504 Help Wanted Office-Clerical

BOOKKEEPER/TYPIST for Southfield CPA firm. Experience required. 352-3230

BOOKKEEPER
$13,000
Suburban location.
Fee paid for high skills
SNELLING & SNELLING
336-7400

BOOKKEEPER
$1,050
FULL charge to organize and maintain accounts for professional office. Pegboard system. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

BRIGHT BEGINNER
Excellent opportunity for high school grad to grow with expanding Birmingham Property Management Firm. Typing skills and phone personality an asset. Dependability essential. Metro Group Management Corp. 645-2111

BUSY FRONT DESK $8200
Awaits you if you like people and have a gift for gab. This position offers you loads of variety. Call Tina for details now.
SNELLING & SNELLING
478-3500

BUSY TROY LAW FIRM needs experienced legal secretary with minimum of 3 years experience & excellent skills. Insurance benefits. Salary to $250. Call Jerri. 649-3200

CLAIM ADJUSTER
Small office, large health insurance company in Southfield. Interest in adjusting hospitalization, major medical and loss of time plus good typing ability.
CALL
559-3235

CLERICAL
Need persons with office and some drug store experience for dispatch office and return goods department. Good opportunity for right person. Good benefits. Novi area. Call Miss Harrier weekdays 10 AM to 3 PM.
349-5000

CLERK-TYPIST
Looking for high school grad interested in public contact. Good personality and typing skills. Training may lead to management position. Good salary and benefits. Apply in person to Associates Finance. 29510 Ford Rd. Garden City. Equal Opportunity Employer M/F

CLERK TYPIST
Now accepting applications from persons over 30 for business office of apartment complex. Must be reliable and have own transportation. Paid vacation, sick days and insurance. Prefer Farmington area or Southfield. Call
474-7511

CLERK/TYPIST
Rehabilitation department of Southfield insurance company seeking individual with good communication skills. Must type 35wpm, dictaphone experience helpful. Contact Beth
352-3750
An Equal Opportunity Employer

DICTATION TYPIST needed for Southfield insurance company. Must type at lease 55 WPM. No experience necessary. Call Beth 357-3750
An Equal Opportunity Employer

DREAM JOB
Put your excellent secretarial skills to work for a Farmington executive. You will have a private office at this large manufacturing company. Excellent starting salary, super benefits and company pays our fee.
PERMANENT STAFF 522-4110

EVENING SECRETARY
Experience necessary. Hours 5-9 pm Mon. thru Thurs. Excellent $3.35hr. 5pm. Call between 9am-5pm 644-2900

504 Help Wanted Office-Clerical

CLERK-TYPIST TOP AD AGENCY
Future opportunities co-ordinated to your skills, excellent benefits and incentive, $650.
SNELLING & SNELLING
336-7400

COMMUNICATIONS CLERK
Our World wide organization is seeking an individual who possesses excellent organizational ability and a flair for detail, to assist in the establishment of a nationwide, telecommunications system. The qualified individual should possess knowledge of office procedures including good communication and typing skills. If qualified, please call Jean Kendall:
355-9300
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION

CREATIVE OPPORTUNITY
Campaigns for PR & Marketing Promotions, need attention NOW! Top skills, move the aggressive self starter far beyond. $200 start. Call 644-4144
Your New Boss Pays Our Fee.
HARRIET SCHGE PERSONNEL

CUSTOMER SERVICE $180
Handle phones, screen customers, write orders, type invoices and enter information into mini computer, will train, excellent benefits and advancement potential. Type 45WPM, no fee.
352-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

CUSTOMER SERVICES REP.
Permanent, challenging position for personable individual. General office duties, include typing and meeting the public. Attractive starting salary with regualr reviews. Advancement opportunity. Excellent employee benefits. Call D. H. Clapp, Dail Finance,
272-3780
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Permanent part time, Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

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
353-3209

EXECUTIVE SECRETARY
Big 3 company needs top-notch, experienced Secretary, with superior typing and shorthand skills. Good phone and organizational ability. To $14,000. Fee paid. Call Helen.
PLACEMENT PLUS
PERSONNEL 358-3250

