504 Help Wanted Office-Clerical

GENERAL OFFICE work, Farmington area. Typing essential, filing, phone, and forms. Hours flexible. $3 per hour to start. 553-2113

GENERAL OFFICE
Birmingham area. Permanent. Typing 45WPM, answer Phone, Filing, ability with Figures. All benefits. 40 hour week. Call 644-5970

GENERAL OFFICE/CLERICAL
Full Time. Some experience required. Good typing skills. Excellent fringe benefits. Apply in Person 10 AM-2 PM.
Grafiot Auto Supply
31435 Stephenson Hwy.
Madison Heights (Upper Level)

INSURANCE
company. 8 Mile, Southfield area. Experience necessary. 538-9500

GENERAL OFFICE
Part Time, 3-8 AM-3 PM, 5 days. Pleasant working conditions. Plymouth area. 455-8288

GENERAL OFFICE - Position in busy one girl office. light bookkeeping knowledge helpful but not necessary. Will train, must be willing to learn. Call 9am-5pm. 533-1446

GENERAL OFFICE work. Accurate with figures, light typing, telephone and filing. Full time position. Apply to Mr. Jim Sheppard, Wolverine Trucking Co., 1020 Doris Road, Pontiac, MI. 373-9300

GENERAL OFFICE
Friendly office in Southfield. 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. Call 9AM - 5 PM: 352-9555; Eves: 476-0383

GIRL FRIDAY for law office in Bloomfield Hills. Duties include light typing. Call Mrs. Herrala between 9 AM. and 5 PM. 645-3770

GIRL FRIDAY
Immediate opening for experienced gal with outgoing personality, to handle front office duties. Livonia area.
525-7747

GIRL FRIDAY
Immediate opening for experienced gal with outgoing personality, to handle front office duties. Livonia area.
525-7747

GLAMOUR SPOT
If you can type 60 wpm this plush advertising agency can use your services. Company pays your fee. $9000 a year.
PERMANENT STAFF
353-0505

GO-GETTER
Ambitious Self Starter can move ahead quickly in personnel service with. The combination of in person and phone duties is designed to express your own people handling skills. 591-4690.
Call 649-4166.
HARRIET SONGE PERSONNEL
Your New Boss Pays Our Fee.

GREENHOUSE OFFICE needs mature individual to keep records and handle various office responsibilities. Secretarial experience and ability to organize and learn are extremely helpful. Full time permanent position. Apply in person at the greenhouse office, Monday through Friday, 8 AM - 5 PM: ask for Loraine Buckingham. Cottage Blooms, 1985 So. Rochester Rd., Rochester.

GROUP HEALTH insurance claim examiner. Computerized payment system, excellent starting salary and benefits. Southfield office location. 424-8878

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience and general accounting skills. Send resume to Box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IMPRESSIVE SPOT
Lots of public contact for this executive secretary. Typing and shorthand required for this fast paced position. Southfield area. $12,000 fee paid.
PERMANENT STAFF
353-0505

INSURANCE AGENCY, Downtown Northville, full time, Typing required. Experience preferred. Good wages, pleasant surroundings. 349-1122

INSURANCE-Commercial account assistant for insurance agency. Experience necessary, but excellent opportunity & working conditions. New office in Southfield. 355-4600

KEYPUNCH
1 year experience, call Rena
642-9500

LEGAL RECEPTIONIST - for Southfield Law firm. Attractive Career Opportunities for advancement. Excellent benefits. Salary commensurate with experience and ability. 354-4740

504 Help Wanted Office-Clerical

JUNIOR SECRETARY with good typing skills for management company located in Southfield. Call for appointment. 559-7733

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for afternoon shift. Excellent benefits and incentive pay.
Livonia 427-2000
Utica 254-1910

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1710

KEYPUNCH OPERATOR
for IBM #3742. Redford area
Full or part time, days
937-1180

KEYPUNCH OPERATOR for day shift, part time. Apply at Wickes Furniture, 29635 7 Mile Rd. Livonia.
An Equal Opportunity Employer

KEYPUNCH OPERATOR
Needed for full time position in progressive Southfield Firm. Some experience necessary. Pleasant working conditions, excellent benefits. For appointment call 353-3209

LEGAL SECRETARY, full or flexitime, must have excellent skills & experience. Birmingham. Salary open.
646-1800, 644-4309

LEGAL SECRETARY. For Northville firm. Experience preferred. Please call for interview: 348-2992

