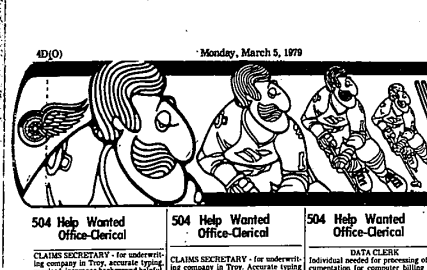

WIN 2 HOCKEY TICKETS

SEE THE RED WINGS AT OLYMPIA STADIUM

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

504 Help Wanted Office-Clerical

CLAIMS SECRETARY - for underwriting company in Troy, accurate typing required. Insurance background helpful, salary $800 plus excellent benefit, including dental. Agency fee paid.

LEGAL SECRETARY - for nice Birmingham law firm, no shorthand, work for 2 associates, heavy dictaphone, 9-5.salary $800 plus benefits, fee paid.

MEDICAL ASSISTANT - for Troy Dr. reception work and billing. $4.50 to $5.50 per hr. Fee paid.

EXECUTIVE - Secretary to general manager of suburban company. Mature person with good skills will earn $900 plus benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

CLERICAL JOBS AVAILABLE
Entry level with good chance for advancement, accurate applicants will have good Math background, neat Handwriting & a desire to work. Meier Metal Service Center, 289-1900, Ext. 314. An Equal Opportunity Employer.

CLERICAL LOOKING for an opportunity to grow? We have a challenging entry level position available immediately. If you have good typing and general office skills. Bingham Farms location. Call Carlene at 644-7500
An Equal Opportunity Employer

CLERICAL POSITION full time. Medical Lab, Southfield area. Insurance billing background preferred, but not necessary. 353-8488

RED WING TICKET WINNER
John Lowe
5573 Mandale
Troy, MI 48098

Please call the promotion department of the Observer & Eccentric by 5 p.m., Tuesday, March 6, 1979, to claim your two free RED WING TICKETS. 591-2300, ext. 243.

CONGRATULATIONS!

CLERK GENERAL OFFICE FULL TIME
Adding machine experience required. Excellent benefits and working conditions.
455-1400

CLERK TYPIST, full time. Accurate typing for invoicing. General office, pleasant atmosphere. 547-0540

CLERK/TYPIST, Farmington Hills. District office of national food company. Accurate typing & math aptitude. Call Mon.,Tues. only 9AM-12 Noon. 851-8082

EMPLOYMENT COUNSELOR
For rapidly expanding west area agency, prefer person sales background but will train, excellent working conditions & fst, year salary potential.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

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LEGAL SECRETARY - for nice Birmingham law firm, No shorthand. Work for 2 associates. Heavy dictaphone. Hours 9-5. Salary $800 plus benefits and fee paid.

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EXECUTIVE SECRETARY - to general manager, of suburban company, mature person with good skills will earn $900 plus benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

CLERK TYPIST
Mortgage Company in prime Southfield location is seeking individuals for the LOAN ADMINSTRATION DEPARTMENT. Minimum 45 wpm typing skills required. Experience helpful but not necessary for the following positions:
Tax Clerk
Insurance Clerk
Assumption-Payoff
For Interview, Call Miss Landygo.
355-0500
An Equal Opportunity Employer

CLERK TYPIST, Southfield Location. Mortgage banking experience preferred, but not necessary. Good figure aptitude a must. Call Miss Foster 355-9200

CLERK TYPIST,typing 50WPM, general office duties, light filing, for further information, call Mary K. between 2-4PM. 525-1500

CLAIMS SECRETARY - for underwriting company in Troy, accurate typing required, insurance background helpful, salary $800 plus excellent benefits, including dental. Agency fee paid.

LEGAL SECRETARY - for nice Birmingham law firm, no shorthand, work for 2 associates, heavy dictaphone, 9-5.salary $800 plus benefits, fee paid.

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ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

COMPUTER Operator - full time, Opening afternoon shift, 4 day work week. Minimum 1 year experience on small - medium scale computer system. Burroughs background helpful Call Mr. Perry for appointment. 644-7500

504 Help Wanted Office-Clerical

DATA CLERK
Individual needed for processing of documentation for computer billing system. Typing helpful. Reply to: Sheila at Southfield Radiology Assoc. 569-0814

DESK CLERK in New Center area 8-11 PM shift, call between 1-4PM only 873-4102

DO YOU NEED MONEY?
WE HAVE WORK
Secretaries, typists, general office, light factory, etc. Apply:
19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
equal opportunity employer

EMPLOYMENT COUNSELOR
A sales profile and 'people ability' for a rewarding career opportunity with Sterling & Sterling, The Worlds Largest Employment Service. Maturity Largest Excellent training program. Salary and bonus plan. Call Bernice Pronin at 353-2090.