EXECUTIVE SECRETARY
Varied responsibilities including Trade Show. Pleasant working conditions, small office. Excellent typing skills an absolute must, shorthand would be helpful. Free parking. Good benefits. Relocating shortly. Salary negotiable.
Send resume to Box 558
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXPERIENCED GENERAL legal secretary, for Southfield area. Excellent typing a necessity. Salary commensurate with experience. Many benefits. Please call Marion 354-7400

EXPERIENCED Legal Secretary wanted for Bloomfield Hills law firm. Ask for Mr. Hanson. 334-0562

EXPERIENCED operators for IBM 3741 & 3742. Apply Monday & Tuesday 8-4 at Wyandotte Paint Products Co., 650 Stephenson Hwy., Troy. 589-2660

GENERAL OFFICE HELP
Interesting & challenging position. Typing, filing, phone communication, knowledge of bookkeeping and general office procedures. Good benefits, paid vacation. Farmington-Farmington Hills area. 478-3690

504 Help Wanted Office-Clerical

FIGURE CLERK
Friendly Livonia company needs pleasant person with good math aptitude and typing of 40 wpm to train for inventory control. Good starting salary, full benefits, room for advancement and company pays our fee. Hurry!! PERMANENT STAFF 522-4210

FORTUNE 100 company seeks mail clerk- typist. Contact Roger Boskey at 275-5550

FULL TIME receptionist wanted for busy construction firm. Varied duties. Call 851-0980

GENERAL OFFICE-At Least one year's office experience Apply 8am-4:30pm, 21543 Telegraph Road, Southfield, Building in rear.

GENERAL OFFICE - Diversified position including reception, typing & inventory control. Experience, maturity & good phone manner required. Immediate opening. Call 349-5800

GENERAL Office-Clerical help needed for Southfield heating and air conditioning contractor. For appointment call weekdays, 2PM-4PM. 352-4656

GENERAL OFFICE
National firm offers interesting position with varied duties, good typing speed and accuracy required. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

GENERAL OFFICE work, full time, Canton area. Call for appointment. 455-7650

GENERAL OFFICE
Typing, filing and general office duties. Experience helpful, but not necessary. Dearborn area. 846-1383

GENERAL OFFICE. Livonia area. Pleasant phone manner, bookkeeping background, computer experience and general office skills. 477-3141

GENERAL OFFICE WORK, full time. Experience helpful. Good benefits. Accounting required. Computer operator training possible. Southfield area. Ask for Mr. Hoff 353-5310

GENERAL OFFICE position for gal with good typing skills and general knowledge of their office machines. Skill with figures helpful, also good phone personality. Call Holly. 553-2333

GENERAL OFFICE POSITION
Troy/Madison Hts location.
Enthusiastic on phone, typing necessary. Computer training possibilities. Mr. L. Descalopoulis 585-5735

GENERAL OFFICE
Dependable woman. Over 25, full time, 5½ days. Hours variable. Order processing, filling, some phone work. Excellent pay. Apply in person:
SUN CONTROL INC.
24600 West 8 Mile, Southfield
(1½ Miles West of Telegraph)

GENERAL OFFICE
ACCOUNTS RECEIVABLE CLERK
PAYROLL CLERK
WARRANTY CLERK
Full Time positions
NORTH BROS. FORD
33300 Ford Rd. Westland
Call Norm Augustine
421-1300

GIRL FRIDAY. Life insurance experience preferred, hours flexible, approx. 15 hours per week. Good typing skills necessary. Birmingham office. 647-4940

HIGH SCHOOL Graduate needed to do general office work. Must be good typist. Call 649-1659

HOSPITAL ACCOUNTING CLK $190
Excellent advancement potential. Begin by screening patients, for billing information. Set-up terms of payment and handle light typing. Full benefits with dental and COLA.
352-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

IMMEDIATE OPENING
Secretary and Dispatcher.
Good pay and benefits.
Redford area.
Ask for Mr. Modley.
533-5700

IMMEDIATE OPENING
Our Southfield firm is looking for aggressive people who are willing to work part time hours for full time wages. No experience necessary, just pleasant personality with eagerness to learn. Hours 3pm to 8pm, Mon.-Thurs., 10am-3pm Sat. morning. Hourly salary plus bonus to start. For more information call after 1pm 358-3169

