Help Wanted

504 Help Wanted Office-Clerical

ALL AROUND girl for engineering department. Must have dictaphone and office experience. Schoolcraft/Inkster field area. Call Pam 272-5700

ANNOUNCING

KELLY SERVICES NOW HAS 2 SPECIAL INTERVIEWING CENTERS in PLYMOUTH AND GARDEN CITY.

NOW OPEN FOR YOUR CONVENIENCE. INTERVIEWING FOR IMMEDIATE TEMPORARY ASSIGNMENTS. ALL OFFICE SKILLS NEEDED. APPLY BETWEEN 8:30 AM. AND 3 PM. AT THE RECRUITING CENTER CLOSES TO YOU.

233 S. MAIN, PLYOUTH
(across from the Dairy Queen)

32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza in the mall)
522-4025

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

ATTRACTIVE RECEPTIONIST wanted. Full time, 40 hours a week, Monday through Friday. Must be able to type & file accurately. $4 per hour. Apply Kitchens. Ask for Jim. 278-5325

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 service parts with releases would be a plus but will train. If interested please call H&W Fabricated Metal at 591-0044

BOOKKEEPER needed permanent part-time. Join growing pension administration company in Bloomfield Hills. Must have experience with present ledger. Call 644-3260

Bookkeeper-Accounts Payable. Permanent, part-time, approx. 24 hrs./week, good working conditions for industrial Dist. in Redford Twp. area. Experienced thru trial balance. 537-3205

BOOKKEEPER ASSISTANT
Farmington Hills manufacturer needs person experienced in Accounts Payable, Bank Rec's. and General Office procedures. Experienced in computers - $24 desirable. Modern 4 girl office. Call 478-1204

BOOKKEEPER
Banking experience preferred
SECURITY BANK of NOVI
CALL FOR APPOINTMENT
478-4000
An Equal Opportunity Employer

BOOKKEEPER EXPERIENCED
Excellent salary & benefits Farmington area.
Send resume to Box 982, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, experienced through trial balance & taxes, for construction company in Farmington Hills. High salary potential. Call 851-8700

BOOKKEEPER, experienced in architectural office. Responsibilities include payroll (typewriter), billing. Strasch, Van Dine, Dinurman, Architects. 539-2777

BOOKKEEPER for pleasant 3 girl office. Excellent salary and benefits. 8 Mile rd. and Coolidge. 543-7200

BOOKKEEPER-Experienced Payroll CPA office. Capable of handling client accounting thru financial statement. Some assist work. Gross, Bornstein & Co., P.C. 275-4118

BOOKKEEPER - Full charge thru financial statement for professional office in Northville-Novi area. Gross, Bornstein & Co., P.C. 275-4118

BOOKKEEPER
Full charge through trial balance for growth oriented Southfield firm. Salary open. Minimum 3 years experience with supervisory ability. Call 353-6032

BOOKKEEPER, full time, experienced in accounts payable. Apply in person McDevitts, 33462 W 7 mile Rd. Livonia

BOOKKEEPER TRAINEE
Experience preferred but will train right person. Permanent position, diversified work, pleasant working conditions. Hospitalization & Life Insurance. Office in Dearborn Heights. For appointment phone 274-1850

BOOKKEEPING position. Must have Real Estate and Property Management experience. Part-time. Southfield area. Call Evenings. 851-3532

BRIGHT, PLEASANT person for clerical position. Must know 10-key adder, good at figures, light typing. Southfield area. Call Marilyn. 353-4010

BUSY TROY law office needs part time secretarial help, legal experience not necessary. 528-2700

CAMPBELL SERVICES INC is looking for an analytical-type accounting 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. Kaskal, 559-5955

Career Opportunity
General Office/Secretary
Solid growth minded person, self-starter, intelligent, versatile girl who has skills and experience in typing and telephone poise. Excellent salary, benefits and advancement commensurate with ability. Phone Mr. Hey at Mrs. Samp, for interview. Confidentiality assured.
John T Harley Co.
23800 Industrial Park Dr.
Farmington Hills, MI.
477-1911

CLERICAL
Dependable - Diversified Duties
Pleasant Telephone Manners
354-1100

CLERICAL help wanted to rapidly expanding Southfield business based agency. Experience & light bookkeeping helpful, excellent benefits & advancement. Call569-6144