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, independent individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Pleasant working conditions, excellent benefits. For appointment call 353-2209

EXECUTIVE SECRETARY
To Superintendent. Looking for a highly skilled, mature individual with excellent typing and shorthand skills. Flexibility and organizational skills a must. Salary commensurate with experience up to $18,200 annually. Excellent fringe benefits. Apply with resume to West Bloomfield Schools, 5250 Commerce Rd. West Bloomfield. 682-3555

EXECUTIVE SECRETARY
Field Headquarters operation of large national multi-national corporation is seeking mature, experienced candidates for Executive Secretarial position. Must have 5-10 yrs. Secretarial experience. Good Typing, Shorthand & Organizational skills required. Excellent pay & fringe benefits package. If interested please forward resume to Box 278, An Equal Opportunity Employer

EXPERIENCED
EDIT CLERK
o work in Data Processing Dept of suburban manufacturing company. Good aptitude for figures necessary. Diversified paper work. Opportunity to learn Data Entry work. Liberal employee benefits. Apply immediately!
S. M. C.
800 Junction, Plymouth
425-5600

EXPERIENCED LEGAL Secretary - Southfield office - salary commensurate with experience. Call 357-3294

EXPERIENCED Legal Secretary for Southfield Tax Firm. Good shorthand required. Excellent working conditions. 354-3200 Ex. 21

EXPERIENCED SECRETARY
Excellent position for mature person with the ability to take initiative and responsibility. Must have good secretarial skills and be able to work effectively with figures. Pleasant Troy location, salary commensurate with ability. Call 649-1722

FILE CLERK. Responsibilities: filing, typing & reviewing. Fringe benefits. North Detroit suburban area. Call 548-5555, ext. 128

FULL TIME BKKPR-TYPIST
Must Have excellent construction bookkeeping experience. $13,000 minimum. Fully paid benefits. No agency fee.

PERSON FRIDAY
Southfield-Telegraph Rd. area. 50 min typing, figure aptitude, some bookkeeping experience. PLEASANT APPEARANCE. Public contact experience. Super job! Starting salary $800 range. Paid benefits. No agency fee.

BEG. TYPIST-FERNDALE
50 wpm, accurate, shorthand size, good phone voice & personality. $650 min Starting slary, Excellent promotions Fully paid benefits. No agency fee.

ACCOUNTS PAYABLE CLERK
Good typing, figure aptitude, $750 minimum. Full benefits. Royal Oak No agency fee.

STENO
For General Manager, manufacturing, excellent typing, shorthand, personality & appearance most important. $11-$12,000 range salary. Excellent fully paid benefits including dental. No agency fee.

PAYROLL CLERK
Accurate typing, must have heavy salary & hourly experience. Prepare printout for Data Processing. Code for computer, calculator background. $11-$12,000 minimum range Fully paid benefits No agency fee.

COMPUTER OPERATOR-5TH
IBM 370 experience, Cobol language, DOS/VSMOD. Shooting for 4200, 145, 4331, CICS method. $16-$17,000 range excellent benefits including dental & glasses. No agency fee.

KEY PUNCH-5TH
Heavy trending real production background also Data Entry, Telex-TWX experience. Salary $800 Absolute minimum, Fully paid benefits including dental & glasses. No agency fee.

CLERK TYPIST-TROY
Accuracy for typing orders, logging, posting in books. Salary range $565.

BETTY HAMIL PERSONNEL
424-8470

FULL TIME clerical help, apply in person, Tymshare, 890 Plymouth Road, Plymouth.

FULL TIME secretarial position, one girl office for a large corporation experience necessary in typing, telephone, filing, dictaphone. Downtown Plymouth. Call between 10 AM and 4 PM 459-7676

GENERAL CAFETERIA work. 7AM-3PM full time, Farmington Area. Call Kathy ext. 227 553-2000

GENERAL OFFICE
Full Time
Pleasant Surroundings
398-6085

GENERAL OFFICE-full time person needed. Various duties. Average typing skills required. 477-1650

GENERAL OFFICE HELP needed, 3 days per week, from 8:30 AM - 4:30 PM for busy Life Insurance Agency. Good typing essential. No experience necessary. Call Mrs. Martin, Mon., Tues., or Wed. at 354-3700