INFO DESK $160
SOUTHFIELD
Pitch-in, assist the Manager as troubleshooter! Good typing & Math aptitude! Rosemary Ford Employment Service
424-8816

INSURANCE AGENCY - Troy, Big Beaver - Coolidge; experienced home owners & fire underwriter rater typist needed. Excellent working conditions, salary open. Mr. Kurth. 649-6006

504 Help Wanted Office-Clerical

INSURANCE AGENCY, Farmington Hills area, requires experienced personal lines rater. Typing required. Benefits. Mon.-Fri. 9 to 5pm 626-8543

INSURANCE, property & casualty agency, experienced secretary. Excellent salary. Birmingham. After 4PM 646-4993

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 427-2000
Utica 254-1910

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 month experience, full & part time, days, afternoons & midnights. 522-1710

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 month experience, full & part time, days, afternoons & midnights. 522-1710

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential qualities, salary commensurate. For appointment call 352-9722

LEGAL SECRETARY. Full time position, Southfield law firm. Minimum 2 years experience. Salary plus benefits. Call Office Manager:
353-7650

LEGAL SECRETARY
For Troy law firm, experience preferred. Salary commensurate with ability. 643-6654

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

LEGAL SECRETARY wanted for Southfield Law Firm. Good typing skills required. Shorthand a plus but not necessary. Legal experience a must. 559-4210

LEGAL SECRETARY
Established and respected law firm located in Bloomfield Hills requires a highly qualified and experienced Legal Secretary with excellent stenographic and typing skills to work for two partners. Salary and benefits are commensurate with this highly responsible position. Call
642-7880

LIGHT OFFICE work, in printed circuit shop, paid hospital insurance, Holiday fee vacation. Apply at front door, 12090 Farmington Rd., Livonia. Before 11:30 AM and after 1:30 PM.

Mag II or Systems 6 Operator
Work downtown or in Southfield with legal firms. Good benefits and good pay. Call for appointment.
PERMANENT STAFF
522-0505

MANUFACTURER'S Representative needs person to manage office located in Rochester.
NEED EXPERIENCED secretary to manager of lovely Southfield office. 5-5PM. 35 hour work week. Must have good shorthand and typing skills and pleasant phone manner. Call 569-6677

NEVER A DULL MOMENT. Exciting challenging work for someone who likes to type, do general office work and likes people. 537-5800

OFFICE CLERK
Sharp person with good business skills for buying office of wholesale drug company. Background in pharmaceuticals, health & beauty aid products helpful. Novi area. Call Ms Harrier weekdays 10 AM to 3 PM.
349-5000

OFFICE HELP-Full time, typing, postal & 8 Grinding, 36733 Amrhein, Livonia, between Levan & Newburgh.

OFFICE POSITION
Immediate full time opening in our main office. Interesting job opportunity for individuals. Typing and shorthand skills, pleasant phone voice. Excellent working conditions, full benefit program including profit sharing. Apply, 8am-5pm, 29845 Wayne Road, off Schoolcraft, Livonia.
HADLEY'S
Equal Opportunity Employer M/F

OPTICIAN
Experienced, needed for progressive Optical chain. For information, call 348-3300 and ask for Shirleen.

OPTICIAN NEEDED experience necessary. Call 334-3593

ORDER PROCESSOR/TYPIST - For local manufacturing company. Phone skills and a knowledge of bookkeeping helpful. Good starting salary and benefits. Call Mark Chmiel 399-2050

ORDER TAKER, - Female preferred, for wholesale company in Oak Park. $150 weekly plus benefits. 543-0640

504 Help Wanted Office-Clerical

PART TIME BOOKKEEPER
Some experience required. Light typing. Wage open. Livonia. 525-9020

PART TIME REAL ESTATE SECRETARY
Experience definitely required. Please reply to Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME RECEPT./SECRETARY
Ideal 2½ day a week position for someone who is a good typist and enjoys telephones. Call 557-3050

