Help Wanted

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Major West suburban firm needs outgoing person to assist in accounting department. Accurate typing, good math aptitude and one year experience. Good starting salary and advancement. Full benefits. Company pays our fee. Call today for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

ACCOUNTING SECRETARY to handle Accounts Payable and Invoicing. Must complete general accounting functions, typing skills and memory must be. Excellent opportunity with furniture sales company. Send resume to Daily Hoe, Carson Business Interiors, P.O. Box 903, Southfield, MI 48037

ADDING OR ENCODING MACHINE OPERATOR

Adding or encoding machine experience is a must for our Cashier's office. Experience with banking/financial institutions desirable. Individual must be accurate and detail oriented for a fast paced office. Day shift, good starting salary and benefit package.

Apply Employment Office, Monday through Thursday, 9 AM to 4 PM.

MICHIGAN CONSOLIDATED GAS COMPANY
One Woodward Ave.
Detroit, Michigan, 48226

An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY

Responsible position in attractive Southfield office. Secretary to regional manager of international company for 3 month assignment. Type 65 accurately, shorthand 90, good figure aptitude. Call Pat for immediate interview.

Temporary Staff
SOUTHFIELD 353-0505

ADMIN POWER
Recent experience on an Exec. Level, qualifies you for this start to $12,500. Top skills merit Top Level, Medical Contracts.
Call 542-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

Advanement Opporrtunity

Suburban firm seeking experienced SHORTHAND/TYPIST. Position will lead to executive secretarial spot. $9000 - FEE PAID. Call:

Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

AN Immediate opening for a well groomed 3 dependable full time receptionist in the Telegraph-Grand River area. If you have good typing skills, pleasant phone personality & the ability to work well with people in a pleasant office atmosphere, we would like to hear from you. Please call & set up an interview time.
Mrs. Vaughan at 537-7830

ARE YOU AN EXPERIENCED

BOOKKEEPER
SHORTHAND TYPIST
SWITCHBOARD OPR.

We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.

SUBURBAN Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ARE YOU looking for your first job? Neat in appearance, bright & willing to learn, skilled somewhat as a typist? This will be for general office work and a full time position. Work in our new Southfield location. Call for an interview appointment. 353-8125

Attention

KELLY SERVICES has a SPECIAL RECRUITING CENTER in Garden City. We need TYPIST, SECRETARIES, BOOKKEEPERS & many more office skills immediately. If interested apply at:

KELLY SERVICES
"The Kelly Girl People"
32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza)
522-4020
Equal Opportunity Employer M/F/H

AUTO DEALER

ACCTS RECEIVABLE BOOKKEEPER Are sales slowing down? Are you getting bored? Come to Michigan's number one Buick Dealer and come alive. Accounts receivable bookkeeper for large volume special dealer. Dealership experience a must, excellent benefits and pay. Call Sandi.

TAMAROFF BUICK
353-1300

BILLING PERSON FOR MEDICAL SOUTHFIELD

Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid.
BETTY HAMIL PERSONNEL
424-6470

504 Help Wanted Office-Clerical

AUTO DEALERSHIP BOOKKEEPER

Needed. Experience necessary. Southfield area.

Ask for P. A. Henshaw
Call 354-6600

AVAILABLE-TRAINING

SECRETARY training for residents of Oakland Cty with High School diploma or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County CETA. Equal employment opportunity. Training will be held in Livonia & Troy. For more information, Ms Smith 342-5991

Beat Inflation

CALL
Witt Services
FOR TEMPORARY WORK

We need:
SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS

Long and short term assignments available. Ask about our BONUS PLAN.

NO FEE NO CONTRACT
ALSO

We are pleased to announce the opening of our new WIXOM OFFICE.

