Help Wanted

504 Help Wanted Office-Clerical

EXECUTIVE PART TIME Secretary for financial planning office 20 to 30 hours per week Southfield area. 557-7470

EXECUTIVE PERSONNEL Secretary to produce magazine in Southfield. Must have excellent secretarial skills including good composition ability and spelling. Dictaphone and shorthand required. Some background in legal and medical terminology helpful. Excellent salary, working conditions and fringe benefits. For appointment call Ms Forbes 557-1020

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 extensively varied and your work environment exceptional. 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 a very attractive benefit package. For appointment contact Ms Lee Hoffman at 557-8440

An Equal Opportunity Employer

EXECUTIVE SECRETARY

Full time individual to perform general office duties with previous office experience. Interesting work. Northwest location, and great working conditions. Ask for Cindy 948-2400

GENERAL OFFICE - typing, filing good with figures, assist the phone. Experience preferred but not necessary. Apply 8 AM - 5PM. Libraire Hair inc. 24492 Indoplex Cntr. Farmington Hills Grand River - Drake Rd. area. or call Carole 478-4590

GENERAL OFFICE

Must have ability for varied office duties in Retail Store. Full knowledge of accounts Receivable. Adding Machine & Telephone skills necessary. 40 hours per week 3 days. 9-5:30 PM. 2 days. 9-9:30 PM. Interviews only Tuesday May 29. 9 AM-12 NOON. Town & Country Furniture. 23600 Michigan Ave. Dearborn -between Outer Dr. & Telegraph

GENERAL OFFICE

Central office of Expanding Retail Drug chain needs intelligent person to assist Buyer or Order Processing. & to assist Advertising Director to organize Advertising Schedules & the Processing & follow-up of Advertising Claims. Typing 60WPM. shorthand helpful. Person should be organized & be able to work effectively and perform well under pressure. Excellent working conditions & benefits. Advancement opportunities for aggressive person looking for a promising future Call for appointment 336-4700

GIRL FOR TYPING and general office. Good working conditions Excellent benefits. Call Hugh Mc Donald 422-8533

GIRL FRIDAY - accurate typing 50 WPM. light shorthand. diversified duties. $200 Full Benefits. Negotiable Beryl Personnel. 26661 Coolidge. Oak Park 548-3055

GIRL FRIDAY

For Small Southfield office. Must be good typist. Excellent spelling. Five per week to start Call Mr Sills 354-0031

GIRL FRIDAY, preferably experience with mortgage co or real estate office, or will train Century 21 Fair Towne. 626-8000

GOOD TYPIST to process orders and correspondence 5-day week in pleasant southfield office. For interview call 557-3939

GOOD TYPIST

60 WPM minimum. Busy industrial sales office. Wixom area. Company benefits 348-4200

GROWING Southfield law firm seeking full time receptionist & legal secretary. Call Vicki 353-5565

IMMEDIATE CLERICAL opening Starting salary $141-$165 Full fringe benefits Southfield area. Call Mrs Stemak 352-9100

An Equal Opportunity Employer

IMMEDIATE opening for word processing operator for CPT 8000. 60 WPM or more for Bloomfield Hills architectural firm

Call for appointment. 338-4561

An Equal Opportunity Employer

IMMEDIATE OPENING for experienced Bookkeeper in Southfield with growing management firm. Excellent opportunity for a right person. Call between 8 30-5PM 559-3322

LEGAL SECRETARY

Experienced only, for 1 girl law office in Livonia. Must be accurate typist, shorthand, bookkeeping Call for appointment 420-6539

504 Help Wanted Office-Clerical

GENERAL OFFICE

National firm offers interesting position with varied duties. Good typing speed & accuracy required. NAB Employee Service

An Equal Opportunity Employer

GENERAL OFFICE

property management company is seeking a young lady for typing, filing, posting rents, etc. Southfield area, beautiful offices, recent experience not necessary.

358-3777

GENERAL OFFICE full time 35 hr week benefits Must have experience in Southfield Call Ray Bailey or Tony Flutur at 559-8300

GENERAL OFFICE WORK

Posting Typing

10 Mile Southfield Area

559-8209

GENERAL OFFICE 2 positions available. 1 days 1 nights both include Saturdays. Good salary, benefits. Must be experienced. Office of Maple. 32098 Plymouth Rd. Livonia 421-0700

GENERAL OFFICE

Full time individual to perform general office duties with previous office experience. Interesting work. Northwest location, and great working conditions. Ask for Cindy 948-2400

GENERAL OFFICE - typing filing good with figures, assist the phone. Experience preferred but not necessary. Apply 8AM - 5PM. Libraire Hair inc. 24492 Indoplex Cntr. Farmington Hills Grand River - Drake Rd. area. or call Carole 478-4590

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

GENERAL OFFICE

Position involves preparing & organizing invoices & billing clients. Opportunity to learn keypunch. Accurate typing, excellent phone manners and good organization. Good starting salary and profit sharing. health insurance.

