Help Wanted

504 Help Wanted Office-Clerical

TYPIST

With engineering or manufacturing related background required by firm located in Redford Twp. Shorthand helpful. Liberal employee benefits. Apply immediately:

STAHL MFG.
12122 Woodline, Detroit

A CAREER OPPORTUNITY
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. 645-3111

Accounting Clerk TRAINEE

Division of a major corporation is seeking an individual looking for that entry level position offering practical accounting experience.

Successful candidate must have an excellent math aptitude and enjoy exacting work.

Pleasant Suburban location, convenient to several major expressways. Apply in person or call:

Ingersoll Rand Co.
Allomatic Products Systems
23400 Halstead Rd.
Farmington Hills, MI 48024
Equal Opportunity Employer M/F/H

ACCOUNTS PAYABLE bookkeeper, for growing plastic company in Southfield, benefits. 353-3588

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 experience. Need area. Call Miss Harrier weekdays 10 AM to 3 PM.

349-5000

ACCOUNTS PAYABLE Clerk - some experience in accounts, will train on CRT computer. All benefits. Fee Paid. Beryl Personnel, 24641 Coolidge, Oak Park. 548-3055

ACCOUNTS PAYABLE/Payroll Assistant. Seeking an individual to work in our Accounts Payable area. Must have pegboard experience in payables. Other duties will include assist on payroll area. Excellent fringe benefit package and desirable plant location. Send application to FMC Corp., P. O. Box 3188, Livonia, Mich. 48151.

ADMINISTRATIVE - Assistant, secretary, for Troy division of international company. Varied duties of administrative nature. Also requires good skills. Salary $12,000 to $15,000 and benefits include dental. Agency fee paid.

FIGURE CLERK - with posting experience for nice Pontiac company. 50 WPM typing requirement. Salary $825 plus benefits & fee paid.

RECEPTIONIST - for accounting department of lovely Troy company in beautiful high rise offices. Figure aptitude helpful, light typing. Start at $525 plus benefits & fee paid.

CONFIDENTIAL - secretary to controller of suburban Pontiac company. Must be responsible person with good skills. Salary $10,400 plus full benefits and agency fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

ADVENTURE

Make the most of your potential in this corporate advertising program. Fantastic exposure to people, projects and presentations. $850 - $950.
Call 582-8300.
Your New Boss Pays Our Fee

HARRIET SORGE PERSONNEL

ADVERTISING related position in Birmingham needs secretary to handle variety of duties, people contact, 85 shorthand, typing 60 needed. Call Ann 642-5464

Artistic Interiors
Of Livonia Needs
TYPIST
To work in friendly office. Good starting salary and benefits.
CALL DONNA AT
478-7770

A TRAINING OPPORTUNITY
Promotion creates this vacancy and a growing suburban company. Ability to organize, type, typing, $700 month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ATTENTION
June Graduates
Secretary for life insurance agency. Excellent opportunity for person with good shorthand, and typing skills. Benefits include: life insurance, and major medical. No experience necessary. Salary commensurate with ability. Southfield. 353-1760

AUDITING CLERK TRAINEE
Challenging entry level position for bright person in progressive Southfield firm. Typing required. Excellent benefits with rapid advancement opportunity. No previous job experience necessary. Call 355-2320

AUTO BILLER

Experience helpful but not necessary. Will train suitable person. Contact: Irene Hammers, Livonia Volkswagen Inc., 34501 Plymouth Road, Livonia, 48150.

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

BOOKKEEPER
Advertising agency in Southfield needs experienced person for diversified bookkeeping position. Hours 8:30 AM - 5 PM. 358-4400, ext. 201

BOOKKEEPER-ASSISTANT, must have General Motors & Vim II accounting experience, Rochester area. No others need apply. Call Mrs. Keller for interview. 651-7000

BILLING TRAINEE - Typing and aptitude for figures required. Will be trained on IBM systems 32. Call 425-5400

BOOKKEEPER
About 1 hour per day, in your home or our office. Should know double entry, pegboard. 552-7060

O&E

504 Help Wanted Office-Clerical

AVAILABLE NOW

ACCOUNTING CLERK -$11,500. Knowledgeable of accounting terms with accurate typing. Excellent benefits and free paid.