LEGAL SECRETARY
For Southfield law firm. Salary commensurate with experience. Call Mr. Haberek. 424-8844

LEGAL SECRETARY, Downtown, some experience preferred, general practice with personal injury emphasis. Salary open. 962-1192

LEGAL SECRETARY - part time, 40 words typing and dictaphone skills, no experience required. 443-1811

LEGAL SECRETARY - experienced preferred for Southfield general law firm, pleasant office, near 10 Mile-Evergreen area. 353-5600

MAG CARD
TYPIST
Full time or part time opening. Must have skills in spelling, punctuation, and transcription experience. Typing at 50-60 wpm. Hourly rate negotiable. Consolidated Security Services, 3000 Prudential Town Center, Suite 690, Southfield, located 10½ Mile & Evergreen, or call Sandy. 358-1880

MARKETING SECRETARY
No shorthand! Step into a new career in this beautiful suburban Highrise. Your good typing and experience are the keys. To $11,700.
Call Joanne Headley today!
353-2090
SNELLING & SNELLING
PERSONNEL

MATURE PERSON
Wanted for office duties, must be able to answer phone and greet people in our office with a pleasant personality. Must be able to work one day on weekend. Call 349-8410

MATURE SECRETARY needed for 2-girl district insurance office located in Bloomfield. Must be able to work well under pressure. Call Jackie 363-4060

MATURE SECRETARY with excellent office skills. Pleasant Troy insurance office. Excellent fringe benefits. Apply No Barrier. Call morning. 649-3600
An Equal Opportunity Employer

MATURE SECRETARY-good typing skills dictaphone experience for accounting firm located in Southfield. Send resume to Box 139, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN for general office work, aptitude for figures. Call Rose 838-3 to 3 PM. 831-6100

MEDICAL BOOKKEEPER -Insurance Biller wanted for busy Rochester specialist's office. Experience needed. Good typing skills a must. Please call 652-2600

MEDICAL RECEPTIONIST needed for doctors office, full time. Experience helpful, some Saturdays. 7 Mile - Middlebelt area. 477-7022

NEED mature Secretary for 1-girl office, dictaphone experience necessary. No bookkeeping, full time. Dearborn area. Call 644-2700

OFFICE ASSISTANT NEEDED
Secretarial experience, male or female. Apply in person, 8-5 PM. Auto Chemical Co., 19515 Plymouth Rd., Detroit.

PART TIME OFFICE HELP NEEDED
Experience helpful with personal injury cases & light typing. Apply in person: Art Van Furniture, 6321 N. Woodward, Royal Oak.

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Experienced in Bookkeeping and account control procedures. Able to interface clerical employees in a variety of work methods and procedures and to prioritize and expedite work processing. Accurate typing and shorthand skills. Excellent fringe benefits. Call Director, Management Education Center, Troy, Michigan 879-2456
An Equal Opportunity Employer

OFFICE CASHIER
Enjoy working in our office. Duties of office cashier include: Verifying sales balances, doing daily bank transactions, disbursing funds and many more related duties. Excellent company benefit package.
WRIGHT-KAY JEWELERS
180 S. Woodward Birmingham
642-2025

OFFICE CLERICAL
Full time permanent position for CPA Office. Telephone experience, filing and some typing. Pay commensurate with experience 559-6666

OFFICE CLERK-Nevi Area
Manufacturers representatives need conscientious worker with willingness to learn order processing and other related work. Accurate typing and pleasant phone manner. Call 8-5PM for appointment.Grad-Elfrid Co. 348-3460

OFFICE CLERK
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 1 and 3 PM
355-2530

OFFICE HELP for Retail Chain located in Southfield. Figure aptitude and experience helpful, but not necessary. Includes fully paid Blue Cross and Profit Sharing. Please call:
MAGIC MARKER
10140 W. Outer Drive Detroit
Attn: Personnel Department
Equal Opportunity Employer

OFFICE Manager for Livonia shopping center to supervise bookkeeping, payroll and both payroll & rental accounting. Mature man or woman. Local references required. Call 522-4100

OFFICE POSITIONS

Secretaries - typing & shorthand required
Accounting Clerks - experience & ability to work in large company.
If you among the BEST Call;
A BETTER WAY. . 559-7773

Office Position
Permanent full time position with Thybony wall coverings distribution. Phone order, Clerical, light typing, mailing. Benefits: Medical, Dental, Life Insurance, paid vacations and Holidays. Apply in person.
THYBONY
WALLCOVERINGS
11874 Market
Plymouth Rd. E. of Newburgh

OFFICE SKILLS?
Let Kelly Services help you get those skills to work. Work as much or as often as you like. We have over 100 different classifications of jobs. Let us evaluate your skills and find what kind of work is right for you.
We offer top pay rates, top assignments, merit raises, bonus referral plan and paid vacations. Make a move in the right direction ... call the KELLY office nearest you today.

