504 Help Wanted Office-Clerical

AVAILABLE NOW

EXEC SECY Ann Arbor to	$1,166
Exec. Secy. Wayne to	$1,050
Full Charge Bookkeeper to	$1,080
Insurance Secretary to	$1,000
Secretaries to	$900
Insurance Rater to	$866
Dictaphone Secretary to	$715
Keypunch Operator to	$700
Clerk Typist to	$650
Part time Secretary 20 hours	$325

ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills 552-3100
Saturday by appointment

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 55 - 60 wpm typing, good clerical skills Attractive salary & fringe benefits Call 458-8000
An Equal Opportunity Employer

BEGINNER TYPIST

Excellent opportunity with large West suburban Company for friendly person who can type 50WPM. Position is divisified and very promotable. Beautiful offices, $650. Fast raises, full benefits, and company pays our Fee. Hurry before its gone! PERMANENT STAFF 522-4210

BEG. TYPIST-FERNDALE
50 wpm accurate, shorthand nice, good phone voice & personality. $650 min. starting salary. Excellent promotions. Fully Paid benefits. No agency fee.

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

CLERK TYPIST-TYPO
Accurate typing, typing orders, logging, posting in books. Salary range $565.

SECRETARY
PRESS RELEASE WRITING
Typing-shorthand, reservations, plane, hotel, experience required. $12,000 salary, paid hospitalization, No agency fee.

SECRETARY
SOUTHFIELD CONSTRUCTION CO.
Typing shorthand, real estate background, excellent open salary, no agency fee

BOOKKEEPING EXPERIENCE
For construction company. Convenient for REDFORD RESIDENTS. Mature with no home problems. Some overtime, excellent open salary. Paid benefits. No agency fee.

BILLING CLERK
TRAINEE-Southfield, 45 wpm accurate, new billing system, prefer experience $600 Minimum range. Paid benefits. No agency fee.

BOOKKEEPING CLERK
For Warren mfg. company. Calling on past due accounts. General office Duties, accurate typing, $600 minimum. Fully paid benefits No agency fee.

OFFICE MGR. BKKPR
LIVONIA Dr. Office. Oversees 4 employees. Daily bookkeeping, mature. MUST HAVE MEDICAL MANAGEMENT BACKGROUND. $15-$20,000 range. Full benefits. No agency Fee.

BETTY HAMIL PERSONNEL
424-8470

RECEPTIONIST TYPIST wanted Southfield doctor's office. Experience necessary. Full time. 557-8860

RECEPTIONIST
Elegant Farmington Beauty Salon, excellent working conditions, 474-6520 or 476-5334

RECEPTIONIST/SECRETARY
Typing, good phone ability and neat appearance, with a national firm. Troy area. Call 8:30 AM to 5 PM,
Mr. Sommerville. 643-9200

RECEPTIONIST/TYPIST
Mature, accurate typist with pleasant phone voice and recent work experience, for busy Southfield office. Good pay. Excellent benefits. 352-1552

RECEPTIONIST/TELEPHONE CONSOLE OPERATOR-experienced switchboard operator with adding machine and typing skills. Diversified duties in administration building. Excellent fringes. Call Mrs. Janoh,
Birmingham Public Schools
644-9300, ext. 246

SALES OFFICE RECEPTIONIST
One gal office. Pleasing telephone voice. Some light typing, and filing. Work in the beautiful Town Center in Southfield. Full range of company benefits. Commerce Clearing House Inc. Call Mr. Bob Boyle 353-7990

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. Experience in total office procedure. Salary commensurate with ability. Send resume to Box 310, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

SECRETARIAL POSITION, Apply Anderson Vendors Sales. 34600 W. 8 Mile, Farmington Hills. 478-8200

SECRETARIES-mature, typing, light shorthand helpful. Full or part time. Walled Lake area. 624-5775

SECRETARIES
New center
HexCen Troy
Southfield, Dearborn
Advertising, banking, legal or administrative with salaries to $15,500 for skills ranging to executive level. Fee paid. Employment Employment, c. 1-6522

SECRETARIES TYPISTS STENOS

Temporary work, available at:
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
An Equal Opportunity Employer

SECRETARY

A great opportunity for a sharp secretary to earn $170 per week plus benefits working in a new ultra modern office located in Livonia. For an easy going atmosphere & a chance to advance with a growing company call between 11AM-5PM Monday thru Friday.
478-3350

