensurate with experience & ability. Call after 1 PM 626-3648

EXPERIENCED Legal Secretary needed for growing Southfield law firm, excellent typing & shorthand skills required, salary negotiable. 353-0930

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

EXPERIENCED SECRETARY
Northwest Suburban area.
Good typing & office skills required. Good telephone presence necessary. Excellent Salary range open. Also need experienced receptionist.
For personal interview, call
Steve Beauchamp at 851-0904

EXPERIENCED
WORD PROCESSING OPERATOR
for Bloomfield Hills office Call Mary Lou 9-5 851-8848

FILE CLERK
Immediate opening. General office work. Filing and light typing duties. Must be good speller. Office presently located in Northland area. Will be moving to 12½ Mile and Telegraph in April. Call Fidelity & Deposit Co 559-1990.
An Equal Opportunity Employer

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable, no typing. Permanent. Good benefits. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

FRONT DESK
FEE PAID
Utilize your good typing and outgoing nature, working in busy sales department of Farmington firm!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER Desk Receptionist. $149. Entry Level - Will train. Accurate Typist. Call Rosemary Ford Personnel 424-8616

FULL Charge Bookkeeper, payroll through general ledger & financial statement preparation. Retail operation, Birmingham - Bloomfield. Salary open. Send resume to Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME Real Estate Secretary, experience preferred. Typing essential, shorthand desirable. 14 Mile, Middlebelt area. 851-4900

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

504 Help Wanted Office-Clerical

GENERAL OFFICE - permanent part time position for Southfield office. Flexible hours. Typing required $3.25 an hour.
GENERAL Office work- 1 girl office for manufacturer's rep 9AM-1PM Monday through Thursday. 559-1554 or 626-0110

GENERAL OFFICE
Livonia firm needs person with good typing & shorthand skills. Please call Irene at 537-0600

GENERAL OFFICE
Girl Friday type. Light typing, bookkeeping, payroll and various office duties. Some experience. Southfield area $180 to start. Ask for Phil. 353-0313

GENERAL OFFICE CLERICAL
Interesting position with 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 - Pleasant personality and good typist. 883-6121

GENERAL OFFICE
Typing required, figure skills. We will train Apply in person Holiday Inn, 38123 W 10 Mile Rd., Farmington Hills

GENERAL OFFICE. Good typist & experienced problem with calculator. Hours 10:30am - 7pm. Livonia. Call for appointment 427-4450

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 353-2209

General Office
Put your best foot forward and begin a new & rewarding position with excellent company. Typing & general office experience required.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

GENERAL OFFICE
Experienced office clerk for typing, filing, detail work and keypunch operation. Must be good with figures. Call after 4 PM
355-2530

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. 851-4994

HIGH School student for filing position, Southfield insurance agency, hours 12-5PM. Contact Mrs. Bohnen. 353-2200

IMMEDIATE full time opening in marketing research firm, Southfield area. Good typing and shorthand skills required. Send resume to ADI, P.O. 508, Pontiac, Mich. 48056, attention Mrs. Dorothy Ward.

IMMEDIATE OPENING for typist with ability to type 45 WPM, basic knowledge of spelling & grammar. Excellent salary, fringe benefits, & working conditions Located in Southfield
Call Personnel, Fireman's Fund Insurance Co 557-5760
Equal Opportunity Employer M/F

INSURANCE AGENCY
Opening for qualified typist trainee for commercial lines department. Some experience at company or agency level required. All employee benefits. Farmington Hills 553-4800

INSURANCE
Expanding Southfield agency looking for girl to work in personal lines department. Prefer experience in automobile or homeowners. Will train right person. Telephone Mrs. Blum 644-5447

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

JR SECRETARY - a super opportunity in a growing Insurance Firm for somebody just out of school. Typing required, Shorthand a Big Plus! Offering $700.00 per month to start. Call 352-5252