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

CLERK-COMPUTER
Permanent full time position available for someone who can input data on a CRT or someone who works well with a 10-key adding machine. This is a unique entry level position in which you will be trained into the exciting world of computers, pleasant working conditions in our Southfield area offices. Call Mr. D'Agostino after 9 am 548-3200, ext. 34

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

COMPUTER OPERATOR - Experienced on B-90, also bookkeeping experience. Fringes, good working conditions. Waycaress. Thunderline Corporation 728-2400

504 Help Wanted Office-Clerical

CPA FIRM - typing and bookkeeping skills, excellent working conditions, flexible hours, 12 Mile Middlebelt area. 851-1111

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

DATA ENTRY OPERATOR -
D'arcy, McManus & Masius Advertising Agency has an immediate opening for a Data Entry Equipment Operator. Candidate must have 2 years Keypunching experience. Position is on second shift. Call Personnel Department,
646-1000
Equal Opportunity Employer M/F/H

DIVERSIFIED office work available for accurate typist, full time 9-6 Mon. thru Fri. experience will determine pay. apply within 26770 Grand River, between Beech Daly & Inkster Rd.

EXEC POTENTIAL

Receptionist role is just a start with this Southfield firm looking towards Executive role promotion. Poise and personality could be field start.
Call 552-8300
Your New Boss Pays Our Fee
Harriet Sorge Personnel

EXEC' SECRETARY
Challenge opportunity for experienced Secretary. Minimum typing 55-35 w.p.m. Shorthand 90-100 w.p.m. Legal experience helpful
For further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2400
12 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 569-2882

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.
353-3209

CLERK needed for general office duties. Part time evenings and weekends to work in Customer Service Department. Apply at Wickes 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
Full time, for Student Services Office, College Of Lifelong Learning. Wayne State University, Angling Center, 27800 Franklin Road, Southfield. Mrs. Flack 358-2126

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

Executive Secretary
Well established, growing Southfield professional firm has immediate opening for a mature executive Secretary. Excellent secretarial skills and high organizational ability and personable attitude are a must. Shorthand helpful. Our friendly staff and beautiful offices make this an exceptional opportunity for a career-minded individual. Good starting salary and benefits. Please send resume in confidence to
Mr. Waters, P. O. Box 691, Southfield, Mich 48037.
An Equal Opportunity Employer

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

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. 476-1182

EXPERIENCED INSURANCE
Billing Clerk
7 Mile-Lahser area.
Ask for Velda 531-7850

EXPERIENCED LEGAL Secretary, full time, will consider part time of 30 hours per week. Primarily defense work. Good typist needed. Salary open. Call 525-0920

EXPERIENCED Legal Secretary wanted for Bloomfield Hills firm. Excellent working conditions.
Mag experience desirable. Salary commensurate with experience 644-6970

EXPERIENCED
LEGAL SECRETARY. Needed for Farmington Hills law firm. Good typing and dictaphone Mag card experience preferred. Excellent benefits. Call Linda Widrig. 851-9500

EXPERIENCED NCR Bookkeeping Operator wanted for nights and weekends in Southfield area. Call Lynn Ford. 353-0160 ext. 272

EXPERIENCED SECRETARY with shorthand skills wanted for Southfield Corporate Law firm. Pleasant working condition with salary open.
557-8100 ext.52

FARMINGTON HILLS
Barnd Corporation a medium sized fastener distributor located in the Farmington Freeway Industrial Park has openings for the following positions.
ACCOUNTS PAYABLE
Desire an experienced Accounts Payable Clerk to match invoices and packing slips, check prices, and prepare data for data processing entry.
COMPUTER OPERATOR
Desire an experienced person for system 3 model 12 computer with 3741 input. Will train the right person with experience on similar equipment. Call between 3 and 4 PM. 477-8140 ext 23
An Equal Opportunity Employer

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Creditors Service. 353-0300
An Equal Opportunity Employer

FREE CAREER TRAINING
KEY PUNCH OPERATOR
The City of Livonia CETA program is seeking participants for CETA vocational education. Tuition and books will be covered by CETA. Applicants must be Livonia residents, unemployed or under-employed for 2 days and high school graduate or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA Office, 33025 Lyndon. For further information call 522-8870.
An Equal Opportunity Agency

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.

