Help Wanted

504 Help Wanted Office-Clerical

Attention Secretaries

Are you interested in working temporary assignments at:

FORD MOTOR COMPANY
For Kelly Services Inc.

We offer:
TOP PAY RATE
TOP ASSIGNMENTS
BONUS REFERAL PLAN
MERIT RAISES
PAID VACATIONS
AND MORE

If so, contact one of our convenient locations and register today.

29449 6 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

A CAREER OPPORTUNITY
Excellent opportunity for high school grad to grow with expanding Birmingham Property Management Firm. Typing skills and phone personality is an asset. Dependability essential. Metro Group Management Corp. 645-3111

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

A COMPANY THAT CARES
About having happy employees needs your SECRETARIAL skills TODAY. Pleasant phone voice a MUST. Excellent benefits. Fee paid. $800 a month. Call Sander.

644-4600
SNELLING & SNELLING AGENCY

ACTIVITY Oriented community organization, Farmington area, immediately needs part time personable, front desk receptionist. Typing required. Send qualifications to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AD Agency in Troy requires secretary with good typing and shorthand skills. Agency experience helpful.
362-4890, ext. 213

504 Help Wanted Office-Clerical

Attention TYPISTS

Are you interested in working temporary assignments at:

FORD MOTOR COMPANY
For Kelly Services Inc.

We offer:
TOP PAY RATE
TOP ASSIGNMENTS
BONUS REFERAL PLAN
MERIT RAISES
PAID VACATIONS
AND MORE

If so, contact one of our convenient locations and register today.

29449 6 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

CLERK
A position is available for an individual to assist in our Payroll Department. This is an ENTRY LEVEL position is for a person who can type 45 WPM and enjoys working with figures.

BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

Accounts Payable Clerk
Experienced person needed for accounting staff to assist in all phases of accounts payable functions. Must have good math skills, detail oriented and data processing exposure. Novi area. Call Mare Harrier weekdays 10 AM to 3 PM.

349-5000

ACCOUNTS RECEIVABLE
Detroit area corporate office has an immediate opening with someone with 2-3 years accounts payable experience. Knowledge of other general office duties helpful. Please call 832-6680 ext. 26 daily between noon and 2pm.

504 Help Wanted Office-Clerical

COLLEGE STUDENTS

Need work this summer? Let KELLY put you to work "the KELLY way". We have temporary clerical assignments to keep you busy. Now is the time to come in and apply if you have any of the following skills - call the office nearest you today.

Typing
Key Punching
Bookeeping
Shorthand
Dictaphone
Word Processing

In addition to 100 job classifications KELLY offers bonus referral plan, top rates, top assignments, merit raises and paid vacations. Let KELLY work for you.

29449 6 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

If so, contact one of our convenient locations and register today.

29449 6 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

ACCOUNTS PAYABLE CLERK. Must have previous accounting experience. Good typist or CRT experience. Call Mr. Campbell, 8 to 5, 398-8500, Ext. 26.

ACCOUNTS PAYABLE CLERK. Must be experienced. Full time, 8 AM - 5 PM. RS Electronics, 34445 Schoolcraft, Livonia. Ask for Mrs. Coates. 525-1155

ADMINISTRATIVE Secretary, experience required. 381-8827

ADMINISTRATIVE CLERKS
If you can type 50 wpm, have proven figure aptitude and some office experience, then several of our prestigious suburban companies would like to see you. Excellent benefits and starting salary for sharp individuals willing to take on responsibility. All positions fee paid.

PLACEMENT PLUS
PERSONNEL 358-3250

ADMINISTRATIVE ASSISTANT
Blue chip Ann Arbor firm needs professional Secretary. Top potential. $12,000 fee paid. Call Millie.

973-1100
SNELLING & SNELLING
ANN ARBOR

Admin. Assistant
Friendly, W. suburban company needs pleasant person with good typing and math aptitude for diversified position. Good starting salary, full benefits, room for advancement and company pays our fee.
PERMANENT STAFF 522-4210

ADVERTISING SECRETARY
We are looking for a mature, dependable individual to fill a full time position as advertising secretary. Experience preferred. Excellent opportunity for someone interested in learning the basics of the business. Must type at least 65 wpm and have a pleasant phone manner, shorthand preferred. Should be able to work effectively with people and perform well under pressure. Send resume to Box 722 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

A TOP OF THE LINE
Auto exhibitor and display company needs Secretary. Interesting work. Start now at $200 a week, fee paid. Call Gina.

