504 Help Wanted Office-Clerical

CUSTOMER SERVICE/ORDER Department, mature, responsible person needed to 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 353-2209

DATA CLERK

Processing of input documentation for billing. Excellent fringe benefits.
Call Della at 569-0814

ENTRY LEVEL

If you type at least 50 wpm, you can start as a key punch operator in this nationally recognized company. Good benefits, excellent working conditions and promotional possibilities. Fee paid. Call

PERMANENT STAFF
353-0505

EXEC ORGANIZER
Super opportunity to coordinate PR and Development Campaign Assignments. Top VP needs able Assistant to promote and organize staff projects.
810-811,900. Call 648-4144
Your New Boss Pays Our Fee.
Harriet Sorpe Personnel.

EXEC SECYS

2 excellent companys NE & NW suburbs needs secretarys with good skills, shorthand and typing and experienced in working with top level officers. Nice offices, good locations and excellent benefits. Starting salary to $1300 a month.

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

EXECUTIVE ASSISTANT needed - full time, for local medical society, good secretarial skills with motivation to assist director in many aspects of society business. Major benefits offered, a prestige position. Contact box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary Troy, work with controller, typing 50 WPM, shorthand 90, good figure aptitude, some travel involved. $900, fee paid.

OFFICE - coordinator, Southfield, good typing, general office duties, shorthand helpful, $856, fee paid.

ADMINISTRATIVE - assistant, Southfield, 65 WPM typing, telephone work, good figure aptitude, office experience required, $846, fee paid.

SECRETARY - Southfield promotional company, 75 WPM typing, well organized, $900, fee paid.

LOIS RAY PERSONNEL
559-0560

EXECUTIVE SECRETARY

VLASIC FOODS, INC. has an immediate opening for an experienced Executive Secretary. Requirements include at least 4 years office experience with minimum typing speed of 80 w.p.m. and good math skills. Dictaphone used primarily, with shorthand desirable but not necessary. This individual should be intelligent and well poised. Please apply at:

Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

EXPERIENCED EXECUTIVE secretary for established suburban office of tax oriented law firm. Familiarity with IBM mag card helpful. Telephone for interview. 362-1810

EXPERIENCED group health insurance billing clerk, salary commensurate with experience. 7 Mile-Lahser area. 531-7850

EXPERIENCED Legal Secretary for General Practice in Wayne, Westland Firm. Salary commensurate with experience. Call Mr. Unwin 729-2500

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

504 Help Wanted Office-Clerical

EXECUTIVE - secretary for a top spot with an outstanding national company headquartered in Troy. Requires flexible person, good with figures, to work in busy spot. Salary $900 plus full benefits and agency fee paid.

2 FULL TIME- 1 part time clerk typists needed for Southfield mortgage company. Type 50, salary range $860 to $980 plus full benefits & fee paid.

MANUFACTURER'S - rep looking for experienced person to handle several accounts. Good skills needed. No production control. Benefits include medical reimbursement, plus insurance. Salary $13,000, 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

FARMINGTON HILLS Insurance Agency looking for a young man or woman to train in all aspects of the insurance business, typing a must. Call between 8:30am-4:30pm. 855-1600

FAST Growing company needs efficient, well organized person with professional attitude for general office duties including accounts receivable statements and light typing. Apartment Furniture Rental.
Call Royal Oak, 288-5050

FILE CLERK
Birmingham Firm has openings for full time file clerk, will train, Telephone Mrs. Green 644-5800

FILE CLERKS

IMMEDIATE OPENINGS
COLLEGE STUDENTS
HIGH SCHOOL GRADS
HOUSEWIVES

Have temporary jobs now & thru the summer. All types of work
Must be 18 & have transportation

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

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

FILE CLERK-TYPIST
Full time for Southfield insurance agency. Contact Cindy at 353-5800

FRETTER APPLIANCE has an opening for a mature person to handle refund department. Must have a figure aptitude & typing skills. Apply at: Fretter Appliance, 35961 Schoolcraft, Livonia, between 9am-4pm

FRIENDLY OFFICE!

FEE PAID. Nice boss and friendly coworkers will welcome your good clerical skills and ability to organize. Hurry! Salary $160-$200 per week to start!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FULL OR PART TIME POSITION
Available for person with general bookkeeping knowledge. Typing and telephone work. Vicinity of Royal Oak Kathy 548-1700

504 Help Wanted Office-Clerical

FULL TIME clerical office position, business background with good aptitude for figures. Retail furniture store. Colonial House of Furniture, 20322 Middlebelt, Livonia.

