Help Wanted

504 Help Wanted Office-Clerical

ACCOUNTING - supervisor, BA or BS degree required, 3 yrs. supervisory experience, salary commensurate with experience, full benefits, fee paid.

EXECUTIVE - secretary, typing 80 WPM, shorthand 100, strong corporate background, $15,000, fee paid.

GENERAL - office, Southfield management company, good typing & figure aptitude, $10,600.

LOIS RAY PERSONNEL
559-0560

ACCOUNTS PAYABLE
$7,800, FEE PAID
Fast-paced firm. Grow with the best. Good skills and experience. Call Carol now!
SNELLING & SNELLING
478-3500

ACCTS. RECEIVABLE - MANAGER
Novi firm is looking for Secretary with interest or background in Credit Management. Some accounting skills helpful. Contact Gordon Erickson. 349-1600
An Equal Opportunity Employer

ADMINISTRATIVE - assistant with secretarial skills for position requiring confidentiality. International company with office in Oak Park will pay $10,000 to $12,000 with full benefits & agency fee paid.

SECRETARY - with real estate or mortgage experience to work in beautiful Farmington Hills office. Full benefits plus salary of $11,500. Fee paid.

KEYPUNCH - operator, day shift for nice Troy company in nice luxurious building. Pleasant. 129 & Univas 1710. Salary $814 to $925 plus benefits & fee paid.

BLOOMFIELD - law firm needs courier to run errands as well as do clerical work in office. No typing. Salary $725 plus car allowance. Fee paid.

SOUTHFIELD - company needs person with experience running copy machines. Will train to be office service technician. Equal opportunity employer will pay $845 plus outstanding benefits. Fee paid.

ADAMS & MARTIN
PERSONNEL
920 Maple Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

ADVERTISING Sec $9,000. Plush offices want sparkling creative girl. Rosemary Ford 424-6516

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

ASSISTANT BILLING CLERK. For Southfield firm, type 45 to 50 wpm. Excellent benefits. 352-5600 ext 25
An Equal Opportunity Employer

AVAILABLE-TRAINING
SECRETARIES in Livonia, for residents of Oakland County with High School diploma or equivalent (or in process) 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 call 261-9600 or 362-3911

A YOUNG office girl for our new Livonia office. Call 420-3013

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK
We need.
SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX
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

BEGIN
This rewarding career with one of Detroit's top legal firms. Several openings requiring varied amounts of experience but all needing top secretarial skills. Call Maggie.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300

BILLING PERSON FOR MEDICAL SOUTHFIELD
Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid.
PRODUCTION CONTROL CLERK TRAINEE
Troy
Must have excellent figure aptitude plus some experience. Excellent appearance. Regular starting salary $750-$850 per month. Fully paid benefits including Tuition refund, Dental & Glasses. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

BOOKKEEPER. Full Charge through trial balance. Real estate background a plus. Flexible hours, 3 days per week. Southfield area. 559-7432

BOOKKEEPER - Part time, light typing, 30 hours per week. Pleasant working conditions, Birmingham church. Call Mrs. Holmes, 644-3040

504 Help Wanted Office-Clerical

EXPERIENCED FULL charge bookkeeper for Construction firm. Northwest area. Salary open. Send resume to Box 6722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FARMINGTON
FEE PAID. Ideal situation with rapidly growing company! Experienced thru trial balance a must. Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BOOKKEEPER - SECRETARY
Position open in Livonia for a qualified person, capable of doing payroll & check register, payable & receivable ledgers, secretarial work for a small company. Full benefits & an excellent position for the right person. Send resume to Box 746, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER. Experienced mature bookkeeper needed. Preferably experienced in Insurance bookkeeping. Excellent fringe benefits. Southfield location 352-7350

BOOKKEEPING ASSISTANT. At least 1 year experience in daily sales, cash receipts journal and general office procedures. Troy area. 649-1300

