Help Wanted

504 Help Wanted Office-Clerical

CAMPBELL SERVICES INC is looking for an ambitious hardworking person who can work under pressure of deadlines. Should have good math skills, able to type at least 40wpm & be articulate on the telephone. Pleasant working environment with modern computer equipment. Excellent opportunity to grow with the company. Call Mrs Knakal. 559-5955

Career Opportunity

General Office/Secretary

Solid growth company has opening for intelligent, reliable girl who has skills and experience in typing and telephone poise. Excellent fringe benefits. Pay and advancement commensurate with ability. Phone Mr. Harley or Mr. Samp, for interview. Confidentiality assured.

John T Harley Co.
23800 Industrial Park Dr.
Farmington Hills, Mi.
477-1911

CASHIER, experienced for head cashier and light bookkeeping. 8h. an hour to start. Good benefits. Apply in person

Jax Kar Wash, Inc.
28845 Telegraph rd just S. of 12 Mile, Southfield Michigan

CLERICAL
Dependable - Diversified Duties
Pleasant Telephone Manners
354-1100

AUTO-DEALER

Accounts Receivable Bookkeeper

Experienced preferred. Many benefits including paid hospitalization, paid vacation, 5 day week. Excellent working conditions. Call Jim O'Brien for appointment

Krug Lincoln-Mercury
21531 Michigan Ave.
Dearborn
274-8800

AUTO DEALERSHIP BOOKKEEPER

Light bookkeeping experience desirable. Many benefits including paid hospitalization, paid vacation, 5 day week. Excellent working conditions. Call Jim O'Brien for appointment.

Krug Lincoln-Mercury
21531 Michigan Ave.
Dearborn
274-8800

AUTOMATIVE supplier looking for person to work in material control department. Must type, be good with figures & answer phone. Must also assist manager with a number of other functions. Purchasing, production control and working with blueprints would be a plus but will train. If interested please call HIMW Fabricated Metal at 591-0044

AVAILABLE NOW

SECRETARIES - pleasant NW suburban companies need good secretarial experience and skills (Shorthand or dictaphone). Excellent potential and benefits. Fee paid. $600 plus.

RECEPTIONIST-TYPIST - pleasant phone voice and light typing skills can qualify you for this front desk position. Fee Paid. Salary to $625.

Many other positions available. Call daily 8 30am-5pm

Allis-Johnson Personnel
Quakertown Plaza, 25969 Hamilton
Farmington Hills 553-3100

BILLING AND Shipping Clerk needed. At least one year experience. Typing required. Call and ask for Helen,

352-8500

BILLING CLERK

Trainee position - high school bookkeeping helpful also light typing. Top wages, company benefits. 5 day week. Call for appointment.

Ramshaw Photo
29209 Franklin Rd., Southfield
358-5110

BIRMINGHAM LAW firm seeks experienced typist for Tues and Thurs. evening work. Hours flexible. Call 644-7474 Ask for Velda 531-7850

504 Help Wanted Office-Clerical

BLUE SKIES

Start with Suburban company as Receptionist. Your effort rewarded with advancement to secretary. Typing, $700 a month. Benefits. Call Gina.

644-4600
SNELLING & SNELLING AGENCY

CLERICAL OPENINGS

We have immediate openings for individuals with general clerical background, prior work experience helpful, excellent salary and benefits. Please apply in person. AAA, 45-E Long Lake, Sotsel Plaza, Troy, Mich. 48098An Equal Opportunity Employer

CLERICAL. Office experience-telephone receptionist, filing, typing, fair knowledge of figures. $170. Blue Cross Vacations. Call Pat, 875-9114

CLERK needed for general office duties. Part time evenings and weekends to work in Customer Service Department. Apply at Wicker Furniture, 29855 7 Mile, Livonia.
An Equal Opportunity Employer

CLERK TYPIST

Full time office position in our busy sales department. Must have experience and knowledge of general office procedures, be a self-starter and accept responsibilities. Monthly salary and fringe benefits including monthly bonus and profit sharing. Good opportunity to join a fast growing company. Exotic Rubber & Plastics, Freeway Industrial Park, Farmington Hills, Michigan Call J. F. MARINO 477-2129 for interview appointment.

CLERK TYPIST
Must have knowledge of bookkeeping to handle a portion of accounts payable. Accurate typing. Hours 8.30am-5pm. Hospitalization, paid vacation.
Wolverine Tractor & Equipment Co.
25900 W. 8 Mile.
An Equal Opportunity Employer

CLERK TYPIST

40-50 WPM, 40 hour week, good working conditions.

