504 Help Wanted Office-Clerical

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

LEGAL SECRETARY
Needed for Legal Firm. Personal injury experience and shorthand required. 649-2232

LEGAL SECRETARY
For Southfield Law Firm.
Experience required
353-8811

LEGAL SECRETARY
Plymouth law office requires an experienced legal stenographer. Good typing. Salary commensurate with experience. 453-8467

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

642-5555

LEGAL SECRETARY
Law Firm in Canton Area
Needs experienced Secretary
Full or part time
Salary commensurate with experience

459-3800

MAJOR life insurance company is looking for a personable applicant who has a good aptitude for figures and detail work. Average typing skills. Must be prepared to assume responsibility. Twelve college background and /or office experience. We offer pleasant surroundings and complete group insurance benefits. Office located in Southfield. Call for appt. 358-2211 ext. 25
An Equal Opportunity Employer

MATURE Person for Livonia firm. Type 40 WPM. Must be accurate typist and familiar with calculator. Call between 9:30 AM 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 64, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON
Clerical,
Full and Part Time.
355-3590

MATURE WOMAN for bookkeeper secretarial position for small construction firm with office in home. 1-2 days per week, flexible hours. Farmington Hills area. 474-5228

EXPERIENCED group health insurance claims adjuster. Prefer Wayne-Oakland area. Salary commensurate with experience. 531-7850

INSURANCE OFFICE in Bloomfield area needs secretary. Must have experience in personal lines &/or auto. Full or part time, start immediately. Salary commensurate with experience. Call 9:30am-5pm, Mon thru Fri. 645-1816

JUNE GRADS! Graduation can be followed by career. Start right near home. This Dearborn receptionist spot needs personality, typewriter & telephone ability. $500-$700. Call 563-8900. Your New Boss Pays Our Fee.
Harriet Sorge Personnel.

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

Livonia 427-2000
Utica 254-1910

NEW GRADUATE
Southfield firm has opening for a good work typist with pleasant phone voice and dictaphone knowledge. Will train for this choice variety position. $160 a week and company pays your fee. No experience necessary. Call right away.
PERMANENT STAFF
353-0505

KEYPUNCH
DATA ENTREE
Challenging opportunity for bright, responsible self starter, with excellent typing skills, who can meet deadlines & learn complex data entree procedures. This fast-growing Southfield Computer Service Bureau dealing in International Patent and Trademark field offers excellent fringe benefits package. If you are a fast learner, like responsibilities and can deal effectively with Blue Chip Clients, call Pamela Smith 557-4604

KEYPUNCH OPERATOR
Needed for full time position in progressive Southfield Firm. Some experience necessary. Pleasant working conditions, excellent benefits. For appointment call 352-3129

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 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-3065
Dearborn 336-5777

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

NEED EXPERIENCED group health insurance claims examiner and also an individual with adding machine skills/aptitude for figures and typing for general office position. Excellent fringe benefits. Call Gayle at 967-1840

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

OFFICE MANAGER for insurance exam company. Excellent opportunity for sharp person with good phone ability. Mr. Gross 644-0303

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

504 Help Wanted Office-Clerical

OFFICE WORK/SALES
Job combine 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. Baxter.
548-2113

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

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

PART TIME, experienced person for general office, approx. 2 to 4 hours a day depending on schedule. Farmington area. 553-0338

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 PERMANENT office position. 1-5PM. Southfield area. Typing 55 WPM, good phone manner. 557-4420

PART TIME, permanent secretary, minimum 16 hr. per week. Half days. Good spelling, cordial phone manners. Birmingham area. 645-8330

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

PERSONALITY PLUS GAL
Work in optical office and assist salesman.
Mr. Sidney 434-9777

POSITION available in Pediatrics office, combination business office and receptionist, some experience preferred. Call 9Am-5pm. 478-5723

PRUDENTIAL
We currently have an opening for general office work, shorthand desired, typing (50-55WPM) Permanent employment, pleasant working conditions, executive office facilities located in Southfield. 5 day week, paid vacation, excellent employee benefits.
Call Personnel 357-5000
Equal Opportunity Employer M/F