GENERAL office girl for Bloomfield Hills architectural firm, must have good typing skills and pleasant telephone voice. Responsibilities include receptionist and general office duties. 642-5303

GENERAL OFFICE CLERK - Good typing skills, calculator experience, & other office duties. Full benefits. Apply at: 7-UP, Canada Dry Bottling Co., 12201 Beech Daly Rd.,Redford.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE. Retail food store. Clerical, figure work, light typing, some telephone work. Birmingham area. Send resume, preferred hours and wage requirement to Box 306, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE & KEYPUNCH girl needed for large distributor. This also includes working with office supply control. Keypunching a must. Excellent salary, complete hospitalization plus dental. Excellent other fringes Free parking. 5 days. Please send resume to the Attention of Mrs D. J. Pratt, c/ 2 Lewis Cooper, 12400 Strathmoor, Detroit, Mi. 48227

GENERAL OFFICE
Sharp person wanted to perform general office duties, such as filing, adding machine, phone back-up, & light typing, to work for an expanding retail drug chain. Experience helpful plus good attitude, neatness, & pleasant working conditions & Benefits. Dearborn Location. Call for an appointment. 336-4700

GENERAL OFFICE
Active Real Estate needs good typist with pleasant telephone voice, neat appearance. Full time, days. Call Mrs. Tracy.
CENTURY 21
GOLD KEY HOMES
255-2100

GIRL FRIDAY
Experienced general office, good at detail work. Mrs. Roman Allan Lee Design Center. 477-6500

GOOD TYPIST needed for busy insurance pension sales office in Bloomfield Hills, great atmosphere, diversified duties. Office experience required. Call 644-5760

HOSPITAL RECEPTIONIST $150
For X-Ray department of major medical center, great patients, schedule appointments, and pull files for doctors. Call 459-8794 full benefits with detail plan and cost of living.
Sally
525-7820
SHARROW & ASSOCIATES
PERSONNEL AGENCY

IMMEDIATE OPENING, full time, real estate sales office, downtown Rochester, pleasant working conditions, accurate typing required, call Bob McNaughton 652-6900

IMMEDIATE OPENINGS
TYPISTS
19500 Middlebelt, Suite 310E
Across from Livonia Mall
Livonia Office Pavilion
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

INSURANCE BILLING Clerk. Must be experienced with laboratory billing. No gross need apply. Blue Cross, Blue Shield, dental, prescription, life insurance, sick days, vacation. Will pay starting wages for qualified person. Southfield area. 358-4510

INSURANCE UNDERWRITER
For physical damage department. Experience required Birmingham Area. 642-1200

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

KEY PUNCH-KEY DISC OPERATORS
NEW office opening, in Arbor-Tyne Area, full time positions available. All shifts, steady work & over time available. Top pay & benefits for qualified individuals. Apply at office: 2000 Huron Parkway, Suite 4, Ann Arbor, or call for interview: 971-7422

KEYPUNCH
Keypunch operator needed for Suburban office, located in Dearborn. Knowledge of 3742 Helpful. Experience helpful but not necessary. Salary commensurate with experience. Excellent benefits & opportunity for hard working individual. Call for an appointment.
336-4700

KEYPUNCH OPERATOR
Southfield location - 10 & Evergreen area. Experience a plus. Will train as back up computer operator. Call Greg Faubert between 8AM-5PM. 353-7414

KEYPUNCH OPERATOR, experienced. Full time, 8:30 AM to 4:30 PM. Excellent fringe benefits. 5 Mile, Middlebelt area. 525-4540

LEGAL SECRETARY, Birmingham law firm, some experience preferred. 645-2430

LEGAL SECRETARY for 2 lawyers in Troy Law office. Good skills necessary. Call after 1PM. 362-4222

LEGAL Secretary - Travelers Tower, Southfield. Litigation Firm, excellent typing required, shorthand necessary, salary negotiable. Call Joyce. 353-7575

LEGAL SECRETARY,
Two man office located in Dearborn. Practice is real estate, probate and family law. Experience necessary. Call after 5PM or weekends. 591-6182

LEGAL SECRETARIES
PARA-LEGALS
SMALL BUT VERY prestigious law firm, located in Renaissance Center, needs solid typing, dictaphone and shorthand skills. Bonus. No fee. Salary to $13,000.

THE HEADQUARTERS of this national firm is seeking a candidate with at least 1 year para-legal. Must be aggressive and self-motivated. No fee. Salary to $14,000.

TROY CLIENT engaged in workmen's comp and negligence is seeking a professional with good office skills. Pleasing personality a definite 'plus'. No fee. Salary to $10,400.