COLLECTION MANAGEMENT INC.
23777 GREENFIELD RD.
SOUTHFIELD, MICH.
559-8550

COMPUTER OPERATOR TRAINEE
No experience necessary, excellent opportunity for person with good typing & ability to learn quickly. Ask for Mr. Huff 353-5310

COMPUTER TYPIST TRAINEE

Rapidly expanding W. Suburban company will train good typist for data entry into computer. Diversified and promotable position. Nice offices, excellent starting salary, fast raises, good benefits and company pays our fee. Hurry!

PERMANENT STAFF
LIVONIA 522-4210

CRT OPERATORS
Southfield firm has a need for accurate typists to train as CRT operators. Good benefits and pleasant working conditions. National Account Systems. Call Mr. Baldwin. 353-2685
An Equal Opportunity Employer

CUSTOMER SERVICE

FEE PAID. Your excellent phone skills and ability to organize are needed by small law firm. Great salary and advancement potential.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

DIVERSIFIED office work available for accurate typist, full time 9-4 Mon. Fri. Excellent benefits. Must be dependable, pay, apply within 20070 Grand River, between Beech Dale & Inkster Rd.

EXPERIENCED GIRL for busy general office position. Duties include lots of phone work & invoicing. Should enjoy working with numbers Farmington area. Excellent benefits. Call for appointment. 478-1182

EXPERIENCED INSURANCE
Billing Clerk
7 Mile-Lahser area.
353-7850

505 Help Wanted Food-Beverage

504 Help Wanted Office-Clerical

EXEC POTENTIAL

Receptionist role is just a start with this Southfield firm looking towards Executive role promotion. Poise and personality count for $750 start.

Call 582-8900.
Your New Boss Pays Our Fee

Harriet Sorgé Personnel

EXEC' SECRETARY

Challenging opportunity for experienced Secretary. Minimum typing 55-70 wpm. Shorthand 90-100 w.p.m. Legal experience helpful.
For further information call Personnel Dept.

Alexander Hamilton
Life Insurance Co.
Of America
553-2000
13 Mile & Farmington Rd.
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY for diversified real estate investment firm in Southfield. Must be personable person experienced in dictaphone use and correspondence/financial typing. Salary and benefits commensurate with experience. Call Susan 559-2882

EXECUTIVE SECRETARY
Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment.
353-3269

EXECUTIVE SECRETARY
$14,000
Assist Vice President of sales for major industrial corporation. Book conventions, conventions & meetings with major hotels & caterers. Handle confidential correspondence, & maintain executive itinerary. Type 65, some shorthand for your convenience, excellent advancement potential & full benefits with dental & 3 weeks paid vacation. Company paid fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Executive Secretary

Well established, growing Southfield professional firm has immediate opening for a mature executive Secretary. Excellent secretarial skills along with organizational ability and personable attitude are a must. Shorthand helpful.

Our friendly staff and beautiful offices make this an exceptional opportunity you will train good typist for data entry into computer. Diversified and promotable position. Nice offices, excellent starting salary, fast raises, good benefits and company pays our fee. Hurry!

PERMANENT STAFF
LIVONIA 522-4210

EXPERIENCED accurate typist
Center - 7 Mile area.
Ask for Velda. 531-7850

EXPERIENCED Full time bookkeeper for home builders office, full charge. Call 453-0393

EXPERIENCED LEGAL Secretary, full time, will consider part time of 30 hours per week. Excellent benefits. Call 525-0920

EXPERIENCED Legal Secretary wanted for Birmingham firm. Excellent working conditions
Mag experience preferred. Salary commensurate with experience 644-6970

EXPERIENCED
LEGAL SECRETARY Needed for Farmington Hills law firm. Good typing and dictaphone. Mag card experience will determine pay, apply within 20070 Grand River, between Beech Dale & Inkster Rd.

EXPERIENCED SECRETARY with shorthand skills wanted for Southfield Corporate Law firm. Pleasant working condition with salary open

517-8300 ext.52

FILE CLERK
No experience necessary, some typing preferred. Southfield, call Cathy,
353-3000

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No Creditors Service. 353-0300
An Equal Opportunity Employer

FULL CHARGE, bookkeeper for suburban nursing home. Excellent salary and fringe benefits. Kelmar, Marty & Hosenbaum PC. 557-5993

FULL OR PART TIME
Opportunity for Bookkeeper/Secretary with typing skills. Mature accurate person. References required. 542-6700

504 Help Wanted Office-Clerical

FULL TIME clerical office position, bookkeeping background with aptitude for figures. Retail furniture store, Colonial House of Furniture, 29297 Middlebelt, Livonia.