CLERK TYPIST to $8,000. Figure aptitude and some typing is desired for position willing to train for computer input. Fee paid and benefits.

STENO SECRETARY - to $12,500. Excellent secretarial skills needed for a progressive engineering firm in N. W. suburban area. Fee paid and excellent benefits.

Many other positions available, daily 8:30am-5pm, Sat and Evening appts. N.E. and N.W. suburbs.

Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-3100

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 205
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
An Equal Opportunity Employer

DELEAGURED lumber broker needs help. I require an experienced person to work 8 hrs. per day Mon. thru Fri. Skills required are: bookkeeping, typing, & general administrative abilities. Must be able to work with minimum direction. Location at Middlebelt & Northwestern Hwy. Farmington Hills. Please reply stating experience & skills to PO Box 5328, Northville, MI. 48167

BOOKKEEPER
Complete books thru financial statement and payroll taxes for various clients in Southfield CPA office. Full time. Experienced. 557-5157

BOOKKEEPER - Experienced, one girl office, all phases. Wages depending on qualifications. Call Mrs. England between 10AM-2PM. 851-4343

BOOKKEEPER
Experienced payroll, accounts payable & receivable. Oak Park area.
543-7200

BOOKKEEPER for computerized accounting practice located in Pontiac. Experienced double and single entry. Full time. Send resume to P. O. Box 2212, Southfield, Michigan 48037

BOOKKEEPER, full charge with computer experience or willing to learn. 6 75 - 10 Mile Rd. area. Call Cheryl
398-5020

BOOKKEEPER
Full time for Nursing Home in Farmington.
476-8300

BOOKKEEPER, part time, approx. 24 hours for industrial distributor, Redford Twp. area. Experience thru trial balance, financial reports a plus.
537-3300

BOOKKEEPER with good general bookkeeping background, 3 years minimum experience. Company Health Care related services. If non medical experience, will train. Excellent opportunity for advancement.
Send resume to
American Center Building,
27777 Franklin Road, Box 740,
Southfield, Michigan 48034

BRIGHT COMPETENT individual required to assume receptionist responsibilities in a large attractive medical clinic. Full time position immediately available. Experience preferred. Call between 1pm and 3pm only 569-5144

BUILDER'S OFFICE needs diversified worker. Pleasant phone manner, typing. Light bookkeeping, full time, 9:30 to 5 PM. Farmington Hills area. 553-3450

BUSY MEDICAL PRACTICE
Needs capable person for General Office work. Will train in Pegboard, Hospital Billing, Etc. Excellent salary & benefits. Northland Area. 569-5474

BUSY PROPERTY MANAGEMENT & LAW OFFICE NEEDS CLERICAL HELP. VERY DIVERSIFIED JOB DUTIES. MUST BE INTELLIGENT, ACCURATE WITH NUMBERS, HAVE GOOD TYPING, FILING & TELEPHONE ANSWERING SKILLS. MUST BE WILLING TO WORK.
CALL 10 AM-NOON ONLY
358-0455

BUSY PUBLIC relations firm in Troy office needs secretary. Require good typing skills and ability to routinely perform under pressure from a variety of different directors. $700 monthly to start, prefer resident of area. 362-7750

CASHIER
FULL TIME POSITION
LARGE MEDICAL CLINIC. GOOD BENEFITS. WOULD PREFER SOME MEDICAL EXPERIENCE. FOR APPOINTMENT CALL:
538-4700, Ext. 202.