For more information call:

LIVONIA	525-0330
DEARBORN	565-8060
REN CEN	259-7788
WIXOM	669-2409
SOUTHFIELD	569-7500

Witt Services
The Temporary Help People

BEGINNER TYPIST

Major West suburban company will train bright promotable person who can type 45 for entry level position in beautiful office. Good starting salary, full benefits, fast advancement and company pays our fee. Excellent opportunity for beginner. Call now for a personal interview

PERMANENT STAFF
LIVONIA 522-4210

BILLING CLERK

Excellent opportunity for individual with an interest and aptitude for working with figures. Job involves checking invoices, pricing, applying discounts, making price adjustments and filing all correspondence related to customer orders. Also responsible for entering invoice information into data processing terminal. We desire 2-3 years experience in billing operations and figure work. Position located in our Service Center in Detroit.

Join the leader in the growing power tool industry. Excellent pay and benefits. Stable employment.

Call 534-8880
for appointment
at convenient time
Black & Decker
An Equal Opportunity Employer

BOOKKEEPER

Assistant - to be trained for full charge position. Apartment management company. Southfield office. Some experience helpful in general ledger, management statement preparation, payroll tax report preparation, etc. Small office. Excellent opportunity. Send resume to: Box 712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Experienced, full time permanent position for quality mens store. Must have references. Excellent working conditions. 646-7060

BOOKKEEPER - Full time, with experience. Must be familiar with payroll, tax forms, & accounts payable/receivable. New office, nice working conditions. Apply between 9am-5pm, 15150 Otterson Court, Livonia. (Between Farmington & Levan)

BOOKKEEPER- light typing, part time. 30 hrs per week. Pleasant working conditions, Birmingham location. Reply to Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER needed for growing business. Responsibilities include: taxes, accounts receivable & payable & collection of accounts. Hours: 10am-6pm, Mon thru Fri. Clawson area. Send resume. 560 W. 14 Mile Rd, Clawson, Mich 48017.

BOOKKEEPER or willing to learn for CPA. Part time, flexible hours, Middlebelt & 14 location. 851-8350

BOOKKEEPER/TYPIST

Mature individual needed with excellent Bookkeeping and Typing skills. Must be able to take directions and work independently. Prefer at least 3 years experience in all bookkeeping areas. 7 Mile, Southfield area. Contact Evelyn 9AM-5PM Mon. thru Fri. at:

255-2600

BOOKKEEPING background required, journal entries, inventory cards, credit collection. Accuracy important, Livonia area, benefits, Mrs. Lowe for appointment. 241-6320

BOOKKEEPING - light; need stable, mature individual - willing to learn. Send resume to: David C. Laffrey, Schmalz & Co., 470 American Center, Southfield, MI. 48034.

Customer Service

FEE PAID. Talk with clients, solve problems, and much more for nationwide first! Super benefits

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

BRIGHT & PLEASANT person needed, background in accounts receivable helpful, must know 10 key adder, light typing, good phone personality, South-field area. Call Marilyn. 352-4010

BUSY OFFICE needs energetic, willing to learn person with strong typing, 10 key and phone experience. Full-time. Salary based on experience. Apply Mon. thru Fri., 8-5 at 36354 Plymouth Rd. Livonia.

CAREER OPPORTUNITIES

Partial Listing of Current Openings
EXECUTIVE SECRETARY $15-18,000
Typing 70, Shorthand/or speed writing, good letter composition is a must. Travel arrangements, projects and proposals. Great responsibility.
SECRETARY-TYPIST $9500-11,000
1 year experience in insurance business such as DC/DB, Medicare, Medicaid and private insurance. 50 WPM.
ACCT/COMPUTER$15-18,000
Typing 50, A/P, A/R, bank reconciliation, keypunch 35-37-41 or IBM 32 a plus. 3-5 years experience.
BILLING TYPIST $8-10,000
Experience in typing figures for Accounting Department, Invoicing and billing.
Fee Paid Positions, Call Now
PLACEMENT PLUS
PERSONNEL 358-3250

CASHIER SALES
Position in office supplies department now available at our Tel Twelve Mall location. Experience preferred, but not necessary. Apply in person. Silver's, Tel Twelve Mall, 15 Mile & Southfield.