FULL TIME secretary, should be able to type, 60-70 WPM and be able to handle other office work. Minimum 2 years secretarial experience required. Salary competitive. Oak Park area. Call Kevin or Jack at 541-2940

FURNITURE STORE needs girl for general office, 4 weekdays and Saturdays. Livonia.

431-0700

GENERAL HELP for Southfield office. Full or part time. Just right for a young person starting out. Call for appointment. 355-1050

GENERAL INSURANCE Agency in Birmingham needs full time person, experienced in commercial lines. Starting date open. Send resume to P. O. Box 130, Troy, Mich. 48099.

GENERAL OFFICE
Bookkeeping background preferred with typing & telephone experience. Excellent fringe benefits. Livonia area.
427-9300

GENERAL OFFICE
Full and part time help needed immediately for general office and typing. Apply in person. 1500 N. Woodward, 16 Mile & Big Beaver, between 10-4 PM. Vic Tanny Intern.

GENERAL OFFICE

Local Insurance company has immediate full time openings for TYPISTS & CLERICAL PERSONNEL. 4½ day work week. Excellent fringe benefits. For further information call:

453-2000

GENERAL OFFICE
Center sales & typing. Immediate start. Fringe benefits. 8 Mile-Telegraph area.
538-6635

GENERAL OFFICE
Steady full time employment. Work week Wednesday through Sunday. Orchard Lake Country Club
682-5828

GENERAL OFFICE, 2 girl Livonia Office. Phone order desk, invoicing, inventory control, all benefits. Hours - 8.30 AM to 5 PM, 5 day week. 273-5705

GENERAL OFFICE CLERK
Good typing & math background.
Troy area. Excellent company paid benefits. 589-4644

GENERAL OFFICE CLERICAL. Experience preferred. Complete benefits package. Call personnel 358-2000
An Equal Opportunity Employer

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

GENERAL OFFICE for merchandising department, full time, 37½ hour week, must be detail minded, no typing. Starting salary $120 per week. 12 Mile & Southfield Rd. Call Ms. Dever. 557-6113

GENERAL OFFICE help. Typing & filing. Must have pleasing telephone personality. $4 an hour. No experience necessary. Come in or call 8AM-5PM. 22515 Heslip Dr., Novi. 348-1700

GENERAL OFFICE
Primarily for Receptionist duties.
Filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at 9260 General Dr. Plymouth.

GENERAL OFFICE
PERSONNEL. Very diversified position in Southfield office seeks a high person with super personality to work with public. Excellent working conditions and review $2,000 a year. Excellent advancement opportunities. For appointment call 353-3209

General Office

Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 & 6 PM

355-2530

GENERAL OFFICE
CLERICAL & PURCHASING
Royal Oak manufacturing firm requires full time person to assist with purchasing and inventory control. Duties include vendor contact & follow-up, posting inventory movement, typing, filing and other office tasks. Experience preferred. Salary $4.50 hourly plus benefits. Apply in person or send resume to

Industrial & Automotive Fasteners
2200 W. 14 Mile Road
Royal Oak, Mich., 48073

505 Help Wanted Food-Beverage

COCKTAIL WAITER/WAITRESS
We have immediate openings for an enthusiastic individual for our busy cocktail lounge. One year experience in high volume lounge required. Full time, weekends included. 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

GENERAL OFFICE - typing for sales, switchboard & bookkeeping. $500. Fee paid.

SALES SECRETARY - Southfield office, national firm, good typing, figure aptitude and telephone manner, $650. Fee paid.

PAYROLL CLERK, experience required, $11,000. Fee paid.

RECEPTIONIST/STAT TYPIST, 65 wpm, office & accounting experience required. $700. Fee paid.

LOIS RAY PERSONNEL

559-0560

GENERAL SECRETARY, full time. For sales representatives located 13 Mile/Southfield area. 645-3116

GIRL FRIDAY
To assist President of Michigan Marketing firm. Must be self-starter, attractive and have good transportation. Job involves meeting interesting business owners and managers to introduce our services. Bonus plus bonuses. Call Vee Burns, 354-1441 for appointment.