EXTRA BONUS
CONTACT YOUR NEAREST KELLY SERVICES OFFICE FOR DISCOUNT TICKET FOR THE 1979 DETROIT EXPRESS SOCCER GAME.
29449 6 Mile, Livonia
522-4020
2219 S. Telegraph, Bloomfield Hl.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23177 Greenfield
Suite 102, Southfield
424-9100
Not An Agency - Never a Fee
KELLY SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F

OFFICE WORK
Full Time for busy Doctors office in Garden City Area. 422-7400

OPPORTUNITY
Southfield office desires a person who can use office machines, likes figures and is interested in a realistic opportunity for advancement. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits, periodic raises after 6 months and 12 months. Starting salary at $150. Call Ms. Maguire, 557-8444
An Equal Opportunity Employer

ORDER CLERK
Order entry clerk needed for Troy based franchising firm. Position will relocate to Redford Twp. in the near future. Must have good telephone manner, ability to learn procedures, keypunch experience helpful, some light typing required.Call during business hours 548-4100, ext 222

PART TIME
Secretary 1PM - 5PM. Shorthand or Speed Writing. Birmingham law office. Parking. Will train college student.
644-2015

PART TIME Year around. Mature person for General office and light typing. Northwestern-13 Mile Road area. Call mornings. 855-2500

PAYROLL CLERK
Looking for person with good aptitude to work in pleasant office and assume charge of payroll processing. Experience a plus but not required. For further information contact the Personnel Office, West Bloomfield School District, 682-3555

504 Help Wanted Office-Clerical

OUTSTANDING CAREER OPPORTUNITY with growing electronics company. Position is for Administration and Marketing Assistant. Must be able to form and type business correspondence; take dictation, and perform other marketing and secretarial responsibilities. Contact Central Park Corporation, weekdays 9 to 5PM
349-6231

PART TIME help needed for office duties. Approximately 20 hours per week. Must be able to answer phones and greet people in our office with a pleasant personality. Must be able to work 1 day on the weekends. Northville area. Call 349-8410

PART TIME Secretary for quality office. Good typing skills required. Flexible days. American Center Building Southfield. 352-4700

PAYROLL SUPERVISOR
Full payroll responsibility for a 2 person department, duties to include payroll entries, tax returns & group insurance. Computerized systems, experience a must. Salary commensurate with experience. Call Helen
355-5200, ext. 261

PERSON TO RUN Data processing control, needed terminology helpful will train. Troy area.
362-3815

PERSON with pleasant personality for small office, women preferred. diversified duties. Experience in billing helpful. 838-5941

PLYMOUTH PRESTIGE
$10,000 PLUS
FEE PAID. Be key individual for friendly President of well established firm! Much variety and responsibility! Excellent clerical skills a must!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

POSITION AVAILABLE for experienced legal secretary with Bloomfield Hills law firm. Good benefits. Call Margie, 332-9256

POSTING CLERK
Responsibilities required, accurate figure skills a well as good typing & telephone skills. Previous experience necessary. Prefer western Wayne County residence. Salary negotiable. Call Linda Clark, after 9am at 522-4668

PRESSNTLY in Livonia, moving to Westland, knowledge of typing, filing, 10 key calculator , Pleasant phone voice. Schedule is flexible, will discuss at interview. Apply in person Target Party Sales, 13150 Wayne Rd. Livodia.

PROPERTY and Casualty Insurance Agency needs lady to handle all facets of accounting and bookkeeping. Some Commercial Insurance knowledge desired. Salary commensurate with experience. Minimum of 3 Years. Southfield area. 559-9577

PURCHASING CLERK
The selected candidate will assume duties of clerk/typist reporting for the West Bloomfield School District. Will handle county bids, processing of purchase orders, etc. Some typing required. Experience desirable but will train. For further information contact the Personnel Office, West Bloomfield School District. 682-3555

RECENT High School Graduate for Secretarial position. Typing and general office skills, shorthand helpful. Southfield location. Ask for: Mr. Accardo, 353-0770

RECEPTIONIST - day shift at suburban country club. Must work weekends-holidays. Excellent wages-benefits. Call Tom. Gru Pri. after 10am 851-2200

RECEPTIONIST-TYPIST
Experience necessary. 45 wpm. Monday thru Friday, 8.30am-5.30pm.
American Heritage Realty 644-6500.