PUBLIC CONTACT!
FEE PAID. Be friendly people greeter for Farmington company! Type 50-55 wpm., lots of variety! Super salary!
TWIN COUNTY EMPLOYMENT CENTER
474-4717

QUALITY
WE have 2 accounting firms desiring quality work. I needs a good typist (they will train for their needs), I needs self starting para professional whose duties are exciting & varied. Both situations offer great advancement potential.
A BETTER WAY 559-7773

REAL ESTATE OFFICE
needs a sharp person with a pleasant telephone voice, good typing skills. Ask for Eleanor. 537-5800

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

RECEPTIONIST. Full time. C.P.A. office, Southfield. Filing and some typing. Call Ely: 559-6666

RECEPTIONIST/TYPIST
60WPM, experienced, 5 days, 8-5PM. Good benefits. 355-8330

504 Help Wanted Office-Clerical

RECEPTIONIST & general office. Good figure aptitude. Downtown Office located in Southfield. Good salary & benefits. Phone Carol at 353-1600

RECEPTIONIST/TYPIST
Accurate typing and pleasant telephone voice. Excellent fringe benefits.
645-3560

RECEPTIONIST-TYPIST
Experienced. General office, good benefits, West 8 Mile - Telegraph Area.
538-6633

RECEPTIONIST
Pediatrictians office. Woodward - 15 Mile area. 3 - 5 days a week. Pagboard experience. 355-0756

RECEPTIONIST-TYPIST
For Troy Based Company
Call For Appointment
528-9100

RECEPTIONIST - FILE CLERK
Light Secretarial, some typing, must have good math/ability. Diversified Firm in Plymouth. Benefits. Send brief resume to: Manager, PO Box 542, Plymouth, Mich. 48170

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. Gustus.
280-0101
Permanent position applicants only

RECEPTIONIST for service agency. Clerical work, some typing. Office at Greenfield and 8 Mile. 35 hour week, fringe benefits. 864-8000

RECEPTIONIST/SECRETARY
Light bookkeeping for steel company. Located in downtown Detroit near Ren Cen.
259-2313

RECEPTIONIST TYPIST
Experienced. Permanent full time for Livonia firm. Call for appointment.
261-4850

RECEPTIONIST - large Neuropsychiatric clinic in Southfield. Heavy volume. Must be able to handle pressure. Contact Ruby between 12-4 PM. 358-1151

RECEPTIONIST/Secretary - bright outgoing person with good phone manners and strong typing skills. Call Marcia in Southfield. 354-4444

RECEPTIONIST. Must be able to do light typing, some filing and able to learn and grow with our company. Apply at Manufacturers Sign Co., 12060 Farmington Rd., Livonia. Dr call. 261-7732

RECEPTIONIST/Typist. Position available in fast-growing jewelry manufacturing company. Experience necessary. Excellent salary and good fringe benefits. Apply Wednesday through Friday between 10 AM - 12, 2and Jewelry Co. 31601 Dequindre, Madison Heights, Mich. 588-5111

RECEPTIONIST
Weekends
Ideal for college student.
Real Estate Office.
5 Mile & Newburgh Area.
Call Pat.
464-2800

RECEPTIONIST
TYPIST
Busy sales office in Southfield needs person with good phone techniques and typing skills. Previous experience desirable. Excellent fringe benefits.
Call Elaine Steffes
WANG LABORATORIES
353-9933
An Equal Opportunity Employer

RESERVATIONIST. Male or female, some typing skills preferred. Mon. thru Fri. 9 am to 5 pm. Some weekends. Contact Mr. Bob Consani. Plymouth Hilton Inn. 459-4500

SALES RECEPTIONIST
5 day week.
Powell Studios
Plymouth at Middlebelt
Call Mr. Gies,
961-2643

504 Help Wanted Office-Clerical

RECEPTIONIST
SECRETARY
Full time position with West Dearborn, developer-attorney. Typing and dictation. Experience required. Apply in person. 24810 Michigan Ave., Dearborn or call 565-9853 for appointment between 9 AM to 5 PM.

RECEPTIONIST
SECRETARY
Prominent builder looking for Receptionist/Secretary to work in his model home sales office in West Bloomfield.

Duties include: greeting customers, phone work, assistant to Sales Manager, general office work plus the excitement of working directly with customers through the total building process. Typing Required.