GIRL FRIDAY
To assist President of new Michigan Marketing firm. Must be self-starter & attractive. Job involves meeting business owners & managers to introduce them to our marketing system. Salary & bonus. Call Vee Burns for appointment: 354-1441

GIRL WANTED for general office work. Must have good typing skills, good phone manner and good with figures. Some experience necessary. For call Donna 591-0110 Mon. Tues. Wed.

GOOD OPPORTUNITY, immediate opening for mature qualified secretary. Small sales office, Livonia area. Good benefits. Call 478-8400

GOOD TYPIST needed, 12 to 5 PM, more hours possible, Mon. thru Fri. Salary open. 525-0727

GOOD TYPIST some shorthand helpful for publishing co. in Northland area. Call Judy 967-1420

GREAT FUTURE

Fee Paid. $600 month plus your friendly smile needed for Southfield. Switchboard and general office skills. Call Pulley.

644-4600
SNELLING & SNELLING AGENCY

IMMEDIATE OPENING for administrative secretary for the agency department of national company. Top shorthand & typing necessary. Pioneer National Title Insurance Co. 18700 W. 10 Mile Rd., Southfield 559-7400
An Equal Opportunity Employer

IMMEDIATE OPENING due to promotion. Invoice Clerk person with ability to operate office machines, basic typing skills, and Accounting knowledge. Excellent insurance package with pleasant working conditions. Located in new office building in Farmington Hills. Call Steve Pacsek 851-7700

IMMEDIATE opening for full time Employee Relation/Payroll Clerk in the Southfield Entry Level position.
Knowledge of Payroll and Personnel very desirable. For an appointment interview call Ms. Chase at 575-9070.
An Equal Opportunity Employer

IMMEDIATE OPENING
CLERICAL

Experience helpful but not necessary, will train. Excellent benefits. Call DEBRA for interview 557-2300

Hamilton/Avnet
ELECTRONICS
An Equal Opportunity Employer

IMMEDIATE OPENINGS

Stenos & Typists
19500 Middlebelt, Suite 310E
Livonia Office Pavilion
478-1130

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

IN ORDER to meet the credit union growth demands we are adding to our members services staff. We will be accepting applications from mature, responsible people, preferably with office background. Openings are for 3 days a week schedule. Please inquire or apply in person at Community Federal Credit Union, 500 S. Harvey, Plymouth, Monday-Friday, 10AM-5PM.

INSURANCE AGENCY in Southfield needs mature file & mail person with experience. Comprehensive benefits. Contact Pam Hinage. 353-5800
An Equal Opportunity Employer

INSURANCE
Birmingham Agency is looking for a girl experienced in Personal lines, Auto and Homeowners. For a confidential interview call Mrs. Green at: 644-5839

INSURANCE OFFICE - Grand River Beech area, typing essential, filing, telephone & general office duties, full time, permanent. Prefer person residing in Livonia, Redford area. 535-1202

INSURANCE - Redford area, experienced personal lines rater & typist preferred. Home owners typist with experience will be considered. Paid life & hospitalization insurance. Call Mr. Hiller at 538-0083

INVENTORY CONTROL CLERK
Math aptitude necessary. Good working conditions & benefits.
Farmington area 476-4400

JR. BOOKKEEPER/RECEPTIONIST
Good typing skills necessary. Various duties, benefits. Call Susan 557-9100

JR. SECRETARY, $10,500

Challenging position with rapidly expanding suburban corporation. Will accept recent grad or someone with limited recent experience, varied diverse duties, excellent opportunity to assume more responsibility, type 50, light shorthand, full benefits with dental, 2 weeks paid vacation, bonus assistance. Company paid fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

Keydisc/Keypunch

Experienced operators and sharp trainees. Immediate openings for all shifts. Top pay plus incentive - excellent benefits.
Livonia 427-2000
Utica 254-1910

KEYPUNCHERS FULL TIME & PART TIME

Experienced on IBM 129 a must. Good wages and benefit. Redford area. Call between 9 AM and 5 PM

255-1200, Ext. 122

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
525-1710

KEY PUNCH Operator part-time for evening and Saturday hours. I-75 & 16 Mile Rd. area. 2/3 years 9510 experience preferred. Able to work alone. Call Ext. 511 649-4444

LEGAL SECRETARY Salary open. Shorthand essential. Experience preferred. Farmington Hills firm. Call for appointment. 478-9722