RECEPTIONIST - typist, general office work, must be 18, apply Fox Photo, 775 Davis, Plymouth.
An Equal Opportunity Employer

RECEPTIONIST
For Pediatrician's office, 15 Mile-Woodward area. We are open a three day week. Peg board, experienced 355-0736

RECEPTIONIST/SECRETARY
For Southfield Office. Sharp dependable person with poised business manner for telephone and general office duties. Call Diane, 559-5200

RECEPTIONIST-SECRETARY-SALES. Presentable girl with basic office skills to work in the above areas for a dating service & law firm. 9 Mile & Woodward, Ferndale. Base salary plus bonuses. Must be mature & sophisticated. Ask for Bob 541-0300

RECEPTIONIST
Experienced typist, other duties include general bookkeeping, inventory of office forms & supplies, typing phone orders. For further information, call Chuck Keeler, Sentry Drug Stores,778-7700

RECEPTIONIST- Experienced switchboard, shorthand, typing, clerical, pleasant surroundings. 9AM-5PM. Fringes. Call Mrs. Mash between 10AM-4PM. 477-7400

RECEPTIONIST
Stock Brokerage Firm - Southfield area. Experienced only need apply. Exceptional opportunity, excellent working conditions. Ask for Barbara.
358-2282

RECEPTIONIST/TYPIST
Pleasant office in 7 Mile-Evergreen area needs high school graduate. Call R. C. Lappen 533-7503, Capitol Financial Services
An Equal Opportunity Employer

RECEPTIONIST. Farmington Hills Ad Agency. Experience necessary, with excellent typing skills and clerical functions. $185 plus fringes. Resume to Box 116, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 weekdays. Hours: Noon to 6 PM. Call 626-3503 after 12 Noon.

SECRETARY
ARA, the unique service management company is seeking a bright and competent secretary for our Southfield Headquarters.

We desire a personable individual having 2-5 years clerical experience. Good typing and shorthand skills are a MUST.

We offer an attractive starting salary with a comprehensive benefit package and the potential for career growth in a fascinating business.

For an appointment please contact: Denise Petrucci
(313)964-7500
An Affirmative Action
Equal Opportunity Employer

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

504 Help Wanted Office-Clerical

RECEPTIONIST - for nice Troy law firm. Good telephone experience required plus typing. Outstanding company offers full benefits. Salary $650 to $750, agency fee paid.

SECRETARY - for leasing department of large land development company in Troy. With good skills and experience you will start at $666 to $910 plus enjoy excellent benefits. Convenient to shopping, fee paid.

ACCOUNTING - clerk for large Southfield company. Position requires math ability, outgoing personality & ability to communicate well. Start at $650 month, excellent benefits paid. Call

BEGINNING - secretary, no shorthand for fun spot in large Troy company. Good telephone manner needed. Salary range $758 to $800. Plus full benefits & 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

SALES SECRETARY. Experienced, punctual, mature person. Good typing skills, shorthand preferred, pleasant telephone skills. Farmington Hills
478-8776

SECRETARIAL OPENING
For Bright individual with good skills, (Typing 55WPM, shorthand preferred) at least 2 yrs. experience. Southfield based company. Good benefits, pleasant working conditions. Call Sharon DeWitt at 352-5200 any weekday from 8 AM - 5 PM. After 5 PM. Call 838-1618

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

Secretarial Positions
Available in Real Estate firm. Clawson, Plymouth, Farmington and Birmingham area. Call Marilyn Sanders, 541-1510 for appointment.
HITCHCOCK
GALLERY OF HOMES

• 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 272-8500
Madison Heights 545-1700
Dearborn 565-3500

SECRETARY
AD AGENCY
D'ARCY MCMANUS & MASIUS
Has an immediate opening for a Secretary to our Broadcast Manager. Position requires typing at 60 wpm and shorthand 80 wpm. Must be a quick study and able to follow through. Call Personnel department.
644-5900
Equal Opportunity Employer M/F

SECRETARY
Challenging position for experienced secretary, typing 60-75 WPM, shorthand 80-100. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile & Farmington Rd.