PART TIME
Woman with secretarial and bookkeeping skills to be office manager in small Birmingham advertising business. Hours flexible. Phone Jack Metzel, Captive Commercial.
647-7667

PAYROLL CLERK
Southfield based firm requires payroll clerk with a minimum of 3 years experience in a computer generated payroll system for 500 employees. Duties include, time cards return, allocating payroll expense and preparation of appropriate reports and journal entries. Prior experience with unionized payroll will be beneficial. Excellent opportunity for right individual. Please call Personnel Dept. to arrange an appointment.
352-5900
An Equal Opportunity Employer

PERSON FOR General Office work. Duties include typing, filing & some phone work. Permanent position. Oak Park area. Good pay & benefits.
548-2663

PERSONNEL ASSISTANT
MAJOR W. suburban company needs friendly person with typing of 45 wpm for challenging public contact job. Beautiful offices, good starting salary, full benefits, very promotable and company pays our fee! Hurry before its gone!
PERMANENT STAFF 522-4210

PHONE PERSON
Immediate full time openings. Southfield location. Must handle phones and enjoy working with people. Call
557-0770

PLYMOUTH AREA - Clerk typist to work Reception-Order desk. $590 per month to start, $40 increase in 90 days. Full fringe benefits, permanent position. 453-0300

PRODUCTION CONTROL
Follow up Clerk
Farmington area. Requires a sharp person willing to accept responsibility. Must have good telephone manner. Light typing, filing, expediting of parts. Call Mr. Stribbell,
851-3066

PRODUCTION TYPIST
Part time
6:30 - 11:30, Tuesday, 4:30 - 11:30, Wed. & Thurs. 14 Mile - Degtindre area. Must be fast and accurate. Call Jan 3-4 PM. weekdays. 585-7800

PRODUCTION TYPIST
Good typing skills, manuscript typing pool. Must be willing to work overtime. Company benefits. For appointment, call
WILDING DIVISION OF BELL & HOWELL CO.
569-2900
Extension 365
An Equal Opportunity Employer

PROFESSIONAL Secretary with shorthand, typing & shorthand, salary commensurate with experience. Plymouth area. 535-1397

QUICK MINDED, excellent phone rapport, order desk experience, must type. Salary commensurate to ability. Somerset area. 643-9280

RECEPTIONIST
Troy Law Firm. Typing required.
649-2618

RECEPTIONIST for Birmingham area insurance agency. Typing required. 642-1200

RECEPTIONIST
Southfield Financial Service Company seeks an experienced receptionist, responsibilities include: Courteous and efficient handling of incoming telephone calls (Elsewhere) and general office work. Good typing skills necessary salary commensurate with ability and experience for appointment call Mrs. Kankat 559-5955

504 Help Wanted Office-Clerical

RECEPTIONIST, full time. Evergreen/Schoolcraft area. Paid benefits. Ask for Peggy. 272-4548

RECEPTIONIST and telephone work, hourly plus bonuses, for Southfield company. Call Miss Green at 557-7000

RECEPTIONIST for Troy law firm. Light typing, filing, general office duties. Pleasant phone voice. Call Sandy at 643-8300

RECEPTIONIST for small professional medical office, Northville area. Send resume to Box 562, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
EXPERIENCED
Full time immediate opening for Mature person with an excellent telephone manner and pleasant personality. Responsibilities include Electronic switchboard, greeting visitors and making appointments. Receptionist experience and good appearance a must. Excellent Dearborn location. Full range of benefits. Call for appointment 336-4700

504 Help Wanted Office-Clerical

RECEPTIONIST - Part time position with growing Livonia corporation, excellent phone skills and good typing are required. 20-25 hours per week. 474-1717

RECEPTIONIST
BEGINNERS welcome. Relief receptionist, messenger, and company library filing. Appearance and personality important. Call
PERMANENT STAFF
353-8505

RECEPTIONIST
BEGINNERS welcome. Relief receptionist, messenger, and company library filing. Appearance and personality important. Call
PERMANENT STAFF
353-0505

RECEPTIONIST $170
for subscription service firm. Design studio. Greet clients, schedule appointments and handle correspondence. Excellent working conditions and complete benefit package. 35 WPM, fee paid.
535-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