Must be able to work all Sundays and every other Saturday. Hours 12 Noon to 5 PM. Call 626-2502 after 12 Noon.

RECEPTIONIST
Charter Twp. of Canton is now accepting applications for receptionist. Minimum qualifications: a receptionist must have a High School education or equivalent and cargreiness in the operation of a switchboard (preferably dimension system.) Any situation similar to a Union Twp., receptionist must be friendly, accurate and cordial. Typing skills will be required. Salary, the rate of pay for this position will be $9,849 annually. Applications will be accepted until 4pm Friday, June 22, 1979. Applications are available at the Twp. offices, 1150 So. Canton Center Road, Canton, Michigan 48188. The Charter Twp. of Canton is an
Equal Opportunity Employer M/F
John W. Fiodin, Clerk.

RENTAL AGENT
Car dealship needs outgoing person to make reservations and greet clients. Lots of public contact and variety! Hurry for this! $500. Call Kathy
353-2090
SNELLING & SNELLING
PERSONNEL

RESERVATIONIST. Male or female, some typing skills preferred. Mon. thru Fri. 9 am to 5 pm. Some weekends. Contact Mr. Bob Consani. Plymouth Hilton Inn. 459-4500

SALES SECRETARY - Order Desk. Typing, shorthand optional, good phone personality. Birmingham office.
645-2803

SALES SECRETARY/PERSONNEL Coordinator. Equal opportunity employer has an immediate opening for Secretary to Regional Sales Manager and full responsibility for coordinating all Personnel functions. Typing, math ability, shorthand or dictaphone preferred. Good public relations and ability to work with a minimum of supervision. Excellent company benefits. Farmington Hills location. For personal interview, contact Jacquee Rutherford between 8am-5pm at 477-6708

SALES
SECRETARY
Computer/Word processing company in Southfield requires experienced person as District Secretary to busy sales office. Excellent typing skills. Light shorthand desirable, but not essential. Good fringe benefits, profit sharing, etc.
Eleanor Steffes
Wang Laboratories, Inc.
24500 Northwestern Highway
Southfield, Michigan 48075
353-9933
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST needed for diversified office in Southfield insurance agency. Call from 9-4.
352-4740

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

SECRETARIES
Choice Opportunities
For people who are looking
For the Freedom to Excel

Our success story as the world's leading manufacturers of minicomputers is well known. We are offering attractive opportunities in our terminals and software departments to experienced individuals who are interested in making their experience work for them.
Individuals who welcome the challenge of responsibility...and the freedom to excel.

These positions require excellent typing skills, good figure aptitude and individuals who can deal effectively with people. Dictaphone experience a plus.

For further information concerning these attractive openings, please send letter outlining your experience to:
Sherri Fender, Digital Equipment Corporation, 28245 Hamilton Court, Farmington Hills, MI 48018. We are an equal opportunity employer M/F.

DIGITAL
EQUIPMENT
CORPORATION

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 372-8500
Madison Heights 545-1700
Dearborn 565-3500

SECRETARY - accurate typing 50-60WPM, filing, telephone personality. Southfield area. Mr. Schaller. 569-2262

SECRETARY
AD AGENCY
DARCY, MACMANUS, & MASIUS has secretarial openings. Candidates 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. Woll.
559-3748

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

SECRETARY-Commercial construction experience a must. Typing 60wpm, shorthand or speedwriting. Outstanding benefits. $10,600. FEE PAID

SECRETARY-Advertising Agency, type 65-70wpm. Shorthand helpful but not necessary. Good benefits. $10,000. FEE PAID

SECRETARY-Warren office. Typing 60wpm, shorthand 80wpm. Benefits to $10,500. FEE PAID

LEGAL SECRETARY-Major corporation, legal patent experience a must. Excellent skills required. Excellent benefits. Salary open. FEE PAID

Call Robin at 642-7242
KAY PERSONNEL CONSULTANTS

Only a partial listing
All fees employer paid.