644-4600
SNELLING & SNELLING
AGENCY

504 Help Wanted Office-Clerical

ATTRACTIVE OFFICE with pleasant surroundings located in the Telegraph-12 Mile area in search of mature woman for full time general office duties. Must type 55WPM, filing & also a pleasant phone voice. For an appointment please call Miss Gosbey. 647-7400

AUTO BILLER
Familiar with license and title requirements for new and used vehicles.
Ask for Ralph

STELLA BUICK
25432 Grand River, Redford
531-7000

AUTO BOOKKEEPER
Excellent opportunity for individual with bookkeeping background. Top benefits and working conditions. Roger Penske Chevrolet, 28111 Telegraph, Southfield. 355-1000

AUTO CASHIER for parts and service. Immediate opening. Some office experience helpful. Apply in person. GENE MEROLLIS CHEVROLET, 31850 Ford Rd., Garden City.

AUTOMOTIVE ACCOUNTING CLERK
Good starting salary and benefit package. Mr. Churchill 354-3200

A-1 OPPORTUNITY
for person with office experience and a desire to succeed with a top notch firm. $900 a month. Call Nancy.

644-4600
SNELLING & SNELLING
AGENCY

ADVERTISING!
$800 PLUS
Hurry for great career opportunity with large suburban firm! Typing and a flair for organization are all that's needed!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

A LEADING TV NEWS Consulting firm is expanding its coding department. Positions are open for people who are clerically oriented, can follow directions, edit, proofread and are available to work Monday thru Friday from 9-4. Call Jo between 1-4pm. 968-3311

BE A GET-OUT-OF-THE-HOUSE WIFE

MANPOWER
TEMPORARY SERVICES
NEEDS YOU

Secretarial, typing, stenographic skills, or office clerks, no typing necessary.

19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
An Equal Opportunity Employer

BILL CLERK
Permanent position available for conscientious person with some Bookkeeping experience. Interesting work. Burroughs Mini-computer or similar machine helpful, but not necessary. Average typing a must. Call Jean for appointment. Plymouth Area. 459-2090

BLOOMFIELD Hills Architectural Office requires secretary, experienced in typing and bookkeeping. Hours 9am-3pm. Apply for interview. 644-3333

BOOKKEEPER
Complete books three financial statements and payroll taxes for various clients in Southfield CPA office. Full time. Experienced.
557-5757

BOOKKEEPER
Experienced thru general ledger. Salary commensurate with experience. Seven Mile - Lahser area. 531-7850

BOOKKEEPER - Travel Agency, Birmingham location. Knowledge of Burroughs computer. 644-5711.

BOOKKEEPER-typing, filing & general office work. Full time. Apply in person only: Trio Grinding, 36733 Amrhein, Livonia, between Levan & Newburgh.

504 Help Wanted Office-Clerical

BOOKKEEPER
Experienced, Full Charge
Farmington Hills Area.
477-0189

BOOKKEEPER for Southfield accounting office, experienced in payroll taxes, bank reconciliation, write-up work and light typing. Call 557-6430

BOOKKEEPER for Oak Park CPA firm. Permanent position for mature person. Experienced thru trial balance & payroll tax reports. Mr. Silver. 398-7455

BOOKKEEPER for progressive expanding Manufacturing firm located in Southfield. Liberal fringe benefits and pleasant working conditions.
Moore, Smith & Dale, recruiting for our Client. 354-0350

BOOKKEEPER-full charge through trial balance and P & L, managerial skills, construction related, Southfield-Redford area. Call 357-5050

BOOKKEEPER, full charge thru Trial Balance. Some typing, one girl office, salary commensurate with experience.
543-8888
An Equal Opportunity Employer

BOOKKEEPER full time, experienced in accounts receivable, delivery & commission control, receiving reports & customer service, must have pleasant personality, be able to deal with public, some weekends & evening work required. Pleasant working conditions, excellent fringe benefits, plenty of room for advancement in a growing company. Art Van Furniture, 21201 W. 8 Mile Rd. Detroit. 255-5282

