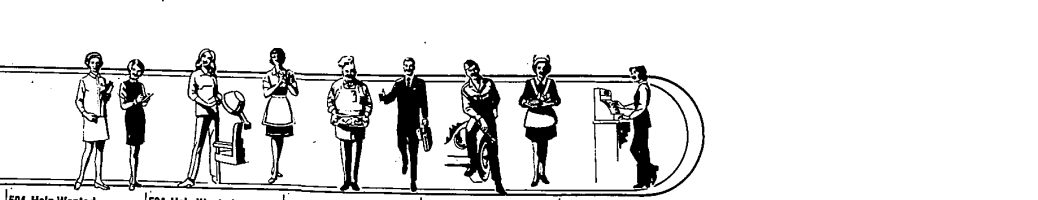
Help Wanted



502 Help Wanted Dental-Medical

DENTAL INSURANCE secretary, experienced for group practice in Waterford. Excellent opportunity and benefits. 5 days. Call, 12-1PM, 5-6PM. 681-3631

DENTAL Insurance Secretary with assisting experience. No evenings or Saturdays. 32 hrs. per week. 8 weeks of yearly approximately. Livonia 425-1810

DENTAL RECEPTIONIST - experienced, for Dearborn specialist's office, benefits, call 274-9860

DENTAL RECEPTIONIST
Experienced mature woman for busy Dental office. Knowledge of peghoard, insurance, and appointment scheduling. Ask for Mary. 271-6180

DENTAL RECEPTIONIST
Experienced only. Progressive office, all benefits, top salary. Northland area.
968-5540

DOCTORS RECEPTIONIST
Busy West side clinic, experience preferred, requires some typing and dictaphone and a pleasant personality. Good salary. Call Joan 836-9348

Experienced Medical Receptionist needed for Pediatric's office. Located in Farmington Hills. Call between 6-10 PM. 476-3653

EXPERIENCED DENTAL Assistant - Middlebelt Cherry Hill area. 721-3022

EXPERIENCED dental receptionist - secretary. Top salary, benefits. Coolidge, 10 Mile area. For appointment. 547-3440

EXPERIENCED full time receptionist with insurance background. Troy area. 643-7775

EXPERIENCED, mature woman for dental assisting and insurance work in Redford area general dental practice. Pleasant working conditions, please give resume in own writing, reply to Box 528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Experienced Medical Assistant Experienced in EKG, X-ray, injections & Venepuncture, west side area. Good salary. Call Jean 538-9348

EXPERIENCED MEDICAL Receptionist with peghoard background and insurance. Also, Experienced Medical Assistant, for busy doctor's office. 478-1100

EX-RAY TECHNICIAN
Large Multi Specialty Clinic in Detroit-Southfield Area. Must be registered or eligible, good benefits.
Call Mr. Blaisdell, Ext. 270, 538-4700

FULL TIME Oral Surgery Assistant wanted. Experience in surgical field necessary. New office Troy area. Excellent fringe benefits. Phone Mary at: 755-9130

HONDA ACCORD 1977, blue, excellent condition. $4795. Weekdays, 967-0789, Evenings, 626-7980

INSURANCE-financial secretary wanted by Birmingham dental office. Excellent salary, pension and profit sharing plan. Experience necessary. 644-1554

LPN - Care of female invalid, excellent wages, 2 weeks vacation per job. Farmington Hills. After 5 PM. 474-8882

LPN - Part Time, Office skills necessary, immediate position available
MED CALL 559-8090

504 Help Wanted Office-Clerical

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

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

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
O&E

502 Help Wanted Dental-Medical

MATURE WOMAN to assist optometrist. Experience helpful or will train. No evenings. Write to 35002 Michigan Ave., Wayne, MI. 48184, for interview.