CASHIER

Temporary position lasting 1 to 3 months. Assist in the collection of cash receipts and balancing daily cash. Some cashier and clerical experience preferred. $3.85 per hour. City of Farmington Hills.

474-6115
Equal Opportunity Employer M/F

CASHIER - TYPIST
Leading consumer finance company (Redford area) interested in full time cashier - typist. Position involves typing, customer contact & cash control. Must be high school graduate, good personality & have 45 WPM. For first step call Mr. Paquin between 10-4 537-4227

CLAIMS CLERK
$8,424 PLUS
Super company with outstanding benefits which include dental, hospitalization, life insurance, 3 weeks vacation after first year and bonus program. Located in Livonia. Typing of 50 wpm and any insurance experience. Fee paid. Great chance. Call Debbie.
SNELLING & SNELLING
478-3500

CLERICAL HELP - we are looking for a person with multiple office skills, promotions are available, 4 person office, a very positive sales organization. Must live in Plymouth, Livonia or Canton area. Salary dependent on experience. Full benefits. Call Larry Tom, or Wed. 8am - 12 noon. 459-5332

CLERICAL OPPORTUNITIES

Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fischer

355-0500
Or apply directly at:
GRANDAM MORTGAGE CORP.
3000 Town Center, Suite 300
Southfield, Michigan
An Equal Opportunity Employer

CLERICAL - part time, 8 AM. to 12 noon, experience helpful, Hytrol, Garden City 261-6025

CLERICAL. Insurance Agency in Southfield needs mature woman for receptionist and some light bookkeeping. Excellent fringe benefits. 352-7550

CLERK/TYPIST for large insurance agency located in Southfield. Call Gayle Farmer for an interview: 353-5600

CLERK TYPIST
Needed for Southfield based Mortgage Company. Must be accurate, 10 key calculator experience helpful. Call Barbara: 355-9200, Ext. 265

CLERK/TYPIST who is very good at attention to detail. Knowledge required. We have an excellent full time opening that provides a variety of duties and responsibilities with excellent fringe benefits included. Salary open to discussion. Please apply in person at Christian Memorial Cultural Center-Cemetery, 31175 Schoolcraft, Livonia Rd. (1 mile N of Auburn between Rochester & John R).

COME AND GET IT

$9,208 Fee paid!
For your talents of typing 55 wpm. International company needs your customer service talents. Benefits include Christmas bonus, tuition refund, Blue Cross - Blue Shield, Dental and credit union, plus plush office located in Southfield! Sounds good! Call Debbie
SNELLING & SNELLING
478-3500

CONTRACT ADMINISTRATOR
Secretary for engineering firm in Livonia. Full time, for connections person interested in long term employment. Must be a self starter, typing - shorthand required, call Mrs. Campbell for an appt. 591-2571

CREDIT UNION
needs experienced collections clerk.
557-3738

CUSTOMER - service rep, for Troy mini computer company. Strong accounting background required, salary $12,000 to $13,500 plus benefits & fee paid. Ready to hire! Call Sue.

QUALITY - control clerk in traffic dept. of prestigious Troy company, good math background required. Will be trained to use sophisticated equipment. Salary $700 to $800 plus full benefits and fee paid.

PERSONNEL - secretary to assist recruiter in international company offices in Southfield. Good skills. Salary $12,000 plus fantastic benefits & fee paid.

LEARN - legal! No shorthand but 2 to 3 yrs. secretarial experience qualifies you to work for new attorney in Bloomfield law firm. Will train on map case. Salary $950 plus benefits and fee paid.