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 255-4340

BOOKKEEPER/SECRETARY
An excellent opportunity for a career minded individual with good bookkeeping and office skills. Responsibilities include bookkeeping, accounts receivable, accounts payable, shorthand & typing. This position offers excellent wages & fringe benefits. Mail resume to: Michigan State University, Management Education Center, 811 W. Square Lake Road, Troy Mi., 48098. An Equal Opportunity Employer

BOOKKEEPER
SECURE your FUTURE

We are seeking a qualified individual to work in our accounts payable department in a growing dept. of a Livonia area multiple store retail chain. This individual must have prior experience in all accounting functions thru trial balance. Experience in public accounting a plus. Salary commensurate with ability. Liberal fringe benefits including profit sharing plan. We are a CPA firm recruiting for a client. Please contact:
HARRY M. GORDON & CO.
642-6233

BOOKKEEPER through trial balance. Federal form, payroll, pegboard system. Typing and shorthand helpful. Farmington area. Reply to: Box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
through Trial Balance.
Excellent pay and fringes.
Novi area.
WEST END WELDING
476-8058

BUSINESS OFFICE position for energetic individual in Southfield. Good typing skills and pleasant phone voice. Starting part time with full time potential. 355-9600

Career Secretary
Real estate or legal secretary experience required; shorthand, typing, light bookkeeping. Immediate opening. Call Mr. Durso.
255-5212

CASHIER
FULL TIME POSITION.
LARGE MEDICAL CLINIC. GOOD BENEFITS. WOULD PREFER SOME MEDICAL EXPERIENCE. FOR APPOINTMENT CALL

538-4700, Ext. 202.

CASHIER-RECEPTIONIST needed part time, days. Apply in person.
Complete Auto Center, 25780 Joy Road, Redford, corner of Beech.

CHURCH OFFICE SECRETARY. Tues. thru. Fri. 6 hrs. per day. Flexible hrs. Typing, correspondence, duplicating, records, reports, etc. One other person in office. Ideal for parents of schoolage children. 375-0400

CLERICAL/ACCOUNTING
Good wages, reasonable hours. Apply in person. Solthall City, 8 Mile Rd., State Fair Grounds.

CLERK/TYPIST for Southfield office. Skills should include typing 50-60WPM, accurate filing, able to handle telephones in a professional manner. Call Pat 352-0910

CLERK TYPIST
Good with figures. Salary commensurate with experience. Seven Mile - Lahser area. Call 531-7850

CLERK-TYPIST
Inventory, billing, receiving. Full time. Experience a plus. Troy area. Please call 588-6594

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
We need an ambitious person to assist with our Accounts Payable. Good personality and willingness to work overtime as needed is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Payable experience with EDP exposure and you want a challenging position with a growing corporation, please apply at:

The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan
Equal Opportunity Employer

CLERK TYPIST
Bi-lingual

If you have an aptitude for figures and possess a second language, you may be interested in FTD. General office experience, phone work, and accurate typing ability will make you a qualified candidate.

If interested, contact Debbie Dungey

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 284
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SERVICE CASHIER & RECEIVABLE CLERK
Person to do both Service Cashiering & Receivables. Auto Dealership experience preferred. Full time position. Excellent company benefit package.
Apply in person:
ACTION OLDSMOBILE
33850 PLYMOUTH RD.
LIVONIA, MICHIGAN 48150
261-6900
An Equal Opportunity Employer

TYPIST
Insurance Company of North America has immediate full-time permanent position available in its Group Life Benefits Department for sharp individual with typing skills. The successful candidate will possess a typing speed of 45-50 wpm. with emphasis on accuracy.

We are located in a lovely, modern building, with easy access to I-75. We offer a competitive salary with a liberal range of benefits including partially paid hospitalization, company paid life insurance, generous paid vacation plus paid personal holidays.

To arrange for an interview appointment, call:
Mr. William Collins
879-5352
INSURANCE COMPANY OF NORTH AMERICA
P.O. Box 3051
900 Tower Drive
Northfield Financial Building
Troy, MI 48098
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT & REPORT EDITOR
General office duties plus editing reports & typing (no dictation). 9 Mile/Lahser area. Please call Betty for appointment
353-3203

CLERICAL ASSISTANT
Marketing organization in Troy has immediate need for Clerical assistant in sales division. Will handle paperwork, customer contact, interface with internal department and assist sales staff. Some knowledge of sales and general office procedures helpful. Salary up to $850 per month depending on experience, plus benefits. For consideration, call Mrs. Porter: 362-1000.