FULL Time position, experienced female preferred for general office and bookkeeping. Typing required, shorthand welcome. Troy travel agency. Call Ms. June. 362-4255

FULL TIME POSITION - 40 hour week, full benefits. Must have typing and bookkeeping skills. We have a brand new facility with pleasant working conditions. The office is located in Southfield. For application and interview, call Mr. Weiss. 721-0450
An Equal Opportunity Employer

GENERAL OFFICE & TYPING
Must have good Eyesight and good typing background. Also needed: Women good in Hand Skills. Nice Mile - Middlebelt area. Full time only. 474-9100

GENERAL OFFICE, 5 days per week, 8:30-3PM, 15 Mile and Telegraph area. After 5PM. 642-2100

GENERAL OFFICE CLERK some knowledge of figures. Southfield area. 557-2728

GENERAL OFFICE work, some typing and phone experience required. For appointment, call Abrams North American Van Lines. 422-1112

GENERAL OFFICE
Light typing, answering phone, full or part time. Southfield. 355-6380

GENERAL OFFICE
Full time, experience preferred. Farmington Hills area. 478-8800

GENERAL OFFICE
For tool supply company in Oak Park area. A little of everything.
548-5500

GENERAL OFFICE
Auburn Heights area. Full time. Send resume to: PO Box 4257, Pontiac, Mich. 48057.

GENERAL OFFICE
Need person with some typing, bookkeeping, filing and phone experience. H.E.L.P. Engineering.
Farmington Hills. 477-7080

GENERAL OFFICE WORK
Will train.
Call Deidre, 8am-4:30pm
Monday thru Friday
Petrolane 837-3270

GENERAL OFFICE
Accurate Typist to be trained on computer terminal & telex machine. Also Telephone & General Filing. Office Experience Required. Atlas Copco Inc., 11940 Brookfield, Livonia. 261-2650

GENERAL OFFICE
Experienced, to assist in all phases. Numerical and typing aptitude a plus. Immediate opening in Southfield offices located in Nov. 12 Mile - Beck Rd. area. Call:
An Equal Opportunity Employer 319-3800

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: 559-9556; Eves. 626-0363

GENERAL OFFICE
PART TIME
Permanent part time position available for someone who works well with numbers, dependability 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 548-2023, ext. 51

GENERAL OFFICE
Central office of Expanding Retail Drug chain needs intelligent person to assist Buyer in Order Processing, & to assist Advertising Director to organize Advertising Schedules & the Processing & follow-up of Advertising Claims. Typing 60WPM, shorthand helpful. Excellent working conditions & benefits. Advancement opportunities for aggressive person looking for a promotional future. Call for appointment
336-4700

GENERAL OFFICE

Several of our clients in suburban areas urgently need good typing abilities. Many of the positions have other responsibilities - reception, phones, clerical, etc. Good benefits and potential. Starting salary commensurate with experience.

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

GIRL for typing and general office, Livonia area, good working conditions, excellent benefits. Call Hugh Mc Donald. 422-8523

GIRL FRIDAY
Michigan-Greenfield area. Some typing, good telephone manner. Able to assume responsibility in growing business. Salary open to experience and ability. Ask for Charlene or Charlotte. 581-0130

GIRL FRIDAY who enjoys putting out an excellent letter. Full time or possibly 9AM-2PM. 649-3600
An Equal Opportunity Employer
Age No Barrier

HABLA ESPANOL?

National banking corporation needs Spanish speaking Secretary to work in International department. Variety and responsibility. Benefits $19,650. Call Nancy.

353-2090
SNELLING & SNELLING PERSONNEL

IMMEDIATE OPENING

Looking for Secretary and Dispatcher. Good pay and benefits. Ask for Mr. Mobley.

Redford Area.
533-5700

JUNE GRADS! Graduation can be followed by career. Start right near home. This Dearborn receptionist spot needs personality, appearance & super phone ability. $600-$700. Call 582-8300. Your New Boss Pays Our Fee.
Harriet Sorpe Personnel.