RECEPTIONIST
Friendly Southfield company needs pleasant person with good typing for front desk position in sales office. Excellent starting salary, full benefits, room for advancement and company pays our fee. Call
PERMANENT STAFF 552-4210

RECEPTIONIST-A sparkling personality to greet high class clients in plush Troy office. $750. More for accurate typist. Fee Paid.
642-3050

ACCURACY PERSONNEL SERVICE

Rental Agent
Experience required, must be willing to travel to various complexes. Call
355-2424

RESPONSIBLE INDIVIDUAL Needed For Full Time General Office position. Pleasant phone personality and light typing required 477-8900

SECRETARIAL Background in Bookkeeping, organization of office, records systems and general management of office. Only top qualified persons to apply. Call 855-1290

SECRETARIES
We need you today!
Immediate assignments available now.
Call 569-8480
Secretarial
Office Services

SECRETARY
Accurate typing and some shorthand. Birmingham area. Robert B. Speight, 962-6010. Evenings. 626-2572

SECRETARY/Assistant Bookkeeper. Diversified duties in manufacturing company located in John R-14 Mile area. Must be good typist. Previous bookkeeping experience helpful. Must be willing to learn. Call Mrs. Williams. 585-8220

SECRETARY - Big 8 CPA firm located in Southfield seeks mature, professional secretary for partner. Qualified applicants will possess at least 2 years experience, excellent typing skills, good telephone manner, and the ability to deal with all levels of personnel. Please contact Mrs. Rosenberg at Touche Ross & Co. 355-4800
Equal Opportunity Employer M/F

SECRETARY - Bright, sharp with good clerical skills to train as LEGAL ASSISTANT with large Southfield Law Firm. Automatic typewriter. College preferred. Mr. Bernstein. 355-5000

SECRETARY
Excellent position open for experienced SECRETARY with good shorthand and typing skills.
GARRISON CO.
Designers-Engineers-Builders
548-6500

SECRETARY, experienced, to work in 1 girl office in Birmingham, 9AM-5PM. Good typing required, general office duties, light bookkeeping. 646-1040

SECRETARY, for small automotive related sales located near Maple & Telegraph, Birmingham. Typing, dictaphone & pleasant telephone manner required. 647-1323

SECRETARY-Good advancement possibility in Southfield firm that sells and services computers - nationwide. Type 45wpm. $700 to start. Fee Paid.
642-3050
ACCURACY PERSONNEL SERVICE

504 Help Wanted Office-Clerical

SECRETARY for Birmingham office, light bookkeeping, typing, knowledge of French helpful. Send resume to Box 550, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For busy sales Engineering office. Initiative plus ability to work independently. Accurate typing, dictaphone, some bookkeeping knowledge helpful. Good salary and benefits. Maple & Telegraph area. 645-0950

SECRETARY for Novi office. General office help. Typing required. Call 349-8350

SECRETARY
For large marketing firm. Typing 60 wpm. Shorthand preferred. Must have experience in all phases of office procedures. Excellent salary negotiable. Ask for Leslie. 354-4110

SECRETARY
Full time or part time for Property Development & Management office. Typing, shorthand & references required. 15 Mile & Northwestern area. Excellent salary plus fringes available. Call Monday thru Friday between 9-3:45 626-5595

SECRETARY FULL or part time, stock brokerage firm in Pontiac. General off. fice skills, must handle phones. Mature person preferred. Excellent benefits. For appointment, 8am-4:30pm. 332-5157

SECRETARY, full time, Livonia. Typing 60wpm. Must have pleasant phone manner and enjoy working with public. Shorthand not necessary but helpful. Starting salary $150. Livonia Charter
427-8122

SECRETARY FULL TIME
Permanent Secretary help, needed in 2 person, Birmingham office. Accurate typist & good skills required. We will train. Must be willing to accept responsibility. Position involves billing medical insurance. Call 642-6787

SECRETARY. Good shorthand & typing. 60WPM. Excellent salary and fringes. One Secretary office in Farmington Hills Area. Affirmative Action Employer. 476-4181

SECRETARY
Good skills, full time, excellent opportunity in attractive Southfield Office.
Call Laurie at
557-0172