ADAMS & MARTIN
PERSONNEL
920 Maple Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
645-8780

DEPENDABLE GAL for Manufacturing Representative office. Filing, typing (55 WPM), pleasant phone voice, salary commensurate, open experience. Send resume to OEM Technical Sales, Inc., 28422 Northwestern Hwy., P. O. Box 318, Southfield, Mich. 48037

GAL FRIDAY for construction business. Must be good typist and good with numbers. Salary open. N. W. area. Send resume to Box 718 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL CLERICAL help needed. Excellent fringe benefits and a starting wage of $134 per week. West side of Detroit. Call Ann Marie Troher at 273-4810

GENERAL OFFICE WORK. Typing skills, filing. Fringe benefits. Pleasant working conditions. Apply at Colonial Scene of Furniture, 28282 Middlebelt, near 9 Mile, Livonia.

504 Help Wanted Office-Clerical

EARN EXTRA $$$

Be a "SOMEBODY SOMETIME" temporary employee. We have temporary assignments available in the Farmington & Wayne areas for:

SECRETARIES
DICTAPHONE TYPISTS
SWITCHBOARD OPRS.

We pay top rates for your skills. Come in and see us.

Somebody Sometime
LIVONIA
17323 Farmington Road
(In Burton Executive Park)
525-5170
DEARBORN
419 Village Plaza
565-3500

ENERGETIC & FRIENDLY Sales Secretary needed for beverage distributor. Typing 55 WPM, good telephone, office experience necessary, excellent paid company benefits. Call to arrange interview. 852-6400

EXCITING CAREER opportunity in growing vital transportation industry. Entry level position offers advancement possibilities to management capacity to hard working conscientious individual. Call for interview. 363-4400

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information. 353-3209

EXECUTIVE SECRETARY
$14,000 FEE PAID

Fortune 100 corporation! Top benefits.
Snelling & Snelling
336-7400

EXECUTIVE SECRETARY
$14,000
FEE PAID

Fortune 100 corporation! Top benefits.
Snelling & Snelling
336-7400

EXECUTIVE SECRETARY
Established company needs your good communication skills. Be right hand to President of this growth oriented firm. Great benefits. Don't hesitate! $11,700. Call Kathy.

353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY

Farmington Hills Mfr. - V. P. of Sales requires a sales oriented person with above average skills. Good shorthand and typing a must. Prefer a self-starter who can handle detail work. Excellent pay. Benefit package includes pension and profit sharing. Good working conditions. Call Mrs. Springer, 478-1700.

EXECUTIVE SECRETARY

to assist top-level executive in organization and administration of company functions, policies and procedures. Successful applicant will deal primarily with upper level, management team members and attend all formal management meetings as participant and recorder. This is a prestigious position involving challenge, responsibility and high level of confidentiality. Excellent salary and fringe. Our present staff is aware of this opportunity. Reply in confidence to Mr. Brydalle, P. O. Box 621, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE - secretary, Fortune 500 company, excellent typing, shorthand, 5 years experience, benefits, $13,200, fee paid.

TYPIST - Southfield ad agency, typing 50 WPM accurately for media dept. benefits, $650, fee paid.

SECRETARY - Southfield marketing company, excellent typing, exciting, fast paced position, $10,500, fee paid

LOIS RAY PERSONNEL
559-0560

EXPERIENCED legal secretary for Bloomfield Hills law firm, flexible personnel must be able to assume responsibilities and handle client relations, call Cheryl 647-5480

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits. 645-3200

FILE CLERK
Immediate opening. General office work. Filing, and light typing duties. Must be good speller. Office presently located in Northland area. Will be moving to 13 Mile and Telegraph in April. Call Pldkity & Deposit Co. 569-1900
An Equal Opportunity Employer

FLEXIBLE INDIVIDUAL for diversified office position. Must have bookkeeping experience excellent typing, good telephone manner, willingness to use dictating equipment and aptitude for figures. Terminal operation experience or computer knowledge helpful. Birmingham area. 644-4514

FULL CHARGE BOOKKEEPER
With payroll and general office experience for 1 girl office, Troy area. Must have minimum 4 yrs. experience. Candidate must be able to work with little supervision. Salary negotiable. Send resume to Box 690, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL-TIME CLERICAL - varied duties, filing, answering phones, typing 45 wpm. Some office experience preferred. Downtown Birmingham. Call Mrs. Ammann 642-8700