504 Help Wanted Office-Clerical

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

FULL TIME accurate typist & general office work for sales promotion firm. Send resume to: P. Kanka, 6755 Telegraph Rd., Birmingham, Mich. 48010

FULL TIME clerical office position, business background with good aptitude for figures. Retail furniture store. Colonial House of Furniture, 22032 Middlebelt, Livonia.

FURNITURE STORE needs girl for general office, 5 weekdays and Saturdays. Livonia.
421-0700

GENERAL INSURANCE Agency in Birmingham needs full time person, experienced in commercial lines. Starting date open. Send resume to P. O. Box 135, Troy, Mich 48099.

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. Ve Tsang International.

GENERAL OFFICE
Counter 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. 682-2822

GENERAL OFFICE, 3 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 typist & math background.
Troy area. Excellent company paid benefits. 588-4666

GENERAL OFFICE CLERICAL. Experience preferred. Complete benefit 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 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
PERSONNEL. Very diversified position in Southfield open for a sharp person with super personality to deal with public. Excellent working conditions and benefits. Typing 45 WPM. Fast 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
355-2536

GENERAL OFFICE
CLERICAL & PURCHASING
Royal Oak manufacturing firm requires full time person to assist with purchasing and inventory control. Duties include vendor contact & followup, posting inventory, typing, filing, and misc. office tasks. Experience preferred. Salary $4.50 hourly plus benefits. Apply in person or send resume to
Industrial & Automotive Fasteners
3200 W. 14 Mile Road
Royal Oak, Mich. 48073

GENERAL OFFICE HELP - permanent part time, $3 hour. Call Mr. Roe. 356-5550

GENERAL OFFICE with good typing and figure skills. Livonia area.
591-3232

GENERAL OFFICE/RECEPTIONIST
Immediate opening, good benefits. Call between 8 and 11am. 522-5900

GENERAL OFFICE. Mature lady wanted for office work, must be reliable. Call for appointment. Area 1-275 Eureka Rd. 941-2100

GENERAL OFFICE, real estate or mortgage experience desired, not necessary. 175 a week to start. 13 Mile & Northwestern Mrs. Martin 855-2111

GENERAL OFFICE. Full time. Light bookkeeping. For Southfield public accounting firm. Will train. Must have excellent secretarial skills. 559-5500

GENERAL OFFICE with light typing, accounts payable, computer input. Part time. 5-8PM, 5 days per week. Middlebelt & Farmington Rd. Area. 476-7220

GENERAL OFFICE - Northwestern/12 Mile. Some office experience necessary, above average typing, must take initiative & be willing to learn. 353-8675

GENERAL OFFICE - Typing, answer phones, filing and monthly reports. Firebaugh & Reynolds Roofing Company, 41243 Grand River, Novi. Call for appointment. 349-6400

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
Applicant must possess aptitude for figures and ability to type 45-50 WPM, office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rd.
553-2000

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

GIRL FRIDAY
To help in all phases of office work
5 days, 8:30-5:30
Mrs. Roman 477-6563

GIRL WANTED for general office work. Must have good typing ability, good phone manner and good with figures. Some experience necessary. For interview call Beverly 591-6118

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., hours negotiable, Mon thru Fri., salary open. 525-0737

GOOD TYPIST needed for busy court reporter. Workload is very light, one home with flexible time. Contact
477-4092

GREAT FUTURE

Fee Paid. $699 month plus your friendly smile needed for front desk. Switchboard and general office skills. Call Polley.

644-4600
SNELLING & SNELLING
AGENCY

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

IMMEDIATE opening for full time Employee Relation/Payroll Clerk in the Southfield area. Entry Level position.
Knowledge of Payroll and Personnel very desirable. For an appointment interview call: C. Childs at 557-9770.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

IMMEDIATE OPENING
CLERICAL
Experience helpful but not necessary, will train. Excellent benefits. Call DEBRA for interview 532-4100.
Hamilton/Avnet
ELECTRONICS
An Equal Opportunity Employer

IMMEDIATE
OPENINGS
Stenos &
Typists
19530 Middlebelt, Suite 310E
Livonia (Corner Plymouth)
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 teller 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 Hinnant 353-5800
An Equal Opportunity Employer

