Help Wanted

504 Help Wanted Office-Clerical

TYPIST

Full time position with expanding rubber & plastic distributor in the Farmington area. Requires accurate typing skills. Experienced only Comprehensive benefits will include paid vacation, full paid hospital plan, monthly bonus, profit sharing and other benefits. For consideration send resume with salary history to General Manager, Box 395, Farmington, Michigan 48024.

A BANK HIRING TRAINEES
Tellers to $163wk
Clerk Typist to $188wk
Steno Secretary to $212.000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ABLE, adaptable experienced secretary desired. Southfield, typing & dictaphone required. Jon company in international activities 559-0840

Auto Switchboard

Immediate opening for switchboard & receptionist position. Must type 45WPM. Excellent benefits.
Roger Penske Chevrolet
28111 Telegraph
Southfield

Executive Secretary

Minimum 3 years experience, excellent shorthand and typing required Varied work assignments with management team and public. Excellent benefits. Salary $11,800 City of Farmington Hills Personnel

474-6115

ACCOUNTANT, CPA or equivalent senior, for a medium size local firm with DP facilities Exceptional opportunity for ambitious person not afraid to work or be involved Southfield area Reply to Box 868 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK - Production reports, inventory, costing, material costs of dating Fringes 18 Mile Van-Dyke area, Sterling Hts 264-3611

ACCOUNTING CLERK
Growing Madison Heights company located 12 Mile - Dequindre requires responsible person to perform payroll, accounts payable and light bookkeeping. Prefer someone with accounts payable experience but will train recent high school graduate with academic record Please submit resume including salary requirements to Personnel Dept. P O Box 742, Detroit Mich 48231

ACCOUNTING CLERK
Local distributor of major air conditioning company has an opening in work with numbers, keypunching, experience desirable Opportunity to advance Call 552-5000

ACCOUNTING SECRETARY/ASST
Assist the Treasurer in Secretarial & Bookkeeping Duties Some experience helpful 13 Mile Rd. - Northwestern Hwy. Phone 354-4456

ACCOUNTS PAYABLE Payroll Assistant. Seeking an individual to work in the Accounts Payable area. Must have typewriter experience. Payroll and related duties will include work in payroll area. Excellent fringe benefit package and desirable plant location. Send application to Emil Corbetta, P. O. Box 2188, Livonia, Mich 48151.

ACCOUNTS PAYABLE CLERK Must be experienced Full time. 8 AM - 5 PM. 8½ Hours. Salary $4443 Schoolcraft & Levan Area. Ask for Mrs. Oakes 525-8155

ACCOUNTS PAYABLE clerk, retail experience required Located in Southfield with good working conditions and fringe benefits Please call 358-1191

ACCOUNTS PAYABLE
Tiny Firm seeks mature individual having good judgement Duties include: Accounts payable, payroll, costing, inventory control via computer. Numerical aptitude a must. Company paid fringe benefits Call Mr. Gustin 280-0101

Accounts Payable Clerk

With light typing, filing and use of business mind set.
Send resume to
Business Manager
Madonna College
36600 Schoolcraft
Livonia, Michigan, 48150

CUSTOMER SERVICE, ORDER Department, mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 55 WPM. Pleasant voice needed for telephone contact, only Excellent benefits Southfield area. For appointment call 353-3209

504 Help Wanted Office-Clerical

Accounts Receivable

Mature, responsible individual with experience in accounts receivable, accounts payable and payroll. Knowledge of health insurance forms, Medicare & Medicaid. Salary and benefits commensurate with experience.
Call 476-0550 - 10am-4pm.
Monday thru Friday for appointment.
Dorwin Convalescent & Nursing Center
29270 Motelle Ct. Livonia
One block south of 8 Mile on Middlebelt.

ACCURATE WITH NUMBERS?