LEGAL SECRETARY, experienced, Southfield office (near Southland) salary for qualified responsible person. Call Mr. Martin or Mr Levy 569-5050

504 Help Wanted Office-Clerical

KEY PUNCH OPERATOR

Henry Ford Hospital-Troy, announces opportunities for experienced Key Punch Operators with minimum speed of 10,500 strokes per hour. Experience with key disc other equipment preferred. Afternoon shift. We offer excellent salary and benefit program including shift differential. For appointment qualified applicants may call

MS. SHIRMA LABO
HENRY FORD HOSPITAL-TROY
2440 Crooks Road
Troy, Michigan 48084
Phone 649-5300
Equal Opportunity Employer M/F

LEGAL SECRETARY
Experienced, dictaphone. Southfield area. Salary commensurate with ability. 353-5050

LEGAL SECRETARY
Troy law firm seeks legal secretary with excellent skills and ability to deal with public professionally. Must be first-rate typist with memory experience. Shorthand preferred. Salary and benefits commensurate with experience and skills. Call 879-9712 and ask for Jim or Nina

LEGAL SECRETARIES

Turn your leisure hours to $$. We have TEMPORARY ASSIGNMENTS for experienced Legal secretaries to fit your schedules.

HILLSTROM & ROSS
Call Marie at 626-8188

LEGAL SECRETARY. Must be experienced in probate and estate planning, be accurate typist, shorthand required, light bookkeeping. For appointment, 425-6550

LEGAL SECRETARIES TEMPORARY PERMANENT

We are in desperate need of experienced Legal Secretaries seeking temporary assignments Detroit and suburban locations are available. Earn $40-$45 per day
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.

PERSONNEL AT LAW
3090 NORTH CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0650
Troy	649-2660
Dearborn	336-5777

LEGAL SECRETARY wanted, will train. Salary commensurate with experience. Southfield area. Ask for Gayle 353-3600

LEGAL SECRETARY needed for Birmingham law office. Shorthand required, terrific surrounding, salary commensurate with ability. Please call Lynn 645-1260

LEGAL SECRETARY
Birmingham law firm, minimum experience preferred. General practice with personal injury emphasis. Salary open. 642-1492

LEGAL SECRETARY for Troy law firm. Some experience preferred. Excellent typing, dictaphone and some shorthand required. Salary commensurate with experience. Call Diane 643-8550

LEGAL SECRETARY- with litigation experience, but no shorthand, for nice Troy law firm. Very luxurious offices. Salary $12,000. Agency fee paid.

SECRETARY - to top man's assistant in large Troy development company. Mature person with lots of savvy and charm. $11,400 plus excellent benefits. Fee paid, of course.

TOP NOTCH. Southfield company need a go-getter sales secretary. They'll train in mag cards - work mostly for one man and earn $13,000 plus full benefits. Fee paid

ADAMS & MARTIN

920 Maple Birmingham

646-5600
DIAL A JOB
24 Hour Service - Be Hear About Our Most Recent Openings.

646-8780

LIVONIA TRAINEE

FEE PAID. One year office experience is all that's required for nice front desk spot with friendly company! Hurry! Great Hours!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

MACHINE OPERATOR, experienced on Burroughs L5500, pleasant working conditions, excellent salary, Oak Park area. 543-9300

MAIL/INVENTORY CLERK
National firm in Southfield has full time position for responsible person to handle mailroom duties. Good benefits & working conditions. Call Fred Creditors Service. 353-0300
An Equal Opportunity Employer

MANUFACTURING FIRM seeking Girl Friday for 1 girl office, must be experienced in typing, payroll, and bookkeeping. Salary commensurate with ability. Call Quality Precision Products 36761 Amrhein, Livonia 591-3131

MATURE OFFICE HELP needed, some experience helpful with office machines, typing required. Apply at 25300 Lahser Rd., Southfield

MATURE PERSON for apartment complex office in Southfield. Experience in real estate or apartment management preferred. Duties include leasing, contact with residents, record keeping, typing, etc. Salary commensurate with experience. Call for appointment. 647-6102

MATURE SECRETARY-good typing skills dictaphone experience for accounting firm located in Southfield.Send resume to Box 130,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE woman experienced in general office work. Type 45-55 wpm. Reply to: PHI, P. O Box 4497, Auburn Heights, Michigan, 48057.