Kelly CAN!
KELLY SERVICES - CAN help you keep your office skills from getting rusty! KELLY - CAN help you earn extra money! KELLY - CAN provide an interesting variety of top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. We need SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, CLERKS and more. Stop in to the KELLY Office nearest your home and find out about all the things KELLY - CAN do for you.
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
4030 Town Center
Suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEY DISC KEYTAPE
Immediate opening. All 3 shifts. Experience necessary. Salary commensurate with experience. 424-9658

KEYPUNCH OPERATOR
for Farmington area company, afternoons 4-12, minimum 6 months current working experience required on IBM 5496-129 or Decision Data 8610. Hourly rate commensurate with ability & experience. Call Mr. Feehan for appointments. 313-478-4300

LEGAL SECRETARY - experienced in Corporate & Tax Law. Potential Paralegal position. Southfield Law Firm. Salary commensurate with experience. 1-998-1225

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced in domestic relations. Good typing and shorthand skills. Five years experience. Excellent salary and benefits. Call Monday through Friday, 641-594, 557-7260

LEGAL SECRETARY
Experienced, small congenial office, Southfield area 353-1241

LEGAL SECRETARY
Some experience required, full or part time, Tele-Twelve area 645-8070

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred Salary commensurate w/experience. Benefits 355-4144

LEGAL SECRETARY, experienced for Southfield Town Center office. Wang Word Processor, proficiency in shorthand, dictaphone transcription & light bookkeeping. 358-1000

LEGAL SECRETARY
Southfield area law firm of three lawyers dealing in real estate and corporate law, desire experienced legal secretary for substantial responsibility. 644-4436

LEGAL SECRETARY
Birmingham attorney desires mature, motivated and efficient person to assist him by taking machine and shorthand dictation & transcribing. Able to spel because I can't. Helpful if you have more than adequate acquaintance with office management and general legal experience. Higher than average salary plus benefit package Dorothy, 642-8406

LEGAL SECRETARY
$230 PER WEEK
Exciting opportunity. Prestigious firm. Fee paid.
Snelling & Snelling
336-7400

LEGAL SECRETARY
$11,700
Your legal background will get you in the door for your new career. This friendly staff in a luxurious Southfield office center needs your clerical background A career is waiting for you Call Debbie today.
SNELLING & SNELLING
478-3500

LEGAL SECRETARY
TRAINEE
Large prestigious law firm is offering great position with responsibility and advancement. Good typing. No short hand. Excellent benefits including dental Hurry! To 1975 Call Kathy now.
353-2050
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIES
Many outstanding opportunities are 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 professional placement assistance. Isn't it time you called Kelly Scott? Call today, the placement specialists in the legal profession." Start your new year in a position you enjoy.
PERSONNEL AT LAW
3600 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Detroit 522-3140
Renaissance Center 567-0413
Troy 649-2042

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

LIVONIA based management advisory firm seeks full time computer operator on IBM 5-34. Substantial part of job will be data entry. Keypunch or computer operator experience required available immediately. Never a fee to you. Call Mr. Feehan for appointment. 313-478-4300

MANUFACTURERS REP'S OFFICE
Orchard Lake and 13 Mile rd. needs experienced general office help. 5 hours daily, good on phones, good typist, pleasant work. Send resume to Box 441, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

KEYPUNCH - part time, Livonia based bookkeeping firm seeks evening shift data entry person on in house Burroughs 80 Hrs 5-9 pm, 5 days week at $4.25 per hr. Position available immediately till end of May. Further employment beyond then dependent on mutual agreement. Experience preferred but will train if you type at least 45 WPM Call after 3 pm 591-1242

LEARN Personnel-Excellent Telephone Manner, articulate, aggressive Will consider part time. Call Rosemary Ford Personnel 424-8616

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

LEGAL SECRETARY
No experience necessary, will train, Redford Twp. 537-3070

LEGAL SECRETARY for large Southfield law firm. Must have previous experience. Salary commensurate with ability. Full benefit package. 358-4660

PAYROLL TYPIST
For Southfield based Construction firm Must be good with numbers, type Min 50 WPM. Computerized payroll system, union reports and related work. Will train on equipment.
Call 353-2910, 8 AM to 5 PM weekdays.