CASHIER - RECEPTIONIST. Sharp individual who enjoys meeting and serving the public. Must be able to type and work with figures. Business experience desirable but not necessary. Credit Thrifts, 25439 Michigan Avenue, Wayne, Michigan.
Equal Opportunity Employer M/F

CASHIER
Southfield Insurance office desires a person who can use office machines, likes figures and is interested in a realistic opportunity for advancement. Previous bookkeeping or related experience helpful. Interesting and varied duties. Outstanding fringe benefits. Salary commensurate with experience. Call Mrs. McGuire at 557-8444
An Equal Opportunity Employer

CHALLENGING POSITION for dependable well organized secretary. Detail and figure aptitude, must work well under pressure, typing 60 WPM, shorthand 80, send resume to J.M. Copeland, Mutual of New York, 3331 W. Big Beaver, Troy, MI.48084.
An Equal Opportunity Employer

CHALLENGING POSITION in small Southfield office available for mature, intelligent person with excellent basic office skills. Must be good with people. Bookkeeping helpful. Send resume with cover letter & salary history to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL & ADMINISTRATIVE
Southfield area. Excellent opportunity. Duties are varied, stimulating and interesting. One girl office. Good voice, aptitude for figures & spelling, typing 50wpm. 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. We will train.
Mr. Jewell 353-2828

EXPERIENCED receptionist/secretary. Westside company. Must type 45WPM, answer phones, file & other misc. duties. Pleasant appearance & attitude essential. Hours 8AM-5PM. Excellent fringes, salary open. Mr. Wagner, 533-2603

504 Help Wanted Office-Clerical

CLERICAL

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

349-5000

CLERICAL

Newark Electronics an enterprise 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

CLERICAL POSITION
Established firm in Ypsilanti has full time position available. Duties include typing 50 WPM, other diversified office duties, pleasant phone mannerism. Call Mr. Neubacher at: 482-4503 for an appointment.
Smith Furniture Co.

CLERICAL POSITION pertaining to inventory control. Good benefits. Colonial House of Furniture, 20292 Middlebelt, Livonia.

CLERICAL

Two years experience in General Office with excellent typing skills. Secretarial school preferred but not required.

Excellent fringe benefit program including complete insurance package, tuition assistance, bonus plan, and profit sharing.
Please apply in person between 1-3:30 PM at:

WHITLOCK, INC
23231 Industrial Park Dr.
Farmington Hills, Mich.

CLERICAL

We have an immediate opportunity for an individual with a pleasant telephone manner. Typing of 55 wpm and 1 - 2 years office experience required. We offer a competitive salary, attractive work environment and excellent benefit package. If interested contact
Ms. Kendall,
355-9300, ext. 284

CLERICAL
Will train person for clerical and mail duties. Light typing required. Detroit Chemical Industries Inc.
Call J. Kanavas, 858-8500
An Equal Opportunity Employer

CLERKS PART TIME
We need an accounts receivable & order processing clerk to help us on a part time, on-call basis, at our west side office located at Greenfield & Jeffrey Expressway. Should have experience & be available from 8:30 AM- 5PM several days a week as needed. Please call after 10 AM 961-2212, ext.243
Equal Opportunity Employer M/F

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 gal to type invoices, correspondence, file and make office jobs. Good typing skills required. Livonia area. 591-1045

Clerk Typist
Immediate opening for Typist to work in the Mortgage Department at our Newburgh Office, located at 6 Mile & Newburgh in Livonia. Must type at least 45 WPM accurately. Call Mortgage Manager for interview at
464-9120
1st Federal Savings of Detroit
An Equal Opportunity Employer

CLERK-TYPIST
One girl office, Farmington, light typing, answer phones, full benefits. Call Jim DeLee, 474-7040

CLERK/TYPIST, pleasant, capable, mature woman, 20 to 24 hours per week, good working conditions, Industrial Distributor, N.W. Detroit. 537-3305

CLERK TYPIST
Position in 2-girl Troy office. Responsibilities include: Payables, Inventory, Typing of sales proposals and letters. Must be accurate and enjoy working with figures. Experience preferred. Salary to $725 plus benefits.
COMCAST MUSIC NETWORK
583-9777

CLERK/TYPIST. Must have knowledge of bookkeeping to handle Accounts Payable. Accurate typing. Hours 8:30 AM - 5 PM. Hospitalization and paid vacation. Wolverine Tractor & Equipment Co., 25900 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

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

COLLEGE STUDENT for light typing and filing. Must have excellent phone voice. Apply in person to, Simon Modernization, 24133 W. 10 Mile, Southfield. May 18th, between 1-5PM.