MEDICAL ASSISTANT needed for Troy Physician. EKG background. Call 334-7186

MEDICAL ASSISTANT - mature, experienced individual for busy internist office. Must have knowledge in venepuncture, EKG & chest X-ray. Salary to commensurate with experience. Call Jill 645-2520

MEDICAL ASSISTANT
Excellent working conditions, internist office. Skills required: EKG, Venepuncture, minimal lab, X-ray, filing and typing desirable. Only non-smokers need apply. Southfield. Call 9-5 PM. 354-1477

MEDICAL ASSISTANT
1-2 years experience in hematology and chemistry. 4 day work week. Private doctor's office in Southfield area. Call 354-3030

MEDICAL LAB TECH
Friendly MD offers great starting salary and super 4 day work week in the Experienced Tech. Beautiful suburban office.

MEDICAL RECEPTIONIST
Nice suburban doctor needs your front desk experience. Nice benefits and salary.

TOWN & COUNTRY EMPLOYMENT CENTER
Med. Dental Div. 474-1717

MEDICAL RECEPTIONIST - experienced in billing, insurance, telephone, peghoard and typing. Eager to work. Farmington area. 474-3101

MEDICAL RECEPTIONIST for front desk in doctor's office. Livonia-Plymouth area, experienced. 453-0320

MEDICAL RECEPTIONIST
Experienced, mature. Front desk, peg board. Blue Cross forms, dictaphone, good typist. Full time. Good benefits. Salary negotiable. 261-6600

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Good pay for experienced individual. Send typed resume to: P.O. Box 298, Southfield Mich., 48037.

MEDICAL RECEPTIONIST, experienced only for busy Drs. office in Southfield. Must know pegboard, MMS, MU, MA, private insurance, posting, telephone and other front desk duties. 559-5858

MEDICAL SECRETARY, experienced. Internist's office. Knowledge of insurance forms, appointments, patient contact, bookkeeping, dictaphone. 569-1770

MEDICAL transcriptionist, must have experience in X-ray dictation, 30 hours per week, Livonia area. 464-7300

MEDICAL TRANSCRIPTIONIST
Congenial environment, day or afternoon shift. Base pay plus production incentive. Northland area. Experienced only, please. 569-6369

MEDICAL TYPIST
PART TIME
3 days week. Experience necessary and knowledge of medical insurance forms. Excellent wages and working conditions. Southfield area
353-6887

504 Help Wanted Office-Clerical

ARE YOU AVAILABLE FOR
MAG I or II WORD PROCESSORS
SWITCHBOARD (Dimension)
DICTAPHONE
SHORTHAND
If so we have long and short term positions for you.
Suburban Office Services
ROCHESTER 651-7500
FARMINGTON 477-9842

College Students
High School Sr.
Teachers
Now is the time to register for temporary employment during your semester and summer breaks. Join the wonderful world of Will. Work close to home. We pay top wages for top skills.
WE NEED
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS

No Fee	No Contract
FARMINGTON	478-8088
LIVONIA	525-6320
CLARKSON	585-8287
ORCHARD LAKE	681-7845
DEARBORN	565-2060
OAK PARK	967-0238

WITT
THE Temporary Help People

ENTRY LEVEL
Accounts Receivable CLERK
For marketing/distribution facility serving the automotive industry. Applicant must be aggressive and self-starter. No previous bookkeeping required but good math aptitude helpful. Contact: Emily Cheri:
ADISTRA CORP.
101 Union St., Plymouth
425-2600

NEED A Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want.
478-8350
OFFICE
Personnel Pool
Temporary Personnel Since 1946

A BANK SECRETARY TO $810.-WK
FEE PAID
ADVANCE EMPLOYMENT CENTER 559-2710

504 Help Wanted Office-Clerical

OFFICE SKILLS?
A visit to a KELLY office could be the best visit you could make. Whether you need part or full time work, even for a day, KELLY can put your skills back to work.
We have over 100 job classifications to help you find the kind of temporary work best suited to your experience.
For top pay rate, top assignments, never it raises, paid vacations and bonus referral plan, call or visit the office nearest your home.
29449 8 Mile, Livonia 522-4020
2239 S. Telegraph, Bloomfield H. 642-9650
999 W. Big Beaver Suite 100, Troy 362-1180
23777 Greenfield Suite 122, Southfield 424-9100
Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