INSURANCE AGENCY needs part time girl approx. 3 hours per week for filing and other office duties. Hours & time flexable. Southfield. 559-9877

INSURANCE Agency needs bookkeeper to handle all facets of accounting. Must have commercial insurance background. Salary commensurate with experience. Southfield. 559-9877

INSURANCE OFFICE - Grand River Beech area, typing essential. Filing, telephone & general office duties, full time, permanent. Ideal for person living in Livonia, Redford area. 535-1205

INVENTORY CONTROL CLERK
Math aptitude necessary. Good working conditions & benefits.
Farmington area 476-4450

JUNIOR CLERK TYPIST
WEST BLOOMFIELD TWP.

Is now accepting applications for the position of Junior Clerk Typist for the Planning department. Applicants must have dictating equipment experience, extensive typing experience and shorthand or speed writing is desired, but not absolutely necessary. Other duties include general office work and the ability to meet the public. Liberal fringe benefits. Apply in person at:
West Bloomfield Twp.
Clerks office.
4860 Orchard Lake Rd.
West Bloomfield, Mich.
Monday thru Friday 8:30AM-4:30PM

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

IBM SELECTRIC
COMPOSER OPERATOR
Excellent opportunity for person with IBM composer experience (or similar word processor). Must be familiar with graphic art procedure & have good grammer & spelling skills. Salaried position with fringe benefits.
Call 537-8161.
Allied Mettle Products Division.
Richardson, Chemical Company
Equal Opportunity Employer M/F

IMMEDIATE OPENING for an experienced administrative secretary for the agency department of national company. Top shorthand & typing necessary. Pioneer National Title Insurance Co., 18700 W. 10 Mile Rd., Southfield 559-7600
An Equal Opportunity Employer

KEYPUNCHERS
FULL TIME
& PART TIME
Experienced on IBM 129 a must. Good wages and benefits. Call Carol Ann. 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
522-1710

KEY PUNCH Operator part-time for evenings and Saturday hours. 7 to 16 Mile Rd. area. 2/3 years 3610 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. 626-9722

LEGAL
SECRETARIES
Highly competent secretaries for a agency serving the legal community in the tri-county area, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid.
HILLSTROM & ROSS AGENCY
626-8188

LEGAL SECRETARY, experienced, Southfield office (near Northland). Good salary for qualified responsible person. Call Mr. Martin or Mr Levy 569-5059

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

LEGAL SECRETARY. Must be experienced, 1 year office in Livonia. Must be accurate typist, shorthand required, light bookkeeping. For appointment 425-6350

LEGAL SECRETARIES
TEMPORARY
PERMANENT
We are in demand for all experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$45 per day.
Also, outstanding permanent positions are also available to candidates seeking full time employment. Positions exist throughout the Tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 1880
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-1065
Dearborn 336-5777

LEGAL SECRETARY wanted, will train. Salary commensurate with experience. Southfield area. Ask for Gayle 355-3600

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

LEGAL SECRETARY
Downtown Detroit. Some experience preferred. General practice with personal injury emphasis. Salary open. 963-1492

LOOK!
We need sharp full time person to handle incoming calls 8-5PM Monday thru Friday plus every 4th Sat. Some service/sales experience helpful but we will train. Excellent benefits, hourly rate plus incentive for the right interesting spot. Ask for Marie. 559-3223

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Troy law firm. Some experience preferred. Excellent typing, dictaphone and accurate work required. Salary commensurate with experience. Call Eileen 643-8550

LEGAL SECRETARY
Troy location.
Business practice.
Experience necessary. 362-4646

LEGAL SECRETARY
Part time, some experience necessary. Shorthand required. 6 Mile-Telegraph area. Call 557-1455

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

MANUFACTURING FIRM seeking Girl Friday for 1 girl office, must be experienced in typing, payroll, peg board, receivables - payables & light bookkeeping. Shorthand not necessary.
Quality Stainless Products
35761 Amrheim, Livonia 591-3121

MATURE OFFICE HELP needed, some experience helpful with office machines, typing required. Apply at 35300 Lahser Rd. Southfield

MATURE person for department complex office in Southfield. Experience in real estate or apartment management preferred but not required. Dealing, contact with residents, record keeping, etc. Salary commensurate with experience. Call for appointment 647-4128