SECRETARY

Attractive career position for experienced secretary in our commercial loan department. Proven secretarial skills, including accurate typing, & ability to take dictation required. Pleasant working environment. Excellent compensation & top fringe benefits. Apply Personnel Department
Or Call for an interview appointment.
557-5500

COMMUNITY NATIONAL BANK

30 North Saginaw, Pontiac
An Equal Opportunity Employer

SECRETARY
For busy sales Engineering office initiative plus ability to work independently. Accurate typing, Typer, dictaphone. Some bookkeeping knowledge helpful. Good salary and benefits. Maple & Telegraph area. 645-6950

504 Help Wanted Office-Clerical

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 typings skills, good phone etiquette, A well groomed appearance a 'must'. Excellent salary. Fringe benefits and working environment in our spacious Farmington Hills food brokerage office. Send resume to P.O. Box 615, Franklin, Michigan 48025, Attention Fran.

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
Entry level. Ferndale opening, for light shorthand, and general office duties, $825, fee paid, fringes. Durham Employment. 569-1522

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

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

SECRETARY for Birmingham CPA office, statistical typing necessary, bookkeeping helpful. Call between 9-5 645-1149

SECRETARY for Southfield CPA, Stat typing, dictaphone, required. Experience with CPA preferred. Good benefits. 353-6550

SECRETARY for Auburn Heights location. Full time, type 50-60WPM, some shorthand preferred, good math ability, good communication skills. Must be able to work independently and with little supervision. Call Liz. Church's Lumber Yard. 731-2050

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

SECRETARY - Good location, NW Detroit, 2-3 days a week. Good typing, grammatical skills and phone voice. 341-6947

SECRETARY
Immediate opening for secretary with previous office experience. Excellent typing, able to type & mail invoices. Duties to include direct telephone contact with customers & order processing. Filing skills, dictaphone & basic math aptitude required. Shorthand skills desirable. Please send resume or call: Bailey Controls Company, 22511 Telegraph Rd., Suite 203, Southfield, Mi. 48034. 312-356-1500
We encourage applications from qualified minority candidates.
Equal Opportunity Employer M/F

SECRETARY, leading financial institution seeks bright energetic individual to perform general office work and also serve as a private secretary at executive level. Full benefits, pleasant working conditions and favorable hours. Somerset Mall area. 649-2600

SECRETARY, light office skills, looking for pleasant mature individual. Call time with benefits. Immediate opening. Call Kim 459-1280

SECRETARY- Manufacturing plant, typing and shorthand necessary, fringe benefits, Royal Oak area.
548-5555 ex. 128

BIRMINGHAM-one girl office, requires a bookkeeper, full charge, thru financial statements. Executive Secretary type capable of managing office and sign studio. 644-3606

BLOOMFIELD HILLS
Experienced legal secretary, Compensation experience preferred
644-3213

BOOKKEEPER - experienced in general office procedures, including payroll and accounts payable. Birmingham area.
644-6500

BOOKKEEPER/SECRETARY
Experienced bookkeeper with strong accounts receivable background and good secretarial skills, including IBM Executive typewriter, needed for challenging job. Birmingham/Royal Oak area. Small office. Call between 10 AM - 2 PM 549-9220

BOOKKEEPER AND payroll, for retail furniture store. Mon., Tues., Thurs. Friday. 9-5:30pm. Accuracy, efficiency and speed with figures most essential. Sears design/Branch Interiors, W. Bloomfield. Mrs Brasch 626-0037

BOOKKEEPER
Experienced, full charge bookkeeper, thru general ledger. Salary commensurate with ability. General contractor, Oak Park area. 967-0350

BOOKKEEPER - for payroll and write-up, approx 20 hours per week, hours to suit, can also be done in home. Southfield area. Please reply to box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER, full time, experienced thru trial balance, accounts payable and payroll. Call Edith at 559-5880

BOOKKEEPER full charge thru trial balance, for Livonia area construction firm, peg board experience necessary. CPA recruiting for client. Resume to Box 262, Observer Newspapers, Inc. 36251 Schoolcraft Rd., 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 304, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER/SECRETARY part time, 20 hours per week. Experience only. Benefits
BOOKKEEPER - Secretary, Troy. Interesting variety. Good on detail, experience necessary for Accounts Payable/Receivable. Light typing. Commensurate salary. Lorio-Hoss Entertainment Agency 588-4441

BOOKKEEPER to do complete set of books for landscape company. Accounts payable, accounts receivable, payroll, and P&L. Must have own transportation- Monday thru Friday. Rochester area. 652-6252

BOOKKEEPING ASSISTANT

Part Time. Accounts Receivable and Payroll department. Some typing. Some experience required. Preferably living in Farmington area.