FULL TIME, fast accurate typist with receptionist/telephone experience. Southfield area. Call Mon. Wed. Fri. between noon and 3 pm, ask for personnel. 645-2334

GENERAL SECRETARY
$9100 FEE PAID

Exiting Troy firm is looking for your good skills. Excellent career spot. Call Mark. 649-5900.
SNELLING & SNELLING
TROY

GIRL FOR GENERAL OFFICE
Bookkeeping, phone, and filing experience necessary. Full time. Ask for Rosemary. 471-1126

GIRL FRIDAY SALES. Must a few years experience handling office sales position, order writing, tracing, telephone work. Typing a must along with a positive approach to helping customers. Please call Mr. Sherman for appointment. 427-8338

504 Help Wanted Office-Clerical

GENERAL OFFICE
Stimulating, Energetic, Hardworking. Must like to deal with people. Interesting position which involves typing and general clerical skills.
CHESTNUT HILLS
VILLAGE APARTMENTS
Office hours 8-5 daily
Closed Thurs.
852-6260

GENERAL OFFICE, Southfield area, 9am-5pm. Light bookkeeping & typing. 356-0182

GENERAL OFFICE
Good typing skills. Full time.
Livonia area
Call Mary, 591-3332

GENERAL OFFICE $185. If you enjoy deadlines type 65 WPM.
Call Rosemary Ford Personnel
424-6414

GENERAL OFFICE
Southfield firm looking for accurate typist with good figure aptitude. Accounting background a plus. For more info call 353-3209

GENERAL OFFICE
National firm in Southfield needs ambitious and detail minded individual to handle sales, filing, typing and phone work. Excellent benefits. Call Mrs. Weisberg 353-6500
An Equal Opportunity Employer

GENERAL OFFICE
$220 A WEEK

Lots of variety! Large company, excellent benefits!
Snelling & Snelling
336-7400

GENERAL OFFICE

Type 35 w.p.m. Call Personnel Manager (Mon-Spm, Mon. - Fri. 358-3667.
TUNNEL BAR-B-Q
29161 Northwestern Hwy
near 12 Mile
Southfield

IF YOU'RE GOOD ...

You ought to be KELLY! We need: SECREATARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, STENOGRAPHERS, OPERATORS, CLERKS & MORE. Keep your skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. Apply Mon. thru Fri., 8 to 5 P.M. at the office nearest your home.

Not an Agency - Never a Fee

29449 W. 6 Mile, Livonia
522-4020
3239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

IF ...

You type 65 WPM, take shorthand at least 80 WPM, have light bookkeeping and dictaphone experience, and good communication and organizational skills, this sales office is looking for a temporary in Livonia area needs you. Must have resume. Long term assignment. Ask for Gayle.

Not an Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

INSURANCE OFFICE (Livonia) needs Home Owners & Auto Rater. Additional Insurance knowledge preferred. Ask for Judy 535-6450

INSURANCE SECRETARY
Experienced typist with good rating and typing. General agency. Top salary and benefits. Southfield. 549-5600

INVENTORY CONTROL
Responsible position for good typist with well established organization. Inventory experience will get your this fee paid position with advancement potential. Over $10,000 and open now. Call Ann Wells.

353-2090
SNELLING & SNELLING
PERSONNEL

Keydisc/Keypunch

Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.

LIVONIA 427-2000
UTICA 254-1910

KEY DISK OPERATORS - wanted for day or afternoon shift, full time only, must key 10,000 key strokes per hr. minimum. Salary negotiable based upon experience, write or call Kim Steele, Delaron, 32500 Concord Dr. 7N. Madison Hts. Mi. 48071. Located across from the Oakland Mall. 585-5660

LEGAL ARENA
Terrific chance to be more than a Secy! Top skills admit you to Administrative duties. Start to $16,000. Benefits & room to grow.
Call 649-4141
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

LEGAL SECRETARY
Experienced in Personal Injury, Divorce & General practice. Salary commensurate with experience. Southfield law firm, 649-3828

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Diane 557-8300

LEGAL SECRETARY
$10,000 PLUS, FEE PAID

Dairy suburban firm is looking for a dynamic secretary. Super benefit package. Call Mark. 649-5900.
SNELLING & SNELLING
TROY

MATURE woman wanted for light office and Bookkeeping duties. Apply in person: Tri-State Furniture, 24940 Michigan Ave., Inkster.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the Tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, a placement specialist in the legal profession?