PERMANENT part time clerical work. Typing, light filing, light phones. General office experience helpful. Call 559-0650

PERSONAL SEC'Y TO AN ATTY
Good typing & shorthand grammar a must, shorthand or dictaphone knowledge a must, good career opportunity will train. Call 644-4569

PROFESSIONAL SECRETARIAL CAREER
$11,000 PLUS FEE PAID
Full benefits in Troy location for your good skills, and smiling personality. A one time opportunity. Call Ann Marie Mark, 649-5900.
SNELLING & SNELLING
TROY

504 Help Wanted Office-Clerical

MEDICAL ASSISTANT
RECEPTIONIST
Temporary assignment, April 3-11. Peg board, medical terms, dictaphone, EKG'S, injections nice, but not necessary. 9-5 PM, Westland area. No charge to you.
Call Davis Smith Medical Agency, Temporary Division. 557-7200.

MEDICAL RECEPTIONIST
Doctors office with Southfield address opportunity to break into a new field. Put your good typing skills and personality to work for you and receive up to $850 a month. Benefits are great, and this is fee paid Call Ann Wells today!
353-2090
SNELLING & SNELLING
PERSONNEL

MEDICAL RECORDS SECRETARY. For home health agency in N. W. Detroit Prefer medical records experience, organizational skills and good typing necessary. Competitive salary, excellent benefits, friendly atmosphere. 255-4200

MEDICAL SECRETARY
Suburban Medical group needs your typing skills to organize! No organizer needed!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

MERRILL LYNCH is now accepting applications for full time positions in our operation department. Must be able to type 60 WPM or better Good pay, plus bonus. Call Tom Desmond, 9AM-4PM. 647-3303

MOTION Picture Distribution Company seeks person with excellent organizational skills to handle diversified duties. Shorthand, typing & an outgoing personality a must. Benefits Call 368-3552

OFFICE BOY
General Clerical duties & light delivery. Must have own car. Maple - Telegraph area Call Mary. 647-8481

OFFICE CLERK
Payroll A.D.P.-accounts receivable, multi counter,prepare monthly union reports. Southfield-Farmington area. 353-8409

OFFICE HELP NEEDED
IMMEDIATELY
Full Time Livonia office of national Food Service Companyseeds person for order desk. Successful applicant will have fun for details & benefits. Typing not necessary. Full Company benefits, no overtime or weekends. Apply Mon thru Fri., 9 AM-3 PM. 13468 Stamford Ct., S. off Schoolcraft, 1 blk E. of Stark Rd

An Equal Opportunity Employer

OFFICE MANAGER
Highly motivated mature office manager needed for engineering and manufacturing firm in Northwest Detroit. Requires knowledge of office management, bookkeeping, shorthand, and typing skills Call 273-7592

OFFICE MGR. TRAINEE, typing, file set up & maintain Banker's hours. Will be interviewing personally, Thurs. Feb. 14, 9-5 pm or call for appt.
American Family, 29411 W. 12 Mile Rd Suite 208, Southfield

OPPORTUNITY KNOCKING
Executive Secretary Office Manager for sales office of industrial supply firm Livonia area Must have resume. Long term assignment. Ask for GIVITA
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 "Girl Friday" needed by manufacturers' representation, half days or 4 days Time can be arranged Good typing & filing experience required Bookkeeping experience helpful but not required References required Starting salary $4 an hour. Farmington Hills area Phone for appointment 553-2700

PART-TIME lease and rental assistant. Must type, shorthand office hours 5 hours daily. Call Mr. Nowak, Armstrong Rents 559-0500

PART-TIME OFFICE HELP
If you have typing, filing & phone answering experience, Total Television, Inc needs you. We offer an excellent salary & working conditions. Apply at 31234 Schoolcraft, Livonia.