BEAUTIFUL WORK environment in Town Center in Southfield. This client needs a MAG II operator experienced in the legal field. No fee. Salary to$13,500.

Many other fine positions now available for those seeking permanent, part time, or temporary employment.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH.48075
Southfield 358-0060
Troy 649-3065
Dearborn 336-5777

PART TIME Secretary wanted, permanent position, 2-3 days a week, must be willing to work more if necessary 354-4642

504 Help Wanted Office-Clerical

LEGAL TRAINEE
LARGE, W. Suburban Company needs good typist to train for word processing in their legal dept. Beautiful offices, good starting salary, full benefits, very promotable. Company pays our fee Hurry before its gone!
PERMANENT STAFF 522-4210

Local wall covering distributor requires girl for sales office. Duties include typing, filing & billing. Contact Gordon Muir for appointment. 525-7884

MAILROOM SUPERVISOR - Aggressive individual to supervise mailroom and message services at a major Southfield Real Estate Company. Responsibilities include mail handling, filing, switchboard relief, printing services and inventory control. Excellent opportunity and competitive salary Call 559-2600 ext. 117
An Equal Opportunity Employer

MANAGING GENERAL AGENCY
UNDERWRITER
For expanding property and casualty firm based in Southfield. Excellent opportunity for aggressive production-oriented person. Call E. Wick, Personnel Dir.
354-0400

MARKETING CLERK
Position available for individual with maturity, poise and 1 - 2 years experience as a customer service representative or similar other public contact work. Computer terminal experience and insurance background desirable but not mandatory. Typing required. For further information contact Personnel Dept
Alexander Hamilton
LIFE INSURANCE CO.
OF AMERICA
553-2600
12 Mile & Farmington Road.

MATURE PERSON, to run small real estate office. Farmington Area. 553-2112

MATURE PERSON for General Office work. Must have good typing & shorthand skills. Southfield area. Hours 2 to 5 PM 5 days a week. Call Pam between 9 A.M. & 3 P.M. 642-5707

NEED part time girl for real estate office. Minimum of 25 hours per week. Hours flexible, require some typing skills. Call Carol, Southfield, 352-8100

OFFICE POSITION OPEN
FOR SOUTHFIELD CLOSING DEPARTMENT. TYPING REQUIRED. FULL TIME. CALL MR. STAUB 353-1800

ONE Girl office - landscaping firm, Drayton Plains. Secretary, bookkeeping duties, experienced with accounts payable, receivable & payroll. Send Resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PART-TIME BOOKKEEPER
We are looking for a part-time Bookkeeper to also can help with mailing and shipping document preparation. Applicant must be experienced in bookkeeping. This position is ideal for someone who is looking for a part-time job. References required. Company location is in Auburn Heights, M-59 and Crooks area Call Mr. Klein at 852-8111

PART TIME for CPA firm. Typing & General Office. Approximately 3 days per week. Call 9 AM - 3 PM. 569-2595

PART TIME OFFICE WORK
AM hours for a busy doctors office in Garden City area. 422-7800

PART TIME SECRETARY needed for office in West Bloomfield area. Shorthand & typing essential. Call between 9am-4 50pm. Mon thru Fri. 661-5240

PART TIME temporary clerical help. Evenings. Apply in person, tymshare, 890 Plymouth Road, Plymouth.

PART TIME - typist. Southfield office, no shorthand, 50 WPM typing speed required, call Mrs Harris 353-7747 equal opportunity employer

PART TIME Weekend Receptionist
Light typing, switchboard, will train. Interesting work. Call Mrs Harris, Monday thru Friday, 9-5. 352-2336

PAYROLL CLERKS
Due to recent growth, national firm now has several openings in our Southfield office 6 months training program at full pay plus benefits. Must have recent payroll experience and good telephone manner. Familiarity with computer in-put preparation or college level accounting credit will help. Salary based on qualifications. If you are looking for a starting position with real potential call 358-4463 to arrange an interview.

PEDIATRICS SECRETARY $11,000
For rapidly expanding hospital, book appointments, screen patients, and type letters for doctor and social worker. Full benefits with dental plan and cost of living.
555-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

PERSON needed for general office work, Farmington area, college background preferred, business preferred Day hours 851-0383

Personnel Clerk
Major West Suburban company needs friendly person with typing of 40 WPM for challenging public contact job! Beautiful offices, good starting salary, full benefits very promotable. Company pays our fee! Hurry before its gone!
PERMANENT STAFF 522-4210

PERSON with ability and experience with figures, light typing and telephone work. Pleasant working conditions in Bloomfield Hills office. Respond with short work history and salary requirements to: Birmingham/Bloomfield Board of Realtors, 4145 Dublin Dr., Bloomfield Hills, Mich. 48013

PHONE/Clerical, 3 days per week 7:30AM-4:30PM, part time answering phones, dispatching and light clerical/typing. Apply in person, 3000 Proudfoot Trail Town Center, suite 690, Southfield, Mon. Wed. & Evergreen. Interviewing 10AM-4PM.