504 Help Wanted Office-Clerical

I need a Bright Person looking for a Permanent position with a future. Skills: Typing, Shorthand & Motivation. $200 per week to start Southfield Location.
Ask for Mr. Sills 354-0032

EXPERIENCED group health insurance claims adjuster. 8 Mile - Lahser area. Salary commensurate with experience. 531-7850

INSURANCE AGENCY
In Southfield has immediate opening for a clerk typist.
Call 353-2793

Insurance Trainee

Excellent opportunity with large W. Suburban company for friendly person with good math aptitude and light typing. Diversified and promotable position in beautiful office. Starting salary, good benefits and company pays our fee.

PERMANENT STAFF
LIVONIA 522-4210

Keydisc/Keypunch

Experienced operators - top pay. Immediate openings for afternoon shift. Excellent benefits and incentive pay.

Livonia 427-2000
Utica 254-1910

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

LEGAL SECRETARIES

Opportunities for experienced legal secretaries are many and varied. We have several dozen outstanding situations now available with both legal firms and corporate clients. These positions are located throughout the tri county area. Whether you are looking for a permanent career position or a part time, temporary assignment, the time to call is now. Never a charge to you for our professional placement assistance. Call, come in, or mail your resume in confidence.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2500
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 643-9260
Dearborn 336-5777

LEGAL SECRETARY needed for Southfield Law office. Good typing and shorthand skills required. Will train. 355-7565

LEGAL SECRETARY - general practice with emphasis on negligence law. Southfield area, willing to train, salary commensurate with ability. 358-4495

LEGAL SECRETARIAL position in Southfield law firm. Good typing and dictaphone skills required, legal background not necessary. Contact Carol 559-2828

LEGAL SECRETARY

to serve partner in five-member Birmingham firm. Call Mr. Young,

q642-5555

LOAN PROCESSER
Mortgage Co. in western Wayne County Suburb needs LOAN PROCESSER. Must be experienced in FHA, VA, & Conventional. Excellent salary and benefits. OUR FEE IS EMPLOYER PAID
Call Ann Jaworski, 572-4320
TLC PERSONNEL

LOCAL PERSON for general office. Some typing, filing, light bookkeeping, answering for heating & air conditioning company. 40 hour week, $3.50 per hour to start plus benefits. Must be dependable. 642-1882

MATURE Person for Livonia firm. Type 60 WPM. Must be accurate. Must add familiar with calculator. Call between 9AM and 4:30 PM. 591-0544

MATURE person, stenographic & typing skills, secretarial & personnel work for small office. Van Dyke & 6 Mile location. Reply to Box 956, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

McGRAW - HILL PUBLICATION
Seeking Switchboard/Secretary
Good salary and benefits.
Fisher Bldg. location.
Moving to Southfield in August.
Call Ms. Scay 873-7410

NATIONWIDE Commercial finance company needs a young adult person to learn all phases of our business. Must type 50 wpm and have good math ability. Excellent working conditions, profit sharing, etc. 525-7800

OFFICE ASSISTANT

Must have finest character references. Also to assist in all phases of our office procedures.
Apply at our Oakland Mall Store.

Meyer's
Michigan's Largest
- Jewelers -
Woodward at Grand River

RECEPTIONIST
Pediatricians office. Woodward - 15 Mile area. 2 - 3 days a week. Preplanned experience. 355-0736

RECEPTIONIST-TYPIST
For Troy Based Company
Call For Appointment
528-9160

504 Help Wanted Office-Clerical

OFFICE SERVICES CLERK/TYPIST

VLASIC FOODS INC. has an immediate opening for a conscientious and energetic 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

OFFICE WORK/SALES
Job consists of recording Sales, Filing, making deposits & Misc. office work. Experience helpful but not necessary, we will train. Must be of A-1 character & interested in permanent position. For appointment Phone Mr. Beaver. 569-2113

SINGER COMPANY
Northland Shopping Center
Southfield, Michigan
An Equal Opportunity Employer

OUTGOING PERSONALITY?