COMPUTER OPERATOR, some experience with IBM System 32, 3240 and 3741. Needed immediately. Call Friday only 8-4. 937-8300

COST ACCOUNTANT
P & L Operating Unit located in Plymouth, Michigan is looking for an experience Cost Accountant with background in standard and job cost accounting. Salary negotiable, excellent benefits, bonus and stock plan. Send resume indicating salary history to:
Controller
Box 280
Plymouth, Michigan, 48170
An Equal Opportunity Employer

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. 424-6770

CUSTOMER SERVICE&ORDER Department, mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 35 WPM. Pleasant voice needed for telephone contact. Excellent benefits. Southfield area. For appointment call 352-3209

Mature, Congenial, Experienced Typist
Type 50WPM, dictaphone & general office skills. St. Vincent Sarah Fisher, a residential treatment center for children. 626-7527

MATURE SECRETARY, Typing & bookkeeping. For small Birmingham ad agency. 30 hours a week, flexible. Will train right person. Call Connie: 645-2755

504 Help Wanted Office-Clerical

DATA PROCESSING CLERK
Must be able to work from 12 midnight to 8 a.m. 10% shift premium, some file typing required. Will handle stock ordering, keep records, maintain procedures, etc. For further information contact Personnel Office
Alexander Hamilton Life Insurance Co. Of America
12 Mile & Farmington Rd.
553-2000

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

DIVERSIFIED
Leading Southfield manufacturer's representative seeks experienced individual for diversified secretarial/reception-ist responsibilities. Pleasant office environment. Hours 8:30AM - 5PM. Salary open. 557-9181

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

EXECUTIVE SECRETARY
Position for person with excellent typing, dictaphone, clerical and communication skills. Must be a self starter and capable of exercising good judgment when performing job responsibilities. Call Joyce. 851-0200

EXECUTIVE SECRETARY
Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment:
353-2209

EXECUTIVE SECRETARY for a growing sales and manufacturing company. Livonia area. For application in confidence call 522-9220

EXECUTIVE SECRETARY for young fast 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 requirement to P O Box 728, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Southfield office has position for person with excellent secretarial and communication skills. must be a self starter and capable exercising sound judgment when performing job responsibilities. Your duties will extremely varied and your work involvement exciting. Excellent opportunity for advancement. You must be able to interact well with the public and upper level management. We offer excellent pay, commensurate with experience and very attractive benefit package. For immediate consideration please call between 9-4PM Mr. M. Loeb or Ms. P. Maguire at 557-5444
An Equal Opportunity Employer

EXECUTIVE SECRETARIES
Builder's office. Work for president. Shorthand 100wpm, typing 60wpm. Benefits to $13,000. FEE PAID.
Major engineering company in Southfield. Type 60wpm, shorthand 80wpm. Outstanding benefits to $12,000. FEE PAID.
Have your own private office. Some knowledge of legal terminology. Excellent shorthand. Type 60wpm. Great benefits. $12,000. FEE PAID.
Market Research Company, excellent shorthand and good typing. Great boss. To $12,000. Benefits, FEE PAID.
Call Robin at 642-7242
KAY PERSONNEL CONSULTANTS
Only a partial listing.
All fees Employer Paid.