477-6000

BRIGHT BEGINNER
Excellent opportunity for enthusiastic girl to join an expanding Birmingham Property Management firm. Will train quick learner with typing skills. Call Metro Group Management Corp.
645-2100

BUSY construction company needs experienced secretary with excellent typing, dictaphone and capability of assuming responsibilities and working on her own. Good benefits. Southfield area. Call 9 AM - 5 PM. 569-4000

-GENERAL CLERK-
Previous proof experience preferred, typing or keypunch abilities helpful. Day, afternoon, evenings schedule. Part time & full time hours available. Livonia, Southfield & Troy locations.
552-8600

ENTRY LEVEL Bookkeeper for Detroit based company. Good opportunity. Some experience in clerical office work. Contact Mr. Drewno, 935-3300

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 330 Birmingham, 48012.

EXECUTIVE Secretary, 8Mile, Grand area, Redford. Shorthand. Bookkeeping experience. 5 day week. For appointment, call 355-6019

504 Help Wanted Office-Clerical

BUTTERFLIES ARE FREE
....And So are the Jobs
We Can Offer You.
As a Victor Temporary, you work when and where you want and we charge no fee. We need

TYPISTS
(Last or slow)
SECRETARIES
FILE CLERKS
FIGURE CLERKS
For full details call:
SOUTHFIELD 569-6404
TROY 362-4070

VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

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. 335-3300

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.
CREDIT/HIST OF AMERICA
32160 Plymouth Rd. Livonia
An Equal Opportunity Employer

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. 352-8406

CLERICAL WORK-FEMALE
Some experience preferred.
MAACO, Garden City
522-1111

CLERK -TYPIST for photography department of medical clinic. 5 to 3 years working experience. Salary open. Excellent working conditions. Call Mr. Forbes between 9-30am-1pm. 557-1622

CLERK TYPIST - office experience & good figure aptitude necessary. Prevel on our payroll or accounting experience desirable. Southfield service organization. Salary negotiable. Call Helen 355-9200 ext. 261

COLLATING & light assembly positions open now thru mid April, midnight & day shifts, full & part time, in Western Livonia. 12433 Globe,

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

DOWNRIVER

TWO top firms offer entry sec'y spot to $800 start. Top benefits. Complete career package presented by Taylor & Dearborn Corporation. Call 562-8900
Your New Boss Pays Our Fee!
HARRIET SORGE
PERSONNEL.

EXECUTIVE SECRETARY-experienced, mental health clinic in western Wayne County. High level secretarial skills - self starter. Salary $900 to $11,300, liberal fringes. An alternative action employer. Send resume to P.O. Box 209, Garden City, Michigan, 48135

EXECUTIVE SECRETARY-Excellent spelling & composition ability. Excellent typing & shorthand skills. Bookkeeping experience, very reliable, excellent salary & benefits. Please Call Mrs. Forbes between 9-12 AM 557-1622

EXECUTIVE SECRETARY
Opportunity for ambitious, 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 353-2390

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.

850 Junction, Plymouth
425-5600

EXPORT SALES Department has immediate opening for experienced typist. 80 WPM. Good office skills required. Southfield 352-8028

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. 398-2026

FAST Growing company looking for mature girl to assist office manager. Must be personable, enjoy working with figures & typing. 8 Mile & Merriman Area. 478-7770

FEMALE help wanted, for light office work. Paid hospitalization insurance, holiday and vacation. Apply at front door - 12890 Farmington Rd., Livonia; before 11:30 am and after 1:30 pm.