SECRETARY
Experienced Gal Friday for Birmingham office. Expert typing, no shorthand. After 6PM. 646-2054

504 Help Wanted Office-Clerical

SECRETARY
Farmington area manufacturing firm needs bright, energetic secretary with good typing and dictaphone skills. Must be a self-starter with the ability to accept responsibilities. Excellent fringe benefits. Call for interview
476-7100, Ext 277
Equal Opportunity Employer M/F

SECRETARY for Insurance Agency in W. Bloomfield. Commercial experience, top pay, benefits and future. 851-1800 or 626-0024

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. 478-9236

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
For small Law Firm. Shorthand necessary. Full Time. Southfield Area.
355-2470

SECRETARY for Engineering Dept. Dictaphone and general office experience. Monitoring Schoolcraft-Southfield area. Call Pani at:
272-5700

SECRETARY - for Birmingham sales office of automotive supplier. No shorthand: General office duties in very pleasant environment. Salary $800 to $900 plus full benefits and fee paid.

RECEPTIONIST - for Southfield construction company. Bright, dependable person will handle general office duties. Salary starts at $750 plus benefits & fee paid.

LEGAL - secretary for very good Birmingham law firm. Well organized person able to handle heavy work load will earn $16-$18 PLUS benefits. Fee paid.

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

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

SECRETARY - Good typing, light shorthand, some general office, must have good telephone personality. To $215. Fee Paid. Beryl Personnel, 26661 Coolidge, Oak Park. 547-0055

SECRETARY
Immediately. 12 months, 8 hour day. Shorthand (equivalent) required. Benefits. Vacation. Apply:
Bloomfield Hills School District
Personnel Office
4175 Andover Rd.
647-1324

SECRETARY
Immediate opening available for an experienced & qualified Secretary to work in the Board Of Education office. Must be well organized & have good clerical & typing skills. Excellent salary & fringe benefits. Apply at: Oxford Schools, 153 N. Oak Road, Rd., P. O. Box 168, Oxford, Mich. 48051.

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 259-1250

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

SECRETARY NEEDED for Southfield office. Shorthand & typing necessary. Good benefits & working conditions. Contact Denise 557-5316

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 & we need an experienced Secretary for two projectManagers. Dictaphone, Good Typing, Shorthand Helpful but not necessary. Good Benefits. Southfield Location. Call 569-4800

SECRETARY
PERMANENT PART TIME
Secretarial position, 20 hours week. 50 wpm. minimum. Accelerated atmosphere. Benefits at a large company. Perfect for sharp, skilled individual. Call Nancy, 9AM-4PM.

647-3300

SECRETARY - receptionist, full time position in Birmingham real estate office. Light typing & filing, considerable phone work. Excellent office & location. Starting mid Aug. Salary negotiable. 647-1909

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

SECRETARY - RECEPTIONIST
For local Ad agency. Good skills required. Salary negotiable, good benefits.
332-8770

SECRETARY
Troy- Birmingham area, to work with young sales agency.Call Friday only.
362-1350

SECRETARY/SALES ASSISTANT In Southfield. Good typing, shorthand and telephone proficiency. Good pay and benefits. Call General Electric Co. Mr. Link at
355-3581

SECRETARY - shorthand, typing. National commercial real estate franchise office. Call Partridge & Assoc. 538-3300

SECRETARY - Typist, National firm needs person with good secretarial skills. Immediate full time position, full benefits, located in Southfield, call for appointment.
557-1439

SECRETARY-811.100
Excellent career position in Southfield for an experienced secretary with good shorthand and typing. Major national company offers good benefits. Suburban Office Services. 477-8440

SOUTHFIELD mortgage company looking for an insurance file clerk. Must type 50 wpm, some mortgage background preferable, not required. Call Bev
355-9513

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

504 Help Wanted Office-Clerical

SECRETARY
2 days week, permanent
Opening in quiet 2 girl office for qualified lady, shorthand, typing, telephone skills. Pleasant person appreciated. Former employee stayed 11 years.
Southfield-12 Mile area.
559-6633

SECRETARY
36 ½ hour week, typing 60 WPM, Shorthand 90 WPM. Salary based upon experience. Immediate opening.
Mr. Blasgett. 273-9083
TOLLEY INTERNATIONAL CORP.
An Equal Opportunity Employer