MATURE & responsible individual for stock control of large furniture company, have some experience helpful. Call 9 AM - 5 PM. 644-7370

MATURE SECRETARY for one girl office in Dearborn area. No bookkeeping, some office experience necessary. Full time 8:30am-5pm. 644-2700

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

MATURE WOMAN needed. Accounts receivable, typing, answering phone, good pay. 6 Mile Woodward area.
883-1800

MEDIUM SIZE Troy law firm seeks experienced person for data entry, preparation of pleadings & general business matters, shorthand desirable. 643-6410

OFFICE Receptionist, Typing general bookkeeping, knowledge of computer operation helpful. Near Farmington area. 348-2200

OFFICE GIRL
With some bookkeeping abilities, good personality. 21713 Grand River, near Lahser.

OFFICE HELP with bookkeeping experience. Accounts receivable and accounts payable. Good benefits Call
Call 9am-5pm. 555-8580

PART TIME
Accounting Department
Typing essential
442-7215

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

PART TIME SECRETARY wanted for Insurance Agency. Southfield area. 4 mornings a week. 352-0048

PART TIME SECRETARY
Needed for Livonia sales office. General secretarial skills required. 20-25 hours a week. 522-6630

PART TIME
TELLER
Experience preferred
SECURITY
BANK of NOVI
478-4000
An Equal Opportunity Employer

PEOPLE - oriented person for receptionist - switchboard spot, in Southfield travel agency. Light typing, many benefits, free airline travel discounts. Salary $600.

LEARN LEGAL - no shorthand required for this lovely Troy law firm. Salary $10,400 plus benefits & fee paid.

RECEPTIONIST - Secretary, for Troy property management company. Acquired good figure aptitude, salary $693 to $740 plus full benefits and fee paid.

EXECUTIVE - secretary to director of publications at Southfield headquarters of national company. Good skills & experience for this high level, diversified spot. Salary $11,300 plus outstanding benefits & fee paid.

ADAMS
&
MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-2780

PERMANENT - part time, 2-3 days per week, good typist, experienced in office procedures, personable & dependable, Southfield area 352-1943

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

PROFESSIONAL CORPORATION requiring an experienced Medical Secretary typist with good secretarial skills. Salary commensurate with experience, call Cindy,
353-1155

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, 357-5000
Equal Opportunity Employer M/F

REAL ESTATE
OFFICE
RECEPTIONIST
To answer phones and have good typing. Hours: 9-5, Mon. - Fri. Call 522-8000.

RECEPTIONIST
SECRETARY
Prominent Bloomfield Hills 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 Req. Required.

Must be able to work all Sundays and every other weekdays. Hours: Noon to 8 PM. Call 626-3501 after 12 Noon.

RECEPTIONIST/SECRETARY
Position available in law office. 12 & Greenfield area. Excellent typing skills required. $700 monthly. Fringe. Call Joyce Luzon 559-2828

RECEPTIONIST
Mature individual for corporate legal firm, ideal location in downtown Birmingham. Covered parking, pleasant surroundings. Includes light typing, telephone duties, travel arrangements & other diversified office work. Position available August 1. 643-3000

RECEPTIONIST/OFFICE CLERK
Typing Required. Located in Sterling Heights. Send resume with salary requirements to: Personnel Dept., 17144 Mt. Elliott Ave., Detroit, Mich. 48212.

504 Help Wanted Office-Clerical

RECEPTIONIST/ SECRETARY position for insurance agency in Troy. Call Ann Hosner 879-9000

RECEPTIONIST, accurate typist, clerical duties, experienced. Liberal benefits, flex time. Cross, 8 AM - 5 PM, 5 days. 525-8230

RECEPTIONIST for small Birmingham office, answer phones, typing, & general office work, mature woman preferred. Reply to box 2640observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

RECEPTIONIST
Immediate opening in private X-ray facility. Typing a must. Reply to Southfield Radiology Assoc. 22301 Foster Winter Dr., Suite 102, Southfield, Mich. 48075.

RECEPTIONIST
Immediate part time position open for doctors in northwest Detroit. Minutes from Fairlane Dearborn. Individual should be knowledgeable in typing and have some organizational skills. Will train mature and responsible person with either medical or business background. Diversified position with room for growth, salary open. Call Monday thru Friday between 10-2PM.
271-6116

SALES OFFICE requires person with billing, filing and typing experience. Permanent position with progressive company in Farmington area. Personal interview only. Apply at Slater Wall Coverings, 21145 Schoolcraft, between Middlebelt and Merriman.