CMI Corporation
Equal Opportunity Employer M/F

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

CLERICAL
Newark Electronics an enterprize premier industrial corp. has an immediate opening for a person with a pleasing telephone voice. Duties include light typing, filing, and other related functions. We offer a pleasant working environment along with a complete compensation program including many fringe benefits. If you would like to arrange for a confidential interview, Call Mr. Reiman. 967-0600
An Equal Opportunity Employer

CLERK/TYPIST - Accurate typist for small health agency. Requires pleasant phone manner & flexibility to assume diversified office duties. 352-7350

CLERK TYPIST
Experienced preferred. Excellent working conditions and benefits. Call Mrs. Mc Cullum, Home Insurance Co., Northfield Financial Bldg., Troy. 879-2600
Equal Opportunity Employer M/F

CLERK TYPIST
Insurance - type accurate 50 WPM, $450 to $525 per month, plus great paid benefits. 9 Mile-Northwestern Hwy. Call Mr. Goodwin
569-3188

CLERK TYPIST
Life Insurance Company located in Plymouth has immediate opening in our Light Typing required. Contact Mr. Love. 453-8500

CLERK TYPIST
Position in accounting department. Responsibilities include working with invoicing, receiving and payables. Accurate typing required. Experienced preferred but not necessary. Walled Lake building materials distributor. Excellent benefits. Call Sandy, 963-3237 or 669-2322

CLERK/TYPIST, part time to work with Accounts Payable and handle other misc. duties. Farmington area. 476-7220

Closing Secretary
NEEDED. Real Estate experience helpful but not necessary. Good aptitude for figures and typing are essential. Troy Area. Call Mrs. Stubic.
643-9455

College Students
High School Grads
Have temporary jobs now & thru the summer. All types of general labor & office.
Interviewing 9am-3pm
Must be 18 and have transportation.
Apply

MANPOWER
TEMPORARY SERVICES
19500 Middlebelt, Suite 310E
478-1130
26705 Woodward, Suite 305
Huntington Woods
543-1080
An Equal Opportunity Employer

CO-ORDINATOR
Get this newly organized staff on the move now. Combine the best in people and project areas into your role as stabilizer. Move ahead to $700-$800 start. Call 649-6144.
Your new boss pays our fee.
Harrier Sorge Personnel.

CREDIT INVESTIGATOR
Successful candidate should be high school graduate with good typing skills. Experience not necessary. Your duties will consist of conducting a variety of credit investigations, maintaining credit files, typing and filing. A pleasant telephone personality is essential. We offer a good starting salary, excellent company benefits, including dental plan. Congenial working conditions in a bright modern office. Please call for an appointment or apply to Mr. Randy Bailey, Finance America Corp., 2374 E. Long Lake, Troy, Michigan 48098 - A Bank-America Service Corp. 528-1650
Equal Opportunity Employer M/F

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. 474-8770

CUSTOMER SERVICE CLERK
will route rush, absentee and blind company. Oak Park area. 399-9494

Data entry clerk required by medium size D. P. Dept. located at 15 S. Woodward for 2nd shift. Inforex key disk experience preferred. Minimum 1 years recent experience. Excellent benefits. Send resume to D. P. Manager, Cadillac Plastics, P.O. Box P-3270, Birmingham, 48012. Equal Opportunity Employer M/F

DENTAL RECEPTIONIST- Full time in Fisher Building in Detroit. Experienced dental assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No evenings or Saturday. Benefits included. Good potential for qualified person. 871-2144

EXECUTIVE SECRETARY - 40 hours, Tuesday thru Saturday week. 8:30am-5:30pm. Ability to create letters from shorthand notes. Starting salary $200. 476-5000

EXECUTIVE SECRETARY
Needed by Farmington Hills Manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern computerized 4 girl office. Excellent pay and benefits for the right self-motivated person. Call for appointment: 478-1100