SECRETARY
Immediately
12 months, 8 hour day, shorthand or equivalent required. Benefits. Apply Personnel Office.
Bloomfield Hills
School District
4175 Andover Rd.
Bloomfield Hills

SECRETARY
needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 352-3209

SECRETARY
Our small, active, professionoal office in Southfield is seeking a skilled secretary to join our team. Last year, two secretaries left after 4½ and 5 years & collected $17,000 and $21,000 respectively in company contributed profit sharing $.
If you are able to type 65 WPM, have excellent telephone etiquette, & work well with the public, please write today to: Box512, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Part time, typing and shorthand required. Southfield area.
Ask for Laurie 557-0770

SECRETARY - Sales coordinator needed by recreational vehicle manufacturer. Good secretarial - clerical skills, plus pleasant personality required. Salary based on experience. Company located between Rochester & Utica. Send letter or resume to: Sun Hawk Products Inc., 50633 Ryan Rd., Utica, Mich. 48087.

SECRETARY - to account representative. National Advertising Agency, Dearborn. Southfield Rd - Ford Rd area. Experience preferred. Working with computer group, good typist 55-60WPM. Able to handle varied responsibilities. Call Mrs. Sauer for appt.
336-6000 ext 485
An Equal Opportunity Employer

SECRETARY to manufacturer's rep. Must have shorthand & typing. Southfield. Call Dorothy. 424-8200

SECRETARY
TRAINEE
$10,200
If you have excellent typing and a desire to learn new procedures, this exciting progressive firm is the place for you. Call Tina.
SNELLING & SNELLING
478-3500

SECRETARY-TROY
Executive search firm needs excellent typing (60WPM), administrative and math skills to run this small attractive professional office. Call 649-2010

504 Help Wanted Office-Clerical

SECRETARY
Person Friday To General Manager.A prestigious position. Manufacturing: excellent typing, some shorthand, diversified duties, salary $12,500. Full paid benefits including dental. No agency fee. Seeking personality person.

PERSON FRIDAY
Good Math aptitude, 60WPM typing, filing-phones. $700 mo. Full benefits. No Agency Fee

UTILITY CLERK-SOUTHFIELD
Telegraph-12Mile area, reception duties, typing 45wh, $150 Range. Starting rate: Paid benefits. No agency fee.

GENERAL OFFICE
Tel-10 Area, 60WPM typing - Good figure aptitude. 2 years General Office experience. Retail a plus. Salary to $685. Benefits - No Agency Fee.

BEG. TYPIST-FERNDALE
50wpm accurate, friendly manner, good phone voice & personality. $850 mon.

STAT TYPIST
60-70 WPM, must have purchase order and invoice typing experience. Salary to $750. No Agency Fee.

PRODUCTION CONTROL CLERK
TROY- Excellent Production control or inventory control required $800 Range. Fully paid benefits including dental. No Agency Fee.

BILLING CLERK-FERNDALE
Company will train, good math aptitude, good typist, light office experience. Salary $700 Range. Fully paid benefits including dental. Company pay half of agency fee, reimburse other half.

PERSON FRIDAY-TROY. Some shorthand required, accurate typing for Sales department of Manufacturing Company. Paid benefits including profit sharing. No agency fee.
BETTY HAMIL PERSONNEL
424-8470

SECRETARY/RECEPTIONIST. Downtown Birmingham advertising agency requires an out-going individual to handle a variety of duties. Duties include: Greeting clients, telephone, typing, and light bookkeeping. The ability to work without supervision would be a real asset. Excellent opportunity for personal growth. Call Stockwell-Marvuse Advertising. 647-6060

Secretary/Receptionist
Well groomed person for front desk position. Telephone answering & diversified duties. Moderate amount of shorthand required. Minimum 5 years office experience. Pleasant 8 grid office in Farmington. Phone Mr. Lamar
478-0100

SECRETARY-RECEPTIONIST for real estate firm in Southfield. Resumes only to: The Fourmidable Group, 26011 Evergreen, Southfield, Michigan, 48076.

