504 Help Wanted Office-Clerical

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 352-3350

AUTO BILLER
For large volume dealership in Farmington Hills. Good benefits. Call Mr. Gregg 478-6500

AUTO WARRANTY CLERK
Must have GM experience and be familiar with claims procedures. Excellent pay and benefits including dental. Start now. See or call Mr. Wagner or Mr. LaRiche.
Lou LaRiche Chevrolet
40875 Plymouth Road
453-4600

BECKMAN INSTRUMENTS, INC., a national manufacturer of process instrumentation requires a clerical secretary for its sales/service office located in Southfield. This is a permanent position with diversified duties that requires 35-40 wpm typing, good clerical skills. Attractive salary & fringe benefits. Call 424-8800
An Equal Opportunity Employer

BILLING PROCESSOR
National Insurance/Service firm has excellent opportunity for an individual with a high school education, the ability to type 60WPM accurately, & an aptitude for figures. The ideal candidate will have 1-3 years office experience. We offer an excellent benefit package & starting salary. Please call 524-1500 for an appointment.
TOP INC.
TROY, MI
Equal Opportunity Employer M/F

BLOOMFIELD HILLS
Experienced legal secretary. Compensation experience preferred. 644-2511

BOOKEEPER SECRETARY (Sales orientated) needed for real estate office in Rochester. Applicant will be trained in commercial and industrial sales for future growth. Salary position. Call Pat Raye at 652-7200

BOOKKEEPER
Experienced, full charge bookkeeper, thru general ledger. Salary commensurate with ability. General contractor, Oak Park area. 967-0356

BOOKKEEPER - for payroll and write-up, approx 30 hours per week, hours to suit, can also be done in home. Southfield area. Please reply to box 28, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER - General office, prefer experience in retail store, immediate opening. Westland Camping Center, 326-7702

BOOKKEEPER
Long established Birmingham company, centrally located downtown, needs mature, experienced Bookkeeper. Must be able to work with figures with accuracy and speed. Typing is essential. Salary negotiable. Many fringe benefits. Reply to Box 384, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER/SECRETARY part time, 20 hours per week. Experience only. Benefits 332-4059

BOOKKEEPER - Secretary, Troy. Interesting variety. Good on detail, experience necessary for Accounts Payable/Receivable. Light typing. Commensurate salary. Lorio-Hoss Entertainment Agency 588-0441

BOOKKEEPER
Temporary. Immediately thru Sept. 1. Experienced trial balance. Excellent pay. Call for an appointment. 522-1003

BOOKKEEPER WANTED - Must have experience. Reasonable pay. Hospitalization, Dental, Vacation. Farmington area. 478-5600

CAREER MINDED SECRETARY needed for fast growing chemical company. Must have good typing, shorthand and/or dictaphone skills. Excellent opportunity benefits. Salary open. Contact Miss Blan. 935-3300

CASHIER TYPIST
High School graduate who enjoys meeting and serving the public; must type 45 wpm and work with figures; business experience desirable but not necessary.
CHEMFIBERS OF AMERICA
32160 Plymouth Rd. Livonia
An Equal Opportunity Employer

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

504 Help Wanted Office-Clerical

CLERICAL HELP, part time, 20-30 hours per week, in Southfield. Must be good with numbers. Call Helen or Dick 354-0980

CLERICAL - If you are experienced in peg board system & need a challenging permanent full time position, we have an opening in our busy practice in Southfield. Mon thru Fri, no evenings, many benefits. 352-8404

CLERICAL JOBS AVAILABLE
Entry level with good chance for advancement, successful applicants will have good Math background, neat Handwriting & a desire to work. Meier Metal Service Centers, 398-1900, ext. 214. An equal Opportunity Employer.

CLERICAL
Typing, filing, and some figure work for property management office, Northland area. Call Marion.
569-5555

CLERK NEEDED for general office duties, part time. Also Keypunch Operator for weekends and evenings, part time. Apply at Wickes Furniture, 28435 7 Mile Rd. Livonia. 478-9600
Equal Opportunity Employer

CLERK -TYPIST for photography department of medical clinic. 2 to 3 years working experience. Salary open. Excellent working conditions. Call Mrs Forbes between 9:30am-3pm. 557-1825

CLERK TYPIST, general office and billing. Minimum 2 years experience. Excellent pay and benefits. Northwest Detroit area. Call Mr. Allen, 864-1500