FEE PAID. Answering phones, greeting clients, and making appointments - are just some of the duties you will perform in this people oriented spot! Beautiful suburban office.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PART-TIME for busy Southfield sales office. Afternoons, 20 hours per week. Varied duties, including light typing. Call Mr. Allen after 3 PM. 559-4075

PART TIME office manager/bookkeeper for Bloomfield Hills law firm. Varied duties working with managing partner. Salary open. Call 647-6868

PART TIME Receptionist Cashier, some light typing, in a Southfield Company store 3 days a week, afternoons. Phone, ask for Herschel Daley, 354-5141

PART TIME secretary wanted for insurance agency located in Southfield. Hours 1 PM - 5 PM, Monday - Friday. Must have pleasant disposition and make a good appearance. Will develop to full time. Varied duties. $4 hourly start. 356-1880

PART TIME- Will 4 hours per day. Mon. thru Fri. fit your schedule? We have such an opening in our sales office, requiring average typing ability.
Call 477-6111
An Equal Opportunity Employer

PAYROLL CLERK, 35 or over, good with figures, 20 hrs. per week, $3.25 per hr. Vicinity of Southfield & 7 Mile. 273-0154

PERMANENT POSITION - for mature woman good with figures to work in accounting office of large retail chain. 8 Mile-Lahser area.
Mr. Pearlman 353-0160

PERSONNEL
$800

FEE PAID. Excellent opportunity for outgoing individual who enjoys public contact. Type 50 wpm. Great advancement potential.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

POSITION available in Pediatrics office, combination business office and receptionist, some experience preferred. Call 8am-5pm. 476-2722

PUBLICATIONS SECRETARY

Coordinate magazine and newsletter for this prestigious suburban firm. Meet deadlines and attend committee meetings. Good typing and shorthand a must. Salary to $11,500. Excellent benefits. Fee paid. Call Nancy

PLACEMENT PLUS
PERSONNEL 358-3550

PUBLIC RELATIONS SECRETARY
$15,000
For major suburban corporation. Challenging opportunity to do more than the average secretary. Coordinate promotional meetings, arrange travel itinerary and plan special events. Type 60, shorthand helpful, excellent fringe benefits with paid cost of living and 3 weeks paid vacation. No fee.
Call 557-7810

SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST TYPIST for large professional office in Southfield. Must type 50 WPM. Excellent fringe benefits. Call Virginia 356-8181

RECEPTIONIST-Never a dull moment. Exciting, challenging work for energetic who likes to type, do general office work & likes people.

RECEPTIONIST SECRETARY needed for 1 girl office. Must be experienced in accounts payable & receivable, payroll, general office duties. Experienced only need apply 8AM-4:30PM. 592-6600

RECEPTIONIST-TYPIST $200. Excellent appearance, & typing skills. Starts you tomorrow!
Rosemary Ford Employment Service
424-8615

RECEPTIONIST needed for general contractor, full time. Good telephone voice. Typing skills a must. Livonia area. 478-7730

RECEPTIONIST & general office. Good figure aptitude necessary. Office located in Southfield. Good salary & benefits. Phone Carol at 353-1606

RECEPTIONIST/TYPIST
Accurate typing and pleasant telephone voice. Excellent fringe benefits.
642-1360

RECEPTIONIST-TYPIST
Experienced. General office, good benefits, West 8 Mile - Telegraph Area.
538-4433

RECEPTIONIST - FILE CLERK
Light Secretarial, some typing, must have good math ability. Diversified person for fast growing distributorship in Plymouth. Benefits. Send brief resume to: Manager, PO Box 543, Plymouth, Mich. 48170.

RECEPTIONIST $10,000
For accounting department of large suburban corporation. Handle phone, screen appointments, any previous bookkeeping experience or education helpful. Type 50, excellent benefits with dental, cost of living and tuition reimbursement. No fee.
353-7810
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST

Friendly Livonia company needs pleasant person with accurate typing for front desk position in plush office. Good starting salary, full benefits, very promotable and company pays our fee. Hurry!

PERMANENT STAFF
LIVONIA 522-4210

Receptionist-CRT

Fast growing Troy Company seeks bright, friendly individual to answer calls, greet visitors and assume CRT Operator responsibilities. Order entry process experience desirable. Accurate typing and numerical skills required. Position enjoys excellent fringe benefits. Call Mr. Gurtin
280-0101
Permanent position applicants only

RENTAL AGENT

Car dealership needs outgoing person to make reservations and greet clients. Lots of public contact and variety! Hurry for this $800. Call Kathy.
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARIAL position with insurance executives. Salary negotiable. Position involves the ability & willingness to make decisions & take independent action. Pleasant Troy office, excellent fringe benefits. 649-3600
An Equal Opportunity Employer
Age No Barrier

504 Help Wanted Office-Clerical

SALES RECEPTIONIST
5 day week.