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	533-3140
Renaissance Center	567-0141
Troy	649-3942

LIVONIA AREA-Immediate opening in distributor sales office, typing & general office experience necessary. Full benefit package. For appointment, 525-9750

look us over

is there a job for you?
we need
Clerks
Typists
Secretaries
Keypunch
Switchboard
CALL NOW TO ARRANGE FOR A FRIENDLY INTERVIEW
Southfield 557-7711

OLSTEN
Temporary Services

MEMBER SERVICE REPRESENTATIVE
National organization is seeking an individual who possesses excellent organizational ability, a strong analytical background, good typing and communication skills, and previous customer service experience.

We offer a competitive salary and excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebalt.

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-8300, ext. 253

NOW READ THIS!

If your profile meets the following requirements you may apply for this 2 day a week position at Secretary/Aide for downtown Birmingham
Interior Designer
Male or Female
Neat appearing
Fashionable Manner
Outgoing
Energetic
Type 50wpm
Organized
Reliable
Creative Thinker
Do not call unless you fit all of the above. 645-2510

OFFICE CLERICAL, must have formerly worked in doctors office, with experience Blue Cross billing, call 399-6760

OFFICE MANAGER

TO $18,000
FEE PAID. Suburban company offers challenging opportunity to individual with 2 years administrative experience.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE POSITION
now available in customer service department of our Tel Twelve Store. Experience preferred, but not necessary. Apply in person, Silver's, Tel Twelve Mall, 12 Mile & Telegraph.

PAYROLL CLERK
Good with figures, full time.
Excellent Benefits
West Bloomfield area 661-1000

PERSON FRIDAY wanted-typing, adding machine, aptitude for figures. Good telephone personality, no shorthand, mature person. Large company, pleasant offices in Southfield. 424-6445
424-8540

504 Help Wanted Food-Beverage

BONANZA
A TASTE FOR EVERY TIME & BUDGET

is now accepting applications for

FULL TIME COOK

with management potential.

References needed but no experience necessary. Must apply in person only between 2 PM - 4 pm Mon. thru Fri., at:

25610 West Eight Mile, Southfield
BONANZA RESTAURANT

504 Help Wanted Office-Clerical

ONE GIRL OFFICE - Livonia manufacturing plant, immediate opening, experience required, typing, invoicing, accounts payable, receivables & peg board bookkeeping. Send resume to Quality Precision Products, 36781 Amrheim, Livonia, Mi. 48150

PART TIME TELEX-TELETYPE MAG CARD II WORD PROCESSING

Large international corporation needs analysts for part time hours and special projects. Call Pat immediately for these part time opportunities.

353-0505
Temporary Staff

Dynamic Southfield firm. Fast-paced industry. Receptionist, typing, opportunity. Call Debbie 858-5960.
SNELLING & SNELLING
TROY

• SALES SECRETARY •
Small firm establishing office in Plymouth/Livonia area - has opening for a person with secretarial & clerical skills for order entry, order processing & pricing, sales & technical correspondence, filing etc. Accurate typing, calculator proficiency & high math aptitude required. Job involves telephone contact with supplier companies & customers as well as direct contact with Company sales people. Attractive salary & benefits including bonus. Send confidential reply & resume to:
Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

or call 616-375-1290 - Collect

SALES SEC'Y TO $12,000

Friendly Livonia company needs responsible person with good secretarial skills for diversified sales managing position in beautiful sales office. Excellent starting salary with regular merit raises, full benefits including dental and your new boss pays your fee. Great opportunity to grow with the company. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

SECRETARIAL/
OFFICE RECEPTIONIST
This challenging position calls for mature, out-going person who is a good organizer and leader.
36½ HOURS A WEEK
GOOD BENEFITS
Equitable Life Assurance
Call Mrs. Ward 425-4630

SECRETARIES
TYPISTS

Immediate openings - long and short term assignments - permanent and temporary. Call for details.