SECRETARY, experienced, with shorthand skills, for Southfield Law firm. Salary commensurate with experience.
557-8700, Ext. 32

SECRETARY - Experienced, for Livonia office. Typing. Use of dictating equipment, some bookkeeping desirable. Good starting salary. Excellent working conditions. Phone between 9am-3pm for appointment. 591-1474

SECRETARY - experienced for general manager and marketing department. Shorthand not required. Must be detail oriented and able to handle complete duties to completion. Salary commensurate with experience. Linwood & Lodge location. Send resume to box 138, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY FOR Manufacturers rep. 12 Mile -Northwestern 1 girl office, looking for mature dependable person with good skills & the ability to handle sphere, excellent benefits, salary range $550-$750 monthly. Phone 353-7260

SECRETARY
For small Southfield Real Estate Law Firm. Typing and shorthand required.
355-2470

SECRETARY for engineering department. Degree plus secretarial experience necessary. Southfield-Schoolcraft area. Call Pam at 272-5700

SECRETARY - For local food sales office, 8AM-5PM, 60 WPM, good telephone voice required for this interesting job opportunity in good location. All benefits paid, no Saturdays. Call for interview appointment. 352-7222
An Equal Opportunity Employer

SECRETARY for Farmington Hills Corporation. Typing and shorthand plus willingness to work as part of a team. Pleasant working environment, competitive salary and benefits. Send resume in confidence to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - good working background. Type 50 WPM, shorthand not required. Fee Paid. Beryl Personnel, 24661 Coolidge, Oak Park. 548-3055

SECRETARY
Large national corporation with office in Livonia is seeking a part-time secretary, 3 days weekly, for area broker manager. Good shorthand and typing skills required. Are must be good at working with figures. Excellent salary and fringe benefits. An equal opportunity employer. Send resume to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
National Restaurant chain with offices in Southfield seeks a person with high figure aptitude and accurate typing. 5 day work week, good pay and benefits. For interview appointment call
647-2020

SECRETARY
NEEDED: 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

SECRETARY
PERMANENT FULL TIME
Secretarial position
50 wpm minimum. Accelerated atmosphere. Benefits of a large company. Perfect for sharp, skilled individual. Call Nancy, 8AM-4PM.
647-3300

SECRETARY/RECEPTIONIST - experience, light bookkeeping, typing and filing. Canton Twp. 495-0400

504 Help Wanted Office-Clerical

SECRETARY - Medium sized company located in Troy seeks career minded secretary. Type 45wpm, shorthand 80wpm. Great company paid benefits. To $12,000. FEE PAID.

SECRETARY - Major construction company in Southfield. 1 year office experience required. Light shorthand 70wpm, typing 45wpm. Mature attitude. Benefits. To $11,000. FEE PAID.

CLERK/TYPIST - Entry level position for bright beginner. Type 35wpm, shorthand not required but helpful. Good opportunity for promotion within. Southfield facility. $150-$160. per week. FEE PAID.

Call Robin at 642-7242
KAY PERSONNEL CONSULTANTS
Only a partial listing.
All fees employer paid

SECRETARY - Minimum 2-3 years experience, self motivated, excellent English and typing speed required, shorthand desirable, 1-2 man office, required to handle office during travel. Located in Top Of Troy building. Call between 9-5:30PM. 362-4260

SECRETARY
RECEPTIONIST
Very choice position with major company. Diversified responsibilities include personal, purchasing and dictaphone. To $1,000. Call Ms. Hayward.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY
Sales Department needs additional help, typing, filing, and general office work. Opportunity for growth, 50 WPM typing required. Call H. Moss
476-7875
GSE INC
23640 Research Dr.
Farmington Hills

SECRETARY
Service department, will train. Recent Graduate, good benefits. Located in Berkley. Call 543-1660

SECRETARY
Southfield company, dealing in diverse industries has immediate opening for Secretary to be able to perform Secretarial duties and aid several Executives. Should be good with figures and able to accept responsibility. Salary and raises to suit experience and ability. Call Mr. Lewis 557-4550

SECRETARY
to President of busy distributorship for industrial accounts. Accurate typing and dictaphone experience. Initiative and organizational ability a must. Bookkeeping knowledge required for backup. Competitive salary and benefits. Male and Telegraph area.
645-0950

SECRETARY TYPIST needed for Farmington Hills law firm. Excellent Typing and dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-9500

SECRETARY wanted for medical office in Troy. No shorthand needed. Excellent salary & fringe benefits. Must be good typist. 362-2528, 647-6308

SECRETARY. Experienced for Troy law office, typing required, no legal experience necessary. 643-7040