Busy builder's office in Oak Park offering full time position.
CALL:
399-8300

AD AGENCY SECRETARY
Growing NW area agency needs experienced secretary with excellent typing skills and shorthand, media experience helpful Duties are varied in creative atmosphere with good fringes and revenue opportunity. For appointment call 557-1814

ADMINISTRATIVE SECRETARY
Established Manufacturing Division Headquarters seeks experienced, organized professional to provide secretarial assistance to the Director of Manufacturing Wide variety of assignments, including maintenance of personnel records and other confidential information Position requires minimum of 5 years secretarial experience. Type 60 WPM, and be familiar with transcribing equipment. Shorthand desirable, but not required Experience in personnel, inventory control or expediting an asset Pleasant, well landscaped location with modern office in Redford area Salary commensurate with skills and experience Phone Gail, 8 to 5 at 937-0710

ADVERTISING SEC'Y

EXCEPTIONAL typing skills, 70 plus, required for this fascinating position with automotive related advertising firm Busy friendly office! Unlimited promotional possibilies. Fee paid, call soon for appointment.
PERMANENT STAFF
353-0505

ADVERTISING SEC'Y

EXCEPTIONAL typing skills, 70 plus, required for this fascinating position with automotive related advertising firm Busy friendly office! Unlimited promotional possibilies Fee paid, call soon for appointment.
PERMANENT STAFF
353-0505

ADVERTISING - secretary, Bloomfield Hills, good typing & shorthand, $700 to $850 depending on experience, fee paid.

MARKETING - secretary, typing 60 WPM, shorthand, 3 years experience for manager of dept. $800, fee paid.

SECRETARY - Bloomfield Hills, excellent typing & shorthand, real estate background helpful, full benefits, $950 plus fee paid

EXECUTIVE - secretary, Southfield, typing 60 WPM, shorthand 80 dictaphone, travel arrangements, figure aptitude, $12,000, fee paid.

LOIS RAY PERSONNEL
559-0560

ASSISTANT BOOKKEEPER
Approx. 30 hours per week. Payroll and General office experience preferred We will train a bright beginner. Call Sharon Tuesday through Friday after 9 30 AM 522-2409

ATTENTION JUNE GRADUATES.
Small one man office, Lathrup Village, no experience needed but must be excellent typist. To answer phone, type & light filing. Hours 8-5. Call 557-8233

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

CLERICAL-five day week. Inquire at Pappagallo, 148 Pierce Street. Birmingham 642-5550

CLERICAL POSITION
Established firm in Ypsilanti has full time position available. Duties include typing 50 WPM, other diversified office duties, pleasant phone manner/ism Call Mr Neubacher at 483-4303 for an appointment
Smith Furniture Co

504 Help Wanted Office-Clerical

AVAILABLE NOW

Secy Southfield-good skills to $930
Receptionist-PBX-surb location, nat co, good benefits $725
Clerk Typist-several, trainees or exp open
Secretary-light shorthand $800
Keypunch Opr open
Mailroom HS Grad $600

Many other positions available in NW and NE locations. Good benefits, excellent potential, register today.
Allis-Johnson Personnel
Quakertown Plaza, 30295 Hamilton
Farmington Hills 553-3100

BEAUTIFUL LOCATION

Excellent opportunity with suburban club. Typing plus outgoing personality. Benefits. $700 month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

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Smith Furniture Co

504 Help Wanted Office-Clerical

CLERICAL RECEPTIONIST
Position in Pewter Factory.
Apply in person Jakes Harley Davidson. 29124 Ford Rd. Garden City.

CLERICAL
Two afternoon shift positions open with Northern Heights Parking Company. Typing required. Call Hay. 291-0300

BOOKKEEPER
$13,000

Challenging position with Birmingham company, peg board experience and some typing a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER.
2 years experience necessary in all phases of accounting. Excellent opportunity in Southfield area. Please call for appointment. Nancy Cleveland 559-7523

BOOKKEEPING
Individual needed, full time, in Southfield Area Accounting machine experience helpful. We will train right person. 559-0052

BOOKKKEEPER

Advertising agency in Southfield needs experienced person for diversified bookkeeping position. Must have good typing skills.
358-4800, ext. 201

BRIGHT BEGINNER
Somerset Group with outstanding client relations reputation needs super phone personality with outstanding personality. $700-$800 start.
649-0414
Your New Boss Plays Our Free.
Harriet Seger Personnel

Business Manager/Bookkeeper
Full time. Resident Girls Summer Camp and year round conference center located in Greenville, Mich. Send letter of application to:
Personnel Chairman, 1020 Joanne Ct., Bloomfield Hills, Mich., 48013.