422-8800

GENERAL OFFICE

Must have ability for varied office duties on Retail Store Full knowledge of Accounts Receivable. Adding Machine & Telephone skills necessary. 40 hours per week 3 days. 9-5:30 PM. 2 days. 9-9:30 PM. Interviews only Tuesday May 29. 9 AM-12 NOON. Town & Country Furniture. 23600 Michigan Ave. Dearborn -between Outer Dr. & Telegraph

GENERAL OFFICE

Central office of Expanding Retail Drug chain needs intelligent person to assist Buyer or Order Processing. & to assist Advertising Director to organize Advertising Schedules & the Processing & follow-up of Advertising Claims. Typing 60WPM. shorthand helpful. Person should be organized & be able to work effectively and perform well under pressure. Excellent working conditions & benefits. Advancement opportunities for aggressive person looking for a promising future Call for appointment 336-4700

GIRL FOR TYPING and general office. Good working conditions Excellent benefits. Call Hugh Mc Donald 422-8533

GIRL FRIDAY - accurate typing 50 WPM. light shorthand. diversified duties. $200 Full Benefits. Negotiable Beryl Personnel. 26661 Coolidge. Oak Park 548-3055

GIRL FRIDAY

For Small Southfield office. Must be good typist. Excellent spelling. Five per week to start Call Mr Sills 354-0031

GIRL FRIDAY, preferably experience with mortgage co or real estate office, or will train Century 21 Fair Towne. 626-8000

GOOD TYPIST to process orders and correspondence 5-day week in pleasant southfield office. For interview call 557-3939

GOOD TYPIST

60 WPM minimum. Busy industrial sales office. Wixom area. Company benefits 348-4200

GROWING Southfield law firm seeking full time receptionist & legal secretary. Call Vicki 353-5565

IMMEDIATE CLERICAL opening Starting salary $141-$165 Full fringe benefits Southfield area. Call Mrs Stemak 352-9100

An Equal Opportunity Employer

IMMEDIATE opening for word processing operator for CPT 8000. 60 WPM or more for Bloomfield Hills architectural firm

Call for appointment. 338-4561

An Equal Opportunity Employer

IMMEDIATE OPENING for experienced Bookkeeper in Southfield with growing management firm. Excellent opportunity for a right person. Call between 8 30-5PM 559-3322

LEGAL SECRETARY

Experienced only, for 1 girl law office in Livonia. Must be accurate typist, shorthand, bookkeeping Call for appointment 420-6539

504 Help Wanted Office-Clerical

INSURANCE

Agency has position open for full or part time experienced commercial typist Call E. Nick 231-6100 American Center Bldg., Southfield

INSURANCE AGENCY

Personal lines experienced. Southfield area 559-0060

INSUHANCE SECRETARY

Full time. general agency experience Southfield area Good salary and benefits 559-4410

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

INVENTORY Control & Purchasing Following job duties require arithmetic ability. intelligence. good High School grade average initiative Good pay & benefits. in Troy Call Mr Morgan 588-4668

JOB HOT LINE

Call Diana to find out about our Temporary assignments

524-1750

TEMPORARY STAFF TROY

KAY PERSONNEL CONSULTANTS

EXECUTIVE SECRETARY-Work for president. Shorthand 100wpm. typing 60wpm. Benefits to $13,000 FEE PAID

WORD PROCESSING TYPIST-Type 60wpm. 2 years experience with word processing equipment. Great benefits. $10,000 FEE PAID

MATURE OFFICE worker, Southfield Property Management Company. Receive rents, prepare leases, communicate with tenants and managers. Typing and general office skills Call Mr. S 557-0770

MATURE OR senior citizen. for Migraep Secretarial ability, typing, dictaphone. light bookkeeping. invoicing. excellent benefits. Daytime 646-3750 Evenings 652-2561 or 647-2698

MATURE person experienced in office procedures. $3000 experience helpful but not necessary. Call after 5PM for appointment. 591-1595

MATURE RECEPTIONIST for senior apartment complex. Experienced in dealing with elderly. Call Sharon between 10AM-4PM

FRANKLIN CLUB APARTMENTS 353-2410

MEDICAL ASSISTANT

For Internist's office in Southfield area Experience preferred Call 334-1888 between 9 AM and 5 PM.