CAREER ORIENTED?
Internationally renowned company moving to Southfield needs your knowledge about purchase order processing. Typing involved. It is a big plus if you can speak French or Spanish. Top benefits plus dental. Excellent starting salary from $10,000 to $15,000 and company pay fee. Call JAN today.
PERMANENT STAFF
SOUTHFIELD 353-0505

CLAIMS CLERK!
$8,500 UP
FEE PAID
Established Livonia firm needs your insurance background. Career spot! Great benefits! Bonus too! Call Thom today.
SNELLING & SNELLING
478-3500

CLERICAL OPPORTUNITIES
Mortgage department 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 write directly at:
GRAHAM MORTGAGE CORP.
3000 Town Center, Suite 530
Southfield, Michigan
An Equal Opportunity Employer

clerk
SERVICE CLERK
Entry level position with nationwide insurance company to handle mail distribution, zerroing, filing and company paperwork. Must have good communication, skills necessary to learn TWX machine and switchboard.
MALE/FEMALE
Call for an appointment:
Ms. VanderVoort
362-1111
755 W. Big Beaver Road
Suite 2450
Troy, MI. 48084
An Equal Opportunity Employer

CLERK TYPIST
Beginning job in Southfield based Mortgage Co. 10 key calculator experience helpful. Call Barb, 355-9200, Ext. 265

CLERK/TYPIST
For large insurance agency located in Southfield. Call Gayle Farmer for an interview. 353-5009

CLERK TYPIST
Major corporation located in Northville has an opening for a Clerk Typist in its purchasing department. You must be an accurate typist and have a minimum typing speed of 50 wpm. We offer a good salary and a complete fringe benefit package. For more information call Bob Merrick.
GUARDIAN INDUSTRIES
Northville
349-6700, Ext. 479
An Equal Opportunity Employer

CLERK/TYPIST. 45 w.p.m. or better. Lots of phone contact, varied duties. Weekly publication. Livonia area. Call Pat. 261-8300

CLIENT CONTACT
FEE PAID. Be the resident problem solver, in Customer Service Department of this growth firm. Typing of 50 a must!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

CONTRACT ADMINISTRATOR
Secretary for engineering firm in Livonia. Full time, for conscientious person interested in long term employment. Must be a self starter, typing - shorthand required, call Mrs. Campbell for an appt. 591-2371

COUNT ON KELLY
KELLY SERVICES has a special RECRUITING CENTER for your convenience. We need: SECRETARIES with shorthand, TYPISTS, CLERKS and more for temporary assignments in your area. Come in and apply now and let our trained staff evaluate your skills.
Not An Agency - Never a Fee
Apply Mon. thru Fri. 9 to 3 PM.
32669 W. WARREN
GARDEN CITY
(Warren & Venoy Plaza)
522-4020
KELLY SERVICES
"The kelly Girl People"
Equal Opportunity Employer M/F/H

CREDIT UNION
needs experienced collections clerk. 557-2788

ENERGETIC & FRIENDLY Sales Secretary needed for beverage distributor. Typing 55 WPM minimum, telephone experience necessary, excellent paid company benefits. Call to arrange interview. 525-8400

EXCELLENT TYPIST - For modern Troy office, experienced or will train on MAG Card I, salary commensurate with experience & ability. Good benefits. Phone mornings 649-3680
Age No Barrier
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
FEE PAID!
$8,996
World headquarters in Southfield. Top Service! Career opportunity. Call Debbie. Don't hesitate!
SNELLING & SNELLING
478-3500

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
17232 Farmington Road
(In Burton Executive Park)
525-5170
DEARBORN
420 Village Plaza
565-3500

EXEC SECRETARY
Beautiful offices of suburban company needs secretarial experience utilizing good shorthand and typing. Excellent benefits, salary, etc. Fee paid.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 33969 Hamilton
Farmington Hills 553-3100