PHONE RECEPTIONIST and General office work. Some typing necessary. Plymouth, Evergreen area. Ask for Bea 273-0400

PLYMOUTH, builder, developer needs mature secretary, 30 hours per week, must have real Estate and bookkeeping experience, send resume to Box 372, Plymouth, Mich. 48170

POLICY TYPISTS
Trainee for Birmingham insurance agency. 642-1200

PRODUCTION TYPIST for church bulletins, 2 days a week, in our office. Wed. & Thurs. Hours 8 AM - 4:30PM. Located in Industrial Park at 10 Mile & Grand River. Call Colin 478-8760

PROOF HEADER experience preferred but not necessary to work in typesetting shop, full time days. 255-2960

RECEPTIONIST
Needed for Southfield Law Office. Typing & experience necessary. Call 352-9085

RECEPTIONIST - Typist, to answer phones, some experience necessary, call Miss Austin 353-0050

504 Help Wanted Office-Clerical

PUBLIC RELATIONS
MANAGEMENT Spot requires your ability to co-ordinate company policies with field rep habits. Trouble shooting skills find career spot in rapidly growing marketing area. $11-$12,000.
Call 562-8909
Your New Boss Pays Our Fee.
HARRIET SOHGEN PERSONNEL NEL

RECEPTIONIST & SURGICAL Assistant- full time, for oral surgeons. Experience preferred. Plymouth area. Interviews call 455-0710

RECEPTIONIST/TYPIST, part time, 30wpm, 8AM-12 or 1PM-5PM. Rochester area. Executive Office Bldg. Call between 9AM-12, 651-2913 or 375-1221

RECEPTIONIST,SECRETARY with people ability for busy medical office & flexibility. Located in Birmingham 644-2552, Professional Department Partners

RECEPTIONIST,TYPIST. Multi company organization located in Southfield, needs receptionist typist. Hours 8:30 AM - 5 PM. Start immediately. Call Nancy 353-0240

RECEPTIONIST
Good figure aptitude and type 50 wpm. For immediate opening in Novi. 1 - 2 years experience preferred Excellent benefits. 349-9300

RECEPTIONIST/TYPIST for law firm. Fringe benefits, position open immediately. Typing skills, pleasant personality. Bloomfield Hills area. Call Mrs. Bowser for appointment. 644-1202

RECEPTIONIST/TYPIST
Mature, accurate typist with pleasant phone voice and recent work experience, for busy Southfield office. Good pay. Excellent benefits 352-1155

RECEPTIONIST
Great Chance to combine your interests in people with this progressive firm Career plans. Bright personable typist gets top benefits plan & $10,000. Start now.
Call 649-4144
Your New Boss Pays Our Fee
HARRIET SOHGEN PERSONNEL

RECEPTIONIST
SECRETARY SUBSTITUTE
Well groomed gal with sparkling personality to fill in on occasions for vacations, sick leave, etc. Must have a pleasant telephone voice and like to meet the public. Light typing background required, $5 an hour. Ask for Don Wolfe or Harry L. Wolfe.
HARRY S. WOLFE CO.
32398 FIVE MILE RD.421-5660

RELIABLE, DEPENDABLE woman to work in office, full time Light typing, bookkeeping and other miscellaneous helpful 10 AM - 5 PM 838-5293

SALES SECRETARY
One girl office Southfield area. Must have dictaphone experience. Salary $569-1414

SALES SECRETARY-TROY
Organized & self-motivated person. Shorthand, typing & transcribing skills. Experience in total office procedure. Salary commensurate with ability. Send resume to Box 219, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SCHOOL BUS DRIVERS
Must have good references. Be able to pass physical examination. Must have Michigan chauffeurs license. Apply Personnel Office
BLOOMFIELD HILLS
SCHOOL DISTRICT
4175 Andover, Bloomfield Hills

SECRETARIAL Southfield Area
Medium size commercial lines insurance company has a position with advancement for recent high school graduate secretarial skills, light typing, shorthand, dictaphone required Some general office duties Previous office experience preferred. 275-5056