SECRETARY RECEPTIONIST
Small quality office is looking for a bright, outgoing individual with excellent skills in shorthand and typing. Job includes a variety of duties, always challenging, always busy. Pleasing phone personality a MUST.
EXCELLENT working conditions and good benefits.
Farmington Hills area.
8:30 till 5 PM 851-8800

SECRETARY
Southfield-Northland area. Experienced skills required. Accurate typing, use of dictaphone & telephone communication. Good salary, benefits, and pleasant working conditions. Hours 8:30am-5pm, Monday through Friday. To arrange an interview, call office manager. 569-1500
United State Gypsum Company
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY - to president, large Southfield company, dynamic person, type 65 WPM, shorthand 90 plus, phone skills, interviewing capabilities. Benefits, $12,000, Fee paid.

EXECUTIVE - secretary, Southfield mortgage firm, type 70, shorthand 90, real estate background preferred. $12,500 Fee paid.

MARKETING - manager, needs secretary, typing 60 WPM, shorthand 80, ability to deal with clients, benefits, $800, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY - TYPIST, receptionist, suburban CPA firm. 424-9050

SECRETARY WANTED for busy publishing company. Must be sharp. Excellent pay and benefits Hours 7:15-2:15pm daily. Mitchell Advertising. 26963 W. 8 Mile, Redford. 535-1755

SECRETARY wanted for Southfield Law Firm. Good typing skills required. Legal experience not necessary.
559-4210

SECRETARY wanted for full time employment with Troy Patent Law Firm. Salary commensurate with experience. Call 362-2260

SECRETARY
Will train executive secretary for legal work. Some shorthand required. Excellent firm with profit sharing and pension. Fee paid. To $1000 month. James Personnel. 548-8666

SECRETARY with good typing skills and light shorthand for small business office, working hours from 8am-5pm, benefits & salary open. Call, ask for Jo Ann 569-7302

SECRETARY
$12,000
Top line position, work for partners of major financial company. Diversified duties, excellent holiday and vacation, best benefits.
SNELLING & SNELLING
336-7400

SECRETARY. Troy. Interesting variety. Light shorthand; ability to compose letters essential. Office experience necessary. Commensurate salary. Lorio-Ross Entertainment Agency. 588-0441

Shorthand, Speedwriting or Notehand
If you have the above skills I have a job for you. Work at your convenience. Pay no fee, call Pat.
Temporary Staff
353-0505

SOUTHFIELD attorney looking for full time secretary with typing and dictation skills and office administration. Good opportunity. Call Monday thru Friday. 9am-5pm. 358-0090

SWITCHBOARD/RECEPTIONIST
Fife, Garner, Shelton, Inc., 12980 W. 8 Mile Road, Oak Park. 399-5600

TELEPHONE SALES
Full or Part time. Sell to established customer. Apply in Person, Mayer Supply, 25745 W. 7 Mile, Redford at Beech Daly.

TELLER
Full time position is open at our Birmingham Office, at Adams & Haynes. Requires ability to meet the public and be accurate with figures. Call manager for interview at:
644-7510
1st Federal Savings of Detroit
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Position with finance department of large retail corporation. Excellent opportunity for person with some formal accounting training.

Should have good knowledge of double entry system. Will perform bookkeeping, reconcile bank accounts and other accounting functions. Good salary and outstanding benefit program including life, hospitalization, dental and optical insurance and pension program. Enclosed parking provided. Call:-
835-9500 ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack SUPERMARKETS)
An Equal Opportunity Employer

SECRETARY PLUS
FRANCHISE OPERATION
Burger Chef Systems, Inc. is looking for an exceptional Secretary to work in our Troy district office with our Franchise Operation Manager.
The person we seek will have 1 to 3 years secretarial experience and possess excellent typing and shorthand skills. In addition, the successful candidate will be an excellent communicator, have solid "people" skills and be a self-starter capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, 37½ hour work week, 2 weeks paid vacation and an attractive benefit package.
Please call 643-7855 Monday thru Friday between the hours of 9 AM and 4 PM.
Burger Chef
BURGER CHEF SYSTEMS INC.
An Equal Opportunity Employer M/F