MORTGAGE LOAN CLERK- TYPIST

Manufacturers Bank's North Mortgage Office located in Troy has call. Applicants need for Clerk-Typist. Typing skills of 45 WPM are required. Working conditions are excellent and a competitive salary and good benefit package are offered. Apply:

MANUFACTURES BANK PERSONNEL DEPARTMENT

411 W. Lafayette

Downtown Detroit

Tuesday - Friday, 9-11 AM

OR CALL 222-4610

Equal Opportunity Employer M F H

NORTHLAND AREA - diversified position open for mature secretary in Financial Planning Office. Phone for interview 559-3120

NORTHWEST AREA contractor looking for someone with Accounts Payable experience. Must be proficient in typing, 10 key; and desire to be trained on computer methods. Must be self-starter, industrious, and capable of organizing and maintaining own area of responsibility. Good salary and fringe benefits. Apply between 8 AM - 5 PM at: 24835 Novi Rd., Novi. Or call 348-2800

An Equal Opportunity Employer

OFFICE ASSISTANT to bookkeeper, some typing. experienced with 10 key calculator. W Bloomfield Country Club. full time. Mon. thru Fri. for interview call May Morgan. Immediate opening 855-1800

OFFICE ASS'T. SECRETARY

This part-time position is for someone who is interested in working 5 hours per day Monday thru Friday. The ideal candidate should have a pleasant phone manner, good math skills, typing and desire to learn some administrative duties in the fascinating field of the lumber brokerage business. This is a challenging diversified position for someone who is looking for a job with some meat to it and willing to work with minimum supervision. Northwestern & Greenfield Rds. location. Please reply briefly, stating experience to:

Mid America Cedar & Trading Co.,

P. O. Box 5228, Northville, Mich. 48167

OFFICE HELP

For retail clerks located in Southfield. Experience helpful but not necessary. Includes fully paid Blue Cross & Pro-Ed Sharing. Please Call 358-1181

OFFICE MANAGER

for accounts receivable & payable, oversee payroll and purchasing. Hanna, Zabriskie, & Darren. 12000 Dixie Avenue, Detroit. Call 8AM-5PM. 538-9400

ORDER DESK

Full time. Phone, pricing. etc. 8.30-5PM. Good references, polite on phone. 355-2744

PART TIME church office secretary, Oakland County area. Call between 9am-1pm. 646-5207

504 Help Wanted Office-Clerical

LEGAL SECRETARY

Needed for practice in Southfield Must have experience and excellent skills Call Barbara 354-1100

LEGAL secretary, on shoulder for the position of paralegal. Bloomfield law firm salary $11,000 to $11,000 plus nice benefits and fringe paid

SECRETARY for president of Troy PR firm. Excellent typing skills and good spelling. Good typing on shorthand. start at $1000 Fee paid

BOOKKEEPER - (bookkeeping balance for Birmingham manufacturer 4 rep Some phone work and clerical duties Salary $800 plus benefits & fee paid

ADAMS & MARTIN

920 Maple Birmingham

646-5600

DIAL A JOB

24 Hour Service To Hear About Our Most Recent Openings

646-6868

LEGAL TYPIST - trained in word processing. downtown Detroit law firm. 65 wpm Accuracy important. Pleasant offices 963-2300

LIGHT OFFICE WORK

Some filing. will train. Plymouth-Telegraph area Full time.

888-1915 or 537-0060

LOCAL WALL COVERING Distributor has opening for posting and Receptionist. Resume to Northland Container Corporation. 9570 General Dr., Plymouth 48170

PERSON FOR all around office duties Good typist, experience helpful. good benefits Apply to Ron Bill. Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FOR General Office, Mature Woman preferred Full Time position Southfield Area. Call for appointment 354-1133

PERSON - for light typing, answer phone and filing. Grand River & Mile area Call 353-8400

PERSON FRIDAY Assistant to President and Project Manager of dynamic construction company in luxurious offices with congenial staff. Typing, dictaphone, filing and phone personality required. Salary open. insurance profit sharing and room to grow.

PERSONNEL ASSISTANT

FEE PAID

Exciting opportunity for sharp outgoing personality. Interview and screen applicants. Lots of public contact, some typing. $400 plus FEE PAID

353-2090

SNELLING & SNELLING PERSONNEL

PERSONNEL

Super Troy location, offers terrific front office contact spot. Great potential for growing and learning. $700-$800 to start.

649-6144

Your new boss pays our Fee.