CASHIER

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

CETA FUNDED Secretarial position available with Family Service of Detroit & Wayne County, Canton office Minimum typing skills 55WPM. Please contact T. P. Martin 333-2733
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 Call 358-4055

CLERICAL WORK-part time for shop service office. Four to Five hours per day, five days per week. Typing, Filing, Figure work. Call Power & Equipment, 22750 W. 8 Mile, Southfield. 444-1433

CLERK for general office, typing, filing & figure work. Town Steel Service, 13911 Mark Twain, Detroit. 838-0010

CLERK RECEPTIONIST. Accurate typing, 60 wpm. 1 pm to 5 pm. Mon. thru Fri. answering phones, general office duties. Send resume with cover letter to Office Manager, Michigan State University Management Education Center, 811 W. Sq. Lake Rd. Troy Michigan, 48098 An Equal Opportunity Employer

CLERK RECEPTIONIST. Accurate typing, 60 wpm. 1 pm to 5 pm. Mon. thru Fri. answering phones, general office duties Send resume with cover letter to Office Manager, Michigan State University Management Education Center, 811 W. Sq Lake rd. Troy Michigan, 48098. An Equal Opportunity Employer

CLERK TYPIST. Good typing skills, filing, answering phones. General office duties. Redford area Call Christine Gervais Mon. thru Fri. at 937-8700

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

COLLEGE STUDENTS SUMMER JOBS

Typists, (45 wpm) Secretaries, Receptionists, Keypunch, Accounting Clerks, Stenos. Dicta-typists, Switchboard. Work temporarily. Call Pat

TEMPORARY STAFF
353-0505

COMPUTER ENTRY PERSON. IBM system 34, no experience required. Accounting experience necessary. Dearborn area 937-3970

DATA ENTRY/ACCOUNTING CLERK Entry level Clerical position available for person with good aptitude for numbers Will learn Data Entry and Billing. Call June Roberts
Riverside Manufacturing, Inc.
846-6800

DENTAL RECEPTIONIST- Full time in 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 potential for qualified person. 871-2444

504 Help Wanted Office-Clerical

COST ACCOUNTANT ENGINEERING

Cunningham Limp has an immediate opening for a cost accountant with a minimum of 2 years experience in job cost accounting and familiarity with E.D.P. A degree is helpful but not necessary.
Inverse responsibilities will include engineering cost accumulation, analysis and billing. Position requires good math and ability to work without close supervision
Outstanding company paid benefits, personal satisfaction and professional achievement in a climate geared to expansion.
Please forward resume to:
E. Lahadie
CUNNINGHAM LIMP
1400 N. Woodward Ave.
Birmingham, 48011.
647-6600 Ex.246
An Equal Opportunity Employer

COST CLERK

VLASIC FOODS INC. has an immediate opening for a cost accounting Clerk who will be responsible for auditing, adjusting and coordinating cost data from production plants.

Minimum requirements include a high school education, 2 years business experience and knowledge of accounting procedures, preferably in Manufacturing Costs. Department trade experience, maturity, mathematical aptitude and analytical ability. Apply or send resume to
Vlasic Foods Inc.,
33200 W. 14 Mile Rd.
W. Bloomfield, MI. 48033
(Near Farmington Rd.)
An Equal Opportunity Employer

CROSS & TRUCKER Corp. has immediate opening for experienced Secretary for their new Executive offices in Bloomfield Hills Requirements include a minimum of 2 years experience with minimum typing speed of 70 wpm, and dictaphone experience. This individual should be intelligent, well poised and have initiative Call 8-5 PM. 644-4343

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

EXECUTIVE SECRETARY
Needed for expert firm. Typing and shorthand necessary. Call Diane. 353-0570

EXECUTIVE SECRETARY, excellent skills, minimum 3 years experience. Southfield location Call for appt. 352-4747

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 353-3297

EXECUTIVE SECRETARY
Needed by Farmington Hills manufacturer. Must be experienced with all aspects of secretarial duties. Salary commensurate with experience. Call 553-2393

FULL TIME male office worker needed. Must be dependable & have own transportation. Full benefits Mile & Lahser area Call Betty for appointment 353-2383

FULL TIME POSITION -Invoicing light typing. bookkeeping experience helpful. Pleasant office. Call for appointment. Cathy. 548-1700

GAL TO type invoices, correspondence, file and misc. office jobs. Good typing skills required Livonia area 591-1612

GENERAL CLERK

Full Time. Some experience required Good Typing Skills Excellent Fringe benefits Apply Mon-Fri 8 AM-2 PM
GRATIOT
AUTO SUPPLY
31435 Stephenson Hyw.
Madison Heights (Upper Level)