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

EXPERIENCED Girl Friday for established sheetrock/plaster studio. Inside sales and detail. Phone. 647-8188

EXPERIENCED Legal Secretary needed for Farmington Hills law firm. Excellent typing and dictaphone experience helpful. Excellent benefits. Call Linda Widing. 851-0500

EXPERIENCED Legal Secretary, for Renaissance Center Law Firm, good typing, and shorthand skills required. Excellent benefits, salary commensurate with experience and ability. Call Karine 259-1650

FILE CLERK - for busy Southfield office, must be able to file with accuracy, ask for Pat 352-0910

504 Help Wanted Office-Clerical

SECRETARY

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

FOR APPOINTMENT CALL:
MRS. POWELL
421-8200

MICHIGAN NATIONAL BANK
WEST METRO
An Equal Opportunity Employer

BANK TELLERS
Ready to Tackle a Career?
Enjoy Flexible Hours:
- Part-Time
- Full-Time
- Work Close To Home

Bank of the Commonwealth has a number of opportunities; full-time and part-time in several of our branch offices in the West, Northwest areas. We're looking for people with some office or retail experience; we provide extensive paid training.

These positions are ideal for people who've been raising a family and who now want to get out into the business world. With Bank of the Commonwealth, you'll enjoy an exciting working environment with stimulating people contact. In addition to the paid training, if you choose to become a full-time teller, you will be eligible for complete company-paid benefits. Part-time tellers will have ample opportunity to advance into full-time positions.

Come to our main office to fill out an application, or visit your nearest branch office any time between 9:30 and 4:00, Monday through Friday.

For additional information, please call or write:
Kathy Gasparovic
496-6189
BANK OF THE COMMONWEALTH
Fort and Griswold Detroit, MI 48226
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

EXPERIENCED SECRETARY
Shorthand and typing skills, emphasis on accuracy rather than speed. Pleasant working conditions, excellent employee benefits. Call J. Kanavas
858-8500
Detroit Chemical Industries
An Equal Opportunity Employer

FARMINGTON HILLS
Attorneys
seek Legal Secretary.
626-6900

FULL TIME office position. Light typing, filing, increased responsibilities for right person. Birmingham. 644-3873

FULL TIME POSITION for responsible person with payroll and general knowledge. Good typing skills required. Office located American Center, Southfield. Fringes. Call Vickie 353-0250

FULL TIME SECRETARY
needed for Southfield office. Typing, filing and light bookkeeping. Call Mr. Stevens 557-5316

GARDEN CITY location needs person to type, file, answer phones, on extra-board. Monday - Friday, 8:30 AM - 6 PM. Wage commensurate with qualifications. NORTH BROS. FORD LEASING 937-0010

GENERAL OFFICE person to work retail counter & light bookkeeping. Birmingham area, call 644-6188

GENERAL OFFICE help needed, includes weekends, experience preferred. Livonia, call between 3-9 pm 937-1614

GENERAL OFFICE
Typing, filing, telephones, etc.
Livonia area. 525-0710

GENERAL OFFICE - typing abilities required. Must live in western Wayne area. Beginning at $3.00 per hour plus benefits. Call Linda Clark after 9AM. 522-6668

GENERAL OFFICE
PART TIME
Permanent part time position available for someone who works well with numbers and is familiar with the use of a 10 Key adder. Responsibility is very important and you must be bondable. Ideal for a housewife looking for part time work while her children are in school. Oak Park location. Call Mr. D'Agostino after 10AM at 548-5323, ext. 51

GENERAL OFFICE WORK- part time permanent. Phone answering, some typing, filing. Prefer person with aptitude in posting figures. 557-0066

GENERAL OFFICE
Light typing, and some bookkeeping. Full time, 5 days week. Ask for Rosemary. 421-1120

GENERAL OFFICE WORK
Posting, Typing
10 Mile/Southfield Area
559-8209

GENERAL OFFICE person. Must be good with figures. Some typing & answering phones, $150 weekly plus overtime. Redford area. Call Mr. Lenard 255-9124

GENERAL OFFICE
Full time position for general office work including Filing and typing. Previous office experience necessary. For details and appointment for interview, contact 729-6150

GENERAL OFFICE
Property management company in Southfield is seeking well organized individual for posting rents, preparing leases, computer in-put, deposits, typing, etc. Must be good at detail work. Call 559-2000 ext.117
An Equal Opportunity Employer

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 645-1300

INSURANCE
Agency has position for full or part time experienced commercial rater. Call K. Welch, 354-0100. American Center Bldg., Southfield.