Powell Studios
Plymouth at Middlebelt
Call Mr. Giles,
961-2643

SALES SECRETARY

Computer/Word processing company in Southfield requires experienced person as District Secretary in busy sales office. Excellent typing skills. Light shorthand desirable, but not essential. Good fringe benefits, profit sharing, etc.

Contact Sue Stefan
Wang Laboratories, Inc.
24500 Northwestern Highway
Southfield, Michigan 48075
353-9933
An Equal Opportunity Employer

SECRETARIES

People ability and good typing will land you this responsible position. Diversity is the key here. Salary $10,500.

Prestigious law firm with gorgeous offices will train you in legal lingo to work for their partners if you have excellent skills and experience. Salary $13,000.

Leading International firm with plush offices needs a secretary with good skills and experience. Excellent growth potential. Salary $11,500.

ALL FEES EMPLOYER PAID

PROFESSIONAL PLACEMENT
PARTNERS, LTD.
555 S. Woodward Suite 616
Birmingham, 48011
644-2852

SECRETARIES
TYPISTS
KEYPUNCHERS

In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.

SOMEBODY SOMETIME
Temporary Help

Livonia 525-5170
Southfield 352-8500
Madison Heights 545-1700
Dearborn 565-3500

SECRETARY

Academic Department, pleasant multi personality environment, 37½ hour week, full fringes, including education assistance, typing & dictaphone ability required. Call 356-0200 Mr. Janney.

Lawrence Institute
of Technology.

SECRETARY
AD AGENCY

DARCY, MACMANUS, & MASIUS has immediate openings for secretaries. Must: type at 60 wpm, be able to greet clients, and possess a professional phone manner. Preferably candidates would also have shorthand at 80 wpm and be motivated by future advancement.

Call Personnel Dept.
646-1000
Equal Opportunity Employer M/F

SECRETARY, afternoons, flexible schedule, bookkeeping experience a plus. For interview, see Mr. Wudi, 435-3748

SECRETARY, bright, accurate with excellent clerical and organizational skills to train for legal work in large Southfield Law Office at Ameritrust Center. Mr. Bernstein 355-5000

SECRETARY

For Real Estate Office
In Plymouth/Canton area.

459-2800

SECRETARY FOR Rabbi of a Farmington Hills conservative Synagogue, Call Mrs. Seidling 851-1100

SECRETARY for Insurance Agency in W. Bloomfield. Commercial experience, top pay, benefits and future. 851-1800

SECRETARY for Southfield district sales office. Good typing skills. Experience helpful but not necessary. Salary plus benefits. Call for appointment. 557-7218

SECRETARY for administrative department of corporate office near Livonia Mall. Must have above average skills and like detail work, shorthand preferred. Call Lee. 478-9106

SECRETARY for Market Research Consultants. Heavy steno and typing, lots of variety. Salary $950, but flexible depending on experience. Good hours. Southfield area. Call E. Rose.
559-2100

SECRETARY
for General Office.

Pleasant working conditions
Must be able to type.
8AM-4:30PM Mon thru Fri.
Apply in person
SUCHER TOOL & MFG.
29566 W. 9 Mile
Farmington Hills

SECRETARY - good typing, spelling, dictaphone, general office routine. Southfield area, salary negotiable. 358-1030

SECRETARY

Good shorthand and typing skills required. Excellent fringe benefits available. Schoolcraft College, Personnel Office.
591-6400, Ext. 221
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY
Immediately. 12 months, 8 hour day. Shorthand or equivalent required. Benefits. Vacation. Apply:
Bloomfield Hills School District
Personnel Office
4175 Andover Rd.
647-1224

SECRETARY

Large condominium association in Warren needs a Secretary who is experienced and works well with little supervision. The person we are looking for must be self-starter, accurate typist with shorthand and experienced in office procedures. Salary is negotiable. If you think you are the right person, please contact C. Cochran for interview, at 353-1360

SECRETARY NEEDED for Southfield office. Shorthand & typing necessary. Good benefits & working conditions. Contact Denise 557-5216

SECRETARY
Needed for Sales Department for 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

SECRETARY
Our Construction Department is expanding and we need an experienced Secretary for two projectManagers. Dictaphone, Good Typing, Shorthand Helpful but not necessary. Good Benefits. Southfield Location. 559-4800

SECRETARY
PART TIME
Shelby Business Forms, in Southfield needs a dependable, part time secretary to work between 9-2PM daily. Must be skilled in typing and have a pleasant phone voice, please call between 10AM-1PM 557-2053

SECRETARY

PERMANENT PART TIME
Secretarial position, 30 hours week, 50 wpm minimum. Accelerated atmosphere. Benefits of a large company. Perfect for sharp, skilled individual. Call Nancy, 9AM-4PM.