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

CLERK TYPIST
who would like to upgrade skills. 25 hours per week. $2.90 per hour. Oakland County residents only. Oak Park CETA.
398-3136

COMMUNICATIONS
Southfield real estate corporation has communication position available. Typing required 60wpm clean, excellent grammar & letter composition. Some experience preferred. Phone 557-7700 Ex 541

Customer Service Reps
Bank Tellers
Immediate openings for Customer Service Reps and Tellers. Experienced preferred but will consider cashiering background.
Michigan National Bank-Oakland
569-1700
An Equal Opportunity Employer

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

DESK CLERK in New Center area Hotel. 3-11 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 Snelling & Snelling, The Worlds Largest Employment Service. Maturity a must. Excellent training program. Salary and bonus. Call Bernice Fromm at 353-2090.

KEY PUNCH-KEY DISC OPERATORS NEW office opening in Arbor-Ypsi area, full time positions available. All shifts, steady work & over time available. Top pay & benefits for qualified individuals. Apply at office: 2000 Hogback Rd. Suite 4, Ann Arbor, or call for interview. 971-7423

504 Help Wanted Office-Clerical

ENTRY LEVEL Bookkeeper for Detroit based company. Good opportunity. Some experience in clerical office work. Contact Mr. Drewno, 933-3300

EXECUTIVE SECRETARY
Opportunity for a bright, intelligent, outgoing 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 352-3209

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, 3250 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

EXECUTIVE SECRETARY
Shorthand, typing and bookkeeping experience. Excellent pay and benefits. Strathcliffe Clinic. 557-1822

EXECUTIVE SECRETARY
For Sales VP of stable Birmingham financial institution, experienced, responsible attitude and shorthand required. Working conditions, fringe benefits and pay all excellent. Mail resume to Box 538 Birmingham, 48012.

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 for Southfield Tax Firm. Good Skills required. Excellent working conditions 354-3200 Ex. 21

FAST GROWING Detroit manufacturer is looking for office personnel with accounting and varied office experience for its north suburban office. Top salary and fringe benefits. 358-2028

FAST Growing company looking for mature gal to assist office manager. Must be personable, enjoy working with figures & typing. 8 Mile & Merriman Area. 478-7779

FIGURE CLERK
Previous adding machine and/or calculator experience required. Banking background helpful, day and evening full time schedules, Livonia Location, 525-8500

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. MAS Creditors Service. 353-0300
An Equal Opportunity Employer

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

FULL CHARGE Bookkeeper capable of handling the following: Receivables, Payables, Tax Reports, Check Register & Books to Trial Balance. Familiar with construction. Redford location. Hours: 8:30AM - 5 PM 533-8715

GENERAL CLERK
Previous general experience preferred, typing or keypunch abilities helpful. Day, afternoon, evening schedule. Part time & full time hours available. Livonia, Southfield & Troy locations. 525-8600

GENERAL office girl for Bloomfield Hills architectural firm, must have good typing skills and pleasant telephone voice. Responsibilities include receptionist and general office duties. 645-5303

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

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

GENERAL OFFICE, bookkeeping and steno typing, for small property management company, salary commensurate with experience. Southfield, Farmington area. 358-0930.

GENERAL OFFICE, Walled Lake manufacturing company needs experienced person for billing, filing and answering telephone, will have a variety of office duties, if interested call 624-7500

504 Help Wanted Office-Clerical

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. Fox, c/o 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 but not necessary. Excellent working conditions & Benefits. Dearborn Location. Call for an appointment. 336-4700

GENERAL OFFICE HELP
For busy Rochester area insurance office. Commercial experience helpful. Typing a must. Days, 652-4100, Evenings 651-6148

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

GOOD TYPIST needed for busy insurance/pension sales office in Bloomfield Hills, great atmosphere, diversified duties. Office experience required, call 644-0760

HIGH SCHOOL graduate to do general office work in Southfield Law Firm, good typing required, Contact Gayle 559-4210

IMMEDIATE OPENING, full time, real estate secretary needed, 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 AGENCY, commercial lines department. Will train eager beginner. Typing required. Contact Mrs. Basso at 358-1100

INSURANCE AGENCY in Farmington Hills needs clerical help. Typing required. Filing and general office duties. Call for appointment. 851-6888

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
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

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.
Two man office located in Dearborn. Practice is real estate, probate and family law. Experience necessary. Call after 6PM or weekends. 591-0183

