

[illegible]

04 Help Wanted Office-Clerical
SERVICE CASHIER & RECEIVABLE CLERK
 Pull and part time. Paid Blue Cross benefits. Apply to person at Labahr Realty Nursing Center 23000 Lakeridge Dr. between 90 & 101 Mile Rd.
504 Help Wanted Office-Clerical
MOTOR COMPANY
 For
COLLEGE STUDENTS
 Need work this summer? Let KELLY put you to work "the KELLY way." We have temporary clerical assignments to choose from. Open to the public. 12-20 hrs per week.
626-5595
ATTRACTION OFFICE with pleasant surroundings located in the Telegraph-Ridge area in search of mature women as for full time general office duties. Must type 50 WPM. (Give us a pleasant phone time. For an appointment please call and let us know.) 12-20 hrs per week.
BUSINESS OFFICE position for energetic individual in Southfield Good typing skills and pleasant phone voice. Starting part time with full time potential. 35-50 per hr.
Career Secretary
SECRETARY - with good skills, for secretarial bank executive. Salary \$10,000 to 10,500 with benefits and fee.
TRAVEL - agency in Bloomfield needs secretary, no shorthand, for owner. Good typing & verbal skills. Some exp. 35-50 per hr.

SECRETARY
Immediate opening for individual with excellent typing skills, 60 wpm. accurately and shorthand of 90 wpm., experienced preferred.

Services Inc.
Western: **TOP PAY RATE**
TOP ASSIGNMENTS
FOR THE BEST
SECRETARIES
Typing
Key Punching
Bookkeeping
Shorthand

AUTO BILLER
Familiarize yourself and make requirements for new and used vehicles.
Ask for Ralph
STELLA BUICK
25432 Grand River, Redford
255-5212

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

ACTION OLDSMOBILE 33850 PLYMOUTH RD. LIVONIA, MICHIGAN 48150 261-6900	FOR APPOINTMENT CALL: MRS. POWELL 421-8200	MERIT RAISES PAID VACATIONS AND MORE If so, contact one of our convenient lo- cations and register today. 2949 N. Maple, Livonia 292-4700	Dictaphone Word Processing In addition to 100 job classifications RELAY offers other external sales, to- rales, top assignments, merit raises and paid vacations. Let RELAY work for you.	531-7000 AUTO BOOKKEEPER Excellent opportunity for individual with bookkeeping background. Top be- nefits and working conditions. Roger Presale Cleveland, 38111, 292-4700	CASHIER FULL TIME POSITION LARGE MEDICAL CLINIC GOOD BENEFITS WOULD PREFER SOME MEDICAL EXPERIENCE. FOR AP- PPOINTMENT CALL: 538-4700, Ext. 202.	930 Maple MARTIN Birmingham 646-5600 DIAL A JOB 24 Hour Service To Hear About Our Most Recent Openings
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MICHIGAN NATIONAL BANK

WEST METRO

GERMAN, FRENCH, or ITALIAN CLERK

AIR OPPORTUNITY EMPLOYER

2219 S. Telegraph, Bloomfield H.
 642-9550
 199 W. Big Beaver
 Suite 100, Troy
 642-8550
 352-1180
 3777 Greenfield
 Suite 12, Southfield
 424-9100

2219 S. Telegraph, Bloomfield H.
 642-9550
 199 W. Big Beaver
 Suite 100, Troy
 642-8550
 352-1180
 3777 Greenfield
 Suite 12, Southfield
 424-9100

Southeast
 315-1000

AUTOMOTIVE ACCOUNTING CLERK
 Good starting salary and benefits package.
 No exp. req. Must be able to type 35 wpm and work with figures business experience desirable but not necessary.
 Apply at Credit Thrift, 5073 Rensselaer Rd., Troy
 An Equal Opportunity Employer

CASHIER RECEPTIONIST
 Sharp individual who enjoys meeting and serving the public. Must be able to type 35 wpm and work with figures business experience desirable but not necessary.
 Apply at Credit Thrift, 5073 Rensselaer Rd., Troy
 An Equal Opportunity Employer

EXECUTIVE SECRETARY, Permanent part time, Southeast area. Challenging position, for executive secretary writing up executive plan.
 557-2757

EXECUTIVE SECRETARY for President of Consulting Engineers firm. Experienced mature, highly motivated.
CHURCH OFFICE SECRETARY, Tues.

Not an Agency - Never a Fee
424-9100

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 advertising.

Not an Agency - Never a Fee
424-9100

KELLY SERVICES
"The Kelly Girl People"

Advertising Secretary

Good typing ability, good organizational skills, and a pleasant personality are essential. We offer a competitive salary and fringe benefits package. Call for details.

Not an Agency - Never a Fee
424-9100

KELLY SERVICES
"The Kelly Girl People"

Advertising Secretary

Good typing ability, good organizational skills, and a pleasant personality are essential. We offer a competitive salary and fringe benefits package. Call for details.