647-3300

SECRETARY
President of Advertising Typing, Switchboard, Reservations, Plane-Hotel experience required. $12,000 Salary. Paid Hospilization.
No Agency Fee.

ADMISTRATIVE ASSISTANTS
For Service Organization. College required, excellent phone experience. Overt personality. Will service accounts, promote trade. Some clerical skills required $12,000 Min. No Agency Fee.

BOOKKEEPER WITH
For Southfield Construction Co. $300 week min. range. Benefits. No Agency Fee.

KEYPUNCH-COMPUTER OPR.
TROY
Card System experience, IBM sorter collater, 115 Honeywell. Salary $800-$1,000 per month Min. Excellent Fully paid Benefits. No Agency Fee.

BOOKKEEPER-TRIAL BALANCE
Troy
Burroughs L-3000, will train. Insurance background a Plus. $225-$275 Min. Much higher if experienced. Full benefits. No Agency Fee.

ACCOUNTING CLERK
Good typing, above average Math aptitude. Salary $9,000 Min. to start. Fully paid benefits. Excellent vacation plan. No Agency Fee.

KEYPUNCH
6 Mont. experience. 129 or 5496. Salary $750 Min. Range, fully paid benefits including Dental. Excellent Vacation plan. No Agency Fee.

BETTY HAMIL PERSONNEL
424-8470

SECRETARY/RECEPTIONIST
Church, Birmingham, Bloomfield area. Full time position. 60 WPM. 646-6314

SECRETARY - receptionist, full time position in Birmingham real estate office. Light typing & filing, considerable phone work. Excellent salary & benefits. Starting mid Aug. Salary negotiable.

SECRETARY - Receptionist. Responsible person needed for established branch office located in Troy. Some experience preferred, general office duties. Complete fringe benefits. Send resume & salary requirements to box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/Receptionist for Birmingham Housing Service Agency. Responsable, excellent typing skills, light shorthand or speed writing desirable. Position available immediately. Excellent fringe benefits. Please state salary required. Send resume to, Elaine Hampson, 1099 S. Adams, Birmingham, Mich 48011.

SECRETARY-RECEPTIONIST
For small accounting firm. Call Mr. Mullendore at: 721-4720

SECRETARY
RECEPTIONIST

Full time position with West Dearborn, developer-attorney. Typing and dictation. Experience required. Apply in person. 24610 Michigan Ave., Dearborn or call 565-9853 for appointment between noon & 2 PM.

SECRETARY

Sales & service office is seeking a secretary with 1 to 3 yrs. experience who enjoys a variety of work. We require general office experience, typing speed of 60 wpm & an excellent command of the English language.

We offer an excellent starting salary plus complete benefits, including company paid medical, dental, & life insurance, profits sharing, liberal vacations & much more.

Interest Applicants should call between 8 AM-5 PM to schedule interview.

Del Mar Avionics
17344 W. 12 Mile Rd.
Suite 102
Southfield, Mich. 48076
(313) 559-6863
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY - shorthand, typing. National commercial real estate franchise office. Call Partridge & Assoc. 338-3200

SECRETARY
State Farm Office, Southfield
20 to 30 hours
353-7711

SECRETARY to president of real estate & development company in Southfield. Interesting, diversified duties for experienced, qualified person. Call for an interview. 332-4718

SMALL OFFICE needs clerical worker for general office work. Good typing skills and some experience necessary. Salary open as to experience. Livonia area. Call for appointment. 261-6677

SOUTHFIELD law office, salary commensurate with experience, opportunity for advancement, no legal experience necessary, call for appt. 559-9288

SOUTHFIELD SALES OFFICE
Needs experienced phone room manager. Salary plus bonus. Call Mr. Rubenstein 569-4370

STATISTICAL typist and general office, wanted for Livonia CPA firm. Salary commensurate with ability. Pleasant working condition. Send replies to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD OPERATOR
Mature woman preferred, will train. All shifts. Southfield. 355-6006