PAYROLL BOOKKEEPER
Attractive career opening involving overall responsibility for payroll of 650 employees. Responsible for preparation and control of a bi-weekly payroll and all hourly employees (including all related reports covering quarterly and year-end Federal, State and local taxes. Minimum 3 years prior payroll experience with medium or large size firm required including familiarity with inputting information to an in-house computer system and balancing and reconciling EDP data output. Excellent salary and top fringe benefits. Apply: Personnel Department or call 837-5608 for an interview appointment.
Community National Bank
30 N. Saginaw, Pontiac
An Equal Opportunity Employer

RECEPTIONIST
High School grad, neat appearance, some typing, 5 day week. Company benefits. Call for appointment:
Ramshaw Photo
22295 Franklin Rd., Southfield
358-5110

Sec'y/Bookkeeper
to assist three manager. Must possess excellent figure aptitude as well as typing & bookkeeping skills. Ability to deal with general public. Good growth opportunity for highly motivated person. Tel-12 Mall Southfield location. Call Personnel Manager.
SILVER'S INC
883-4410

TYPIST
Experienced production typist (minimum 60WPM required), with mathematical ability & attention skills. Will type invoices, quotations and purchase orders. Excellent growth potential, salary commensurate with ability. Woodward & Mile vicinity. Call Personnel Manager.
SILVER'S INC
883-4410

A BANK TRAINEE. Openings in all areas. Highschool grad, with ear.
ADVANCE EMPLOYMENT CENTER 559-2710

A BANK TYPIST TO $190.-WK
FEE PAID
ADVANCE EMPLOYMENT CENTER 559-2710

ACCOUNTANT
CPA FIRM
Send resume, Interview after April 15.
SNELLING & SNELLING
EXECUTIVE PLACEMENT DIV.
Mr. Katz
1622 W. Park Lane Towers
Dearborn, 48126

ACCOUNTANT
Good entry level opportunity, $11,000 - $13,000.
SNELLING & SNELLING
336-7400

ACCOUNTANT
Graham Mortgage Corp.
A subsidiary of Mfg. National Bank of Detroit.
is seeking a recent accounting graduate (BS or equivalent) for a new staff position. Only highly motivated individuals who desire broad exposure and challenge need apply. Experience, though desirable, not required. Excellent compensation plus excellent fringe benefits. Send resume, in confidence, or call Miss Landgyo for an appointment.
3000 Town Center, Suite 300
Southfield, Mich. 48075
355-0500
An Equal Opportunity Employer

ACCOUNTING, Bookkeeping and Data Entry figures for Allen Park travel agency. Should have agency or computer experience. Call 381-4668

ACCOUNTING CLERICAL
Part-time, need girl for 1 girl office. Very little typing. Knowledge of bookkeeping helpful. Good hourly rate. Send resume to G. Robert Phillips, 712 W. 11 Mile Road, Royal Oak, Michigan, 48067. 398-7300

ACCOUNTING clerk. Southfield based mortgage Co. has opening in their investor accounting dept. Knowledge of computer printouts or investor accounting a plus. Call 355-9200, Ext. 324.

ACCOUNTING CLERK
Southfield based mortgage co. is seeking experienced individuals for new positions in general or investor accounting. EDP exposure and accounting education/work desirable. Competitive salary plus excellent fringe benefits. For interview, Call Miss Landgyo.
355-0500
An Equal Opportunity Employer

Accounting Clerk
General Accounting background. Costing experience in a manufacturing environment desirable. Attractive salary & benefits program. Apply in person or call:
Ingersoll Rand Co.
Automatic Production Systems
23400 Halstead Rd.
Farmington Hills, MI 48024
477-0800
Equal Opportunity Employer M/F

ACCOUNTING
COST CLERK/SECRETARY
Excellent opportunity with Southfield based marketing and sales promotion company. Perform a variety of accounting duties including maintenance of data for a computerized cost system. Requires an experienced typist to type financial schedules and reports. Please call Personnel Dept. to arrange an appointment. 313-8900
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE - typist, general office, ideal for mature, responsible woman. McNichols - Woodward area. Ask for Vickie 883-1800