FLORIST'S TRANSWORLD DELIVERY ASSOCIATION
 29200 Northwestern Highway
 355-9300, ext. 283
 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 & Executive Newspapers
 973-1010

 Southfield, Michigan 48037 <i>An Equal Opportunity Employer</i>	38251 Schoolcraft Rd., Livonia, Mich 48150 <i>An Equal Opportunity Employer</i>	SWITCHBOARD TYPISTS STENOGRAPHERS Suburban Office Services ROCHESTER 651-1500	Retirees If you have any OFFICE SKILLS & would like to work close to home - we pay top rates for top skills. No Contract FARMINGTON LIVONIA CLARKSON 478-2038 555-0310 555-4387	NEEDS YOU Secretarial, typing, stenographic skills, all offices, day or night openings. 1950 Middlefield, Suite 134E Livonia 478-1130 26275 Woodland Drive, 305 Huntington Woods, Mich 48031	349-5000 CLERICAL POSITION Insurance Agency in Troy call Ann Houser at 879-9000 CLERICAL Misc. duties including filing, errands, etc. Computer background helpful but not necessary. Must have good typing skills. Send resume & salary requirements to P O Box 728 Observer & Accountant, Ann Arbor	EXECUTIVE SECRETARY for young firm growing firm located in Livonia. Prefer a mature experienced person to handle light accounting and general office. Computer background helpful but not necessary. Must have good typing skills. Send resume & salary requirements to P O Box 728 Observer & Accountant, Ann Arbor
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ACCOUNTS RECEIVABLE CLERK We have an accounts receivable opening in our busy hotel accounting department. Good telephone manner essential. Credit experience helpful. Excellent opportunity for aggressive individual to learn all phases of accounting operation. Generous benefit package. Please apply:	FARMINGTON 477-3942 SECRETARY The modern executive office of a major manufacturing company is seeking a mature, thoroughly experienced secretary for it's W. Livonia facility. A successful candidate should have 10 years experience in	CLERK NEEDED half day, 5 days must type. Some driving. Lease and return equipment required. Please call Ma. 2504 at 375-0900 ARMSTRONG BUILT EQUIP. CO., INC. 31000 Plymouth Rd. CLERK TO JOIN IN MEMBERSHIP OFFICE OF large community center. Solid typewriter, excellent balance and experience. Interested BOOKKEEPERS call Mrs. Wallace at 461-5100
	INTERESTING GENERAL OFFICE POSITION WITT An Equal Opportunity Employer 652-7700 HILLING CLERK - We will train South field area. Call Mr. Cox. 333-4227 TYPIDIST BILLING TRAINED - Typing and spelling. Call Mr. Cox. 333-4227	EXPERIENCED BOOKKEEPER - Accountant for construction company offices, located in Bloomfield Hills. Typing skills helpful, salary commensurate with experience. Between 9-5 461-5100

PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.

Sheraton-Southfield Hotel

PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.

Dalglish Cadillac
(Near GM & Fisher Building)
875-0380

ACCOUNTING CLERK
For Accounts Receivable Experience is a plus—no college degree. Call for past-due collection details. Call immediately.

STAHM MFG.
12821 Woodbine, Detroit

BIRMINGHAM MANUFACTURER
seeks alert, capable person for diversified office duties: Receptionist, typing, filing, computer & billing. Please state salary, references & address. Liberal employee benefits. Apply immediately.

CLERK TYPE
Excellent opportunity for mature individual with excellent typing skills. Ours is a growing company. Excellent experience required. For further information contact Personnel Dept. Alexander Hamilton

EXPERIENCED Casualty & Life Insurance secretary wanted, no time or experience restrictions. 10 hrs. weekly & also weekend. Southfield 333-7171

EXPERIENCED Legal Secretary

Observer & Eccentric
 Newspapers,
 38251 Schoolcraft,
 Livonia, MI 48150
 an equal opportunity employer

ACCOUNTING SECRETARY
 to handle accounts payable, inventory control, and inventory. Must have good knowledge of accounting functions, typing skills and mechanical skills. Excellent opportunity with exciting future company. Send resume to Sally Rose at Century Office Systems, P.O. Box 943, Southfield, 48075

A BANK HIRING TRAINEES
 Telletts to \$11k/hr.
 Typists to \$16k/hr.
 Seniors & Clerks to \$13.00
 Many more positions available. Most Free pay by Employer.

Employment Center
 Inc
 48075

BOOKKEEPER
 for Small Business
 \$12.00 - \$15.00
 \$17.00 - \$20.00
 \$21.00 - \$24.00
 \$25.00 - \$28.00
 \$29.00 - \$32.00
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 \$821.00 - \$

_____ is an Equal Opportunity Employer. 509-1630. In California, 516-4330. (national manner, Call 741 512-6918) (national manner, Call 741 512-6918) (national manner, Call 741 512-6918)