OFFICE CLERK, full time, bookkeeping ability helpful. Firestone Inc. Call Debbie 9 am to 4 PM. Mon. thru. Fri. 557-3210

OFFICE COPY MACHINE
Girl for office. Must be versatile. Immediate opening. To sell and handle in-office duties. Salary, Commission, Hospital. Stock Options. Call-Don Grant, 552-7200.

OFFICE GIRL - Full-time position. Evenings and weekends. Submit resume to: The Heartbeide,
15700 Middlebelt, Livonia, MI. 48154.

OFFICE GIRL/Receptionist. Typing, general bookkeeping, knowledge of computer operation helpful. Novi/Farmington area. 348-0350

OFFICE HELP for Retail Chain located in Southfield. Figure and calculator experience helpful, but not necessary. Includes fully paid Blue Cross and Profit Sharing. Please call: 358-1191

Opportunity Knocks $750

Get a great start in the business world. Your shorthand and typing can do just that! Suburban office with benefits. FEE PAID. Call Meg

Snelling & Snelling
649-5900

ORDER TYPIST
Good typing, figure aptitude. Accounting related, but will train presently on Computyper. Salary $700 minimum. Fully paid Blue Cross, including Dental. Excellent starting salary, full benefits. No Agency Fee.

BOOKKEEPER WITH
REAL ESTATE-ROCHESTER
Construction Company. $300 week minimum range.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER - SECRETARY
TROY
One person office. General Contracting firm. 60 WPM minimum typing. Payroll, quarterly reports, & trial balance but they do have CPA. Excellent grooming, mature 40's preferred. $13,000 minimum, full Medical coverage, Life and Profit Sharing.
No Agency Fee.

SECRETARY FOR REN CEN
Good typing, shorthand and dictaphone. Excellent grooming and personality required. Salary $13,000 range. Excellent benefits including Major Medical and Profit Sharing.
No Agency Fee.

TYPIST FOR SALES DEP'T.
Fee Paid
Excellent typing, clerical work, good phone manners. Salary $750-850 range. Excellent benefits.
No Agency Fee.

TYPIST CLERK
For prominent Manufacturing Firm. Will work in Marketing Department. Must be fast and accurate typing, 60's typing, good personality, grooming required. $850 per month minimum to start. Excellent benefit package.
No Agency Fee.

ACCOUNTING CLERK
FERNDALE MANUFACTURER
Will work in Billing Department. Excellent typing - figure aptitude. Salary $750-850. Fully paid benefits
No Agency Fee.

ACCOUNTS PAYABLE CLERK - NOVI
Experienced matching invoices - statements. Salary $750-850.
No Agency Fee.

PERSON FRIDAY - ROYAL OAK
Able to take charge. Lots of Public Relations. 40's accurate typing. Good grooming, and personality important. Salary $700-800 to start. Paid benefits.
No Agency Fee.

BOOKKEEPER - TROY COMPANY
Degree not required. Will work in General ledger area. Will assist Sr. Accountant. Salary $10,500 minimum. Fully paid benefits
No Agency Fee.

BETTY HAMIL PERSONNEL
424-8470

PART TIME
Accounting Department
Typing essential
643-7215

PART TIME clerk typist. Days Mon thru Fri. 12 to 20 hours per week. Good typing, pleasant telephone voice important. Redford area.
Call 9am-5pm. 535-2209

PART TIME permanent office position. Days, Monday, Wednesday, Thursday, 8.30-5. Light typing. Northwestern-14 Mile Road area. 855-2500

PART TIME SECRETARY wanted for Insurance agency. Southfield area. 8 mornings a week. 352-0549

Payroll/ Accounting Clerk

Experienced individual familiar with automated payroll systems and possessing an analytical accounting background. If interested in a challenging position with an international firm, contact:
Diamond International Corp.
23400 Haggerty, Farmington
476-7100, Ext. 277
Equal Opportunity Employer M/F

PEOPLE PERSON

Immediate opening for secretary in fast pace office. Company deals in fastfoaming field of radio advertising. Exciting contact with parent company in New York. Don't let this opportunity pass you by. Call

524-1750
PERMANENT STAFF TROY

PERSON FOR general office with typing skills. Interesting work, good benefits. Livonia area. Call Hugh MacDonald 422-8533

PERSON wanted for Part time office work in Southfield area. Typing 50 WPM, no experience required. Call Jan. 358-1950