504 Help Wanted Office-Clerical

ACCOUNTING MANAGER
For down river service organization, must have EDP based accounts receivable & collection experience. Send resume to Box B, Allen Park, Mi. 48101. Or call 381-4673

ACCOUNTING
Person needed to work in Division Accounts Receivable department. One year accounting experience required. Person will work with collections, reporting, and maintenance of accounts receivable records. We are a major automotive supplier located in Oak Park offering an excellent salary and benefit package. Send resume with salary requirements to: Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

Accounts Payable Clerk
Experienced person needed for accounting office. Assist in all phases of accounts payable functions. Must have good math skills, ability to detail and data processing exposure. Novi area. Call Miss Harrier weekdays 10 AM to 3 PM.
349-5000
AD AGENCY in Troy requires person with good typing ability. Business experience or college education preferred.
362-4600 ext 213

ADMINISTRATIVE SECRETARY
Unusual position with interesting company. Be right hand to a great boss! Hardly secretarial duties for multi-organization operation. $10,400.
353-2090
SNELLING & SNELLING PERSONNEL

ADMINISTRATIVE -secretaries, for Southfield bank, with 2 solid years of experience and good secretarial skills, you will earn $1000 to $10,000 in this lovely atmosphere. Excellent benefits & agency fee paid.
644-4200
SNELLING & SNELLING AGENCY

GENERAL - office person for nice Troy company. Will be trained to operate computer. Type 35. Salary $900 & fee paid.
645-2111

SECRETARY - receptionist for Birmingham building company. No shorthand. Heavy customer contact. Salary $600 to $700 plus full benefits and fee paid.
ADAMS & MARTIN
220 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

ADVERTISING
EXECUTIVE SECRETARY
President of suburban agency needs your excellent skills and experience. Varied responsibilities. Fee paid. To $12,900.
353-2090
SNELLING & SNELLING PERSONNEL

A LEGAL SECRETARY TO $750.-FEE PAID
ADVANCE EMPLOYMENT CENTER 559-2710

Apt. Complex Office Manager
Sharp Person to handle rental applicants & screening rental collections, tenant service complaints, etc. etc.8:30 AM-5 PM. Mon. thru Fri. Excellent Oak Park Location. 557-2590

ASSISTANT Bookkeeper, bright girl with at least 2 years experience thru Trial Balance. Pegboard system used for Accounts Payable. Typing experience also required. Start immediately. Southfield location, ask for Rhonda. 355-3850

AUTO DEALER needs person with typing, bookkeeping knowledge, willing to work on switchboard for relief. Fringe benefits, good atmosphere. Call Avis Ford Inc., Southfield Contact Sylvia. 354-3000

AUTOMOTIVE SWITCHBOARD OPERATOR
Full time. Neat appearance. Pleasant voice. Experience preferred. Pay commensurate with ability. Good benefits including free dental.
No Saturday Work
See or call Louisa Wright
LOU LaRICHE CHEVROLET
40875 Plymouth Road
453-4600

BANK TELLERS
Immediate openings, full time and part time. Experience on NCR, model 41 teller machine, preferred, but not required. Apply at Personnel Department:
NATIONAL BANK OF ROCHESTER
142 W. University
651-8533
An Equal Opportunity Employer

BE A GET-OUT-OF-THE-HOUSE WIFE
MANPOWER TEMPORARY SERVICES
NEEDS YOU
Secretarial, typing, stenographic skills, or office clerks, no typing necessary.
19540 Middlebelt, Suite 310E Livonia
476-7100
26075 Woodward, Suite 305 Huntington Woods
543-1050
2911 Pontiac Lake Rd. Pontiac
682-7700
An Equal Opportunity Employer

BIRMINGHAM manufacturer's rep need additional secretary. Shorthand & excellent phone manner necessary. Bonus program. 647-4777

BOOKKEEPER-SECRETARY - full time for catholic church business office. Benefits.Call 9 AM. to 4 PM. for appointment 645-0440
An Equal Opportunity Employer