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 - typing, filing, good with figures, answer the phone. Experience preferred, but not necessary. Apply 8AM - 3PM, Lakeafter Plastics, Inc. 24922 Hallstone Circ., Farmington Hills, Grand River - Drake Rd area, or call Cathy 478-8000

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

GENERAL OFFICE, ideal for mature woman, will train Plymouth Telegraph area 568-1945 or 591-1595

GENERAL OFFICE help must have own transportation Topinkas Restaurant Ask for Maresa 531-9000

GENERAL OFFICE
Experience helpful but not necessary. Will train Pleasant office, Southfield area. 569-0390

GENERAL OFFICE WORK
Experienced in Typing & Filing. Full time position. Farmington area. Call 474-2160

GENERAL OFFICE
Person needed to do music duties in rapidly growing Southfield firm. Typing required, excellent benefits and opportunity for advancement. For appt call 353-2109

GENERAL OFFICE
Accurate Typist to be trained on computer terminal & rates machine. Also Telephone & General Filing. Office Experience Required. Atlas Copco Inc. 11910 Brookfield, Livonia. 261-3150

GENERAL OFFICE
Full or part time position available immediately. Requires good math aptitude. All company benefits Office located near 9 Mile & Grand River. For interview call 478-3651

GENERAL OFFICE
Friendly office in Southfield's Town Center Bldg has opening for an intelligent individual with knowledge of office procedures, accurate typing skills, figure aptitude and ability to handle busy phones. Excellent working conditions. Great opportunity for woman reentering job market. Call 9AM - 5 PM 355-9355. Eves 626-0383

SECRETARY
Full time, good typing skills, Birmingham - 15 Mile and Telegraph area. Call Linda 559-5959

SECRETARY - Full time for electronics corporation in Novi. Typing, filing, phone, telex & order following. Call for appointment. 478-7666

504 Help Wanted Office-Clerical

EXPERIENCED Real Estate closing secretary. Salary rummunerate with experience. Ask for Mr. Andrews 644-8560

EXPERIENCED RECEPTIONIST.
To type and able to handle various duties. Neat appearance. Troy location 643-9290

EXPERIENCED secretary, excellent shorthand & typing Seven Mile-Lahser area 531-7850

EXPERIENCED self-reliant typist needed immediately for full time position with Royal Oak law firm, specializing in Collections. Salary open. Send resume to P. O Box 358, Royal Oak, 48067.

EXPERIENCED SECRETARY

With advanced typing and shorthand skills Good organizational skills and effective PR contact
Apply in person
Personnel Office
Madonna College
36600 Schoolcraft
Livonia, Michigan 48150

FARMINGTON HILLS
Attorney's seeks
Legal Secretary
626-6906

FILE CLERK
Experience not necessary, excellent working conditions & benefits Contact Mrs. Gaudreau, Home Insurance Co. Troy, Mich 879-2400
Equal Opportunity Employer M-F

FIRST JOB!

FEE PAID, No experience needed to work for this company. A willingness to learn will start you tomorrow!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FRENCH-ENGLISH SECRETARY
For small office in Troy Must be able to work & type in both languages & keep accounts & records. Call 879-9700

FRONT DESK

At suburban company. Charm and pleasant phone manner. Moderate typing, benefits, paid fee. $650 month Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

FULL CHARGE BOOKKEEPER for growing chain. Full time. Apply in person at Brugs Are Less, 2412 Elizabeth Lake Road, Pontiac

FULL TIME clerical office position, business background with good aptitude for figures. Retail furniture store. Colonial House of Furniture, 29292 Middlebelt. Livonia

FULL TIME male office worker needed. Must be dependable & have own transportation. Full benefits Mile & Lahser area Call Betty for appointment 353-2383

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SECRETARY - Full time for electronics corporation in Novi. Typing, filing, phone, telex & order following. Call for appointment. 478-7666

504 Help Wanted Office-Clerical

GIRL FRIDAY, preferably experience with mortgage co or real estate office. or will train Century 21 Fair Town. 426-8900

GREAT BOSS!