INSURANCE Commercial Rater, Redford area, growth oriented agency, part or full time, ideal candidate. Attractive employee benefits. Confidential interview. Call Mr. Hilker weekdays 538-8084

INSURANCE SECRETARY, full or part time. Responsible, mature person needed. Pay commensurate with experience. 538-5577

KENTUCKY FRIED CHICKEN & H. Salt Management company has a full time position available for secretary interested in statistics. Good salary with benefits. Experience preferred but will train. 9 Mile-Telegraph area. Call Gail for an appt. 353-7160

PART TIME office accounts payable experience. Apply in person 10-12 noon, weekdays. McDevitts, 33482 W. 7 Mile Rd. Livonia.

PART TIME PERSONNEL CLERK
Looking for responsible person 4 hours per day, Monday through Friday, 1 hour. Contact West Bloomfield School District Personnel Department. 682-3555

504 Help Wanted Office-Clerical

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

Livonia 427-2000
Utica 254-1910

KEYPUNCH OPERATOR
needed for full time position in progressive Southfield firm. Some experience preferred, pleasant working conditions, excellent benefits. For appointment call 355-3209

KEYPUNCH OPERATOR
IBM-029
Minimum 1 year experience required. Will train on Sack-up Computer Operator. Southfield Company. Contact Mr. Cary.
353-2244

Keypunch Operator
We are looking for an individual with experience on an IBM System 32 using 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 at Priority Transworld Delivery Association
355-9300, ext 284

LARGE DISTRIBUTOR of major corporation is seeking person with shorthand, typing, dictaphone, good pay, fringes, opportunity to advance. 532-5060

LEGAL PERSONNEL
Secretary for one girl office, shorthand
System 6 Operator, full or part time.
Litigation, small firm, no shorthand.
General Practice, large firm, shorthand.
Probate, general practice, no shorthand, Mag Card.
EMPLOYERS PAY FEE
ALSO, MANY FINE TEMPORARY ASSIGNMENTS AVAILABLE FOR QUALIFIED LEGAL SECRETARY
HILLSTROM & ROSS AGENCY
616-8188

LEGAL SECRETARY
Salary open, Shorthand essential. Experienced preferred. Suburban Northwest firm near expressway. For appointment call 626-9721

LEGAL SECRETARY, Southfield law firm, full time position. Salary & benefits. Minimum experience 3 years.
644-4848

LEGAL SECRETARY
Experience needed for 1 attorney office in West Bloomfield. Shorthand, dictaphone experience required. Mag card or memory typewriter experience helpful. Call: 851-1050

LEGAL SECRETARY - Southfield Prudential Town Center. Excellent typing skills, shorthand helpful but not required. Salary based on experience. Fringe benefits. Call Mr. Goodman, 358-0620

LEGAL SECRETARY TRAINEE
Southfield area. Typing 50 WPM is a must. Many benefits. Please call Marlin 354-7400

LEGAL SECRETARY - Mature, experienced, part time now, full time possible later. Salary commensurate with experience. 355-5255

504 Help Wanted Office-Clerical

LEGAL SECRETARY - either full or part time, must be experienced. Excellent opportunity and salary. Town Center Bldg. 358-5560

LEGAL SECRETARY
Position available for person with good clerical skills in Troy office. Previous legal experience preferred, but not necessary. Salary commensurate with experience. Please contact Timothy Young at 879-0300