PART TIME Receptionist and general office work, Birmingham area, ask for Jean. 647-0550

PART TIME, Secretary Bookkeeper, approximately 30 hours per week, Plymouth Area. 459-2160

PART TIME 12:30-4:30 daily, 8 Miles/Greenfield area. Typing essential. $4.00 per hour. Call 864-6060

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 ability.
Competitive base salary, cost of living allowance, excellent benefit programs. Mail resume including qualifications, or fill out an application from which may be obtained at our lobby, 8 am to 4:30 pm weekdays. No phone calls please.
WHITE
MOTOR CORP.
Human Resources Dept.
34500 Grand River Ave.
Farmington Hills, Mi. 48042
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CAREER JOBS
Company pays fees for the following positions-Benefits:

GENERAL OFFICE	$770 month
ADVERTISING TYPIST	$10,000 year
FULL CHARGE BOOKKEEPER	$675 month
KEYPUNCH	$675 month
INVENTORY CONTROL	$180 week
COMPUTERIZED BILLING CLERK	$10,000 year
INSURANCE SEC'Y	$215 week
LEGAL SEC'Y	$10,000 year
MANUFACTURING SEC'Y	$800 month

Call now for a personal interview
PERMANENT STAFF CO.
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

PERSON FRIDAY-Sales Department Dynamic Retail organization. 70 WPM typing, light shorthand, aggressive individual required $12-13,000 Min. Paid Benefits Fee Paid.

UNDERWRITER ASSISTANT
40-50WPM typing. Self starter, work with public $700-$750 Fully Paid Benefits including Dental Fee Paid

EXECUTIVE SECRETARY THOY
Construction experience a must. Excellent typing & shorthand. Fast paced type. Sharp appearance. $13,000 Min Range. Full Benefit Package. Fee Paid.

GENERAL OFFICE-TYPIST
Troy area 557-7600
Good typing figure aptitude. Good understanding of operations. Salary $800-$900 Full Paid benefits including Dental & Cola Fee Paid.

PERSON FRIDAY-BIRMINGHAM
Career minded Retail investigator experience required. Bookkeeping, Payables, Receivables, Peg Board, Payroll required Salary $225 per week Min. range Fee Paid

SECRETARY PERSON FRIDAY
Ideal for Retired Livonia residents Must have Shorthand, typing, prefer Technical knowledge for Engineering Firm Ground floor position. Much promotion. Bookkeeping knowledge a plus Salary very open & good depending on background Fee Paid
BETTY HAMIL PERSONNEL
424-8470

PERSONNEL TRAINEE
Major Farmington Hills company will train friendly person with typing of 50 for variety job in personnel department. Beautiful offices, $150 to start, super benefits, very organized and company pays our fee. Excellent opportunity for typist who enjoys public contact. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

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

A-1 POSITION FOR TOP notch secretary, challenging busy office, must have experience, in office procedures, light bookkeeping, excellent typist. Southfield area, Call 9 to 5. 354-2830.

PRUDENTIAL
Opening for Personal Secretary to top Sales Rep Salary negotiable. Require 55-60 typing and 80-100 shorthand. Permanent employment, pleasant working conditions and executive office facilities. Located in Southfield. 5 day week, paid vacation, excellent employee benefits. Phone Personnel for interview. 357-5500
Equal Opportunity Employer M/F

REAL ESTATE office in West Bloomfield. Interest in work and pleasant surroundings. Call Marilyn Sanders for appointment. 644-0031

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

RECEPTIONIST - TYPIST
For small service firm, Southfield Prudential Town Center, typing speed 50 WPM. Call 358-3730