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

504 Help Wanted Office-Clerical

BOOKKEEPER
Bookkeeper. Full time, for Small Southfield Office engaged in Real Estate investment/management. Responsible for all phases of income, expense, billing and tax reports. Salary $12,500 annual. Send Resume to Box 519, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Experienced, familiar in daily sales and receipts journal. Birmingham area.
644-6500

BOOKKEEPER
Experienced with trial balance, cash receipts, disbursements, payables, and receivables. Benefits. Salary negotiable. Ask for Leslie, 354-4110

BOOKKEEPER
Full time.
Must have experience with Medicare and Medicaid for Nursing Home in Farmington. 476-8390

BOOKKEEPER-part time, hours flexible. Would prefer someone who has worked for a bookkeeping service. Must know all phases of single entry bookkeeping. Call Mr. Jones at 355-1240

BOOKKEEPER-PERSON FRIDAY-Letter composition, filing, self starter, organizer, business knowledge. Birmingham area. Restaurant experience helpful & Development Co. Ask for Mr. Gass. 645-2320

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

BOOKKEEPER
$1,050
FULL charge to organize and maintain accounts for professional office. Fee board system. Call Nancy.
644-4200
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

BRIGHT VERSATILE office worker, full time, excellent salary and work conditions. Send resume to Republic Management Co., 31275 Northwestern Hwy. Suite 100, Farmington Hills, Mich. 48018.

BUSY Southfield based office needs sharp receptionist. Must have pleasant voice and good typing skills. For interview, please call Paula at: 352-8585

BUSY TROY LAW FIRM needs experienced legal secretary with minimum of 3 years experience & excellent skills. Insurance benefits. Salary to $250. Call Jeri. 649-2020

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

CLERICAL
A SUBURBAN manufacturer seeks a person with a minimum of one year's experience in office procedures. The successful candidate will have excellent typing skills and general office talents.
Excellent fringe benefits including hospitalization, medical, dental, optical, and prescription. Tuition assistance, bonus plan, etc.
Please apply in person 1-3:30 PM at
WHITLOCK INC
22221 Industrial Park Dr.
Farmington Hills
Equal Opportunity Employer M/F

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

CLERICAL, part time position, Southfield area. Typing and dictaphone or shorthand experience helpful. Call Mr. Archambeau or Mrs. Traciak between 10AM-3PM. 559-8560

CLERK TYPIST for Doctor's office. Experience preferred but will train. 37 hours weekly, evenings and Saturday. Contact Paula 532-5550

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

CLERK-TYPIST
Person with good typing skills experienced in preparing contracts, offer procedures and files. To assist project manager with job minutes and records. Salary open. Send resume to box 241, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

CLERK TYPIST - Troy, experienced person with typing of 55 WPM, benefits $700, fee paid.

SECRETARY - Receptionist, Southfield company, typing 75 WPM, shorthand 80, will train on telex, $780, fee paid.

LOIS RAY PERSONNEL
559-0560

CLERK TYPIST, 45 WPM or better. Full time. Lots of phone contacts and varied duties for weekly publication. Livonia area. No public transportation. Call Pat. 261-8300

COLLEGE STUDENTS
Summer clerical jobs available at $3.50 per hour in Novi area. Some light typing. Jobs Features,

EXPERIENCED dictaphone operator, receptionist, switchboard skills desirable but not essential. Excellent fringe benefits. Send personal & work resume including salary history to Betty Gold Service Agency, 24123 Greenfield, Southfield, Mi. 48075. 559-1500

EXPERIENCED operators for IBM 3741 & 3742. Apply Monday & Tuesday 9-4 at Wynnedale Paint Products Co. 830 Stephenson Hwy., Troy. 589-3660

EXPERIENCED SECRETARY, knowledge in buying helpful. 4 girl office in Northville. Good salary plus fringe benefits. Call Mrs. Gray 349-7064

504 Help Wanted Office-Clerical

COMMUNICATIONS CLERK
Our World wide organization is seeking qualified individuals who possess excellent organizational ability and a flair for detail, to assist in the establishment of a nationwide telecommunications system and to help in our Member Relations division. The qualified individuals should possess good communication skills, typing of 60 wpm, and at least one year office experience. We offer a competitive salary and excellent fringe benefits to the successful candidates. If qualified, please contact Jean Kendall.