EXPERIENCED casualty & life insurance secretary wanted, no steno or shorthand necessary, 30 hrs. mature & sales oriented. Southfield 352-7711

EXPERIENCED Legal Secretary needed for Farmington Hills law firm. Excellent typing and Dictaphone experience required. Excellent benefits. Call Linda Widrig. 851-9500

EXPERIENCED Legal Secretaries. Full & part time (afternoons)
Troy firm
362-1300

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
SUPERINTENDENT OF SCHOOLS
12 month position, 8 hours per day, available immediately. Salary open, shorthand or equivalent required. Benefits. Apply to:
Personnel Office
BLOOMFIELD HILLS SCHOOL DISTRICT
4175 ANDOVER
BLOOMFIELD HILLS
PHONE: 647-1224
An Equal Opportunity Employer

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position, for executive secretary serving top executive. Call for appt. 557-2757

EXECUTIVE SECRETARY for President of Consulting Engineering firm. Experienced, mature, highly motivated person with excellent typing, shorthand and administrative skills. 569-0110.
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Southfield corporate organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment:
353-3209

EXECUTIVE SECRETARY
Strong sales background required for busy firm in Livingston County. $12,000. Fee paid. Call Sander

973-1100
SNELLING & SNELLING
Ann Arbor

EXPERIENCED BOOKKEEPER - Accountant for construction company offices, located in Bloomfield Hills, typing skills helpful, salary commensurate with experience, between 9-5. 644-5500

EXPERIENCED BOOKKEEPER through trial balance and general ledger work. Accounts receivable, accounts payable, payroll and payroll taxes. Insurance agency experience preferred but not required. 358-6600

EXPERIENCED COMMERCIAL Accounts assistant. For casualty and package, rating and underwriting. Good opportunity for advancement and bonus plan for qualified employee. Southfield office. 352-7350

EXPERIENCED SECRETARY
Needed, full time, good typing, limited bookkeeping ability essential. Excellent benefits. Livonia area. Contact Roy Bowen at 591-3000

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

FAST LEARNER SOUTHFIELD
TRAINING position, can you type 50 wpm accurate? Can you talk easily on the phone? Do you like working with figures? With these qualifications you are elegible to call
PERMANENT STAFF
353-0505

FILE CLERK-TYPIST
Full time for Southfield Insurance Agency. Contact Cindy at 352-5830

FILE CLERK
wanted for large office in Southfield. Minimum experience acceptable, light typing, permanent, good benefits. NAS Credising Service. 353-0300
An Equal Opportunity Employer

FILM COMPANY TYPIST- FEE PAID
Motion picture company is in need of your good typing skills for front desk position. Variety! $693. Call Joanne Headley today.

353-2090
SNELLING & SNELLING
PERSONNEL

FULL TIME OFFICE
Transportation company has immediate opening for experienced office worker. Typing 50-60 wpm, experienced on 10 key adding machine. Excellent pay & fringe benefits. Call Marilyn: 862-3500

FULL Time Person needed for 1 girl office. Bookkeeping, payroll, office work.
Farmington area. 474-0455

GAL FRIDAY, must be sharp, general office and receptionist duties. Also taking phone orders. 1027 E. 14 Mile Rd., E. of Oakland Mall, Troy.

GENERAL CLERK Typist, approx. 50 WPM., good phone skills, light filing and inventory. Adastra Corp., 101 Union St., Plymouth. Contact Pat Haines.

GENERAL OFFICE HELP
No typing required. ARA Automotive, Garden City. Call for an appointment 525-4310

GENERAL OFFICE - Bookkeeping experience preferred. B & D Service, 16381 Hamilton, Highland Park. 315-5300

GENERAL office help needed immediately, female preferred. Light legal typing, answering phone, minimum wage. Hours to be discussed. For appointment call 9AM-5PM. 559-8366

GENERAL OFFICE
Knowledge of Acc'ts. Rec., Acc'ts Payable, Insurance, etc. Female preferred. Good wages and fringe benefits. Apply in person at:

Engineered Heat Treat
3127 1 Stephenson Hwy.,
Madison Heights.

GENERAL OFFICE, Southfield, 8AM to 4:30 PM, 5 days. 569-2600

GENERAL OFFICE
Light typing. Mature person preferred. Willow Run Airport area. 326-0200 or 481-0020

GENERAL Office, filing, typing, answering phones. Full time. Apply between 9am-4pm. Great Lakes Wholesale Drugs, 11731 Levan, Livonia.