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant 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 existthroughout the tri-county area including downtown Detroit. In general, the positions are offering $100-$150 per week to start. Sometimes more. At our 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 charge for our professional placement service. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE-2180
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARY
Experience necessary. Mag card experience preferred. Office located in Town Center Building, Southfield. Salary commensurate with experience. For interview, please contact Joan 353-3890

LEGAL SECY., $10 M - Downtown prestige spot for excellent typist! Fee Pd. Rosemary Ford Employment Service, 17000 W. 8 Mile 474-8616

LEGAL TYPIST - trained in word processing, downtown Detroit law firm, 8 w.p.m. Accuracy important. Pleasant offices. 963-2500

LIVONIA
$10,000!
Well known firm needs your good typing and flair for organization. Excellent advancement potential and great benefits!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

LOOKING FOR A CHALLENGE?
Entry level position available in the licensing department of a growing and growing Southfield firm. Must type accurately, be organized, and good with details. Excellent benefits and working conditions. If interested call: 353-3109

LOOKING FOR a good job? We may have just what you're looking for. If you have typing and bookkeeping skills and are willing to work in a challenging atmosphere. Call 835-3883

MANUFACTURERS REPRESENTATIVE in Southfield has challenging opportunity for career-minded secretary who can think. We are looking for a dedicated person who can accept responsibility & handle everyday routines in a 5 man agency. Good working conditions. Usual office skills required, especially a pleasing telephone manner. Experience preferred. Salary open.
557-4788

MATURE WOMAN for part time office work, 12 hours per week. Pleasant personality & willingness to learn more important than experience. Columbus Steel Drum Co., 12801 Inkster Rd., Livonia. 425-2910

504 Help Wanted Office-Clerical

N
U
M
B
E
R
S

If you like typing & working with them then we have ability to manage busy CPA firm call NOW. Great Southfield location. 352-1692

A BETTER WAY. . 559-7773

ORDER CLERK
VLASIC FOODS has an immediate opening for an Order Clerk for taking telephone orders from brokers and customers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key adding machine. Order desk experience helpful but not mandatory. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

PART TIME CLERICAL
Evenings, light typing.
Stater Bros.
557-4400

PART TIME secretary, 8-1PM daily, law office, 5 Mile-Levan area. 464-2717

PART TIME secretary needed for sales office. 2½ days per week, shorthand and typing essential. W. Bloomfield area. 661-5240

PART TIME
Secretary, 9AM-1PM. Light shorthand or speedwriting. Birmingham Law Office, ground floor, parking, will train
644-2015

PAYROLL CLERK
Immediate opening. Computerized system. Good working conditions. Call for interview. West Bloomfield School Personnel Department. 682-3555

PAYROLL CLERK
3 to 4 days per week processing time slips for Computer set-up. Light typing. Must be accurate. Some payroll experience preferred. Send resume to:
MEDICAL PERSONNEL POOL
P.O. Box 2040
Southfield, Mich. 48037

PAYROLL CLERK. 35 or over, good with figures, 20 hrs. per week, $3. per hr. Vicinity of Southfield & 7 Mile
273-0134

504 Help Wanted Office-Clerical

Permanent Position Available
To Handle Billing & to assist with Bookkeeping Duties. Apply In Person or send Resume to Northland Container Corporation, 9070 General Dr., Plymouth 48170.

PERSON FOR General Office, Mature Woman preferred. Full Time position. Southfield Area. Call for appointment. 352-1692

PERSON needed, mature lady preferred, for home improvement company (with bookkeeping experience). Call between 8AM-5PM. 273-2330

PERSON WANTED for typing and general office work. Apply in person 9 to 11 AM or 2 to 4 PM. Monday thru Friday.
Universal Weatherstrip Co.
31546 Schoolcraft, Detroit.