FIGURE CLERK
Previous adding machine and/or calculator experience required, Banking background helpful, day and evening full time schedules, Livonia Location.
552-8600

FILE & DELIVERY CLERK, full or part time for variety of duties in large Southfield Law firm. Own transportation necessary. Super opportunity for active retired person. Mr. Bornstein. 355-5000

FRONT DESK Secretary for real estate investment firm in Southfield, excellent typing & shorthand skills imperative. Starting salary $170 per week to be reviewed in 90 days. For interview appt. please call Mrs Reader 354-0032

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

FULL CHARGE - bookkeeper, experienced with multi set books, computer experience helpful, $11,000, fee paid.

BILLING CLERK - Dearborn company, must have construction billing experience, work with job costing, contracts, time and material. $12,000 fee paid.

EXECUTIVE - Secretary, Southfield, strong typing, shorthand, travel arrangement experience. $12,000. Fee paid.

SECRETARY - Receptionist, type 45 WPM, general clerical, mail & phone work. Birmingham sales office, $650. Fee paid.

LOIS RAY PERSONNEL
559-0560

FULL TIME supervisory position on afternoon shift in private lab for mature individual. Will train. Call between 2-5 pm 557-8080

WE need a mature and responsible person as customer service clerk for Ethan Allen Furniture dealer in Livonia. Experience helpful. Send resume to Mr. Sharpe, 11850 Mayfield, Livonia, Mich. 48150.

GENERAL OFFICE HELP
For busy Rochester area Insurance office. Commercial experience helpful. Typing a must. Days, 852-4100, Evenings 651-6488

GENERAL OFFICE, bookkeeping and stat typing, for small property management company, salary commensurate with experience, Southfield, Farmington area, 538-0930. 538-2162

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-with real estate experience preferred, but not necessary 553-2112

GENERAL OFFICE

Main office of a retail drug chain, needs a general office person to perform office duties such as: typing, filing, adding machines, & assist on the phones. Shorthand or dictaphone very helpful. Excellent working conditions & benefits Dearborn Location. Call for an appointment. 336-4700
ARBOR DRUGS

GENERAL OFFICE

A Southfield property management company is looking for someone with typing and math skills, recent experience not necessary. Pleasant working conditions. Marion.
569-5555

GENERAL OFFICE

Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rd.
553-2000

GIRL FRIDAY - busy auto related business, mature, ambitious person. Apply in person at 39100 Ford Rd. Garden City between 9-1 pm.

GIRL FRIDAY
For One Girl Office W. Suburban Area For small Welding Shop. 422-2772

GIRL FRIDAY, heavy customer phone contact, need good secretarial skills, including TWX experience, no shorthand required, Southfield area. 353-0920

GOOD TYPIST for Northland area office. Interesting work, 5 days, will train beginner. Blue Cross benefits. 569-0950

HEAVY Telephone work, 9-5PM Monday Friday. No typing necessary. Insurance or medical background helpful Call 644-0503

GENERAL OFFICE & KEYPUNCH girl needed for large distributor. This also involves working with computer 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/ o J. Lewis Cooper, 12400 Strathmoor, Detroit, Mi. 48227

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

HOSPITAL RECEPTIONIST $190
For X-Ray department of major medical center, greet patients, schedule appointments, and pull files for doctors Type 45WPM full benefits with dental plan and cost of living.
352-7800
SHARROW & ASSOCIATES
PERSONNEL AGENCY

IMMEDIATE opening in a Farmington Hills corporation for a clerk typist. Typing 60wpm and good English skills necessary. Experience in insurance and claims helpful but not necessary. Clerical aptitude and surroundings. Send resume in confidence to Box 286 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMMEDIATE OPENING for telephone order entry operator, experienced or will train to operate CNT computer in Sales department of National Book Wholesaler. Responsibilities include order desk, customer initiated order entry and participation in sales promotional program. Pleasing telephone manner essential. Salary Commensurate with experience. For further information call Rena. 525-1500

INSURANCE AGENCY, commercial lines department. Will train eager beaver. 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 851-6889

INSURANCE

Large Health insurance carrier now has openings for Medical Claims Processors. Position requires an experienced Claims Approver or someone with a strong medical terminology background. Salary commensurate with experience. For an interview appointment contact Mr. Kimbro
968-1303

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, experience helpful but not necessary. Knowledge of 3742 helpful. Willing to train. Salary commensurate with experience Excellent Benefits. Good opportunity for hardworking individual looking for a future. Call 335-6700 for appointment.
ARBOR DRUGS

LARGE FURNITURE store in Royal Oak has an opening for an Office Clerk, experienced preferred. Good salary, good company benefits, good working conditions. 5 day week, 2 evenings. Call Mr. Cabra 548-2600

LEARN LEGAL - Bloomfield law firm in beautiful new offices needs 2 trainees with typing 60 or better. Salary $700 to $800 plus benefits and agency fee paid.