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 284

CREATIVE OPPORTUNITY
Campaigns for PR & Marketing Promotions, need attention NOW! Top skills, make the aggressive self starter far beyond. $200 weekly. Call 649-4144
Your New Boss Pays Our Fee.
HARRIET SOHLE PERSONNEL

CRT OPERATOR, Typist, day and evening shift, 40 hour week, 50 WPM, required. Top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

CUSTOMER SERVICES REP.
Permanent, challenging position for personable individual. General office duties, include typing and meeting the public. Attractive starting salary with regularly reviews. Advancement opportunity. Excellent employee benefits. Call D. R. Clapp, Dial Finance, 273-3780
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 requires perfection and responsibility. Ability communicate with affiliate and subsidiary heads to learn. Pleasant working conditions, excellent benefits. For appointment call 353-2199

EXECUTIVE SECRETARY
Varied responsibilities including Trade Show. Pleasant working conditions, small office. Excellent typing skills an absolute must, shorthand helpful but not helpful. Free parking. Good benefits. Relocating shortly. Salary negotiable.
Send resume to Box 558
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY - for national commercial real estate franchise office of Partridge & Partridge. Typing & shorthand required, 1573 S. Woodward, Bloomfield Hills, 48013. Phone 338-3300

EXPERIENCED SECRETARY
Shorthand and typing skills, emphasis on accuracy rather than speed. Pleasant working conditions, excellent employee benefits. Call J. Kanawa
868-8500
Detrex Chemical Industries
An Equal Opportunity Employer

FARMINGTON HILLS.
SWITCHBOARD OPERATOR RECEPTIONIST
Experienced PBX operator. Must be dependable, pleasant voice and personality. Light typing Call 477-8100 ext 63. An equal opportunity employer.

FILE CLERK - typist, full time, for Southfield insurance agency. Contact Cindy at 353-3400

FILE GIRL-immediate opening. General office work. Typing and light typing duties. Must be good speller. Northland area. Call Fidelity & Deposit Co.
569-1990
Equal Opportunity Employer M/F

FULL TIME and part time office work. Typing ability necessary, experienced light bookkeeping preferred. Mature person. Call Realty World Beck Homes: 535-5422

FULL TIME day position available in Northville area. Call Mrs. Lee between 12-3PM Monday thru Friday.
557-8960

GAL FRIDAY, one girl office. Bookkeeping, typing 50 wpm, general office functions. Must have experience.
474-0454

GENERAL OFFICE-At Least one year's office experience Apply 8am-4:30pm. 31547 Telegraph Road, Southfield, Building in rear.

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. 846-1853

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 accurate typing required. Company operator training possible. Southfield area. Ask for Mr. Wolf 352-5300

GENERAL OFFICE position for gal with good typing skills and general knowledge of that office machine. Job duties with figures helpful, also good phone personality. Call Holly. 553-3338

GENERAL OFFICE POSITION
Typ/Machine Bookkeeping
Enthusiastic on phone, typing necessary. Company training possibilities. Mr. L. Desciplopulo 583-5735

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 478-3650

GENERAL OFFICE, part time, days & afternoons, Highland Appliance, 13561 Telegraph, near 8 Mile, apply in person.

GENERAL OFFICE
Full time, accurate typist. Dr Birmingham.
Call Carol 645-5900

GENERAL OFFICE
Mature person for general office work with recent office experience. Light typing. Call
GENERAL OFFICE
ACCOUNTS RECEIVABLE CLERK
PAYROLL CLERK
WARRANTY CLERK
Full Time Positions
NORTH BROS. FORD
33300 Ford Rd. Westland
Call Norm Augustine
421-1300

GENERAL OFFICE-Typing, filing, phone. Will train. Light bookkeeping. Pleasant office. Lumber company. Top $178. Fee Paid.

LEGAL SECRETARY-Birmingham. Type 60wpm, light bookkeeping. To $186. Fee Paid.

SECRETARY-Entry Level. Import-Export company. Type 35wpm accurately. Start $458. Fee Paid.