EXECUTIVE ADMINISTRATIVE AIDE
Exceptional Secretarial Skills
required, ability to work closely with top Executives on multiple activities.
IMMEDIATE AVAILABILITY
Southfield location.
Send detailed resume and salary history and requirements to Box 472 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Farmington area. Executive Director requires Secretary, highly skilled in shorthand & typing. Minimum 80wpm. Prestigious position. Challenging responsibility. Must be self starter. Salary negotiable. Commensurate with ability & experience. Send resume to Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY to President small corporation. Interesting, diversified duties. Requires good shorthand, typing and bookkeeping skills. 8 Mile, Grand River area. Salary commensurate with experience. 255-4000

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
Farmington Hills office 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 profit and profit sharing. Good working conditions. Call Mrs. Springer, 478-1200.

EXECUTIVE SECRETARY
For President of well established Industrial firm in Livonia. Excellent interesting position for alert, ambitious Secretary with top qualifications & experienced in shorthand & typing. light bookkeeping experience desirable. Excellent benefits, including 6 paid vacation benefits. Salary commensurate with ability. All applicants will be contacted for an interview, and resumes will be held in strict confidence. Send resume to Box 744 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED legal secretary for Bloomfield Hills law firm, flexible position must be able to assume responsibilities and handle client relations, call Cheryl 647-6560

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits. 642-3300

EXPERIENCED Legal Secretary, with excellent shorthand & typing skills, for Troy office, general practice. Salary commensurate with ability. 362-3660

EXPERIENCED SECRETARY - must have excellent typing skills. Salary negotiable. Downtown Detroit office. Call between 9 Am. and 5 Pm. 393-1988

FARMINGTON'S most successful heating and air conditioning firm needs Sales Secretary/Receptionist. Typing skills combined with positive personality traits a must. Apply in person at the Trane Co., 35500 W. 8 Mile, Farmington, Farmington Hills, MI.

FILE CLERK
Immediate opening. General office work. Filing and light typing duties. Must be good speller. Office presently located in Northwest area. Will be moving to 12½ Mile and Telegraph in April. Call Fidelity & Deposit Co. 569-1900
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

FILING CLERK
Cunningham Limp has an entry level position available in our marketing service department. Candidate must type 55 wpm.
Duties will include the preparation of companies advertising mailing and misc. clerical duties. Candidate will be trained on our word processing machine.
Outstanding company paid benefits.
For interview appointment please call:
E. LABADIE
CUNNINGHAM LIMP
1400 N. WOODWARD
BIRMINGHAM, MI. 48011
647-6600 EXT. 246
An Equal Opportunity Employer

FOX PHOTO is now accepting applications for 4 am starting time in our Pricing & Billing Dept. Apply between 8.30 am - 5 p.m. 775 Davis St. Plymouth.
An Equal Opportunity Employer

FULL TIME typing and general office. Some bookkeeping experience helpful. 280-1808

GENERAL OFFICE CLERICAL
Duties include typing, filing, telephone receptions and light bookkeeping. Full time position with benefits. Call Linda between 10 and 4 at: 352-9423

GENERAL OFFICE
Excellent opportunity for neat girl with typing, clerical and telephone experience. Must be pleasant and enjoy an active office. Troy area. 5 day week with full benefits. Salary commensurate with ability. Mr. Allan, 2921 Industrial Row, Troy Mich. 48084

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 12-6 daily
Closed Thurs.
852-6260

GENERAL OFFICE for Highland Park location. Good typing skills, pleasant personality. Call between 9-12, Monday thru Friday. 883-8137

GENERAL OFFICE WORK
Typing, filing, answer phone, some sales experience helpful. Full time, 40 hours. Redford, Mich. Call for appointment. 541-6080

GENERAL OFFICE position available in Southfield for person with mature attitude. Good verbal communications. Phones, typing, invoicing. Must be good with figures & have attention for detail. Full time. Please call 353-5670