DICTAPHONE - secretary plus light bookkeeping for Bloomfield Hills law firm, salary open, must require 2 years experience and typing 55 Salary $700 to $800 plus benefits and fee paid.

TYPIST - for marketing dept. of Troy financial institution. No experience required, if you type 50 Salary $585 plus benefits and fee paid.

ADAMS & MARTIN

920 Maple Birmingham

DIAL A JOB
24 Hr. service to hear about our most recent openings.
646-8780

LEGAL SECRETARY for growing Troy Law firm. Experience preferred. Start part-time. 362-0360

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

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

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

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

LEGAL SECRETARY
Non-smoker preferred. 5½ days, $175 week. Good typing required. 8 Mile, Eves. 348-0434

LEGAL Secretary for downtown office. Experienced or will train. Neat appearance and good typing. 543-7735

LEGAL SECRETARY
Southfield office. Excellent skills required, experience not necessary.
355-4141

504 Help Wanted Office-Clerical

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-9722

LEGAL SECRETARIES
Northwestern
If you want benefits, fringes and excellent working conditions we will feed paid by the employer call Robin at Kay Personnel Consultants at 642-7242

LEGAL SECRETARY
Leading firm needs your good experience and skills. Some administrative duties. Great opportunity, $12,000 plus Hurry, call now!
353-2090
SNELLING & SNELLING
PERSONNEL

Legal Secretary

Downtown law firm has an exceptional opportunity for legal secretaries with 3-5 years experience
Our large, growing firm offers top pay and top benefits and a nice place to work.
Please forward resume or, a letter describing your experience to Box 354, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

An Equal Opportunity Employer

LEGAL SECRETARIES

WELL KNOWN Southfield practice needs a poised, polished, and well mannered Legal Secretary for our office skills. No Fee Salary to $12,000.
THE LOCATION is the beautiful Fisher Bldg. The work involves probate and estate land development. Should be a fast and accurate typist. No Fee Salary to $12,800
WORK IN TROY. Practice is engaged in much litigation involving corporate matters. Solid benefit package. No Fee Salary to $11,500
MANY FINE openings now exist for candidates seeking permanent, part time or temporary positions. Evening interviews can be arranged by appointment.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2500
SOUTHFIELD MICH 48075
Southfield 358-0063
Troy 649-2662
Dearborn 336-5777

LICENSING CLERK
Clerical position for full time person involving detailed work. Must type 45 WPM accurately. Excellent fringe benefits and working conditions. For appointment call 353-3209

LOOKING for hard working, energetic person, to work as clerical assistant, for interior design firm. Must be flexible & able to communicate well with people in a high pressure environment. 626-1095

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

MANUFACTURING Company in new Livonia Industrial Park has openings for assembly production help, excellent wages & benefits. Apply in person, 12042 Fairlane or call 261-7349

MATURE WOMAN, non smoker, for one girl office of retail shop, 40 hour week, having experience in all office duties required, typing essential Call for more details. Southfield-11 Mile area, Lathrup Village. 557-6552

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

MORTGAGE Company in Southfield has an experienced property tax clerk. Must have figure aptitude and type at least 50 wpm. Salary open. Call Yolanda 355-9512

NEED MATURE secretary for one girl office. No bookkeeping, dictaphone desirable, permanent, full time Dearborn area. Call 444-2700

NON TYPISTS

CLERKS-GENERAL OFFICE
IMMEDIATE OPENINGS
APPLY AT
19500 Middlebelt Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

NOW TAKING applications. Secretary wanted for national veterans organization. Paralyzed Veterans of America. Starting salary commensurate with experience. Excellent benefits. Good days and other fringes. Contact John Etherton, 30406 Ford Rd., Garden City. 525-5626

OFFICE GIRL
Experienced. Week-ends, half days. Builders Office. Call 557-0770

OUR Birmingham sales office seeks an aggressive person to be our sales secretary. Excellent fringe benefit package. Apply at Wolverine Tube, Inc. 1100 N. Woodward, Birmingham. 8:30 am-5 pm.
An Equal Opportunity Employer