SWITCHBOARD OPERATOR

FEE PAID. Livonia company pays top salary for your switchboard experiece and friendly nature.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SWITCHBOARD RECEPTIONIST
Life Insurance company located in Plymouth has opening for Switchboard Operator/Receptionist. Dial 100 console, model 736A. Some experience preferred, involves light Clerical work, excellent benefit package. Contact Mr. Love. 453-8500

SWITCHBOARD/TYPIST
Dependable, to work 11 AM. - 8 PM, Mon. - Fri. Must be good typist. 6 Mile - Greenfield area. Mrs. Cole 835-7800

TAKE-CHARGE
Secretary
Administrative Ass't
Working for president of marketing services company. Experienced, motivated, pleasant personality. Excellent typing skills, shorthand or dictaphone. Birmingham. Immediate opening.
Dorothy:
645-0500 ext. 16

THE PRUDENTIAL Insurance Co. of America has an opening for a clerk typist, permanent employment, pleasant working conditions, 5 day week, paid vacation, excellent employee benefits. Apply at 17330 Northland Park in Southfield 569-2222
An Equal Opportunity Employer

TOP LINE SECRETARY. Must be alert, have good skills, be well organized. Capable of managing own time & work assignments with accuracy & minimum supervision. Good phone manner. Salary commensurate with experience. Send resume to: Personnel, P.O. Box 576, Farmington Hills, Mi 48018

TOP NOTCH Executive Secretary needed for the president of a national real estate development/construction/architectural firm headquartered in Troy. Must have minimum 5 years executive secretarial experience, 2 years of college desired, typing of 90 plus, shorthand of 100 plus. Applicant should be very flexible with regard to overtime; this job is highly demanding and will require someone who can be available to work the same hours as the executive. Applicant should be able to perform effectively under pressure and be career oriented, involves interaction with corporate partners and upper management of many major corporations. Minority candidates encouraged. Please contact Denise; 649-5079

TYPIST
Accurate, dependable, willing to learn. Full time days. Southfield area.
557-0558

TYPIST and/or legal secretary, to work for Southfield attorney, salary commensurate with experience. Apply at 3000 Towne Center, Suite 2590, Southfield.

TYPIST CLERKS

Positions available in large insurance company located in Troy.
Hours: 7:45am - 4:15pm, Monday thru Thursday. 7:45am - 1pm, Friday.
No experience necessary. Will train.

Call Mr. Cowell
643-6433
An Equal Opportunity Employer

TYPIST
National firm offers interesting position with excellent benefits. Good typing speed and accuracy required. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

TYPIST
With shorthand or speed writing. Paid company benefits, Schoolcraft - Evergreen area. Ask for Fezzy. 272-4518

504 Help Wanted Food-Beverage

TYPISTS

IMMEDIATE OPENINGS
COLLEGE STUDENTS
HIGH SCHOOL GRADS
HOUSEWIVES

Have temporary jobs now & thru the summer. All types of work
Must be 18 & have transportation

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

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

TYPIST TRAINEE

FEE PAID. Your good typing and knowledge of dictaphone will help you advance to the top with large suburban firm.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

WEEKEND RECEPTIONIST - typing and switchboard, will train. Interesting work in Southfield Health Care Facility. Call 9am-5pm. Ma Harris. 352-2336

505 Help Wanted Food-Beverage

Dishwashers

FULL OR PART TIME
Good wages
Apply in person

CLAM DIGGERS
30556 Grand River, Farmington.

478-3800

LOOKING FOR A JOB?
BURGER CHEF has openings for full or part time, all shifts available. Day shift as early as 6 AM. or 7 AM. Apply in person between 1-4 PM.:

BURGER CHEF
33419 Michigan Ave., Wayne
721-6620
203 S. Wayne Rd., Westland
326-5333

ARBY'S needs reliable, ambitious, and energetic individual to staff our new Canton location. We offer days or afternoon positions with flexible hours, paid vacations, insurance benefits, an opportunity to advance to management. If you like new experiences, challenge, and working with the public in pleasant surroundings. Apply in person at 44040 Ford rd. (E. of Sheldon) Mon. thru. Fri. 9 am to 5 pm. or call 453-8810

ASSISTANT MANAGER
for Pizza Store. Experienced preferred but not necessary, will train. Call Plymouth area. 453-1090

BANQUET WAITRESSES
& BARTENDERS
Mostly weekends, occasional week nights and lunches. Hourly wage and meals. Apply in person, Mayflower Hotel, Ribyl or Scott, Plymouth, Mich.