Harriet Sorge Personnel

POLICY CHECKER

Immediate need for an experienced policy checker. Excellent salary fringe benefits, and working conditions Located in Southfield Call Personnel Plus Fee paid Insurance Company

557-5700

Equal Opportunity Employer M F

POLICY TYPIST

Immediate opening. experience preferred but will train. Must have excellent typing skills and communicate with people. Excellent fringe benefits and working conditions. Located in Southfield Call Personnel Plus Fee paid Insurance Company pays.

557-5700

Equal Opportunity Employer M F

PROMOTIONAL ACCOUNTING CLERK

Dynamic, Southfield firm searching for intelligent and accurate Accounts Payable Clerk. Accurate typing and good math ability necessary. Super benefits. Will train. For more information call

353-3290

Purchasing Clerk

Novi-based manufacturer is interested in hiring a well-rounded person with good figure aptitude, accurate typing (speed not essential), good recall, and 1-2 years purchasing experience.

Service Sales Clerk

Livonia-based manufacturer of filtration equipment needs a Clerk-Typist. Responsibilities include billing and filing of invoices for the placing and expediting of orders.

Applicants must have 1-2 years of general office experience, and be able to type at least 55 w p m.

If interested in the above positions, send resume or contact:

MICHIGAN PUMP, DEPT.

Hydramation Company

39201 Amrhein

Livonia, Mich. 48150

An Equal Opportunity Employer

RADIO DISPATCHER - for central heating service, approx. 10 trucks. Answer phone. Grand River & Mile area. Call 353-8400

REAL ESTATE

Receptionist, office filing, telephone answering. Central Birmingham. Realtor. 646-0702

RECEPTIONIST - Light typing. Berkley area. Good benefits. Immediate opening. Salary commensurate with experience. Call 543-1664

RECEPTIONIST/SECRETARY

BIRMINGHAM REAL ESTATE Sales & Management Firm needs reliable and industrious person with phone and typing skills. Neat appearance and people personality important. Will train right person. Call John Palmer for a confidential interview. 645-9706.

RECEPTIONIST - for cool company answering phones, typing & general office duties. 8-5. 543-9300

RECEPTIONIST wanted for part time, in Southfield area. Hours Wed. thru Sat. 8am- 6pm. For information call 358-5705

RECEPTIONIST - TYPIST. 50 WPM, interesting position, diversified duties, pleasant Southfield office, excellent benefits. 552-1515

RECEPTIONIST for Livonia chiropractor. Must have good typing skills and experience in dealing with the public. Hours 2-6PM, Mon. thru Fri. 261-2121

RECEPTIONIST

For Southfield firm. Typing, filing and miscellaneous duties. Call Mon. thru Fri., 9 to 5pm. 424-8770

RECEPTIONIST wanted for Southfield law firm. No typing required. Good phone. 559-4819

RECEPTIONIST-SECRETARY

Light Bookkeeping. For Steel Company located in Downtown Detroit near Renaissance Cen. 559-2313

RECEPTIONIST

Some typing, general right-hand assistant for photographic studio. Livonia area. 525-7575

SECRETARY

needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-3209

504 Help Wanted Office-Clerical

RECEPTIONIST

Wholesale food distributor located in Farmington Hills is seeking individual with pleasant personality and telephone manner. Math aptitude helpful. Typing required. Hours are from 9 to 5 pm. Monday through Friday. Salary commensurate with experience. Call Mr Grant 478-5921

For interviewing call Mr Grant 478-5921

RECEPTIONIST

Will train right person willing to work. Typing, filing and light office duties. Some real estate experience would be helpful.

Call Edythe Fox, Manager,

AETNA REALTY

626-4800

RECEPTIONIST PBX OPERATOR - a position in our Southfield office for a Receptionist PBX Operator. A successful applicant will have previous PBX experience, excellent communication skills and 55 WPM typing skills. Duties include directing all incoming calls handling invoices for payment, preparation of all outgoing mail and operation of teletype TWX system. We are a NYSE listed company, offering a competitive salary, excellent fringe benefits and free parking. You are invited to submit your resume along with your previous salary history to Beckman Instrument, Inc., Dept. DH, 2533 Schoolcraft Rd., Southfield 48075

An Equal Opportunity Employer

RECORDING SECRETARY

(Plymouth Canton Community Schools Board of Education Meetings) Must possess proofreading skills in typing, shorthand, or speed writing, and have access to a typewriter. Qualified applicants may apply at Plymouth-Canton Community Schools 454 W Harvey, Plymouth Michigan

SALES ASSISTANT

Entry level position with one of the largest industrial electronics distributor in the union. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing

Call Steve Martin

PIONEER MICHIGAN

12485 Stamford

Livonia, Mich

591-2300

SALES RECEPTIONIST

Wanted for photographic studio Full or part time Tues thru Sat., 10 AM - 6 PM. Experience preferred apply at Focal Point Studio. 33317 Grand River, east of Farmington Rd

SALES SECRETARY

Computer Word processing company in Southfield seeks experienced person as Secretary to District Sales Manager. Excellent typing skills Light shorthand desirable, but not essential. Good fringe benefits, profit sharing, etc.