FEE PAID. Greet clients, answer phones, and type correspondence for a super nice boss. $180 to $200 to start!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

IDEAL HOURS

Flexible 9-4 hours for Birmingham firm. 4 days a week Can work into full time. Answer phones, light typing 35 WPM hour, fee paid Call today
644-4600
SNELLING & SNELLING AGENCY

IMMEDIATE CLERICAL opening Starting salary - $143-$153 Full fringe benefits. Southfield area Call Mrs Szremak 352-9100
An Equal Opportunity Employer

IMMEDIATE OPENING for experienced Bookkeeper in Southfield with growing management firm Exciting job opportunity for a right person Call Jeanne 8 30-5 PM. 569-3333

INSURANCE
Agency has position open for full or part time experienced commercial rater. Call E. Work, 351-0600 American Center Bldg., Southfield

INSURANCE AGENCY
Personal lines, experienced. Southfield area 559-9060

INSURANCE Agency Opportunity for person experienced in general insurance agency work. Birmingham location Salary according to experience Days 646-6657, Evenings 681-0251

INVENTORY Control & Purchasing Followup. Position requires arithmetic ability, attentiveness, good High School grade average, initiative Good pay & benefits, in Troy Call Mr. Morgan 585-4666

INVENTORY CONTROL - opening in Southfield office experience preferred. must enjoy working with figures, maintaining records and handling customer service Will train self starter willing to learn. Good benefits 557-3355

Keydisc/Keypunch

Experienced operators top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

Livonia	427-2000
Utica	254-1910

KEYPUNCH OPERATORS - Southfield area, afternoon shift, full or part time, experienced preferred Excellent benefits, vacation, sick time, holidays, shift premium, insurance Ask for Keypunch Supervisor 356-3267

LEASING AGENT - full time, Livonia area, some experience preferred, liberal starting salary & benefits Call Brenda 522-3949

LEGAL SECRETARY
Experience necessary. Mag card experience preferred. Position located in Town Center Building, Southfield Salary commensurate with experience. For interview, please contact Dianne Wilson at 353-3850

LEGAL SECRETARY
Experienced-Real Estate & law firm Some shorthand necessary 352-9083

LEGAL SECRETARY, Southfield law firm, full time position. Salary & benefits Minimum experience 3 years. 444-4848

LEGAL SECRETARY needed for Troy Law Firm. Personal injury experience and shorthand required 649-2828

LEGAL SECRETARY
Shorthand, Dictating Equipment, Typing 50WPM, salary commensurate with ability Troy Area 649-3100

LEGAL SECRETARY
Plymouth area. Experience & shorthand necessary. Salary commensurate with experience 453-8267

LEGAL SECRETARY, part-time for Law office located at 405 W. Big Beaver Rd., Troy Pleasant facilities, hours flexible Experienced typist, will train Canzano & Associates, 528-8700

LEGAL SECRETARY - Full or part time, good typing important. Experience preferred Salary commensurate with experience and ability Downtown Detroit Call 961-9139

LEGAL SECRETARY
WILL TRAIN

Outstanding opportunity with large, established firm For a professional with excellent typing and shorthand skills Will train bright beginner. Plush suburban offices, salary to $11,500 Fee paid Call
PERMANENT STAFF
353-0505

LIVONIA OFFICE

National Company needs Full Time Clerical Help Must have good Telephone Manner, Posting Skills & ability to do 10 key adding Machine Fully benefits. Apply Tues thru Fri. 9 AM-4 PM. 13448 Stamford Ct., S. off Schoolcraft, 1 blk E. of Stark Rd
An Equal Opportunity Employer

MAILING CLERK
Recent relocation to Wayne area requires mailing clerk. Requires good Typing ability, speed and accuracy. Wage commensurate to experience Company paid benefits, full time position Call for interview 326-6520

MARKET FINDERS INC
Insurance Agency
We have positions open in our new quarters in the American Center Building, Southfield. Full or part time, commercial rater, mail room and sales person, typist and general office. Call Mrs. Work. 354-0400

MARKETING COMPANY needs bookkeeper for posting and disperements Experience up to trial balance. Salary depending on experience 354-6114

MATURE person experienced in office procedures. $5000 experience helpful but not necessary. Call after 6PM for appointment. 531-1595

MATURE-RECEPTIONIST for senior citizen apartment complex Experienced in dealing with elderly. Call Sharon between 10AM-4PM.
FRANKLIN CLUB APARTMENTS
353-2810

504 Help Wanted Office-Clerical

MEDICAL RECORDS-CLERK TYPIST Part time, 20 hours, 9am-1pm, 5 days per week. Experience preferred. Apply in person Kern Hospital, 21230 Dequindre, Warren.