SECRETARY
We need an energetic, self starter with shorthand 70 wpm and typing 70 wpm. This position is newly created and reports to upper level management. Duties will include clerical work, phone contact, and assisting in processing of prospective applicants. Excellent growth potential and working conditions. If you have at least 2 years secretarial experience and or training you might qualify for this diversified position. Call us for an interview at
354-5440 352-3230

SECRETARY. Type 60 WPM, accurate. Excellent typing skills. Call benefits. $780 per month, fee paid. Beryl Personnel, 24661 Coolidge, Oak Park. 548-3055

SECRETARY, 1 girl legal office, typing, 60 wpm, shorthand dictation not necessary. Salary commensurate with experience. 647-3666

SMALL INSURANCE OFFICE requires permanent secretary. Typing & general office work required. Southfield area. Salary commensurate with ability. Send brief resume showing previous experience and salary to Gallagher-Hassett Insurance, 24450 Northwestern Hwy., Southfield 48075

SOUTHFIELD - full time, challenging position as office manager/secretary in lovley new multi- office suite. Good secretarial skills; thorough knowledge of basics a must. For appt. 353-9767

SOUTHFIELD INSURANCE AGENCY
Needs Student for Summer Employment with possibility or part time in Fall. Shorthand, Typing, Dictaphone & General Office. $3. per hour. 559-5078

STATISTICAL TYPIST - SECRETARY
Experienced, for CPA firm in Southfield. After 5 PM, call:
968-4949

STOCKROOM CLERK
Manufacturers Bank's Record Storage Center, located in Troy, has an immediate need for a Storage Clerk. Responsibilities include delivering records from the bank, branches & subsidiaries. Candidate must be able to lift large qualities of weight and obtain a valid State of Michigan chauffeur's license.
We offer a competitive package which includes dental & medical insurance, competitive salary and tuition refund.
APPLY:
MANUFACTURERS BANK
PERSONNEL DEPT.
611 W. LARNED STREET
DETROIT, MICH. 48226
Monday - Friday 9 AM - 11 AM
Equal Opportunity Employer M/F/H

SUMMER JOBS
ALL OFFICE
SKILLS NEEDED
Glamorous assignment with the big 3.
NO FEES
BEST TEMPORARY JOBS IN TOWN
CALL NOW
SCOTT GROUP
334-9790
1383 N. Woodward, suite 20
Bloomfield Hills
or
542-9232
738 S Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

SWITCHBOARD/OPERATOR
Receptionist with pleasing personality, good speaking voice, some general clerical tasks involved, good math aptitude a plus, call morning, ask for Fran.
855-2005

SWITCHBOARD RECEPTIONIST
2 years experience, Livonia
Call for appointment.
427-7650

TELEPHONE ASSISTANCE - Pediatric specialty, part time. Experience helpful. Apply: Pediatric Associates of Farmington, 23112 Orchard Lake Rd. Farmington, or call Gladys. 477-0451

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

TYPING SUPERVISOR. Need mature career woman to work full time to train and supervise 12 to 15 typists. Able to type 50 wpm. Great for job secretary who has leadership potential. Located at 13 Mile and Northwestern.
Call 851-4434
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TELLERS
Michigan Savings & Loan Association has an immediate full time permanent teller position available in Livonia. Salary from $3.25 to $4.50 per hour or $563 to $848 per month depending on ability & experience. Join our rapidly growing progressive savings & loan association. Please call Paulette Reynolds for application. 981-2020
An Equal Opportunity Employer

TYPIST
FILE CLERK
MAIL & SUPPLY
LEAD CLERK
Insurance Company of North America has the following openings available for
TYPIST: Individual must be able to type 45-55WPM. For this position you must be accurate, self motivated, and able to schedule your time efficiently. Experience preferred, but not necessary.
FILE CLERK: Position open for individual who can file alphabetically and numerically with speed and accuracy. Good retention ability, grammar and spelling essential. Experience helpful, but not necessary.
MAIL & SUPPLY LEAD CLERK: Individual must have the physical ability to list supplies and ability to work with a minimum of supervision after being trained. Person must be congenial with a cooperative attitude and the ability to act as lead worker. Previous experience would be helpful, but not essential.
We are located in a lovely, modern building, with easy access to I-75. We offer a competitive salary along with a liberal range of benefits which include partially paid hospitalization, company paid life insurance, generous paid vacation and 10 paid holidays per year, plus 2 paid personal holidays. These are solid opportunities; check them out.
For a prompt and courteous interview, please call between 8am-4pm for an appointment with.
PHYLLIS DUNCAN 879-5219
Insurance Co of North America
900 Tower Drive
Northfield Financial Bldg
Troy, Michigan 48098
Equal Opportunity Employer M/F

TYPIST for local CPA office, includes statistical. Must be accurate; flexible hours. Send Resume to: P.O. Box 445, Plymouth, Michigan 48170

TYPIST
Opportunity for an experienced typist, must type 50-55 WPM. Will train on computer terminal. Excellent working conditions & benefits. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 Mile-Farmington Rd.