GENERAL OFFICE
Electrical manufacturer in Birmingham has opening for qualified person. Duties include telephone, telex, mail, filing & typing. Must be personable and willing to assume other general office duties. For interview appointment please: 642-8800

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

GENERAL OFFICE
TO $11,700
FEE PAID
Executive Southfield firm needs your good skills, and experience. Call Carol today.
SNELLING & SNELLING
478-3500

GIRL FRIDAY
Farmington-Varied duties, correspondence, invoicing, filing, plus independent duties with follow up responsibilities. Some shorthand and good typing a must. Small office with the atmosphere. Blue Cross/Blue Shield/Detroit. Phone call: 477-4560

GIRL FRIDAY wanted, light typing, filing. Apply in person, 32821 Dorsey Drive, Farmington, Mich. 478-2123

GO GETTER wanted for small 1 girl office in Plymouth, must have minimal typing & bookkeeping, and experience with Mr. Coffee. Hours 9-5. 453-8720

HOTEL SEC'Y
Secretary/Administrative assistant needed for regional office of large Southfield hotel company. Must be well organized and have prior accounting experience or good figure aptitude. Shorthand or speed writing helpful but not required, pleasant phone personality and ability to take charge. Excellent salary and fringe benefits. For appointment call Pam, 352-6800

IF ...
You type 65 WPM, take shorthand at least 80 WPM, have light bookkeeping and dictaphone experience, and good communication and organizational skills, the sales office of a major company in Livonia area needs you. Must have resume. Long term assignment. Ask for Gayla.
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

IMMEDIATE OPENING for individual with general office experience. Must be able to type, operate printing calculator & have good handwriting skills. Hours are 8:30 to 5:30 between 8.30am-6pm call for interview. 522-4440

INSURANCE AGENCY
In Birmingham has opening for person experienced in Auto or Homeowners underwriting or rating with qualifications leading toward Management Position. Salary open.
Days 646-6657
Eves. 681-0251

INSURANCE SECRETARY
Experienced homeowners rating and typing. General agency. Top salary and benefits. Southfield. 48 hours

INSURANCE SUPERVISOR for mortgage company in Southfield area. Experienced. Salary open. Send resume to Box 7 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INTERNATIONAL ENGR. FIRM has an immediate opening that involves challenges, responsibilities & a high level of confidentiality. Aggressive & innovative Secretary, must have mini mum of 3 to 5 years experience with excellent typing & shorthand & general office skills. Competitive salary. Paid benefits. Call or send resume to
D.E.C. International
45081 Geddes
Canton 397-8686

INVENTORY CLERK
Small shop in Livonia, must have basic knowledge of R.O.P. and E.O.Q. on a card system, able to type minimum of 45 wpm. Call 522-4410

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 OPERATOR - 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, Dataram, 22100 Concept Dr. N. Madison Hts. Mi. 48071. Located across from the Oakland Mall. 585-5440

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Elaine 357-8300

LEGAL Secretary, 5 years experience (trial work desired). Shorthand. Blue Cross, major med, life insurance. Immediate vacancy. Southfield. 355-1719

LEGAL SECRETARY - Call Friday. Birmingham lawyer will train person with college education & desire to be a lawyer or paralegal. 645-0750

LEGAL SECRETARY for established practice, Plymouth area, must be experienced, excellent typist, able to assume responsibilities of managing office. Send resume to box #630, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Receptionist, small congenial Southfield office. General practice. Experience necessary. Excellent typing skills. Pleasant working atmosphere. Call Linda 354-6030

LEGAL SECRETARY
With Divorce experience. New office - 11½ Mile Rd. & Telegraph. Salary commensurate with experience.
646-2213

LEGAL SECRETARY
Established Bloomfield Hills law firm seeks legal secretary with excellent typing & shorthand skills. Recent litigation experience required. Salary commensurate with experience. 642-7880

LEGAL SECRETARY-Experienced for senior member of prestigious Town Center-Southfield law firm. Will transcribe recorded dictation, take shorthand & type using Wang word processor. Call between 8-5, 358-1000