GENERAL OFFICE - typing, filing and light bookkeeping. Good starting salary with benefit package. Mr. Churchill 354-3200

GENERAL OFFICE- Part time, 30 hrs. Diversified duties, some typing. Bloomfield Hills area. Call Mon. thru Fri. 10AM-3PM. 644-0631

GENERAL OFFICE Redford area. Attractive mature woman who is honest good with figures and can use adding machine. Approximately 25 - 30 hours. Experience helpful. Profit sharing, life and health insurance. Call for appointment. 255-1478

GENERAL OFFICE - typing, filing, good with figures, answer the phone. Experience preferred, but not necessary. Apply in person 8AM - 3PM Lithaber Plastic, Inc. 24492 Indoplex Circ., Farmington Hills, Grand River - Drake Rd. area.

GENERAL OFFICE
Excellent opportunity for Gal Friday type, applicants must have pleasant personality and be willing to accept responsibility. Typing a must. Apply in person:
ADVANCE WATCH
12360 BEECH DALY

504 Help Wanted Office-Clerical

General Office
Mature full time person to answer phones with diversified duties for Sales Department. Must be able to type. Sick pay, paid vacation, paid holidays, insurance and improbate. Starting pay $7,800. Farmington area. Ask for Mary.
477-0251
An Equal Opportunity Employer

GENERAL OFFICE RECEPTIONIST
SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging and interesting.
Good voice, aptitude for figures and spelling. Typing 50 wpm.
We offer a good starting salary with proficiency increases, salary reviews, progress evaluations and career counseling. Free parking, employee-family medical, hospital, income and life insurance protection. Paid vacation. Retirement, life insurance.
ANN SMITH
569-2333
An Equal Opportunity Employer

GROWING ROMULUS firm requires Clerk Typist for variety of office duties and telephone support a must. Close to 275 and I-94 freeways. Call Bill Binkerman. 729-5222

HELP WANTED for office work. Paid hospital insurance. Holidays & vacation. Apply at front door. 12090 Farmington Rd., Livonia before 11:30 AM and after 1:30 PM.

HIGH SCHOOL GRADS - Line up your summer job now. Small appliance repair and shipping. Apply Monday thru Friday, 9-5. The Shaver Shop.
61 W. Huron, Pontiac.

"I Need a Bright Person looking for a permanent position with a Future". If You can Type well, Spell & take Shorthand call Me for a personal interview. (Southfield location). Salary $200 per week. Mr. Sills 354-0110

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 645-1200

INSURANCE AGENCY
Female preferred - part time - flexible hours - claims experience preferred.
683-2400

INSURANCE AGENCY-12 Mile-Orchard Lake, Farmington Hills. Experienced homeowners, auto rater, typist needed. Excellent working conditions. Mon-Fri, 9am-5pm. 626-8543

INSURANCE! FEE PAID
Large insurance company offers great opportunity to the experienced rater! Super benefits including dental!

TORN & COUNTRY
EMPLOYMENT CENTER
474-1717

Insurance Specialist
Seek individual with casualty and fire insurance experience to assist Insurance Division Supervisor in the Licensing Department in our main office in Downtown Detroit. Apply in person from 10 AM to 2 PM. Monday thru Friday, Personnel Department, 5th floor or send resume with salary requirements to: Employment Manager, Personnel Dept.

1st Federal Savings of Detroit
1001 Woodward
Detroit, Mich. 48226
An Equal Opportunity Employer

INTERNATIONAL corporation seeking creative person with strong organizational & secretarial skills, college/business experience required. Send resume to: PO Box 666, Troy, Mi. 48084

JR. ACCOUNTING POSITION with a private owned Western manufacturing firm. Job responsibilities: Complete accounts payable function, inventory analysis & costing, Salary commensurate with ability. For interview call Mr. Kopacki 646-1020

JUNIOR ACCOUNTANT/payroll, accounts receivable, payable, profit & loss, trial balance & management reporting. Send resume & salary requirements to P. O Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

Livonia 427-2000
Utica 254-1910

KEYPUNCH DATA ENTRY
Challenging opportunity for Bright, Responsible, Self-Starter with excellent Keypunch skills who can meet deadlines and complete data entry assignmedures. This fast-growing Southfield computer service bureau dealing in International & Domestic Traderaft field offers excellent fringe benefit package. If you are a fast learner, like responsibilities and can deal effectively with Blue Chip clients, call Pamela Smith 557-4404

KEYPUNCHER
12,000 strokes per hour or better. Flexible hours. Excellent pay. Permanent part time. Call Joan.