TYPIST
Production typist with good typing skills. Numerous benefits, educational opportunities, air conditioned plant and ivy home atmosphere. Apply in person between 8:30 AM and 3 PM, 34400 Industrial Rd., corner of Industrial and Grand River, Livonia. Phone, 538-5353
An Equal Opportunity Employer

TYPIST
Accounting department retail sales. Mon-Friday 8-4:30PM. Call 348-8359

TYPIST
RE-ENTER THE JOB MARKET
If you are ambitious, energetic, and want to learn a new field, there is a large ground floor opportunity. Southfield location. Must be good with details and type 50 wpm. Call Lynda between 9 AM - 12 Noon. 353-3129

TYPISTS
Now is your time to get into the very demanding field of data processing and train on the job as a data entry keypunch operator and get paid at the same time. Must type 55 wpm accurately. Great benefits and bonus pay.
Livonia, 8 Mile & middlebelt
Call Dan Kaiser 8AM - 5PM
478-7449

UP FRONT
Attractive Front Desk personal help set up PR image this firm deserves, phone screening duties require accuracy and a memory for detail. 1600-3750 Start. Call 542-8900.

HARRIET SORGE
PERSONNEL
Your New Boss Pays Our Fee.

505 Help Wanted Food-Beverage

ASS'T BANQUET MANAGER
For suburban Hotel. Minimal experience required, must work flexible hours. Good benefits. Salary negotiable. Call for appointment.
Mon. thru Fri. 9am-4pm
569-4700, ext.345

BARMAID. Experienced, Rieke's Lounge, Dearborn Heights. Call between 10 am and 1 pm. 277-9668

BARMAID. Experienced, Rieke's Lounge, Dearborn Heights. Call between 10 am and 1 pm. 277-9668

BARTENDER for country club. Must have experienced. Hourly plus commission. Good fringe benefits. Must have references. Meadowbrook Country Club, 40941 W. 8 Mile Rd., Northville.

BARTENDER
Full time position, evenings, 5 day week. Apply at the A La Carte Caffe, Northwestern at Inkster, in Applegate Square. 352-0710

BARTENDERS
BARMAIDS
COOKS
FOR DAYS & AFTERNOONS
Good pay. All benefits paid. Apply in person at:
GOTSIS FOOD & SPIRITS
29350 Broadway
corner Middlebelt bet. 5 & 6 Mile Rd.

BURGER CHEF
1365 SOUTH MAIN ST.
DOWNTOWN PLYMOUTH
Will hire one person, 18 years or older for our early morning year-around porter position. Neat appearance is essential, previous experience a plus. To apply, ask for Manager.

BUS BOYS
Excellent part time day and evening shifts now available. Apply in person between 1 and 3 PM. or by appointment.
Blakeney's Ranch House
28333 Grand River, Farmington
477-8545

BUSBOYS - part-time afternoon shift. Apply in person Razzo Horn Restaurant, 8590 Middlebelt, S. of Joy Rd.

BUS PERSONS
Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen.

COOKS & PIZZA MAKERS
No experience necessary, flexible hours, good pay. Apply in person, Cafe Flor, Franklin Plaza, 29121 Northwestern Hwy., Southfield. Between 2PM-4PM.

COOKS WANTED, experienced or will train. Apply Landcrest Restaurant 32425 Grand River, Farmington
477-1142

DAYTIME HOSTESS
5 days a week, Mon. Thru Fri. Apply in person 8am-3pm, The Clamdiggers, 30555 Grand River, 476-2800
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

CASHIER
Part time weekend eves
HOSTESS
Full time evenings
Some experience required. These are PERMANENT positions. Apply in person after 2:30 PM.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

CHARLEY'S CRAB
Is now hiring
PORTERS
DISHWASHERS
And other general
Kitchen Restaurant help
Top pay
Full benefits
Day & Night shift available
Apply in person
CHARLEY'S CRAB
Crooks Road & I-75
Next to Northville Hilton.
Equal Opportunity Employer M/F