MONEY EXPERIENCE
Your Expertise with Real Estate or Savings & Loans could land you a Top Opportunity with Dearborn Developer. Start to $15,000 depends on your people & project handling skills.
567-8900
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

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: 24855 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

504 Help Wanted Office-Clerical

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 & Middlebelt Bids location Please reply briefly, stating experience to
Minnesota Cedar & Trading Co.,
17 O Box 5228, Northville, Mich 48167

OFFICE INVESTIGATOR - Permanent position - Mortgage experience helpful typing a must Opportunity for advancement, good benefits, salary negotiable Call Diamond Mortgage Corporation at 557-7062

OFFICE HELP for retail chain located in Southfield Figure and calculator experience helpful but not necessary. Includes fully paid Blue Cross and profit sharing Call 354-1191

RECEPTIONIST-Busy Troy law firm needs a bright person with good phone skills Varied duties Experience required Salary commensurate with ability 362-2997

RECEPTIONIST SECRETARY for Troy office of national data processing firm Experienced, mature person with strong typing skills needed Must work well under pressure at a fast pace environment Salary based on ability Call Susan DeVette 879-8200

RECEPTIONIST - Kings Mill Garden Apartments in Northville with knowledge of typing procedures, bookkeeping & typing Maintenance experience and references primary considerations Must be able to work Tuesday thru Saturday Call for interview 349-5576

RECEPTIONIST/ STENO

Busy builder's office in Oak Park offering full time position.
CALL:
399-8300

RECEPTIONIST

Answer phones for suburban company, when not busy use other office skills. Typing, filing, $750 month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

RESPONSIBLE PERSON desired for Reception clerical position in pleasant Farmington Hills office Full or part time, days or evenings 553-9001

SALES ASSISTANT

Entry level position with one of the largest Electrical Distributors located in the nation Clerical and phone skills helpful and good sharing Call Steve Marinan
PIONEER MICHIGAN
13485 Stamford
Livonia, Mich
525-1800

SALES RECEPTIONIST
Wanted for photographic studio Full or part time. Tues thru Sat. 10 AM - 6 PM Experience preferred Apply at Focal Point Studio, 2817 Grand River, east of Farmington Rd

SALES SECRETARY

Computer Software company in Southfield requires experienced person for clerical & secretarial duties. Manager Excellent typing skills Light shorthand desirable. Salary commensurate Good fringe benefits, profit sharing, etc
Elaine Stelles
Wang Laboratories, Inc.
24500 Northwestern Highway
Southfield, Michigan 48075
353-4333
An Equal Opportunity Employer

SALES SECRETARY

Excellent secretarial opening for young sharp gal, working with our executives in an action sales department. Duties are different each day so you will never be bored- so if you have a pleasing personality, good appearance and a great attitude and like some variety for a change - call for details Good benefits Must type 45-50 WPM and be able to start soon. Attitude is more important than experience
CALL BILL HOPKINS 543-1666

SCHEDULING CLERK - out patient clinic for disabled children Responsible for managing schedules & generating appointment tickets for all departments. Other related clerical duties Accurately type 50 WPM, good telephone skills and interpersonal qualities. Send resume salary requirements to R. Bailey, 5447 Woodward, Detroit, Mi 48202
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SECRETARIAL
Part time position in Troy. Experience preferred, medical background helpful. Call 9-5 643-7470

SECRETARIAL-PART TIME
Small office. Answer phone, typing, filing.
Apply at Perfect Manufacturing
4210 Souter, Troy 583-9595

IMMEDIATE OPENING for part time Executive Secretary 2 days per week Southfield area 557-2757

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 must be motivated by advancement. Call Personnel Department. 646-1000
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SECRETARIES - needed for private educational community located in Bloomfield Hills, please send resume to box 864, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/bookkeeper, immediate opening. Typing 60wpm. Pegboard bookkeeping time and balance. Lots of variety, must be good with details. Experience necessary. Call 9-5, Livonia 477-3434

SECRETARY
CO-ORDINATOR

FEE PAID. Suburban company expanding needs your good skills and personality for very responsible position. Shorthand not necessary. To $11,500. Call Jeanne Headley today.
353-2000
SNELLING & SNELLING
PERSONNEL

SECRETARY

For Real Estate Office
In Plymouth/Canton area.