SECRETARIAL OFFICE SERVICES
569-8480

KEYPUNCH
Full or part time positions available for EXPERIENCED operators on our afternoon and midnight shifts. Top wages, incentive pay, shift premium, ($20 per hour, afternoons, $40 per hour midnights) Blue Cross with Dental, paid vacation, holidays, sick pay. Beautiful Location. For more information call Sharon at 278-1182

KEYPUNCH OPERATOR, afternoons, some experience necessary. Apply Homecold Products, 2240 Greer, Keego Harbor. 682-1490

KEYPUNCH OPERATOR
needed for full time position in progressive Southfield firm. Some experience necessary, pleasant working conditions, excellent benefits. For appointment call 352-3209

Keypunch Operator
We are looking for an individual with experience on an Entrex Data Scope, general office experience, and knowledge of bookkeeping procedures.
We offer a competitive salary and excellent benefit package to the qualified individual. If interested, contact Jean Kendall.

FLORISTS TRANSWORLD
DELIVERY ASSOCIATION
355-9300, Ext. 284

LARGE APARTMENT PROJECT
in Oak Park seeks person as Rental Agent & train project clerical. Experience elsewhere with some figure work. Mature young woman preferred, who has pleasing personality & is able to deal with public in person & on phone. Full time permanent position with good salary. Please Call 8 AM-5 PM. 557-2500

LEGAL SECRETARY
Salary open. Shorthand essential. Experienced preferred. Suburban Northwest firm near expressway. For appointment call 626-9722

LEGAL SECRETARY
Farmington Hills location. Responsible position for a responsible person. Good Salary plus fringe benefits. Contact Mr. Feifer or Mr. Glass. 553-9300

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Farmington Hills location. A responsible position is available for a responsible person, good salary plus fringe benefits. Contact Mr. Feifer or Mr. Glass 553-9300

LEGAL SECRETARIES
Experienced
Northland area
Mr. Willis 644-2711

LEGAL SECRETARY
Experienced and excellent skills for Renaissance Center Law Firm. Call Jo Ann 259-0470

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-Rochester area. Call for appt 652-6611

LEGAL SECRETARY - Full or part-time, good typing important. Experience preferred. Salary commensurate with experience and ability. Downtown Detroit. Call 961-9150

LEGAL SECRETARY TRAINEE
Take advantage of the "career-boost-er" spot. Your good typing and dictaphone experience the key. $750. Fee paid. Call Nancy.

353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIES
Looking for more income, better working conditions, more broad experience management, benefits, better hours, something closer to home? If your answer is "yes", the time to contact us is Now. The demand for experienced Legal Secretaries is phenomenal! Openings exist throughout the tri-county area including downtown Detroit. In general, the positions are offering $280-$250 per week to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Permanent, part time and temporary positions now available.

PERSONNEL AT LAW
3990 DOWN CENTER
SUITE 2160
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

Legal Sec'y Trainee
Prestigious law firm seeks Secretarial offices in New Center area. Working with top-notch attorneys and staff. Willing to train if your skills are top notch. Shorthand 90, typing 65. 2 yrs. experience, salary to $1,850. Super benefits and company pays our fee.
PERMANENT STAFF 522-4210

LOCAL wallcovering distributor in Livonia requires person for sales office. Duties include: billing, phone work & general office. Permanent position. For interview call 525-7484

LOOKING FOR A CHALLENGE?
Entry level position available in the licensing department of a young and growing Southfield firm. Must type accurately, be organized, and good with details. Excellent benefits and working conditions. If interested call 353-2209

MAG CARD OPERATOR - downtown law firm. 65WPM. Accuracy important, legal experience not necessary.
963-2500

MALE or FEMALE, full or part time. Light typing, 10 min Woodward area. Ace Building Co.
548-0777