COOK
Broiler and salad experience necessary, salary open, other fringes. See Chef Curtis. Bloomfield Open Hunt Club
644-9412

COOKS
Cook Up A Great Future!
with our new Denny's opening soon in Southfield.
At Denny;s our reputation for great service and quality great food is the reason we've grown to over 700 full-service restaurants nationwide.
That reputation and our growth presents an immediate need for accomplished cooks with experience in breakfast and egg cookery, grill and broiler cooking, and general food preparation. In addition, must be able to coordinate several other cooks and order production. Applicants must be 18 or over.
In return for your skills, we'll provide:
•Top Pay
•Company Paid Insurance: Medical Life
•Paid Vacations
•Profit Sharing Plan
•Merit Wage Reviews
Start cooking up a great future. Check into a career with Denny's today, you may be able to start tomorrow. Interviews are being held Mon.-Sat., June 25-30, 9-11AM., 2-5PM or 7-9PM at our restaurant located at:
26799 GREENFIELD RD.
(at Eleven Mile Rd)
SOUTHFIELD
DENNY'S
Sets the Pace!
Equal Opportunity Employer M/F

WAITERS-Waitresses-Bus Persons, dishwashers, cashiers, counter people. No experience necessary. Apply in person: Cafe Flor, Franklin Plaza, 29121 Northwestern Hwy., Southfield. Between 2PM-4PM.

505 Help Wanted Food-Beverage

COOKS
Full & part time positions now available for dependable energetic individuals- will train.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W 10 MILE
Between Southfield & Evergreen

COOKS
Full & Part Time
Cooks, lunches & dinners, flexible hours, excellent working conditions, excellent company benefits. Excellent starting pay, experienced or will train, apply in person Mon thru Sat., between 2 and 4PM
MOUNTAIN JACKS
RESTAURANT
2360 Rochester Rd.
Just S. of Big Beaver
Equal Opportunity Employer M/F

DELIVERY help wanted. Start $2.90 hour plus 65c per delivery. Apply Dino's Pizza, Ford and Shelden. After 4PM, ask for Dave. 981-0900

DISH
Machine Operators
BUS PERSONS
Day & Night Shifts
Experienced or will train. Excellent pay rates, flexible working hours, great company benefits.
Apply In Person
Mon. thru Sat. 2-4 PM
Mountain Jack's
2360 ROCHESTER CT.
(Corner of Rochester & Stephenson)
Equal Opportunity Employer M/F

EXPERIENCED Bar Waitresses wanted. Good pay. Call after 4 PM. Westland area. 729-2840

EXPERIENCED BARMAID needed days or evenings. Top dollar paid. Apply after 2:30 pm, any day at the week. Matto's, 870 S. Rochester Rd., N. of Avon Rd.

EXPERIENCED DINNER COOK
For Evenings
Westland area
722-7788

EXPERIENCED
PIZZA & BROILER.
Good pay. Days and Nights. Apply in person at:
GOTSIS FOOD & SPIRITS
29350 Broadway
Middlebelt between 5 & 6 Mile Rd.

EXPERIENCED SALAD person, nights. Apply in person Mon., Weds.,Thurs., Fri. Salvatores Italian Villa, 6227 Middlebelt, Garden City.

HOSTESSES-WAITRESSES
Attractive energetic individuals needed for busy Southfield restaurant. Must be willing to work weekends.
Apply in person to Mr. Allen 2pm-5pm
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Southfield, Mich.

HOSTESS
Evenings. Experience preferred. Farmington Hills restaurant. 851-4994

HOSTESS PART TIME
Lunches, Mon. thru Fri., apply at the A La Carte Cafe, Northwestern at Inkster, in Applegate Square. 352-0710

JCPENNEY
NORTHLAND
Is taking applications for
COOKS
Full & Part time
Benefits include discount, paid vacation, paid holidays, discount on purchases, profit sharing, insurance & more.
Apply in person,
JCPENNEY
PERSONNEL OFFICE
NORTHLAND CENTER ONLY
Mon. thru Fri.- 9:30am-6pm
Saturday 9:30am-1pm
Equal Opportunity Employer M/F

SNACK BAR COOK
NIGHTS & WEEKENDS
Prefer experienced woman, mature responsible. Apply in person.
MAYFLOWER LANES
25600 Plymouth Rd.
½ Mile West of Beech Daly

505 Help Wanted Food-Beverage

PART TIME
FULL TIME
OPENINGS
You could be earning extra cash at Bur