PRODUCTION CONTROL CLERK
Immediate opening for Production Control and Office Clerk position in new Westland Office. Responsibilities include maintaining inventory records and customer orders. Typing and switchboard skills a plus. Good benefits. Full application at: 1770 Marie St., W. of Newburgh, So. off Ford Rd., or call Mr. Berndt at. 728-3100

PRUDENTIAL

We currently have an opening for general office work, shorthand desired, typing (50-55 wpm). Permanent employment, pleasant working conditions. Executive office facilities located in Southfield. 5 day week, paid vacation, excellent employee benefits. Phone personnel for interviews, 357-3000
Equal Opportunity Employer M/F

PUBLIC RELATIONS SENIOR TYPIST

Special project for this corporation needs all around office experience and good communication skills. Will be working with people involved in the 1980 Auto Show. Call Marie for more information and a personal interview.

524-1750
TEMPORARY STAFF TROY

RECEPTIONIST for Southfield law firm. Must have previous experience with exceptionally busy multi line phones. Shorthand optional. Hurry! 778-FEE PAID

RECEPTIONIST/TYPIST
for CPA firm located in Bloomfield Hills. Good typing and phone manner. Salary commensurate with experience. Call 644-9404

RECEPTIONIST
A challenging position for the right person. New & fast growing company in the Livonia area. Typing & filing experience required. Good benefits. Call Gary, 261-1120
An Equal Opportunity Employer

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 626-5303 after 12 Noon.

RECEPTIONIST
Mature individual for corporate legal firm, ideal location in downtown Birmingham. Covered parking, pleasant surroundings. Includes light typing, telephone dutied, travel arrangements & other diversified office work. Position available August 1. 642-3200

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Nice appearance and personality to greet and greet clients and good cop phones. Must type at least 50 wpm on test. Variety job in very plush atmosphere. Company pays fee. Call for appointment

PERMANENT STAFF
353-0505

RECEPTIONIST

Friendly W. Suburban company will train pleasant person with good typing skills. Pleasant phone voice a must. Excellent starting salary, full benefits. Fee promotable and company pays our fee. Hurry!

PERMANENT STAFF
LIVONIA 522-4210

RECEPTIONIST - SECRETARY $700
For advertising department of rapidly expanding suburban corporation. Type copy, contact newspapers and schedule meetings. Excellent promotional opportunities, type 55, full benefits which include Master Medical, dental plan and employer paid fee.

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST

Front desk variety spot needs good typing, good phone manner, and the ability to deal with people for a prestigious firm. Call now for more information and a personal interview.

524-1750
PERMANENT STAFF TROY

SECRETARY one girl office in Southfield. Requires shorthand & typing. Many benefits Salary open Call

569-1855

SECRETARY

Opportunity available for an experienced SECRETARY who has typing skills of 50 WPM and some shorthand and or dictaphone experience. We offer excellent salary and fringe benefits Contact Personnel Office

BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington

476-7600

SECRETARY
Our construction department is expanding & we need an experienced secretary. Dictaphone, good typing, shorthand helpful but not necessary. Good benefits. Southfield location 569-8606

SECRETARY RECEPTIONIST
Full time position in Farmington Real Estate office. Light typing & filing, considerable phone work. Excellent benefits & location. Starting mid August. Salary negotiable 647-1600

SECRETARY RECEPTIONIST for Southfield office Sharp, dependable person with good phone manner for telephone and general office duties. Call Susan 569-4545

SECRETARY - requires shorthand and good typing speed. Excellent working conditions and fringes $800 per month. Farmington
An Equal Opportunity Employer

SECRETARY

Sales Department needs additional help, typing, filing and general office work. Opportunity for growth, 50 WPM typing required Call Ms. Gladys

476-7875
GSE INC
23640 Research Dr.
Farmington Hills

SECRETARY, 3 to 8
Experienced, personal able to deal in confidential matters, type 60, shorhand not flexible 1 year minimum. Fee paid
Durham Personnel 569-1522

SECRETARY WANTED - full time secretary for professional office in Southfield. Good typing skills, must be accurate typist and have good English skills, salary commensurate with ability. Good benefits. ask for Cindy 353-1030

SECRETARY

We need an energetic, self-starter with shorthand 90 w.p.m and typing 70 w.p.m. This position is newly created and reports to upper level management. Duties will include clerical work, phone and limited in-person-greeting of prospective applicants. Excellent growth potential and working conditions

If you have at least 2 years secretarial experience and are planning to or might qualify for this diversified position. Call us for an interview 9AM - 5 PM