LEGAL
SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

504 Help Wanted Office-Clerical

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 3 professionals 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 MACI 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 649-2065
Dearborn 336-5777

LEGAL SECRETARY for growing law firm in Farmington area. Excellent Start part-time. 362-0360

LEGAL SECRETARY needed for Farmington Hills law firm, good typing, dictaphone, excellent working conditions benefits. Call Linda Widrig 851-9500

LEGAL SECRETARY, experienced for small office in Birmingham. Salary commensurate with experience and ability. 645-0702

LEGAL SECRETARY - Birmingham law firm, minimum typing 70 WPM, mag card experience preferred. 642-2000

LEGAL SECRETARY - Redford, Livonia area. Good typing skills. Phone experience necessary. Legal experience preferred. 255-6600

LEGAL SECRETARY
Non-smoker preferred. 5½ days, $175 week. Good typing required. Little Eves. 318-0434

LEGAL - secretary, no shorthand, for established Birmingham law firm, work for 2 attorneys involved in corporate law. Salary dependent on skills, $12,000 or better plus full benefits and fee paid.

TROY - financial planner needs experienced secretary with good phone personality and figure aptitude. Shorthand preferred. Excellent benefits, nice hours, and salary of $13,000 or better. Fee paid.

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-6780

LOOKING for hard working, energetic, person, to work as clerical assistant, for interior design firm. Must be flexible & able to communicate well with people. Salary in a high pressure environment. 626-2195

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

MANUFACTURER'S REP in Troy needs full time person. Duties include typing, filing, phone answering and dictaphone. 689-6100

MATURE WOMAN, non smoker, for one girl office of retail shop, 40 hours week, having experience of all office duties required, typing essential. Call for more details, Southfield-11 Mile area, Lathrup Village, 557-4552

MATURE woman, telephone and general, typing, 40 hours. Apply in person, Northville Labs., 7 Mile Rd.& Rogers, Northville. 349-1500

NEED MATURE secretary for one girl office. No bookkeeping. Salary dependable, permanent, full time. Dearborn area. Call 846-3700

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

OFFICE MANAGEMENT
TO $17,000
Some medical background preferred for responsible supervisory position with suburban clinic. Emphasis on bookkeeping and communication skills. Call Tina today.
FRONT DESK $8200
For young and growing firm. Lots of variety to keep you busy. Typing and telephone ability is what it takes! Call Tina today.
ADMINISTRATIVE SECY
$11,400
Top notch company needs you to assist the President with your typing and shorthand skills. This is a real career opportunity. Call Tina today.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

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

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

MATURE woman needed for switchboard on evenings and weekends in busy Real Estate office. Will train. Must be an excellent typist. For interview, please call: Carol Higley at: 553-8700

PART-TIME BOOKKEEPER
We are looking for a part-time Bookkeeper who also can help with invoicing and shipping, document preparation. Applicant must be experienced in bookkeeping. This position is ideal for mother who wishes to work part-time. References required. Company location is in Auburn Heights, M-59 and Crooks area. Call Mr. Klein at 853-8733.

PART TIME Office help for mature woman, good typing skills and telephone answering voice. 646-5315

PART TIME
REAL ESTATE
SECRETARY
Experience definitely required. Please reply to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME SECRETARY needed for law firm office in West Bloomfield area. Shorthand & typing essential. Call between 9am-4:30pm, Mon thru Fri. 661-5240

PART TIME - typist, Southfield office no shorthand, 50 WPM typing speed required. Call Mrs. Fox, 559-7747 equal opportunity employer

PERSON FOR busy office. Must be good typist and good with figures. Salary $150 per week, health and life insurance benefits. Call between 9 and 4PM Ask for Sherry. C and J Fasteners Inc. 535-8838

PERSON needed for general office work, Farmington area, college background required, business people. Day hours 851-0313

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 Office of Box, 4145 Dublin Dr., Bloomfield Hills, Mich., 48013

PHONE/Clerical, 3 days per week 7:30AM-3:30PM, part time answering phones, dispatching and light clerical/typing. Apply in person, 3000 Prudential Town Center, suite 800, Southfield located 16½ Mile & Evergreen. Interviewing 10AM-4PM.