RECEPTIONIST - SECRETARY with good bookkeeping skills for busy Troy office, mature, responsible, neat appearance, well organized 643-6362

RECEPTIONIST
Light typing and filing. Dearborn Heights area
Call Mr. Malone at 278-5333

RECORD CLERK
Farmington Hills company has an immediate opening for a person experienced in accounting and record keeping.
The individual we seek should be a high school graduate with experience in accounting is preferred but not required The job requires 10 key calculator experience, light typing and filing. Duties include maintaining accounts receivable activity reports, maintaining records for customer accounts and reconciliation of monthly reports.
For more information call
Commercial Credit Business Loans, Southfield. 352-3710 ext. 11.
An Equal Opportunity Employer

SALES SAVVY
Detail ability VIP for this Troy group. Customer service background, Livonia office location or marketing experience top skills merit $14,000 start with tuition reimbursement profitsharing.
Your New Boss Pays Our Fee.
649-4144
HARRIET SORBE PERSONNEL

SALES SECRETARY, shorthand, typing, sales records, experienced preferred, sales office procedure, Evergreen-10 Mile area. Call Canon for an appointment 358-0140

SECRETARY - full time with bookkeeping skills, capable of managing the office of a small company in Ypsilanti, must possess good typing & shorthand skills, be responsible, self motivated & able to handle a wide variety of duties. Please call 483-7118

SECRETARY, full time, young & experienced, good pay, excellent benefits, near intersection of Saint Andrews, Evergreen, Suite 505, Southfield, Mich 48076 or stop by in person on Tuesday & Thursday

504 Help Wanted Office-Clerical

SECRETARIAL OPPORTUNITIES
Partial Listing Of Current Openings
ADMINISTRATIVE SECRETARY, $14-15,000
Self starter, in charge of service supplies, rates, a/p a/r , payroll, ledger. Good typing, shorthand a definite plus
SECY/RECEPTIONIST $11-12,000
Southfield location. 60 wpm or better Some college preferred
SECRETARY $10-11,000
Credit & collection Secretary, 1 yr. experience in a manufacturing area 55 wpm, good grammer & letter composition leading to Executive Secretary.
TYPIST $9-10,000
1 yr. experience, 60 wpm, basic math skills, excellent spelling & grammer.
Fee Paid Positions. Call Now
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARIES
TYPISTS
Needed For Temporary Jobs
NO FEES
SCOTT GROUP
BLOOMFIELD HILLS 334-9750
ROYAL OAK 542-9232

A PERSONAL
SECRETARY
Suburban world wide company needs skilled Secretary. Excellent benefits include dental, tuition refund, and fee paid. Unique opportunity! Hurry! Call Judy.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY - All around office girl. Shorthand and typing skills required. Southfield area. Reply to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - beautiful new offices of national company, good typing, shorthand & experience necessary, great benefits, $13,200, fee paid.

PROMOTIONAL - company needs secretary, typing of 70 WPM, good computation ability, no shorthand needed. $10,400, fee paid.

GENERAL - clerical, large Southfield firm, good typing & figure aptitude, benefits, $10,200, fee paid.

LOIS RAY
PERSONNEL
559-0560

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

SECRETARY
Executive Assistant
Rapidly expanding Southfield firm is an experienced Secretary for one of its key people. Will be working with top executives on many confidential matters and handle a wide range of responsibilities. This position is ideal for a university - typing, shorthand, follow-up and record keeping. Excellent starting salary and benefits, nice offices and a congenial staff are just a few of the extras here. Respond with resume in confidence to Mr. Lockhart, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY
FARMINGTON
Excellent opportunity at major Farmington Hills company. Diversified position working for vice-president of manufacturing in beautiful office. Requires typing of 60 and shorthand of 80 WPM, starting salary to $800. Fantastic fringes, excellent management potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