Elaine Steffes

Wang Laboratories, Inc.

25240 Northwestern Highway

Southfield, Michigan 48075

353-9933

SNELLING & SNELLING PERSONNEL

An Equal Opportunity Employer

SALES SEC'Y

Dependable woman over 25, full time. 5½ days. will train in order processing filing, note dictation. Excellent pay. Apply in person only.

SUN SPORTS HOLTNC.

26600 W. 8 Mile. Southfield.

1¼ miles W. of Telegraph

SCHEDULING CLERK - out patient clinic for mentally ill children. Responsible for managing schedules & generating appointment letters for all designatments. Other related clerical duties Accurately type 50 WPM, good telephone skills and interpersonal qualities. Good resume & salary requirements to K Bailey, 5447 Woodward, Detroit, Mi. 48202

An Equal Opportunity Employer

SECRETARIAL ASSISTANT

Must type, summer temporary, possible permanent. Dearborn Hills. Mapleleaf, Inc. 24935 Schoolcraft, Livonia. 522-6711

SECRETARIAL POSITION

Established Detroit insurance agency accepting interviews for secretarial position. Typing, transcribing and general agency functions Good salary and company benefits. By appointment only. Call 8 30 to 4 30 weekdays.

831-1430

SECRETARIAL-STENOGRAPHER

Interesting position for a person with secretarial-stenographer with some responsibility. Immediate opening. Salary is open depending on experience & education. Call for interview appointment. 564-2350

IMMEDIATE OPENING for part time Executive Secretary 3 days per week. Southfield area

557-7557

SECRETARIES

AD AGENCY

D'Arcy MacManus & Masius have several secretarial openings available. All positions require typing at 60 WPM. Shorthand at 80 WPM helpful. Candidates must be able to meet with clients and public as well as motivated for advancement. Call Personnel Department.

An Equal Opportunity Employer

PART-TIME evening position available for Secretary/Receptionist in Plymouth. Light typing and general office duties. For interview call 453-0328

SECRETARY-bookkeeper. immediate opening Typing 60wpm. Peghard bookkeeping thru trial balance. Lots of variety. must be good with details. Experience necessary. Call 9-5. Livonia 477-3434

SECRETARY/ BOOKKEEPER

Pleasant Office in Town Center Building, Southfield has immediate opening. General office experience a 'must'. bookkeeping background helpful. Interesting and diversified position. Must be able to work independently. Excellent salary and working conditions. Call 9 AM - 5 PM: 353-9555. Eves: 626-0363

SECRETARY

Excellent typing skills required and prior dictaphone experience preferred for general office work in insurance claims office. Salary open, plus benefits. Call for interview appointment. Bradley-Thomas Adjusting Co., 27445 Schoolcraft Rd., Lathrup Village. Near II. Mile.

559-3099

SECRETARY for Birmingham Patent Attorney, shorthand & typing skills required. salary commensurate with experience. good benefits. beautiful offices. Call Mrs. Watterson. 642-7000

SECRETARY

For Real Estate Office

In Plymouth/Canton area.

459-2800

SECRETARY for law office, personable person with typing skills. Farmington Hills area, own transportation. Call 855-2505

SECRETARY for regional sales office of major international hotel company. Office conveniently located in Southfield. Experience, typing, dictaphone, good secretarial skills, no shorthand required. Full benefits. 569-4763

504 Help Wanted Office-Clerical

SECRETARY

for Bloomfield Property Management Firm. Typing skills slot phone

Personality an asset. Dependability essential. Metro Group Management Corp 646-1113

SECRETARY - for 3 girl manufacturers representatives office in South field diversified work excellent salary & benefits for the right person. Telephone & dictaphone typing experience preferred Call 354-9414

SECRETARY - for growing CPA firm seeking attorney to be responsible for office in Town Center Southfield. Excellent fringes and working conditions Standard typing and past CPA experience required Bookkeeping ability preferred Salary commensurate with ability Call Mr Isenberg to discuss your future within