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

POLICY TYPISTS -
Trainee for Birmingham insurance agency 642-1200

PRODUCTION TYPIST for church bulletins, 2 days a week, in our office. Wed. & Thurs. Hours 9 AM - 4:30PM. Located in Industrial Park at 10 Mile & Grand River. Call Celia 478-6760

PROOF READER experience preferred but not necessary to work in typesetting shop, full time days. 535-2960

PUBLIC
RELATIONS
MANAGEMENT Spot requires your ability to co-ordinate company policies with field rep habits. Trendsie shoulding skills find career spot in problem solving-marketing areas. 811-812,000.
JOB BANK
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL
REL

RECEPTIONIST
Needed for Southfield Law Office. Typing & experience necessary. Call 352-9683

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

RECEPTIONIST/TYPIST. Multi company organization located in Southfield, needs receptionist. Hours 8:30 AM - 5 PM. Start immediately. Call 557-9550

RECEPTIONIST/TYPIST for law firm. Fringe benefits, position open immediately. Typing ability, pleasant personality. Bloomfield Hills area. Call Mrs. Bowser for appointment. 644-1322

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

RECEPTIONIST
Great Chance to combine your interests in people with this progressive firms career plans. Bright personable typist gets top benefit plan & $10,000. Start now.
Call 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE 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, 35 an hour. Ask for Don Wolfe or Harry L. Wolfe.
HARRY S. WOLFE CO.
32398 FIVE MILE RD.421-5660

RECEPTIONIST NEEDED for Detroit based company. Typing, phone, filing. Contact Cheri. 935-3300

RECEPTIONIST
For Fashionable Beauty Salon. Part Time. Livonia Area. Call 478-8610

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
For a busy W. Bloomfield Real Estate office. Skills include typing and dealing with the public. No shorthand. 851-0300

RECEPTIONIST/TYPIST
For Livonia located medical supply company. Call for interview. 591-6050
An Equal Opportunity Employer

RELIABLE, DEPENDABLE woman to work in office, full time. Light typing, bookkeeping and office machine skills helpful. 10 AM - 5 PM: 838-5203

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

SALES SECRETARY-TROY
Organized & self-motivated person. Shorthand, typing & transcribing skills. Salary commensurate with ability. Send resume to Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARIES
Bloomfield Hills advertising agency has immediate secretarial openings. Starting at 6k wpm and shorthand at 80 wpm. Organized. Good telephone manner important. Phone 646-1000 ext. 245
Equal Opportunity Employer M/F

SECRETARIES-mature, typing, light shorthand helpful. Full or part time. Walled Lake area. 624-5715

SECRETARY-ABC TELEVISION
Typing and shorthand skills. Centrally entered person, opportunities for advancement. 353-7840

SECRETARY

Birmingham Property Management Firm needs bright Secretary/Gal Friday with telephone receptionist. Good typing a must, some shorthand preferred. Salary commensurate with experience. Call Mercy Group Management Corp., 645-2111

SECRETARY
Bored with 8 hours of typing a day? We are looking for a top-level secretary for challenging position, with many varied responsibilities. Excellent typing skills, good phone etiquette. A well groomed appearance is a must. Excellent salary. Fringe benefits and working environment in our spacious Farmington Hills food brokerage office. Send resume to P.O. Box 2068, Franklin, Michigan 48025, Attention Fran.

SECRETARY-busy sales office for national corporation, fringe package included. Heavy on telephone and order processing. Must type 50WPM, some dictaphone. General office duties also involved. 161-2870
Equal Opportunity Employer M/F

SECRETARY
Challenging opportunity for experienced secretary, typing 60 WPM, shorthand 70-80 WPM. For further information, contact Personnel Dept.
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
553-2000

SECRETARY - experienced for real estate firm in Southfield, good office skills plus light bookkeeping. Call Audrey, 557-1998

SECRETARY for Troy law firm, 2 to 3 years secretarial experience required. Salary commensurate with experience. Ask for Mr. Fried 643-8300

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. Excellent benefits. Contact Mr. E. Lalendresse or Mr. W. Bugajski for appointment. 476-6500

SECRETARY FOR SOUTHFIELD CPA firm, general office experience necessary. Good typing skills, some bookkeeping & statistical typing background helpful. 557-0440

SECRETARY
PTD is looking for a Jr. Secretary with bookkeeping or purchasing experience to work with our purchasing manager. The qualified individual should possess good organizational skills, and ability to communicate well, and typing of 60 wpm. If interested, contact Jean Kendall.
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext.284
Southfield, Michigan