MATURE EXPERIENCED TYPIST
Type 50WPM, dictaphone & general office skills. St Vincent Sarah Fisher Center. 626-7527

MATURE GIRL for Farmington insurance office. Experienced or will train. Call Mr. Harrington. 478-7010

MATURE person needed for full time office work. Various duties. Previous office and light bookkeeping experience helpful. Royal Oak area. Call between 9 AM and 4 PM. 547-5550

MATURE SECRETARY
Needed for media department. Good typing & experience in media preferred. Good benefits. Livonia area. Contact Roy Bowen at 591-3000

MATURE SECRETARY
Needed for residential builder. Farmington Hills area. Good typing and filing skills, some Bookkeeping experience required. 3 days per week. Call Monday or Thursday. 661-0826

MATURE WOMAN for one girl office of retail store 40 hour week. Non smoker. Must have experience and knowledge of all duties required.
Typing essential. Southfield - 11 Mile area, call 557-6552

MEDICAL RECEPTIONIST TRAINEE
$190
For X-ray department. Greet patients at front desk, schedule appointments and pull files for doctors. Excellent advancement potential, full fringe benefits including dental, cost of living and uniform allowance. Regular office hours, type 45.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

NEEDED, full charge Bookkeeper to handle payroll, general ledger, trial balance, monthly financials and year ends. Plymouth area. Please call Donna for appointment. 453-6822

OFFICE ASST
Check billings, prepare bank deposits, Order & follow ups. Must have car. Full time. Call 9am-3pm. 543-3245

OFFICE CLERICAL - Full time, industrial parts distributor, minimum 2 years experience, typing, filing, order follow up, etc. Salary open. Call before 10 am daily
353-6380
An Equal Opportunity Employer

OFFICE CLERK, High School graduate, calculator experience preferred. Good math background.
Excellent fringe benefits including insurance, profit sharing and credit union. $3.50 per hour. Apply in person, Monday thru Friday between 8am and 3pm. The Southland Corp., 1180 Big Beaver, Troy 528-0711

OFFICE HELPER
Part time position, experience please. 12345 Warner, Redford.
Plymouth-Telegraph area.

OFFICE HELP
For retail chain, located in Southfield. Experience helpful but not necessary. Includes fully paid Blue Cross & Profit Sharing. Please Call 358-1191

OFFICE MANAGER'S assistant. Flexible person with some office experience. Full benefits. Call Chere Dolin, Eob Lumber Co. 644-5300

OFFICE POSITION, light clerical, pertaining to inventory control. Good benefits. Colonial House, 20592 Middlebelt, between 7 & 8 Mile.

Office Position
Permanent full time position with Thyboty wall coverings distribution. Phone orders, clerical, light typing, mailing. Benefits: Medical dental, life insurance, paid vacations and holidays. Apply in person.
THYBONY WALLCOVINGS
11834 Market
Plymouth Rd. E. of Newburgh

ONE Receptionist, 2 Tellers, Typing and good Math ability necessary. Downtown Detroit. 35 hours, $1.70. Call for appointment. 965-8440

PAYROLL CLERK - Computer payroll, 32 hrs. Full time. Excellent benefits. Jewish Community Center, West Bloomfield. 661-1000

PAYROLL CLERK. 35 or over, good with figures, 20 hrs. per week, $5. per hr. Vicinity of Southfield & 7 Mile
273-6154

504 Help Wanted Office-Clerical

WORD PROCESSING OPERATOR
The Personnel Department at the University of Michigan Hospital is presently seeking applicants for the position of Word Processing Operator. Position requires an individual who is versed in typing and other secretarial skills. Primary responsibility involves the operation of electronic word processing equipment (Xerox Model 800 Single Card Electronic Typing System). If necessary, the selected candidate will be trained in the useage of the equipment.
University Hospital offers a salary commensurate with experience in addition to an excellent benefit program. This full time position offers the potential for flexible scheduling. Individuals interested in working in a dynamic and progressive atmosphere should call:

Employment Representative
University of Michigan Hospital
Room 2260 HFPB, Box 46
1405 East Ann Street
Ann Arbor, Michigan 48109
313/764-6152

University of Michigan Hospitals
A Non-Discriminatory, Affirmative Action Employer