SECRETARY
45 wpm, no shorthand, regional office of a national mortgage insurance company, data entry helpful but not necessary, accurate with figures, pleasing personality, telephone skills a must, salary commensurate with ability. Call Southfield
569-0696

SEEKING mature person with secretarial skills for busy sales and production office. Must be proficient typist and have good phone voice. Other responsibilities include maintaining marketing statistics and administrative procedures as backup to executive secretary. If you have the experience required call Pat for interview
644-2260

SOUTHFIELD - full time, challenging position as office manager/secretary in lovely new and well kept office. Good secretarial skills, thorough knowledge of basics a must. For appt. 355-9767

SUMMER JOBS
ALL OFFICE
SKILLS NEEDED
Glamourous assignments with the Big 3
NO FEES
Best Temporary Jobs in Town.
CALL NOW
SCOTT GROUP
334-9790
1383 N. Woodward, Suite 20
Bloomfield Hills
OR542-9232
738 S. Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

SWITCHBOARD OPERATOR
Mature woman preferred, will train. All shifts. Southfield. 353-6606

SWITCHBOARD RECEPTIONIST
Life Insurance company located in Plymouth has opening for Switchboard Operator/Receptionist. Dial PBX console, model 756A. Some experience preferred, involves light Clerical work, excellent benefit package. Contact Mr. Love. 453-8500

SWITCHBOARD RECEPTIONIST
for Southfield corporation needed to work evenings 5-8 pm. light typing helpful. Call Helen 355-9200, ext. 261

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, done personality, excellent typing skills, shorthand or dictaphone. Birmingham. Immediate opening.
Dorothy:
645-0500 ext. 16

TELLER
LIVONIA AREA
Full time position available. Ability to meet the public. Accurate with figures. Some typing skill necessary.
PEOPLE'S
FEDERAL SAVINGS
751 Griswold, Detroit
961-0170
An Equal Opportunity Employer

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 ready able 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
for distributor's office.
65-70 wpm. Dictaphone experience required. Word processing background preferred.
Call Mrs. Fairbanks
METHODS & EQUIPMENT ASSOC.
Livonia, Michigan
525-9130

TYPIST - for growing CPA firm relocating soon to beautiful new offices in Town Center, Southfield. Excellent fringes & working conditions, salary commensurate with ability. Call Mr. Isenberg at 353-4199

TYPIST/GENERAL OFFICE WORK
Permanent, full time only. 9 Mile-Lahser area, Call Betty 353-3200

TYPIST
Immediate opening available. Full Time, 50WPM, experience helpful. For further information Call Mr. M. Faugh.
ALLSTATE
Insurance Company
Troy Claims Office
354-7048

TYPIST
National firm offers interesting position with varied duties. Good typing speed and accuracy required. NAS Creditors Service. 353-8300
An Equal Opportunity Employer

TYPIST - NW area. Minimum 3 years work experience. Pleasant phone voice, good spelling and grammar. 3 full days/week. 341-6981

TYPIST
Production typist with good typing skills. Numerous benefits, educational opportunities, air conditioned plant and merit increases. Apply in person between 8:30 AM and 3 PM, 6000 Central, (West on Plymouth Rd. from Telegraph and north on Dale to Capitol), Redford. 538-5333
An Equal Opportunity Employer

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
543-1060
ALSO
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TYPIST
Southfield office needs typist able to type 50 w.p.m. & handle telephone in professional manner. Call Pat 352-0910

TYPIST
With shorthand or speed writing. Paid company benefits. Schoolcraft - Evergreen area. Ask for Peggy 272-4158

WORK IN your home, Company needs an experienced, disciplined person to work in their home stuffing punctuation and grammar skills on interesting high paying work. Secretarial skills should include use of tape recorder.
963-5505

505 Help Wanted Food-Beverage

Dishwashers
FULL OR PART TIME
Good wages
Apply in person
CLAM DIGGERS
30555 Grand River, Farmington.
478-3800

HEALTHY JONES
UNIQUE & EXPANDING Natural food restaurant and health food store needs responsible dependable persons in the following positions:
Experienced restaurant Management.
Experienced Cooks
Pastry Help
Experienced Waiters & Waitresses
Experienced grocery Manager
Experienced Deli Cheese
Experienced Produce person
Knowledgeable vitamin specialist
Morning stock personnel
Cashiers
Dishwashers
Call 353-7766