SECRETARY
FEE PAID
Excellent opportunity to join firm that will be moving to Livonia. Personality and skills are like key. Lots of customer contact and variety. To $10,400. Call Joanne today
353-2090
SNELLING & SNELLING
PERSONNEL

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

SECRETARY for Farmington Hills cooperate office. Excellent career opportunity for organized, dependable individual with good typing and shorthand skills. Pleasant work environment, competitive salary and fringe benefits. Send resume in confidence to Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

WANT TO Be an Electrical Engineer? Young Man or Women with good Architectural Drafting band. Troy Area. 362-7460

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 environment.
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

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, vendor, 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

504 Help Wanted Office-Clerical

SECRETARY/
GAL FRIDAY
Experienced, must be good Typist with Shorthand and Bookkeeping skills Full time, permanent. Livonia location Contact Delores.
525-1660

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

SECRETARY
If you thrive on responsibility, if you have strong typing skills of 50-55 wpm minimum, if you have at least 3 years of general office experience. WE NEED YOU!
We need a Secretary to take charge of the many responsibilities of our branch office operation, promising a wide range of duties and unflagging pace. Northland area residential location. This position is located in the Farmington Hills area.
In return for skill and energy, we offer a fine starting salary and many valuable benefits. Don't put off YOUR opportunity for a great new career.
Contact:
Don Rose
(313) 553-5320
RUSCO ELECTRONIC SYSTEMS
32963 Hamilton Ct., Suite 16
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

SECRETARY
Immediate opening in busy office. Top skills required. Challenging duties, phones, typing, invoicing & light bookkeeping. Attractive salary. Call 358-1750

SECRETARY
Must have experience in ADP payroll system and some knowledge of pegboard 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 needed for Ad Agency in Troy. Good typing, light shorthand and office experience required. Agency experience helpful 362-4800 ext 315
An Equal Opportunity Employer

SECRETARY
Part time for general office work. Good typist. Pleasant telephone manner. For general office work. Some knowledge of bookkeeping helpful Send resume to Box 422,Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY position requiring use of dictaphone 70 WPM is a small General office skills Full time, 40 hours a week, Farmington Hills. Call Barb. 553-8222

SECRETARY/RECEPTIONIST. Large office 12 yrs. experience in general office required. 50-60 typing, dictaphone, telephone. Must be bright & personable. 356-6050

SECRETARY, receptionist, light bookkeeping. 9-12, 1-3 weekdays, Birmingham. 644-9220

SECRETARY-Receptionist - full time, for busy Company in Farmington area. Farmington Typing and shorthand English contact experience helpful Call for Mr. Blazek 478-6000

SECRETARY
Secretary needed for engineering and manufacturing firm in Northwest Detroit. Excellent typing skills. Shorthand not essential Call 538-7025

SECRETARY
Take charge Secy. needs just Data experience $190 start. Fraternal office needs direction & organization. Top Benefits Great Location.
Your New Boss Pays Our Fee
353-8900
HARRIET SORBE PERSONNEL

SECRETARY WANTED (Part-time) for Troy Law firm. Salary commensurate with experience.
Call A. R. Basile 362-2050

SECRETARY with good organizational ability for busy Livonia office. Excellent secretarial skills required. Shorthand desired but not mandatory. This is a new division of a large multinational corporation, good position offers excellent growth potential. 427-1550

SECRETARY with general office experience. Accurate Typist. Farmington Hills location. Some Data Processing background desired but not required. All insurance & benefits paid by Company. Profit Sharing Plan. 477-7482

504 Help Wanted Office-Clerical

SECRETARY
We are seeking a person with at least 1-2 years recent secretarial experience Typing accurate typing required

We offer a good starting salary, complete benefit package, free assigned parking and a discount in our stores

To arrange for a confidential interview, please call between 8am-5pm at 563-7781.

CUNNINGHAM
DRUG STORES, INC

SECRETARY
$10,000-$12,000
Your secretarial skills, and excellent typing speed could land you this position in Novi Nice