PLYMOUTH Builder-Developer needs mature secretary with knowledge of bookkeeping and real estate procedures. Approximately 20 hours per week. Send resume to P.O.Box 372, Plymouth, Mich. 48170

PRUDENTIAL
We have an immediate opening for a receptionist typing 50-5WPM, permanent employment, pleasant working conditions, executive office facilities, located in Southfield. 5 day week, paid vacation, excellent employee benefits. Phone Personnel. For interviews call. 557-5000
Equal Opportunity Employer M/F

Purchasing Clerk
Accurate Typist needed to work in the Purchasing Department. Typing Purchase Orders & Performing other Clerical related duties. Good salary & excellent fringe benefits. Call Mrs. Weberien for appointment.
Pyles Industries
28594 Wixom Road
WIXOM
349-5500
An Equal Opportunity Employer

RECEPTIONIST
Southfield financial service company seeks an experienced Receptionist. Responsibilities include: courteous and efficient handling of incoming telephone calls, (6 lines) Typing, and general office work. Good typing skills necessary. Salary commensurate with ability and experience. For an appointment, call Mrs Knakal. 559-5955

RECEPTIONIST
DOCTORS OFFICE
Client contact and lots of diversity in active office for pleasant friendly typist with billing experience. Hurry! Up to $12,400.
353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST
for Southfield Law Firm,
starting first week in June. $2.90 per hour, 355-1727

RECEPTIONIST - Light typing. Berkley area. Good benefits. Immediate opening. Salary commensurate with experience. Call 543-1666

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY

We are looking for a mature, dependable individual to fill a full time position as advertising secretary in our Birmingham office. 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, Mich 48150

An Equal Opportunity Employer

CLERK TYPISTS
(Vacation Replacements)

Good Typists with office experience needed for full time, temporary positions with good salary. Apply to:

Box 776
OBSERVER & ECCENTRIC NEWSPAPERS
36251 SCHOOLCRAFT
LIVONIA, MICHIGAN 48150

SECRETARY
EXPERIENCED

International corporation has a position available for a mature take-charge secretary in their local branch sales/service office. The person selected will be responsible for the complete clerical operation of this busy office.

Applicant must be well-organized, neat in appearance, with good business and telephone personality. Accurate typing, figure aptitude, spelling and filing skills are necessary. For the right person, we offer a competitive salary and complete fringe benefits. For an interview call 353-7827. Or send a resume to:

Oce'Industries
22166 W. 9 Mile Rd.
Southfield, Mich. 48034
an equal opportunity employer m/f

PART-TIME TELLERS, TYPISTS, SECRETARIES, CLERKS

National Bank of Detroit will be interviewing at Westland Center 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 Westland Center, Lower concourse - Auditorium, Thursday May 24 between 10 a.m. and 3 p.m.

NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M.F. We Employ the Handicapped

STENOGRAPHER

This challenging position with a major Fortune 500 Corporation offers you an opportunity to begin your professional secretarial career. An applicant with good typing and shorthand skills, as well as organizational and administrative abilities, will assist Management personnel. Opportunities also exist for personal and professional growth.

This position offers a competitive salary, and an excellent benefit package, including health and dental insurance as well as FLEX-time.

To arrange for an interview
Call Linda Holdredge
354-8895

FEDERAL MOGUL CORP.
26555 Northwestern Highway
Southfield, Michigan 48034
An Equal Opportunity Employer M/F

Billing Clerks & Secretaries
UNIVERSITY OF MICHIGAN MEDICAL CAMPUS
DEPARTMENT OF THE MEDICAL SERVICE PLANS

The Medical Service Plans of the University of Michigan are Physicians billing units within the Medical Campus. A variety of full time positions are available for entry level billing clerks and secretaries.

Positions are also available for persons possessing previous billing experience, secretarial skills and technical typing ability.

Salary commensurate with experience in addition to an excellent benefit program. Candidates should contact:

Employment Representative
UNIVERSITY OF MICHIGAN HOSPITAL
Room 2260 HFPB, Box 46
1405 East Ann Street
Ann Arbor, MI 48109
(313) 764-6152

A Non-Discriminatory, Affirmative Action Employer

University of Michigan Hospitals