Personnel Pool
29200 Vassar, Livonia
478-6220
Supplemental Personnel Since 1946

SECRETARY
ADVERTISING

West suburban advertising company seeking career oriented secretary with good communication skills. Excellent starting salary, full benefits, good advancement with rapidly expanding company who pays our fee. Call Carrie today.

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY, architect's office in Birmingham. Typing, filing, telephone, Dictaphone and general office. 647-5600

SECRETARY
Mature, outgoing person with good phone manner & strong typing skills. Southfield area. Call Ann. 354-4444

RECEPTIONIST, good with figures, pleasant voice, friendly personality, 9 to 5 weekdays. Southfield area. Call for information 12 to 5 PM. 552-1198

RECEPTIONIST
Busy Southfield based office is looking for a sharp receptionist, with pleasant phone and good typing skills. For interview call Paula at 352-8545

RECEPTIONIST TYPIST

Friendly West suburban company needs pleasant person with typing of 50 for variety job with public contact. Beautiful office, excellent starting salary, fast raises, benefits, good advancement and company pays our fee. Call Jan for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY-EXECUTIVE
For president of firm. Shorthand & letter composition. Experience required. Call Monday thru Friday 9am-5pm for appointment. 474-8770

505 Help Wanted Food-Beverage

MERIWETHER'S RESTAURANT

Is Now Accepting Applications
For The Following:

Cook Supervisors
Floor Supervisors
Dishwashers
Line Cooks
Prep Cooks
Janitor
Bookkeeper/Secretary
Cocktail Waitress/Waiter
Bartenders
Bus People
Host/Hostess
Waiter/Waitress

Previous restaurant experience is not necessary. We have an excellent training program. Please apply in person between 10 am-6 pm.

MERIWETHER'S RESTAURANT
25485 Telegraph Rd., Southfield, Mi.
(North of 10 Mile on westside of street)

Equal opportunity employer Male/Female

RESTAURANT OPENINGS

Join us on a part time basis

We have immediate part time openings on our day shift, night shift and closing shift. No experience necessary. We offer more than just a good starting wage. Check out these benefits:

- Free uniforms
- Stock purchase plan
- Free meals
- Flexible hours
- Paid vacations
- Medical/life insurance

APPLY TODAY AT THE FOLLOWING BURGER KING LOCATION:

8401 North Telegraph Road
Dearborn Heights, MI 48127

BURGER KING

An Equal Opportunity Employer M/F

OLGA'S KITCHEN

COMING TO OAKLAND
Olga's Kitchen is accepting applications for full and part time positions - days, evenings, weekends - for the following:
WAITRESS/WAITER
COOK
BUS PERSON
HOSTESS/CASHIER
Apply in person as follows:
Monday, Mar. 24, Wednesday, Mar. 26 and Friday, Mar. 28, at the Oakland Mall Community Room.
Tuesday, Mar. 25, Thursday, Mar. 27 and Saturday, Mar. 29, at Olga's Kitchen (opposite York Steak House).

Equal Opportunity Employer

504 Help Wanted Office-Clerical

PURCHASING CLERK

Successful applicant will be responsible for filing, record keeping and all clerical duties usually associated with a purchasing function. Candidate will be able to accurately type approximately 55 WPM. Pleasant working conditions and convenient suburban location. Please apply in person or call.

PERSONNEL DEPARTMENT
INGERSOLL-RAND CO.
Automatic Production Systems Division
23400 Halstead Road
Farmington Hills, MI. 48024
477-0800

An Equal Opportunity Affirmative Action Employer m/f/h