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
PERMANENT
TEMPORARY
Dozens of outstanding opportunities throughout the Tri-County area available immediately for those with experience. Need more income? Call for full particulars. We're a fee to you for our placement assistance.
PERSONNEL AT LAW
290 TOWN CENTER, SUITE 550
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 528-3140
Renaissance Center 567-0141
Troy 649-2942

LEGAL SECRETARY
FEE PAID, $12,000
Dynamic Troy firm has an outstanding career opportunity for your Receptionist location. Excellent benefits. Call Mark Sanborn.
SNELLING & SNELLING
TROY

LIVONIA FIRM needs general office person with shorthand and typing skills. Call Irene: 537-0600

MAIL ORDER bookshop in Detroit's Northwest section seeks self motivate, experienced individual as Assistant to Managing Partner. Must have excellent typing & other general office skills, be willing to assume responsibility & enjoy diversified work. Send resume to: Box 770, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURER REP'S office, Orchard Lake and 13 Mile area, needs experienced general office help. Good on phone, good typist. Pleasant work. Send resume to box 724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURING COMPANY needs someone for filing who is a non smoker. Starting rate $4. After 90 days, $4.45. Hospitalization insurance, life insurance, holiday pay and vacation pay. Apply at front door, 12090 Farmington Rd., Livonia before 11:30 AM and after 1:30 PM.

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
355-9300, ext. 252

NO SHORTHAND
Large computer firm needs Customer Service Secretary. Good communication skills. 350 W. Fort Pld. Suburban Office Services, 477-9840 or 651-1500

OFFICE GIRL to do bookkeeping, invoicing & payroll for small high end gift shop. Approximately 30 hours per week. Experience required. Phone for interview. 644-1045

OFFICE GIRL trainee, Redford area 255-9700

OFFICE MANAGER
Busy apartment complex in Livonia or Westland needs mature woman to train as Bookkeeper/Office Manager. Very diversified job duties. Must be intelligent, accurate with numbers, have good typing and telephone answering skills. Must be willing to work. Call 10AM to noon only.
358-0455

ONE GIRL office for Manufacturers Representatives. Light bookkeeping, office assistant. Light typing, some contacts, light shorthand. Southfield office. Call 557-0370

ONE GIRL OFFICE
for payroll, accounts receivable, accounts payable. 557-7400

ORDER DESK CLERK
Young man preferred for clerical work in sand & gravel business. Milford area. Construction or trucking experience helpful. Send resume to: Solarck Corp., 31050 W. 9 Mile Rd., Southfield, Mich. 48075 or call Paula for application. 553-8500

PERMANENT, part-time, keylining & dark room, plus a little bookkeeping. Monday afternoons, Tues. Wed. Sat. am. Send resume to box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL Counsiling firm offers start to $900 for People Person with interest in planning Travel & Recreation schedules. Benefits, Promotion & consistent location.
Call 542-6950
You Have Been Pays Our Fee
HARRIET SONGE PERSONNEL

PERSONNEL TRAINEE
Interested in people oriented counseling? Here's your chance to join an established and prestigious agency doing interesting and profitable work. We have an opening in the Livonia area (sales or secretarial experience preferred). Call
477-6687
PHONE ORDER/CRT OPR.
Take incoming phone orders from customers. Process orders on CRT terminal. CRT experience preferred or good typing required. Phone manner important. Excellent fringes. Troy location. $125 per week plus commissions on selected products. Contact A. Henderson at ext. 316 588-2970
An Equal Opportunity Employer

Public Relations
Advertising
Secretary
$13,000
For rapidly expanding suburban Corporation. Handle press releases, hotel reservations and travel arrangements for Advertising and Public Relations Dept. Will also be responsible for assisting the Public Relations secretarial experience. Must type 60 with some shorthand. Full benefits with Dental Plan. Employer Paid Fee.
835-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST - for Bloomfield Hills law firm, good typing skills necessary, call Jan 647-6560