354-5454

SECRETARY- $11,500
Business school grad or 2 years experience, type-60, shorthand 80 Excellent benefits Fee paid
Durham Personnel 569-1522

SMALL INSURANCE OFFICE in Southfield needs 2 clerk typists, full time, starting immediately
Call 557-3253

SMALL SALES FIRM needs girl for one get office. Good typing & phone skills a must. shorthand preferable Southfield - Franklin location

553-1662

SMALL SOUTHFIELD OFFICE looking for bright person to train for secretarial position. Good typing skills required. Advancement opportunities
Call for appointment 358-5755

SOUTHFIELD based company needs woman to run one girl office. Secretarial personality required. Answer phone typing, filing, light bookkeeping. Call Mr. Edwards at 358-1166

SOUTHFIELD FIRM looking for mature experienced person for temporary. Good typing skills required. Advancement opportunities
Call for appointment 358-5755

SOUTHFIELD based company needs woman to run one girl office. Secretarial personality required. Answer phone typing, filing, light bookkeeping. Call Mr. Edwards at 358-1166

SOUTHFIELD FIRM looking for mature experienced person for temporary. Good typing skills required. Advancement opportunities
Call for appointment 358-5755

SOUTHFIELD LOCATION - accurate typist, shorthand necessary, full fringe benefits, call Mon. thru Fri. 9-4353-7747
An Equal Opportunity Employer

SOUTHFIELD OFFICE-Town Center Complex, looking for skilled secretary Good typing skills. Dictaphone helpful. Salary commensurate with skills. Advancement opportunities. Call for interview.
358-2755

SOUTHFIELD SALES and Marketing firm has immediate opening for general office personnel. Must be an accurate typist. Phone.
569-2700

STATISTICAL TYPIST needed for busy insurance pension sales office in Bloomfield Hills Great atmosphere Office experience required. Call Terry
644-5760

STATISTICAL TYPIST-SECRETARY
Experienced for CPA firm in Southfield Call after 6 30PM.
477-8061

SUBURBAN OPPORTUNITIES

SECRETARY - Shorthand, typing International company needs outgoing person to assist recruiters. Southfield 3 month search.
FRONT DESK PERSONALITY - 50-60 typing. Farmington Hills. $160 week.
Employers Pay All Fees
Suburban
Office Services
FARMINGTON 477-9440
ROCHESTER 651-1500

SWITHBOARD OPERATOR needed, part time, afternoons. Some fill-in required. No experience necessary. Farmington. Suburban Answering Service 476-7177

TELEPHONE ASSISTANCE - Pediatric specialists part time. Experience helpful. Apply: Pediatric Associates of Farmington. 23133 Orchard Lake Rd. Farmington, or call Gladys. 477-0851

TELEPHONE OPERATOR and receptionist, 5½ day week. Mature woman for permanent position. Redford area. Call for appointment. Wilshire Office Center 537-6440

TYPIST, RECEPTIONIST retail sales. Mon-Friday 8-4:30PM. Call 540-8350

TYPIST/RECEPTIONIST
receiving plastics distributor in Southfield. Benefits. Call Jean 353-2568

504 Help Wanted Office-Clerical

SECRETARY for Law office. Secretarial experience preferred. Must be extremely well organized. Very pleasant office in W. Bloomfield 538-4558

SECRETARY - Full time position in Troy based firm. Typing 60wpm short hand 50wpm. 3-5 years secretarial experience. Fringe benefit package Salary commensurate with experience Call for appointment 649-1400 Ex 267
An Equal Opportunity Employer

SECRETARY

General Office. Experienced.

HOUSE OF BEDROOMS
1716 So. Telegraph Rd.,
Bet. Square Lake and Maple

SECRETARY

Law Firm
A "Take charge" professional will enjoy this "one secretary" office position Full responsibilities includes some bookkeeping. $11,700 Fee paid

353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY-MATURE with excellent office skills. Adaptable to varied responsibilities. Must have recent references. Full time. Northland area. American Foot Uniforms Ask for Mr. Goldberg 968-2400

SECRETARY one girl office in Southfield. Requires shorthand & typing Many benefits Salary open Call

569-1855

SECRETARY

Opportunity available for an experienced SECRETARY who has typing skills of 50 WPM and some shorthand and or dictaphone experience. We offer excellent salary and fringe benefits Contact Personnel Office

BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington

476-7600

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