SECRETARY FOR CPA OFFICE

Statistical typing Bookkeeping knowledge helpful or we will train Jerome S Chapnick CPA P C 354-4130

SECRETARY

For a Farmington Hills conservative mortgage. call Mrs Sterling 851-5400

SECRETARY for real estate office Full time to start immediately Typing filing and pleasant phone voice Knowledge of bookkeeping helpful Call

SECRETARY FULL TIME

Birmingham CPA office Good typing skills required some shorthand helpful bookkeeping Call 644-5935

SECRETARY

Good Typing Correspondence & General Office Capabilities Pleasant working conditions, good pay & benefits Manville Manufacturing Corp. Contact Call Mr. O'Callaghan 334-4583

SECRETARY

Insurance Company, group and pension office needs an additional full time secretary and a permanent part time secretary. Good typing, dictaphone and pleasant telephone manner required Computer word processing training provided Good pay and excellent benefit program Mrs Slavin

357-5757

SECRETARY

International department

Manufacturers Bank has an immediate need for a qualified Secretary who is fluent in Spanish Typing 60 wpm and shorthand 100 wpm are required The position offers a variety of duties and is located in the Renaissance Center. Competitive salary and good benefit package are offered For further information call

MANUFACTURES BANK

PERSONNEL DEPARTMENT

222-4613

Equal Opportunity Employer M F H

SECRETARY

Large distributor of major corporation is seeking person with shorthand, typing dictaphone. good pay. fringes. opportunity to advance

522-5000

SECRETARY. Male preferred Small company needs well organized person for front office to handle phones, light bookkeeping, etc Apply in person. Robert Tube Products. 394 South Street. Rochester, Michigan.

SECRETARY

National publishing company looking for a good typist with general office skills to work at their education department. No shorthand required. Interesting, diversified work Excellent opportunity for a mature, conscientious individual. Starting salary $600 plus full company paid benefits including Blue Cross Blue Shield. Master Medical, life insurance & pension program. For interview call 557-0100

SECRETARY - PART-TIME

For Stock Brokers - Troy Area

Experience preferred

362-2414

SECRETARY PART TIME

Approximately 20 hours per week, according to your schedule Good typing, shorthand and typing skills required Troy office. Call Mr Anderson 649-6600

SECRETARY - Posting, typing, filing, and telephone. full time. 11 Mile - Greenfield area. Phone after 2 PM or evenings 559-0884

SECRETARY - RECEPTIONIST. full time. Requires typing. 60 wpm., math ability, good telephone personality, neat appearance, experience. Many fringe benefits Call Judy M. at Construction Equipment Corporation, New Hudson, Mich. - Fri., 8-5. 437-8121

SECRETARY RECEPTIONIST.

Chelsea, Birmingham, Bloomfield area Full time position. 60 WPM. 644-6341

SECRETARY-Receptionist. Excellent opportunity, middle age preferred. General office work Dictation, bookkeeping. Experienced, references. By appointment 644-8220

SECRETARY RECEPTIONIST for growing marketing services company located near Schoolcraft and Burt Rd. Salary commensurate with experience Call for an appointment.

Hobart Mailing Services. 255-3300

SECRETARY RECEPTIONIST

New real estate office in Oak Park. 10 Mile. Coolidge area. 5 day week. 9 to 5 PM. Pleasant working conditions. Some experience preferred. Ask for Joan Medwed. 559-8333

SECRETARY RECEPTIONIST

Full time position with West Detroit Corporation, developer-attorney. Typing and dictation. Experience required. Apply in person. 24610 Michigan Ave., Dearborn or call 565-5853 for appointment between noon & 2 PM.

SECRETARY Southfield area. Opening for Secretary in one girl office. No bookkeeping required. typing essential. Minimum age 21. Good opportunity for woman who wants to get back to work. Call between 10am-6pm. 948-8300

Reed at 353-0323

SECRETARY

VLASIC FOODS, INC. has an immediate opening for an experienced Secretary/Steno for the executive area. Requirements include a minimum of 2 years office experience with minimum typing speed of 70 WPM and good math skills. Dictaphone used primarily with shorthand desirable but not necessary. This individual should be intelligent, well poised with good potential for growth. Please apply at:

Vlasic Foods Inc.

33200 W 14 Mile Rd.

(Near Farmington Rd.)