SECRETARY - good phone skills, reliable, for service oriented business. 644-3360

SECRETARY - Good location, NW Detroit, 5-3 days a week. Good typing, grammatical skills and phone voice. 341-6981

SECRETARY
Major Insurance firm is looking for a mature, responsible person to become secretary to our regional vice president. Applicants should possess strong secretarial skills including math aptitude & ability to work independently & a high degree of confidentility. Full benefits. Salary based on experience. Southfield Area. Call Cheryl Johnson 644-4100

SECRETARY
National paint company needs person part time, 15 hours per week. Good typing & figure aptitude. Call Bill Nolan 542-9111

SECRETARY NEEDED FOR Southfield Law firm, good typing & secretarial skills required, contact Gayle 559-4210

SECRETARY NEEDED FOR Southfield Law firm, good typing & secretarial skills required, contact Gayle 559-4210

SECRETARY needed for full time position, in Farmington Hills, duties include, answering telephone, typing, filing. Pleasant working conditions with benefits.
An Equal Opportunity Employer

SECRETARY
Opportunity for ambitious individual with good typing skills to work in progressive Southfield firm. Pleasant working conditions and excellent benefits. Call 353-3299

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 - president of firm needs experienced confidentiate secretary with good typing and shorthand, $14,000, fee paid.

TRAVEL AGENCY - requires people oriented person, to assist president. Good typing, expediting and coordinating. 8734.
Lois Ray
Personnel
559-0560

SECRETARY-RECEPTIONIST
Architectural firm. 18777 W. 10 Mile Road, Southfield 559-9575

SECRETARY/RECEPTIONIST
Full Time, Bloomfield Hills. Responsible position for conscientious individual with good Typing & Math ability. Duties include: Record Keeping, Invoicing & Pay Roll. Call Charlene 10 AM-3 PM 332-3440

SECRETARY
Immediately, 12 months, 8 hours per day. Shorthand equivalent required. Benefits. Apply in Personnel Office
BLOOMFIELD HILLS
SCHOOL DISTRICT
4175 Andover, Bloomfield Hills
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
RECEPTIONIST
Quality close knit office seeks capable enthusiastic person with excellent typing and shorthand skills. Pleasing phone personality A MUST. Bookkeeping experience helpful but not mandatory. Job contains variety and requires a willingness to accept challenges as they occur. Excellent working conditions, good benefits. Farmington Hills area. 8:30 to 5PM. 851-8890

SECRETARY
Southfield Firm seeks bright, intelligent person, for 3 girl office Typing & dictaphone necessary. Call for interview 358-3755, Evenings 553-2173

Secretary/Steno
Looking for a career minded individual interested in a permanent position. Excellent shorthand & typing skills necessary & excellent pay and benefits commensurate with ability. Reply to: Box 262, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY
TO PRESIDENT
President of retail company in need of experienced secretary. Shorthand and typing of highest quality necessary. Position would include assisting President in various areas of responsibility. Salary and benefits commensurate with ability and knowledge to qualified person. Mature, experienced professionals only, need apply. Call for appointment 292-2600

SECRETARY to sales V.P. Strong secretarial skills, experience in setting up flow, follow-up of paper work. Fringe benefits. Salary open. North Detroit suburban area. Send resume to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY/TYPIST
RECEPTIONIST - neat, appearing Must be dependable. One girl office Must be bondable 362-2337, after 6PM 682-0439

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. 557-9150

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

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

SOUTHFIELD PUBLIC Accounting firm Familiar with adding machine, pull or permanent part time. Call for appointment 353-5505

TELEPHONE-CLERICAL
Person with good phone personality to contact service customers Prefer person with some parts or service background Call Janet at Site Evans Lincoln Mercury, 32000 Ford Road, Garden City. 425-4200

Teller
Part time position is open for work at our office in Birmingham at Cranbrook & Maple. Requires good telephone manner public and be accurate with figures. Call Manager for interview at
647-3806
1st Federal Savings of Detroit
An Equal Opportunity Employer

Teller
Part time position is open for work at our office located at 6 Mile & Newburgh in Livonia. Requires ability to meet the public and be accurate with figures. Interested persons contact manager for interview at
464-8010
1st Federal Savings of Detroit
An Equal Opportunity Employer

Temporary
Clerical Help
Needed In:
FARMINGTON
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VETERINARY OFFICE seeks personable person for Ward Nurse 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.

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-FRINGE BENEFITS-
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504 Help Wanted Office-Clerical

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