459-2800

SECRETARY
For a Farmington Hills conservative synagogue, call Mrs. Snelling. 851-5100

SECRETARY for Real Estate office. Typing, some bookkeeping for small office in Southfield. Experience helpful. Ask for Mr. Menken. 569-5606

SECRETARY for Plymouth law firm. Excellent typing ability, some experience and shorthand preferred. Salary open. 453-6044

504 Help Wanted Office-Clerical

General Accounting
★ ★ ★ ★

We need an ambitious, detail minded, person for General Accounting. Good Personality and willingness to work overtime as required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes bank reconciliations, cash receipts journal, account analysis, financial statements with EDP exposure and you want a challenging position with a growing corporation, please apply at:

The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150

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SECRETARY

Looking for a diversified position in the Detroit Area? Qualified candidate with at least one year working experience, typing skills of 60 WPM, and shorthand of 100 WPM.

CLERK TYPIST

Applicant with typing skills of 50 WPM is required.

STATISTICAL TYPIST

Applicant with one year working experience, typing skills of 55 WPM, statistical typing. Excellent fringe benefit package including dental plan.

Apply 9 AM - 4 PM
211 W. FORT ST. - 1st Floor
cor. of Washington Blvd.
222-3498

DETROIT BANK & TRUST

Equal Opportunity Employer

O & E

504 Help Wanted Office-Clerical

O is for
OFFICE SKILLS
TYPISTS
FILE CLERKS-ETC.

Teachers, College Students, Housewives, Retirees, Immediate openings, long short term assignments. No fee. World's largest Temporary Help Service. Int. Mon. thru Fri. 9 am-3pm

19500 Middlebelt, Suite 310E Livonia
478-1130

MANPOWER®
Temporary Services
An Equal Opportunity Employer.

GAL FRIDAY

Very interesting position with local investigation/security organization. Starts with General Secretarial duties (Type 50 WPM, billing, payroll,) but leads into investigation duties. Entry level for younger trainee, hardworker, attractive & outgoing. Full time but hours flexible. Excellent fringes. Monday-Friday 10 AM - 4 PM. Call Bill at:

342-5614

CLERK-TYPIST

PART TIME — DAYS

Position in personnel department of large retail corporation. Will assist in routine typing, filing and administration of daily personnel procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant atmosphere. 16-20 hours per week. Call:

CORPORATE PERSONNEL
835-9500 ext 242
BORMAN'S INC.
(Farmer Jack Supermarkets)
An Equal Opportunity Employer

OFFICE SERVICE CLERK/TYPIST

VLASIC FOODS INC. has an immediate opening for a general office service clerk/typist who likes diversity and wants to develop within a growing and progressive food company. Responsibilities include handling corporate mail, typing, switchboard relief and miscellaneous duties in administration department.

Requirements include prior office experience and typing minimum 60 w.p.m. Apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
W. Bloomfield 48033
An Equal Opportunity Employer

PART TIME CLERICAL
Must type 45WPM. Southfield-10 Mile Evergreen area Call Debbie at 358-2300

PART TIME clerical position, accounts payable clerk. Some experience or training necessary. Call Gail 353-5454

PART TIME Office manager/bookkeeper for Bloomfield Hills law firm Varied duties working with managing partner Salary open Anita 647-6860

PART TIME OFFICE Help needed Apply in person Art Van Furniture, 4331 N Woodward, Royal Oak

PART TIME typing, filing, shipping receiving and general office work Sales office of industrial mail sorting, located in Farmington Hills. Requires 4 hours daily. 3 days week Prefer mature experienced worker. 478-5560

PATIENT FINANCE COORDINATOR. Out patient clinic for disabled children Determine client's ability to pay, contact agency sources of funds available. Knowledge of party reimbursement sources & procedures Requires tact, diplomacy & ability to carefully process large volume of paper work. Good salary, benefits & 25 hour week Send resume & salary requirements to K Bailey, 5447 Woodward, Detroit, Mi 48202
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PAYROLL CLERK
Good opportunity for experienced payroll person with company located in Southfield. Must be experienced in all payroll activities including taxes and journal entries Please call for appointment 352-5000
An Equal