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
33429 Michigan Ave., Wayne
772-6620
203 S. Wayne Rd., Westland
326-5333

ASSISTANT MANAGER
for Pizza Store. Experienced preferred but not necessary, will train. Call Plymouth area, 453-1000

BARMAID
For restaurant and lounge in Troy. Part time and full time. Ask for Marco.
689-2232

BARMAID
Nights. New owner.
The Derby Bar
13401 Middlebelt, Livonia

BUS BOY needed, nights - full time, apply in person Clamdiggers Restaurant, 30555 Grand River, Farmington

BUS BOYS
FULL & PART TIME
Apply in person
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

BUS PERSONS
Full & part time positions available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 11Mile
Between Southfield & Evergreen

COOK
BROILER MAN
Afternoons
Pay according to experience and ability. Insurance program, paid vacation, Christmas bonus, New Year's bonus, Mother's Day bonus, Life Insurance program.
AMANTEA
RESTAURANT
32777 W. Warren,
Garden City

COOK
Fast food - nights.
WAITRESS
Dependable - Mature.
Will train
BARMAID
Dependable - Experienced
Nights and/or weekends.
Apply in person between 12:30-2:30 PM, Mon. thru Fri. at Pontiac Cocktail Lounge, 28121 Plymouth Rd., Livonia

COOK
Full time, 6 am to 230 pm & 11 am to 7:30 pm. shift. Air conditioned kitchen, fringe benefits. Bedford Villa Nursing home.
522-0303

WAITRESSES, experienced. Excellent wages. Village Restaurant, 29591 Orchard Lake Rd., Farmington Hills.
851-2545

WAITRESSES, full time days. Call: Town Crier Restaurant. Experience preferred. 549-4995

WAITRESSES
Now accepting applications for midnight shift, other shifts available. Top salary, vacation pay, uniforms and meals furnished. Apply in person
Bates Hamburgers
22291 Middlebelt
near 9 Mile, Farmington Hills

WAITRESSES: Uncle Sam's currently looking for part time help, evenings. Apply in person, Monday, Wed., Fri. 1PM-4PM. 14080 Telegraph Rd., Detroit. 538-1645
An Equal Opportunity Employer

WAITRESSES WANTED - No experience necessary, must be over 18. Apply in person: Frances Italian Restaurant, 7304 Middlebelt, Garden City. 421-6320

WAITRESS - full time, apply in person Fine Fine Food, 33971 Plymouth Rd., Livonia 261-8890

YOUNG MAN
OR YOUNG WOMAN
FOR GRILL COOK
AND MANAGER
AFTERNOONS SHIFT
Good pay, All benefits including Blue Cross paid. Apply in person,
Golden Lantern
33251 W. Five Mile, Livonia
421-1015

505 Help Wanted Food-Beverage

FEMALE COOK - must be 18 years old or older, experience not necessary but helpful. Apply in person at Marina's Pizzeria, Westland. 721-4131

GIRL 18 or Older, to work days at Dino's Pizza in Plymouth. Will learn complete operation. Hours 11 am to 5 pm. Mon. thru Fri. Starts at $2.20 per hour. Apply at 9456 Lilley in Plymouth.

HIGH SCHOOL STUDENT to work at Soda Saloon in Livonia. Start at $2. per hour. Apply at 29200 Five Mile, near Middlebelt

HOSTESSES-WAITRESSES
Attractive energetic individuals needed by busy Southfield restaurant. Must be willing to work weekends.
Apply in person Mr. Allen 3pm-5pm
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Southfield, Mich.

HOSTESS
WANTED
Evenings and Weekends
Apply in Person
Between 2pm-4pm
BONANZA
33456 W. 7 Mile Rd., Livonia.