SECRETARIES
Bloomfield Hills advertising agency has immediate secretarial openings. Typing at 60 wpm and shorthand at 80 wpm, required Good office skills also important. Phone 646-1000 ext. 245
Equal Opportunity Employer M/F

SECRETARIES
New center, Renaissance, Troy, Southfield, Dearborn Advertising, banking, legal and manufacturing with salaries to $15,500 for skills ranging to executive level Fee paid Durham Employment 569-1522

SECRETARY-ABC TELEVISION
Typing and shorthand skills. Career oriented person, opportunities for advancement. 353-2840

SECRETARY
WEST DEARBORN
BUILDER DEVELOPER
Full time. Typing and bookkeeping experience required. Apply in person between 11 AM - 5 PM. 24610 Michigan Ave., Dearborn.

SERVICE ORDER WRITER
With Ford experience. John Harer Ford, Northville. Contact Tom Rice, Service Manager 348-1400

SHARP PERSON
Knowledge of general office procedure, experienced in accounts receivable, billing and collection. Call Joyce Nelson for appointment between 10 and 12*1 *248 5700

Apt. Furniture Rental Inc.

SOUTHFIELD- Attorney needs secretary with typing and dictaphone skills. Some legal office experience. Good opportunity. Call Mon. thru Fri., 9AM-5PM. 358-0050

SPRING
INTO ACTION
With congenial staff at national company, Suburban location, typing, fee paid, benefits, $780 month. Call Sandee.
644-4600
SNELLING & SNELLING
AGENCY

STATISTICAL TYPIST-experience necessary with strong secretarial background Must be self starter. For Southfield CPA firm. Full time, permanent position 557-0449

STENOGRAPHER/TYPIST - Advertising agency in Troy has immediate opening for capable girl Shorthand helpful, hours 8AM-5:30PM Good benefits. Call Mrs. Rust: 649-5600

SUBURBAN RECEPTIONIST $140
For well established corporation. Greet clients at front desk, screen appointments, and type correspondence, excellent benefit package, with dental plan Call Jackie 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

TELEPHONE-CLERICAL
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Call Janet at Sun Evans Lincoln Mercury, 32000 Ford Road, Garden City. 425-4300

TRAVEL AGENCY desires receptionist, full time, salary, Dearborn area. Call between 12-2PM 278-4985

TYPING, general office, 9 Mile, Coolidge. 547-0138

TYPIST ENTRYY LEVEL
Troy area. Position offers fine training program and raise in 90 days. Fee paid. Durham Employment. 569-1522

TYPIST FOR BUSY ADVERTISING DEPARTMENT OF FARMINGTON HILLS REAL ESTATE FIRM. CALL MRS. PARDONNEY 851-1900

504 Help Wanted Office-Clerical

SECRETARY
Opportunity for ambitious individual with good typing skills to work in progressive Southfield firm Pleasant working conditions and excellent benefits. Call 353-3209

SECRETARY, PART TIME. 5 young traveling executives in Southfield are in need of someone to handle the administrative responsibilities of their offices from the hours of 9 am - 1 pm Mon thru Fri. The person we are looking for must possess excellent typing and shorthand skills, along with an enthusiastic and positive personality. In return, you can look forward to an excellent starting salary and excellent working conditions. If this is for you, please send resume to Box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY - run plush Troy office for manufacturer rep, typing, shorthand and experience, $736, fee paid.

RECEPTIONIST- secretary, beautiful Birmingham company, typing 45 WPM, mail, general clerical, and phone work. $650, fee paid.

ADVERTISING - secretary, Southfield agency, good typing and shorthand, 2 to 3 years secretarial experience. $800, fee paid

LOIS RAY PERSONNEL
559-0560

SECRETARY
Entry level. Ferndale opening, for light shorthand, and general office duties. $625, fee paid. fringes. Durham Employment 569-1522

SECRETARY for Troy law firm, 2 to 3 years secretarial experience required Salary commensurate with experience. Ask for Mr. Fredrickson 8300

SECRETARY for Interior Design Studio. Willing to train, no experience necessary. Franklin area 851-9461

SECRETARY for light manufacturing firm located in Farmington to work primarily for sales department. Prefer 1-2 years prior experience. 65-70 wpm Must be able to type from dictaphone transcriber. Salary commensurate with ability. Send resume to Box 262, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
Southfield Firm seeks bright, intelligent person, for 3 girl office Typing & dictaphone necessary, Call for interview 358-5755, Evenings 553-2473