SECRETARIAL RECEPTIONIST
Position, full time, in out-patient mental health clinic near Southfield. Job: Good typing & bookkeeping skills, experience with mental health helpful & knowledge of medical terminology required. Salary open. Call Mrs. Hoffman Farmington area. Call between 8am - 5pm. 477-0107

SECRETARIAL RECEPTIONIST
Leasing Co. needs experienced girl for diversified office duties. Good typing skills & phone personality. Look for office. Benefits. Call Susan 557-9100

SECRETARIES
SENIOR TYPISTS
CLERICAL TYPISTS
FIGURE CLERKS
GENERAL OFFICE
-TEMPORARY-
-TOP RATE-
We are expanding. We have many job opportunities in Southfield. If you are interested in working a few days, a few weeks or a few months call us. We have what you're looking for. For more information and a personal interview, call either nearest you.
SOUTHFIELD 569-6404
TROY 362-4070

VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARIES
TYPISTS
KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and skill sharpening work 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
Assistant
Southfield professional firm has opening for beginning Secretary to help with general office duties. Good language skills and attention to detail a must. This is an ideal opportunity for a career-minded individual who demonstrates excellent skills and potential. Good starting salary and benefits. Please send resume in confidence to Mrs. Dunsay, P. O. Box 691, Southfield, Mich. 48037.
An Equal Opportunity Employer

SECRETARY
A very special position with our favorite company! Your future is assured in this rapidly growing firm. Be a leader in full high-rise. Shorthand optional. Hurry! $778. FEE PAID.
353-2090
SNELLING & SNELLING
PERSONNEL

Secretary
Bookkeeper
FEE PAID. Career situation for sharp individual who is seeking advancement and variety. Very diversified position. Super benefits plus great suburban location.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY
Digital Equipment Corporation, the leader in the Minicomputer field, has an immediate opening for a Secretary in our Farmington Hills office.

Applicant must have good typing skills, a good telephone manner, and enjoy working with figures in a busy environment. Good starting salary.

Please write Sherri Pender,
Digital Equipment Corporation, 32985 Hamilton Ct., Farmington Hills, MI 48018. We are an Equal Opportunity Employer M/F

DIGITAL
EQUIPMENT
CORPORATION

SECRETARY FOR downtown Detroit law firm. Good secretarial skills necessary. Excellent fringe benefits. Salary based on ability. 963-7020

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

SECRETARY
For general office work. Part time for real estate office. Call Ann 557-8100
Southfield.

SECRETARY
For law office in Farmington Hills. Accurate typing a must. Dictaphone experience preferred. 626-3148

SECRETARY
For Real Estate firm in Westland. Mature person, self-starter. Good typing and ability to handle customer phone calls. Call Kay Dooley for appointment. 476-9100

SECRETARY
Immediate opening in our Sales Coordination Department. Excellent typing skills required. Call for interview.
476-7100, Ext. 277
Diamond Automation Div.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

SECRETARY - mature, for home office of electronics oriented firm. Very good benefits, pleasant Farmington office. Call Jinx 477-7700

SECRETARY needed for Real Estate Office. Typing, shorthand preferred but optional. Experience not necessary. Salary position with benefits.
Dursо 255-5213

504 Help Wanted Office-Clerical

SECRETARY - Major corporation in Southfield. Type 60wpm, shorthand 80wpm. Engineering or sales background helpful but not necessary. Outstanding benefits. Salary open. FEE PAID.

SECRETARY - Southfield firm, 3 years legal experience. Accurate typing, shorthand helpful but not necessary. Great benefits. To $17,000. FEE PAID

SECRETARY - Large company seeks experienced secretary. Type 60wpm, shorthand 80wpm, some background. Excellent benefits. $10,000. FEE PAID.

Call Robin at 641-7742
KAY PERSONNEL CONSULTANTS
Only a partial listing.
All fees employer paid.