KITCHEN
HELP
FULL & PART TIME
425-4140
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

KITCHEN
PERSONNEL
Evenings
Part time & full time. Must be willing to handle multiple duties.
Apply in person Mon. thru Fri. 3-5 PM
Steak and Ale
24666 Northwestern
Southfield 353-7448

LIVONIA BURGER CHEF - Help wanted days and nights. 425-4140

MATURE: person willing to work part-time evenings to manage Bar-b-cue carry-out. Oak Park area. After 3 PM, call: 968-1190

NIGHT CHEF & COOK wanted, good pay & benefits, call Gordy between 9-4, Piper's Alley, Troy. 649-3450

PANTRY PERSON
Night shift, Full time.
Apply in person, Peabody's,
154 Hunter Blvd., Birmingham

PART TIME cook wanted. Villa Marie. 15131 New Hamburg, Redford. 864-9494

PERSON needed for delivering pizzas Must have own car, dependable. Nice place to work. Call after 4PM Farmington. 476-7874

PIZZA MAKER and Delivery Boy wanted to start immediately. Call after 4PM 476-3770

SALAD & DISH GAL
Wanted Evenings. No Experience necessary. Farmington Area. Call for interview. 478-8866

SHORT ORDER COOK
Day and Afternoon Shifts
Lad's Restaurant
Farmington & 5 Mile
261-5558

SHORT ORDER
COOKS
FULL & PART TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

Waitresses
AFTERNOON & MIDNIGHTS
FULL TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

WAITRESSES
All shifts. Full and part time. Willing to work weekends. Top pay, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES & BARMAIDS
(Nights)
Apply in person:
Somebody's
13090 Inkster Rd., Redford
532-0303

WAITRESSES, experienced. Excellent wages. Village Restaurant, 29591 Orchard Lake Rd., Farmington Hills.
851-2545

WAITRESSES, full time days. Call: Town Crier Restaurant. Experience preferred. 549-4995

WAITRESSES
Now accepting applications for midnight shift, other shifts available. Top salary, vacation pay, uniforms and meals furnished. Apply in person
Bates Hamburgers
22291 Middlebelt
near 9 Mile, Farmington Hills

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506 Help Wanted Sales

CENTURY 21
Experience Not Necessary
3 weeks salesmanship (we will reimburse you for the cost of this schooling) will prepare you for your license exam. Also free on the job training plus free Century 21 training program will prepare you for making money as a real estate salesperson. It's well worth taking about, so let's do it. WESTLAND OFFICE located at 8376 Merriman, just north of Ann Arbor Trail. Century 21, ABC Realty, Steve Barrer 425-3156.

REAL ESTATE
SEMINARS
Introduction
To Real Estate
For Inexperienced & Unlicensed

Century 21
Formula for Success
Making MOre Money
Experienced only

Call for date and reservation or a strictly confidential interview.
CENTURY 21
Hartford 414, Inc. 478-6000
Serving Farmington, Farmington Hills, Livonia, W. Bloomfield, Novi, surrounding communities.

COCKTAIL WAITRESSES/WAITERS
We have several immediate openings in one of the areas busiest lounges. At least 1 year cocktail service experience in busy lounge required. Apply at:
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

FOOD SERVICE PERSONNEL
MARRIOTT CORPORATION, a world leader in the food and hospitality industry, will be conducting preliminary interviews for Food Service Contract in local area.
Positions Available:
SHORT ORDER COOK - NIGHTS
VENDING ROUTE PERSON
Good starting wages with excellent benefits.
Call: MR. SESTRICH
353-8144
An Equal Opportunity Employer

RESTAURANT
MOVE INTO
MANAGEMENT
WITH TACO BELL
OPENINGS
IN THE IMMEDIATE AREA
TACO BELL, the fastest growing organization in the Mexican food industry, has immediate opportunities for enthusiastic individuals to join our management team. We offer a:
• comprehensive training program
• one week paid vacation every six months
• medical and life insurance
• retirement program
Starting salaries are commensurate with experience.
Manager Trainees
$10,200 to $14,000
Managers
$12,000 to $18,000
Previous restaurant experience and good inter-personal skills are the keys to a rewarding career with us. For immediate attention or further information please call:
Jan Grede
Regional Recruiter
(313) 282-7232
20600 Eureka Road
Down River Federal Savings Bldg. Suite 922
Taylor, Mich. 48180
TACO BELL
An Equal Opportunity Employer, M/F

BONANZA
A WHOLESOME ON A BUDGET
MANAGER
TRAINEE
Southfield Area
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
For appointment, call
474-0203
BONANZA RESTAURANT

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