SECRETARY-STENO - with experience. Downtown ad agency. Free parking. 393-0440

Secretary/Steno
Looking for a career minded individual willing to accept responsibilities Minimum 3 years experience. Excellent shorthand & typing skills necessary & must be good with figures. Highly challenging position with progressive company located in Troy Good salary, salary with company paid benefits Call Mr. Sands 585-8400

SECRETARY
TO PRESIDENT
President of retail company in need of experienced secretary. Shorthand and typing at highest quality necessary. Position would include assisting President in various areas of responsibility. Salary and benefit package to qualified person Mature, experienced professionals only, need apply Call for appointment. 557-9150

SECRETARY to sales V.P. Strong secretarial skills, experience in setting up, follow-up of paper work Fringe benefits Salary open North Detroit suburban area. Send resume to Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY to work from March 26th to Sept 7th, performing normal office functions including some typing, bookkeeping and filing, conveniently located in Livonia 522-4310

SECRETARY/TYPIST
RECEPTIONIST - neat appearing Must be dependable fine girl office Must be Bondable. 362-2337, after 6PM 682-8329

SECRETARY WANTED Immediate opening in Southfield office for bright individual with good skills At least 1 year secretarial experience. Good benefits plus pleasant working conditions. Call Chuck Bush, weekdays 9 - 5. 352-9150

SECRETARY to sales V.P. Strong secretarial skills, experience in setting up, follow-up of paper work Fringe benefits Salary open North Detroit suburban area. Send resume to Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
WEST BLOOMFIELD
Full time. Typing and bookkeeping experience required. Apply in person between 11 AM - 5 PM. 24610 Michigan Ave., Dearborn.

SECRETARY, TYPIST
RECEPTIONIST - neat appearing Must be dependable fine girl office Must be Bondable. 362-2337, after 6PM 682-8329

SECRETARY WANTED Immediate opening in Southfield office for bright individual with good skills At least 1 year secretarial experience. Good benefits plus pleasant working conditions. Call Chuck Bush, weekdays 9 - 5. 352-9150

SECRETARY
WEST DEARBORN
BUILDER DEVELOPER
Full time. Typing and bookkeeping experience required. Apply in person between 11 AM - 5 PM. 24610 Michigan Ave., Dearborn.

SERVICE ORDER WRITER
With Ford experience. John Harer Ford, Northville. Contact Tom Rice, Service Manager 348-1400

SHARP PERSON
Knowledge of general office procedure, experienced in accounts receivable, billing and collection. Call Joyce Nelson for appointment between 10 and 12*1 *248 5700

Apt. Furniture Rental Inc.

SOUTHFIELD- Attorney needs secretary with typing and dictaphone skills Some legal office experience. Good opportunity. Call Mon. thru Fri., 9AM-5PM. 358-0050

SPRING
INTO ACTION
With congenial staff at national company, Suburban location, typing, fee paid, benefits, $780 month. Call Sandee.
644-4600
SNELLING & SNELLING
AGENCY

STATISTICAL TYPIST-experience necessary with strong secretarial background Must be self starter. For Southfield CPA firm. Full time, permanent position 557-0449

STENOGRAPHER/TYPIST - Advertising agency in Troy has immediate opening for capable girl Shorthand helpful, hours 8AM-5:30PM Good benefits. Call Mrs. Rust: 649-5600

SUBURBAN RECEPTIONIST $140
For well established corporation. Greet clients at front desk, screen appointments, and type correspondence, excellent benefit package, with dental plan Call Jackie 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

TELEPHONE-CLERICAL
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Call Janet at Sun Evans Lincoln Mercury, 32000 Ford Road, Garden City. 425-4300

TRAVEL AGENCY desires receptionist, full time, salary, Dearborn area. Call between 12-2PM 278-4985

TYPING, general office, 9 Mile, Coolidge. 547-0138

TYPIST ENTRYY LEVEL
Troy area. Position offers fine training program and raise in 90 days. Fee paid. Durham Employment. 569-1522

TYPIST FOR BUSY ADVERTISING DEPARTMENT OF FARMINGTON HILLS REAL ESTATE FIRM. CALL MRS. PARDONNEY 851-1900

504 Help Wanted Office-Clerical

Temporary Clerical Help Needed In:
FARMINGTON
SOUTHFIELD AREAS
Birmingham - Bloomfield
ROCHESTER TROY
Call for details
Suburban Office Services
ROCHESTER 651-1522
FARMINGTON 477-5642

TEMPORARY HELP! March 12 thru June 30 Secretarial typist for Livonia based wholesale food distributor. Phone and phone personality and general office experience required. For an appointment call 522-7954

TOP NOTCH Legal secretary wanted for ReeCon law firm. legal experience required Excellent typing and good shorthand required. word processing experience helpful Call for Anita 647-0466

TYPIST
for Southfield Real Estate appraiser office. Must enjoy typing, have good vocabulary and spelling skills 353-2970

TYPIST
General clerical. 5 Days Pleasant atmosphere. Southfield Area. 559-6565

TYPIST PART TIME
4 hours per day, 5 days per week Excellent typing skills required Call for interview J W Stone Personnel Director, FTT 352-2400 An Equal Opportunity Employer.