MATURE woman needed for switchboard on evenings and weekends in busy Real Estate office. Will train. Has an excellent typing. For more interview, please call Carol Higley at 557-8700

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. Particularly well suited 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 852-8733

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

PART TIME
Permanent part time position available for someone who works well with numbers and is familiar with the use of a 10-key adding machine. Dependability is very important and you must be bondable. Ideal for housewives looking for part time work while children are in school. Pleasant Oak Park location. Call Mr. D'Agostino after 10AM at 548-3203 ext 51

PART TIME REAL ESTATE SECRETARY

Experience definitely required. Please reply to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART TIME RECEPTIONIST
13 Mile-Northwestern $3 per hour Hours flexible. 851-8802

PART TIME Switchboard/Filing Cashier, some experience preferred Monday and Thursday 3-9, Tuesday, Wednesday & Friday 2-6. Call Sandy TARANOFF BUICK OPEL 553-1300

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

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

PRICING CLERK wanted, full time, 40 hours. Call Sandi 331-2340

504 Help Wanted Office-Clerical

RECENT OPENINGS
Fee Paid
Project accountant . . . . . to $15,000
Bookkeepers F/C . . . . . to $14,000
Secretary . . . . . to $12,000
Credit clerk . . . . . to $10,000
Typists . . . . . to $9,000
Beginner typists . . . . . to $7,800
PLACEMENT PLUS
PERSONNEL 358-3250

RECEPTIONIST NEEDED for Detroit based company. Typing, phone, filing. Contact Cheri. 423-3280

RECEPTIONIST
For Fashionable Beauty Salon. Part Time. Livonia Area. Call 478-6010

PAYROLL

Nationally recognized company is seeking person to handle computerized payroll for multi plant locations, superb benefits. JOB FEE PAID
PERMANENT STAFF 524-1750

PEDIATRICS SECRETARY $11,000
For rapidly expanding hospital, book appointments, screen patients, and type letters for doctor and social worker. Full benefits with dental and the cost of living. 425-7878
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY
National paint company needs person part time. 20 hours per week. Good typing & figure aptitude. Call Bill Nolan. 542-9111

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

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

SECRETARY needed for full time position, in Farmington Hills, duties including TWX experience, no shorthand required, Southfield area. 353-0920

SECRETARY - office assistant for marketing communications firm, good typing required, Bloomfield Hills area between 8 20 4pm 644-0555

SECRETARY-OFFICE MGR.
60 M.W. shorthand, college or business school education, Salary negotiable call 478-6717

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

SECRETARY

Part Time
Experienced person to take charge of a golf office in Farmington Hills. Good pay and fringes Call Mr. Malkovich for interview
626-6061

SECRETARY - prefer legal and word processing skills. New Southfield area parking, benefits Salary commensurate with ability. Please send to Box 348 Observer Newspapers, Inc. 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-RECEPTIONIST
Architectural firm 18777 W. 10 Mile Southfield. Call 559-9577

SECRETARY-RECEPTIONIST
Full Time, Bloomfield Hills Dispensing Optician position for conscientious individual with good Typing & Math ability. Duties include Record Keeping, Invoicing & Pay Roll Call Charlene 10 AM-3 PM 332-3660

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 cooperation and willingness to assume responsibility. Excellent working conditions, good benefits Farmington Hills area. 9-30 to 5PM 851-8800

Secretary Reception

Important position with Major Southfield Company Type 50 including Statistics, excellent phone manner and appearance to meet and greet! Able to accept instant assignments Loads of responsibilities Company pays FEE Start at $975. Hurry-Call
PERMANENT STAFF 353-0500

SECRETARY, TYPIST
RECEPTIONIST - Neat appearing Must be dependable. One girl office. Must be bondable. 342-2327, after 6PM

SECRETARY wanted for law office (legal experience not required), must have good general skills & be willing to learn. N. Troy location. Apply between 8 30-5 pm 827-0700 or 879-0111

SECRETARY - will train to be legal, must type 60 WPM. Farmington Hills area 553-3441

SEC'Y TO $12,000

Major West suburban Company needs experienced secretary with good typing and math aptitude to work for this Service Manager, excellent benefits and company pays our fee. PERMANENT STAFF 522-4210