PART-TIME TELLERS, TYPISTS, SECRETARIES, CLERKS
National Bank of Detroit will be interviewing at the Winchester Mall, Rochester and Avon Roads, for part-time tellers and other part and full-time positions such as typists, secretaries and clerks. All of these permanent positions offer good starting salaries, pleasant working conditions and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at Winchester Mall, Community Room, Friday, April 20th between 10 a.m. and 3 p.m.
NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M/F. We Employ the Handicapped

504 Help Wanted Office-Clerical

FINANCIAL SECRETARY AD AGENCY
Suburban ad agency has immediate opening for financial secretary. Involves some figure typing and journal entries in addition to accurate typing.
Call personnel
646-1000
Equal Opportunity Employer m/f

SECRETARY TO SALES MANAGER
MOTOROLA
Excellent opportunity for experienced, take charge individual to assist Region Manager with correspondence, meetings, salary administration and other reports. Position requires accurate typing of 65 WPM and at least 2 years experience, or equivalent, in position at this level. Excellent benefit package, including profit sharing. Salary negotiable. For appointment contact personnel department.
354-6030
Mon. thru Fri.
2 p.m. - 4 p.m.
An equal opportunity affirmative action employer

MICHIGAN NATIONAL BANK OF DETROIT
Has openings for
CLERK TYPISTS
Our mortgage division at 8 Mile Rd. and Telegraph is looking for clerk typists. Requirements for these positions include a typing speed of 40 to 50 wpm, at least 6 months previous office experience, and a good math aptitude. Responsibilities will include typing, answering phones, and figure work as well as various other duties of an office/clerical nature. If you meet the above requirements and would like to begin a career in banking, please contact our personnel office at 837-8600.
An equal opportunity employer

505 Help Wanted Food-Beverage

McDonald's
ATTENTION
Mothers, Housewives & Students
McDonald's is looking for day help. The hours are flexible so you can earn extra money while children are in school or earn extra money while going to school. Start $3.10 per hour.
Apply in person at McDonald's
38400 10 Mile Road
Near Grand River
Farmington Hills
Equal Opportunity Employer

Management
MOUNTAIN JACK'S BEEF SEAFOOD SPIRITS
RESTAURANTS WITH CHARACTER SEEK MANAGERS WITH SAME
If this statement intrigues you then we'd like to talk to you about a career in restaurant management with Continental Restaurant Systems (CRS). If you have had some college and/or management related experience have we got a career for you! Known locally as MOUNTAIN JACK'S, J. ROSS BROWNE'S WHALING STATION and DRY DOCK, CRS has more than 60 theme oriented restaurants that boast 15 different motifs and a special flair for quality food and service. Each restaurant has character all its own. Those who are qualified may enter our comprehensive training program, learn the various aspects of restaurant operations on the job, and then move up to a management position in one of our restaurants.
If you are interested, send your resume or call today. Don't let the opportunity for professionalism and upward career mobility pass you by. Send your resume to or call: MR. DON LAWLEY, PERSONNEL DEPT.
313-559-9380
CONTINENTAL RESTAURANT SYSTEMS
29508 Southfield Rd., Suite 200
Southfield, Mich. 48076
Operated by Foodmaker, Inc.
a wholly owned subsidiary of
RALSTON PURINA COMPANY
An Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

McDonald's
MANAGER TRAINEES
For West Suburban Area. We need aggressive individuals for Management positions. Good career opportunity. Good pay and benefits.
Send resume to:
Box 534
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150
Equal Opportunity Employer

MOUNTAIN JACK'S BEEF SEAFOOD SPIRITS
NOW HIRING
IMMEDIATE OPENINGS
Full and Part Time
Days and Nights
- PREP COOKS
- DINNER COOKS
- HOSTESSES
- BUSBOYS-DISHWASHERS

MOUNTAIN JACK'S RESTAURANT
2360 ROCHESTER CT., TROY
689-7920

McDonald's Needs People
Now hiring full and part time day shift personnel.
- Attractive starting rate
- Supervised training
- Good working conditions
- Regular raises
- Flexible schedules

For information, phone
647-0099
or apply in person at the Beverly Hills location, 31655 Southfield Rd.
An Equal Opportunity Employer.