TYPIST RECEPTIONIST for housing management company in Southfield area. Typing skills required. Call for interview J W Stone Personnel Director, FTT 352-2400 An Equal Opportunity Employer.

TYPIST RECEPTIONIST for housing management company in Southfield area. Typing skills required. Call for interview J W Stone Personnel Director, FTT 352-2400 An Equal Opportunity Employer.

TYPIST, Minimum 45 w.p.m., full time 8 AM - 5 PM. Pleasant Surroundings. Schoolcraft, Livonia 525-1155

VETERINARY OFFICE seeks personable person for Ward Surso who would be interested in learning office procedures. Typing skills an asset. Westland area Reply to Box 262, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WEST BLOOMFIELD General office. Part time, typing necessary. Hours 1 P.M. to 9 P.M. Monday through Thursday, Saturday 9 A.M. to 5 P.M. Sunday 11 A M to 5 P.M. Call 851-7711

WOMAN with pleasant voice to work in telephone customer service department. Must be accurate with figures Apply in person at Slater Walk Coverings, 31195 Schoolcraft between Merriman & Middlebelt

WOMEN PREFERRED, some bookkeeping, accounting, typing, general office experience, will train, Plymouth Area 455-1888

VIC TANNY
INTERNATIONAL
Reliable personnel needed. Varied office duties. Experience necessary. Apply in person: 10 A.M. - 4 P.M. 1500 N. Woodward at Big Beaver, Birmingham.

WANTED GAL FRIDAY - Permanent part time help for busy office, typing a must 1-6. Mon-Fri. Farmington Hills Area Send Resume to Box 266, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WEST BLOOMFIELD General office. Part time, typing necessary. Hours 1 P.M. to 9 P.M. Monday through Thursday, Saturday 9 A.M. to 5 P.M. Sunday 11 A M to 5 P.M. Call 851-7711

WOMAN with pleasant voice to work in telephone customer service department Must be accurate with figures Apply in person at Slater Walk Coverings, 31195 Schoolcraft between Merriman & Middlebelt

WOMEN PREFERRED, some bookkeeping, accounting, typing, general office experience, will train, Plymouth Area 455-1888

BANQUET WAITRESS & BARTENDERS
Mostly weekends, occasional week nights and lunches. Hourly wage and meals Apply at Mayflower Hotel, Plymouth, Michigan. Ask for Kathy or Scott.

BARMAIDS & WAITRESSES needed Rainbow Lounge, 23836 Grand River near Telegraph 537-8620

A BARTENDER nights. Apply in person Chalet Italian Villa, 6327 Middlebelt, Garden City

BURGER CHEF Now hiring, part time day help Monday thru Friday. Weekends off Apply at 931 Opdyke, Pontiac, Mich

BUS BOYS
FULL & PART TIME
Apply in person
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

Cocktail Waitresses
Bartenders
Doormen
Full or Part Time
Evenings. Apply in person. 12 - 5 PM. Monday thru Friday.
THE NEW DILLON'S
2245 N. Woodward, Berkley

COOK
EXPERIENCED
Full Time
Apply in person
HUCK'S
Bavarian Village
27331 W 5 Mile
Redford
535-3200

COOKS, WAITRESSES, HOSTESS AND DISHWASHERS Apply: Palace Fine Foods, 31471 Southfield Rd., near 13 Mile Rd.

DAN'S GIANT SUBMARINES
Farmington, Full & Part time, Mon. 18 yrs. Farmington 476-7055

ACCEPTING APPLICATIONS for waitresses to start in mid March. Good tips, 5 day week including weekends. Food & beverage service. Minimum age 21 477-0478

DISHWASHER and Cook wanted Good starting salary 3 PM - 8 PM. Gretty Cafe, Southfield 559-3318

EXPERIENCED WAITRESS wanted days Apply in person: Town Center Restaurant, 3000 Prudential Tower Bldg., 10 Mile-Southfield.

EXPERIENCED WAITRESSES & Bus Boys. Full or part time. 20 minutes from Livonia at Middlebelt, corner Nortel Line Rd. Pierro