SECRETARY-MATURE with excellent office skills. Adaptable to varied responsibilities. Must have recent references. Full time. Northland area, American Girl Mortgage. Call Mrs. Goldberg 968-7400

SECRETARY/OFFICE MANAGER
For small foundry in North Dearborn includes: Bookkeeping, payroll, invoicing and expediting. Must have pleasant telephone manner. Ability to type a shorthand a must. Excellent benefits. Call Sunday after 1 PM. 851-9613

SECRETARY one girl office in Southfield. Require shorthand & typing. Many benefits. Salary open. Call
549-1853

SECRETARY, one girl office, Birmingham area. $700 per month. Call
642-2107.7

SECRETARY
Bookkeeping Experience
Excellent SECRETARY with 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
28050 Grand River, Farmington
476-7600

SECRETARY/RECEPTIONIST
Full time position in Birmingham Real Estate office. Pleasant office. Considerable phone work. Excellent office benefits. Starting mid August. Salary negotiable. 647-1550

SECRETARY/RECEPTIONIST for Southfield office. Sharp, responsible person with pound business manner for lobbyist and other duties as office demands Call Susan 569-4545

SECRETARY/RECEPTIONIST -
Human Service Agency. Personable, strong typing and filing skills, light shorthand, some work with figures required. Send resume to Commen Ground, 1090 S. Adams Road, Birmingham, Mich., 48011

SECRETARY - requires shorthand and good typing speed. Excellent working conditions and fringes. $890 per month. Farmington 474-8200
An Equal Opportunity Employer

SECRETARY - sales office Birmingham company, typing 55. WPM, good figure aptitude, great benefits. 642-3220

MAG CARD - operator, 65 WPM typing, will train, answer phones, great people, $860, fee paid

LOIS RAY
PERSONNEL
559-0560

SECRETARY
Southfield company dealing in diverse international business desires Girl Friday to be a dual secretary/secretarial duties and aide several executives. Must be organized and able to accept responsibility. Salary and raises to suit experience and ability. Call Mr. Lewis or Mr. Cole
557-4550

SECRETARY to Director of Human Resources Development at Farmington Hills Corporation. Excellent typing, shorthand required, pleasant working environment, competitive salary and fringe benefits. Send resume in confidence to: Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY to the president of real estate firm, Southfield area. Call Southfield. Interesting, diversified duties. Call for interview. 352-4747

SECRETARY to work from home in Birmingham Area. Must have excellent typewriter & be able to work from tape recorder which we will supply.
644-2444

SECRETARY WANTED
Full time secretary for professional office in Southfield Town Center, must be accurate typist and have good English skills, salary commensurate with ability. Good benefits, ask for Carole
353-1050

SECRETARY
We need an energetic, self-starter with minimum 90 w.p.m and typing 45 w.p.m. This position is involved in typing reports to upper level management. Duties will include clerical work, phone and limited in-person pre-screening of prospective employees. 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 8AM - 5:30PM
354-3464

SECRETARY. Birmingham office. Must have good shorthand and typing. Salary commensurate with experience. Call 642-9393

Senior Cost
Accountant
Farmington manufacturing division needs an experienced Senior Cost Accountant. Minimum requirements are a degree and/or equivalent experience. Call for interview
476-7100 Ext. 277
Equal Opportunity Employer M/F

SMALL SALES FIRM needs girl for one girl office. Good typing & phone skills a must, shorthand desirable. Southfield - Franklin location call
353-1663

SOUTHFIELD based company needs woman to run one girl office. Pleasant personality required. Answer phone, typing, light bookkeeping. Call Mr. Edwards at 559-1166

SOUTHFIELD LAW office seeking full time and part time file clerk. Call Vicki 355-8505

SOUTHFIELD LOCATION - accurate typist, shorthand necessary, full fringe benefits, call Mon. thru Fri. 9-4 353-7747
An Equal Opportunity Employer

SOUTHFIELD OFFICE needs receptionist with filing and some typing duties. Monday thru Friday 48 hour week. Paid holidays, vacation, sick leave and Blue Cross Blue Shield. Reply Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD REAL estate developer is in immediate need of a Receptionist. typing, filing, & public relations ability a must. Typing ability helpful. Relocation to Bloomfield Area in winter. Fee. A personal interview appointment call
354-4700
Equal Opportunity Employer M/F

SOUTHFIELD SALES and Marketing firm has immediate opening for general office personnel. Must be