West Bloomfield

An Equal Opportunity Employer

SECRETARY WANTED for full time employment with Troy patent Law firm. Salary commensurate with experience. Call A.R. Basile at 362-2260

SECRETARY. Real growth opportunity with monthly raise reviews for an individual who can type 60 w p m., shorthand approx. 100 w p m. Experience not necessary if she is bright and has pleasing phone manner. Starting salary approx. $800 a month plus benefits. 13 Mile & Southfield location. Call for appointment. 559-1700

504 Help Wanted Office-Clerical

SECRETARY

RMH DPM & MDPH Workloads bookkeeping experience preferred for professional Birmingham 644-9320

SHARP PERSON - for general office work Must be able to type and be willing to learn switchboard as relief operator. Pleasant office good pay and fringe benefits. Axe Food Inc. South field Ask for Sylvia 358-1000

SOUTHFIELD INSURANCE COMPANY

Seeking for dictaphone typist 50WPM good benefits Short start Call Linda Nash between 9am-5pm 358-4300

SPECIAL

If you have that special talent of statistical typing & can manage an office a special CPA office wants you

A BETTER WAY...559-7773

STENOGRAPHER RECEPTIONIST

Require person with good stenographic & communication skills for position in attractive Tress Lawaton Flexible person able to carry out variety of functions will train this position in a medium size office environment Please reply with resume & salary requirements to Box 828. Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia Michigan 48150

SUMMER JOBS

REGISTER NOW

W Work Exciting Assignments for companies such as

•CHRYSLER

•GM

•BENDIX

All Office Skills & General Labor Needed.

CALL

SCOTT GROUP

334-9790

1363 N. Woodward, Suite 20

Bloomfield Hills

OH

542-9232

738 S Washington

Royal Oak

TOTAL EMPLOYMENT SERVICE

SUPER JOB!

FEE PAID

If you enjoy a challenge and a friendly atmosphere, this is your job' Typing of 45, and a 'take-charge' attitude are all that's needed

TOWN & COUNTRY

EMPLOYMENT CENTER

474-1717

SUPER START

For the graduate Use your typing skills in production office of national company. Salary plus fee paid $600 month Call Sandee

644-4600

SNELLING & SNELLING AGENCY

TELEPHONE OPERATOR and receptionist, typing skills necessary, Troy area. 588-6504

TELEPHONE OPERATOR

Fringe Benefits

STAR LINCOLN MERCURY

24350 W 12 Mile

Southfield.

Call MR. MILLER

354-4900

TYPING IN your home for court reporter. Equipment provided. legal experience preferred. Birmingham area. After 7PM 644-9436

TYPIST and general office for CPA firm in northwest area Experience in typing financial statements helpful

557-4940

TYPIST for Southfield insurance agency, must be accurate, no experience necessary Call Mrs Lewis 557-1500

TYPIST

Letters, invoices, etc.

Excellent benefits & fringes

Wayne area 728-2490

TYPIST - part time summer employment, 30 hours week, minimum typing speed 50 WPM. Southfield location Call 557-1115

TYPIST-SECRETARY. Farmington CPA Firm seeks experienced secretarial typist for permanent position. Will train on IBM Mag Card T W. Good salary fringes. 478-7440

TYPIST-STATISTICAL

Experienced. for Oak Park CPA office. Full time. Mrs Newman. 398-7606

TELEPHONE WORK Talk is not cheap We pay a good hourly wage for your voice on the telephone. Interesting work in our office setting appointment. We will train aggressive individuals Call Helen. Kayak Recreational Mfg Corp 222-3555

WORD PROCESSOR - Downtown Detroit law firm Legal experience not required. 65 w.p.m. Accuracy important. Pleasant offices. 962-2300

WORK AT A RACQUET CLUB

Evenings and weekends. Beverly Hills Racquet Club has openings for part time center desk receptionists. Applicants must be neat, personable and able to greet public. Tennis or racquetball background helpful. Apply: Beverly Hills Racquet Club. 31555 Southfield Rd., Birmingham.

504 Help Wanted Office-Clerical

TELLER

Full time position is open at our branch office located on Plymouth Rd at Moeblman in Livonia Requires ability to meet the public and be accurate with figures Call Manager for interview at

421-4010

1st Federal Savings of Detroit

An Equal Opportunity Employer

TELLER

Full time position is open at our Southfield branch office, located at 10 Mile Rd. West of Telegraph. Requires ability to meet the public and be accurate with figures. Call Manager for interview at:

354-9030

1st Federal Savings of Detroit

An Equal Opportunity Employer

TRANSCRIBING TYPIST

Part-time or full time.