BARMAID
For restaurant and lounge in Troy. Part time and full time. Ask for Marco.
689-2332

BAR MAID
Part Time, Week End Days
Livonia Area Private Club
522-4090

BUSBOY
Must be reliable. No experience necessary. Prince & the Pauper, 4915 S. Wayne Road. 728-1763

BUS BOY needed, nights - full time, apply in person. Dumbgoers Restaurant, 36555 Grand River, Farmington

BUS BOYS

For Rafter's Restaurant.
Apply in person, 6th floor

Rafter's
Northland Inn
21000 Northwestern Hwy.,
Southfield

BUS HELP & WAITRESS WANTED
Private Southfield club. Excellent hours & tips. Call before 11AM 355-4074

BUS PEOPLE

Archibald's is now accepting applications for full & part time bus people. Both day & evening shifts are available. Apply between 3 - 5PM, Mon. - Sat.

Archibald's
555 Woodward, Birmingham
An Equal Opportunity Employer

COOKS WANTED, Palace Restaurant, 1507 Ann Arbor Rd., Plymouth. Apply in person between 3PM and 5PM.

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT

Executive assistant to the president of a growing company.
This newly created key staff position will be assigned to responsibility for managing office operations and executive secretary duties.
The person filling this position will have strong typing skills; be a mature, experienced individual, capable of handling expanding responsibilities, and be able to do on-going analysis of administrative procedures. Project management will be part of the job. Send a current resume and salary requirements to:

John Shufelt, President

PMH 31000 Lahser Road
Birmingham, Mi., 48010

PERSONNEL

Major Suburban Hotel is looking for a bright individual with good recruiting skills.
Minimum 2 years experience in Hotel/Institutional Personnel.
Generous benefits package.

Send resume and salary requirements to:

P.O. Box 1342
Northland Station
Southfield, Mich. 48075

SECRETARY / CREDIT

We need self motivated people orientated individual with good secretarial skills, preferably with some credit experience. Will act as secretary to Controller plus handle credit function.
Mon.-Fri. 8:30 am-5 pm
Generous benefit package. Please apply:

PERSONNEL OFFICE
MON. - FRI. 9 am - 5 pm

Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN

Equal Opportunity—Affirmative Action Employer/M/F

504 Help Wanted Office-Clerical

KEYPUNCH OPERATORS

Farmington Manufacturing facility needs experienced Keypunch Operator for 20 hours per week - day shift. Good working conditions.

476-7100 Ext. 277

DIAMOND AUTOMATION DIV.
23400 Haggerty Rd.
Farmington, Mich.

An equal opportunity employer M/F

SALES SECRETARY

HONEYWELL, INC.-SOUTHFIELD

- CHALLENGING GROWTH POSITION
- TEAM ENVIRONMENT
- DIVERSIFIED ASSIGNMENTS
- OUTSTANDING FRINGE BENEFITS
- EXCELLENT SALARY

Applicant must be a high-school or business school graduate with previous office experience. Top typing skills required. Phone: 424-3699 between 9:00 A.M. - 1:00 P.M. only, for interview.

EOE/M/F

505 Help Wanted Food-Beverage

BONANZA
AT HOME OR A BONANZA

MANAGER TRAINEE

Southfield Area

Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.

For appointment, call
474-0203

BONANZA RESTAURANT

HOST/HOSTESS

We presently have 2 positions open in our main dining room, 10:30 am-3 pm, 5 pm-12 midnight. Experience not necessary.

WAITERS/WAITRESSES

Several full time day positions available in both our coffee shop and main dining room. 1 year experience required.

BUS PERSONS

Full and part time positions available on our day shift. Experience not necessary but must be willing to learn. Please apply:

PERSONNEL OFFICE
MON. - FRI. 9 am - 5 pm

Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN

EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

505 Help Wanted Food-Beverage

PART TIME
FULL TIME
OPENINGS

You could be earning extra cash at Burger King!

We have immediate day and night shift openings in counter service and food preparation for reliable, enthusiastic persons who'd enjoy a flexible working schedule and an opportunity to earn extra income.

NO EXPERIENCE NECESSARY
WE'LL TRAIN YOU

It's a great opportunity to collect a good starting wage and meet new people. Find out how you can make valuable use of your free time. Apply today at one of the following Burger King location:

BURGER K