SHARP SECRETARY needed for Quality Women's Retail firm. Legal experience preferred but not necessary. Good typing skills, shorthand a must. Blue Cross, paid vacations, salary minimum $950 Ask for Mrs. Pozdol
963-3490

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

STUDENT WITH EARLY HOURS for Bookkeeping & Clerical duties. Must type 50 WPM) Northland area 275-5052

SUBURBAN BOOKKEEPER $180
Prefer some accounts payable & receivable experience to handle general ledger for growing manufacturing firm. Excellent benefits with company paid fee.
425-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUBURBAN RECEPTIONIST $160
For well established corporation. Greet clients at front desk, screen appointments, and type correspondence, excellent benefit package, with dental plan. Call Jackie
425-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SWITCHBOARD OPERATOR
Some experience helpful. Some typing and filing. Located in Livonia.
Call Mr. Christensen 464-2400

SWITCHBOARD OPERATOR/Receptionist, full time, accurate typist, immediate opening call Fife, Garner, Shelton 399-5600

Teller

Full time position is open for work at our office in Birmingham at Cranbrook & Maple. Requires ability to meet the public and be accurate with figures. Call Manager for interview at
647-3806
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An Equal Opportunity Employer

TRAVEL AGENCY
SECRETARY
Beautiful suburban high-rise office, needs your excellent typing, and office skills. No shorthand. Benefits plus free travel, $10,600.
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

Teller

Immediate full time position is available for work at our soon to be opened Lathrup Village office on Southfield Rd. north of 11 Mile, Requires ability to meet the public and be accurate with figures. Apply in person at our Southfield office, west of Telegraph at 24624 W. 10 Mile from 9:30 AM through 4 PM.
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of Detroit
An Equal Opportunity Employer

Teller

Part time position is open at our office located at 14 Mile & Stephenson in Troy. Requires ability to meet the public and be accurate with firures. Call manager for interview at
585-2646
1st Federal Savings
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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
464-6010
1st Federal Savings
of Detroit
An Equal Opportunity Employer

Temporary Clerical Help Needed In:

FARMINGTON
SOUTHFIELD - LIVONIA
Birmingham - Bloomfield
ROCHESTER - TROY
Call for details
Suburban
Office Services
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FARMINGTON 477-9842

505 Help Wanted Food-Beverage

TEMPORARY clerical help, midnight to 8 am Plymouth location. 459-4700

TEMPORARY HELP
March 15 thru July 31. Manufacturing Plant office position for capable person with average typing skills, phone personality. Must be good at figures, interested in Purchasing and related shop clerical jobs. Experience desirable, will train. Campbell Machines Co. 46100 Grand River, Novi 349-3550

TEMPORARY JOBS

LIVONIA, FARMINGTON, PLYMOUTH, Areas We have frequent temporary openings for TYPISTS If you can work a full day (8-5PM) and have a car, please call Marge, TEMPORARY STAFF 522-4210

TOP NOTCH Legal secretary wanted for HexCen law firm, legal experience required. Excellent typing and good shorthand required, with proven experience helpful. Call for Anita.
647-6860

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Top area developer, offers super location & prestige contact with celebrity clients Top Skills & dedication to your future with this firm a Must $215 start
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HARRIET SORGE
PERSONNEL

TYPIST, Day & Evening shifts, 40 hour week 50 wpm required Southfield area. Call Monday thru Friday, 9-5, 424-8770

TYPIST ENTRY LEVEL
Troy area. Position offers fine training program and must have 90 days. Fee paid. Durham Employment 569-1522

TYPIST-fast and accurate for variety of duties in large Southfield Law firm at American Center. Responsibilities include preparing manuscript for new text book and permanent relief on switchboard Call Mr. Bornstein
355-5000

TYPIST-FOR SOUTHFIELD-based company. 60wpm typing, 5 years office experience plus figure aptitude. $975. Fee Paid.

SECRETARY-for leasing department requires four years secretarial experience, 65wpm typing and 90wpm shorthand, work for two persons, great benefits. $850. Fee Paid.

SENIOR COMPUTER OPERATOR-three years operation experience, plus IBM 370 DOS/VS. Great opportunity. Automotive benefits. $14,000 up. Fee Paid.

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Personnel Service
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