Our Southfield office has openings available for experienced transcribing typists. Hours are flexible and can be tailored to meet your availability

Typing speed of 50 WPM. excellent spelling and grammar are essential

Positions offer paid vacation, holiday pay, group health and life insurance and retirement benefits Contact Miss Hermson

Employers Insurance of Wausau

352-1500

An Equal Opportunity Employer

TWX OPERATOR

Local air conditioning distributor of Large corporation. good pay fringes opportunity to advance

322-5000

TYPISTS

WORD PROCESSING

Immediate openings for Secretaries in our expanding work processing group Position requires typing ability at 55 wpm Prefer experience on electronic word processing equipment. but will train Mature attitude and good experience record in manual typing

These positions offer the opportunity for personal skills development and career employment in a major design organization We offer an excellent starting salary Large complete fringe benefit package We are located in an ultra-modern setting accessible to the major freeways

Please write or call

PERSONNEL ADMINISTRATOR

GIFFELS ASSOCIATES INC.

Architects Engineers Planners

25200 Telegraph Rd.

P. O. Box 5025

Southfield, Mich., 48037

313-355-4600

EX 1 Exit 67 or 1237

An Equal Opportunity Employer

TYPIST WILLING to learn dictaphone Receptionist & switchboard skills desirable but not essential Excellent fringe benefits Contact Office Manager. Jewish Community Center. 24123 Greenfield. Southfield. Mich at

559-1300

WARRENTY CLERK

Experience Preferred

Bob Sellers Pontiac

218-8000

WE HAVE AN opening in our Sales Department for a secretary with the following skills typing 50-55wpm. telephone experience. Ability to organize and work independently at various duties. Must be good natured and professional. Call 8 30AM to 11 30AM. Monday or Wednesday for interview

835-4400

WORD PROCESSING OPERATOR

PART TIME Experienced on Word Processing. Excellent salary & career equipment. Days. evenings or weekends. Birmingham area Call John Palmer. 645-9700

505 Help Wanted Food-Beverage

BUS BOYS

Excellent part time evening shift now available. Also excellent day shift available from 12 noon to 5 PM. with weekends off Great working conditions air conditioned kitchen Apply Monday thru Friday 1 to 3 PM or by appointment

Blatchford's Ranch House

28333 Grand River, Farmington

477-8545

HEAD CHEF & SECOND CHEF

Experienced only. Top salary & management. Salaries between $15,000-$18,000 plus other benefits Apply in person

Franklin Club Apts

28350 Franklin Rd. Southfield

353-2810

WAITRESSES

FULL OR PART TIME

Days or afternoons. to serve elderly residents in our dining room in Southfield We will train

Franklin Club Apts

353-2810

BAR MAID

Night Shift. Derby Bar. 13641 Middlebelt. Livonia. Across from the Race Track.

BAR MAID, private club, Livonia area, evenings and weekends Call for appointment after 6PM 525-7523

BARMAIDS-WAITRESSES, opening for lounge on W. 8 Mile. For information call 533-6330

BAR MAIDS & Waitresses Must be neat and experienced. Call between 1-5PM 421-6500

505 Help Wanted Food-Beverage

NOW ACCEPTING FULL TIME APPLICATIONS

•

CHEFS

WAITRESSES

COOKS

OTHER POSITIONS AVAILABLE

DISHWASHERS

BUS HELP

• Apply in person:

PERKINS CAKE & STEAK

501 S. Wayne Rd.

504 Help Wanted Office-Clerical

SECRETARY

Busy advertising office in the Birmingham area needs a full-time secretary to start immediately. Typing is required for the job and shorthand is preferred but not necessary. Applicants should be good with figures and able to work effectively with customers and salespeople. If you are dependable and know your way around an office and are interested in an entry level position, call 591-2300, ext. 244, between 9 and 5.

PERSONNEL SECRETARY

Excellent opportunity for experienced individual with accurate typing skills of 60 w.p.m. or better. Knowledge of employee benefits safety programs, affirmative action, OSHA requirements and an understanding of labor contracts preferred. Shortland desirable but not mandatory. Must have pleasant personality and the ability to work well with others. Salary commensurate with experience. We offer excellent benefits, including medical, dental and optical programs, plus quarterly bonus and the Textron stock savings plan. Call 453-6620 for an interview appointment.

DUNN STEEL PRODUCTS

Townsend Division of Textron Inc.

TOWNSEND TEXTRON

300 Dunn St., Plymouth, Michigan 48170

We are an equal opportunity employer

504 Help Wanted Office-Clerical

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 358-7627. Or send a resume to:

Oce Industries

22166 W. 9 Mile Rd.

Southfield, Mich. 48034

an equal opportunity employer m/f

O & E