ACCURACY
Personnel Service
642-3050

GIRL FRIDAY
Part time, must be 1st rate bookkeeper through trial balance, some typing and shorthand. Good telephone personality. Franklin area. Top salary negotiable.
626-7272

504 Help Wanted Office-Clerical

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

HIGH SCHOOL Graduate to do general office work. Must be good typist. Call
449-1659

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 an eagerness to learn. Hours 5pm to 8pm, Mon.-Thurs., 10am-2pm 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
424-6616

INSURANCE AGENCY, Farmington Hills area, requires experienced personal lines rater. Typing required. Benefits. Mon.-Fri. 9 to 5pm. 478-8543

INSURANCE-PERSONAL LINES
General insurance agency is in need of an individual with general agency experience in personal lines. The person we seek should be capable of a full coverage to prospective customers and be familiar with the policies and forms. Must be able to type and handle own correspondence. Convenient Southfield location and competitive starting salary. Contact Mrs. Patterson at 353-9500

INSURANCE, property & casualty agency, experienced secretary. Excellent salary. Birmingham. After 4PM 644-0901

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 months 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

KEYPUNCH
Manufacturing company in Northwest Detroit offers excellent salary & benefits. Ability to set up program cards, manufacturing experience & 1 year on IBM 3741 or 3742 data entry station desirable. Contact Personnel Dept. McNichols Corp. 1881 Elmira, Detroit, MI. 48227 or phone for appointment
313-3671 ext. 76

KEYPUNCH OPERATOR
Life Insurance company located in Plymouth has opening for Keypunch operator. Experience preferred. Job involves some clerical work. Contact Mr. Love. 453-8500

KEYPUNCH OPERATOR
Ability to operate keypunch, file, knowledge of bookkeeping and experience in clerical work. Bloomfield Public Schools, 15125 Farmington Rd., Livonia 48154
An Equal Opportunity Employer

KEYS TO THE FUTURE
Your typing skills will open this office door. Super benefits include dental. $700 a month, fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

LAB ASSISTANT for Allergist's Office. Experience with lab techniques required. Farmington Hills area.
851-6655

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

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid.
HILLSTROM & ROSS AGENCY
626-8188

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

LEGAL SECRETARY-Receptionist (Plymouth) dictation, bright beginner. 453-8400

LEGAL SECRETARY-Mature, experienced, part time now, full time later, preferably commensurate with employee. 10 Mile-Evergreen area. 355-5255

LEGAL SECRETARY-experienced, self starter, bookkeeping an asset, general practice firm in Town Center Bldg., Southfield. Top salary to right person. Contact Sandy. 353-8150

LEGAL SECRETARY, experienced only, for 1-girl law office in Livonia. Must be accurate typist, shorthand; light bookkeeping. Call for appointment 433-6350

LEGAL SECRETARY - challenging position with Bloomfield Hills firm. Top pleasant person with excellent typing and shorthand skills. Benefits. Call Cheri. 644-4840

LIFE INSURANCE Office has opening for mature girl. Job will include servicing policy holders and agents, also using computer. Life Insurance experience helpful. We are in the tri-county area. Salary open. Call Mrs. Gunn 851-1010

MATURE PERSON
Small Office, Typing Required
Schoolcraft & Farmington Rd. Area
261-1910

MATURE person needed for full time office work. Various duties. Previous experience of light bookkeeping helpful. Experience helpful. Royal Oak area. Call between 9 AM and 4 PM. 547-0550

MATURE WOMAN
Switchboard Operator
Will train; Morning & Afternoon Shift
353-8009

NEED EXPERIENCED secretary to manager of lovely Southfield office. 9-5PM, 35 hour week. Must have good shorthand and typing skills and pleasant phone manner. Call 557-6677

NEVER A DULL MOMENT. Exciting challenging work for someone who likes to type, do general office work and likes people. 557-5860

NO EXPERIENCE
FEE PAID. Great job for eager self-starter who likes to learn. Super benefits.

VARIETY!
FEE PAID. Lots of variety with this position! Good typing and flair for organization is all that's needed.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717