RECEPTIONIST
Busy Southfield based office is looking for a top receptionist, with pleasant voice and good typing skills. For interview call Paula at 552-8545

RECEPTIONIST - Typist, accurate typing, dictaphone and shorthand skills required. Rochester area. Call for appointment, Shirley, 656-0010

RECEPTIONIST-TYPIST
For large real estate office, Bloomfield Hills. Call Mr. Lindenbaugh, for confidential interview. 646-1334

RECEPTIONIST
Life insurance service company specializing in premium payment administrated located in Southfield (Northland area) seeks a Receptionist. Must have good typing skills (55 WPM) and math aptitude. Salary $10,000. For appointment call Mrs. Knakal. 559-5855

504 Help Wanted Office-Clerical

RECEPTIONIST-Typist. $140. Answer jingles phones, handle office detail. Rosemary Ford Personnel 424-8416

RECEPTIONIST, General office duties. Typing. At least 1 year experience. Small office. Benefits. Farmington. 477-4787

RECEPTIONIST/PHONE WORK
Office at Twelve Mile & Greenfield area. Needs part time person, 6pm-8pm. Call 559-8400

RECEPTIONIST
For dental office
Full or part time, experienced.
Livonia 522-4013

RECEPTIONIST - typist, accurate typing & shorthand, duties primarily relate to sales function, typing of quotes & order entry. Canton 459-8350

RECEPTIONIST/SECRETARY, mature outgoing person with good phone manner & strong typing skills. Southfield area. Call Jan 354-4444
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Receptionist duties - accurate typing required. Selectric & TWX machine. Shipping & invoice procedures. Diversified position. Good rates and benefits. Landis Mfg. Inc.,2035 Hilton Road, Ferndale.

RECEPTIONIST/ SECRETARY
Southfield firm requires pleasant personality with good telephone communications skills. Type minimum 50WPM, accurate, and ability to work with diversified sales staff. Experience helpful. Call for appointment. Doug Montgomery 352-1500

RECEPTIONIST
Birmingham Law Firm needs 1st class receptionist. 3 years experience in a professional office, legal preferred. Excellent typing skills required. Please call for interview.
645-5000, Ext. 252
An Equal Opportunity Employer

RECEPTIONIST
Put your typing and personality to work for you and earn up to $10,400 per year in a luxurious Southfield office. Fee paid. Call Joanne Headley now for interview.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST/
BOOKKEEPER
Fast-paced suburban office needs your "People Ability" and skills for interesting and challenging position. To $10,400. Call Kathy Hobel now!
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST-CLERK
To direct customers to other duties will include some typing, filing and posting for purchasing department. Mature person preferred for permanent position. Benefits and profit sharing plan.
Apply in person
ACE CONTROLS, INC.
23435 Industrial Park Dr.
Farmington Hills
476-0213

SALES SECRETARY
Excellent opportunity for top-notch experienced girl with Pleasant office, good salary and benefits. Call Greg 967-1611
An Equal Opportunity Employer

SALES
SECRETARY
FEE PAID
$10,194
Large company, excellent benefits, Farmington location! Go with the best. Call Debbie today.
SNELLING & SNELLING
478-3500

SALES SEC'Y
$975
Friendly Farmington Hills company needs outgoing person with excellent typing for challenging variety job in plush sales office. Super benefits including dental and profit sharing bonus, annual merit raises and company pays our fee. Great opportunity to grow with the company. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

PROFESSIONAL ENGINEERING firm has immediate openings for highly qualified Secretaries. Good dictation, typing and organizational skills required. Salary negotiable. Please call to schedule an interview.
Mrs. Tisch
ZINDER ENG., INC.
Ann Arbor
971-7030

SECRETARY, architect's office in Birmingham. Typing, filing, telephone, Dictaphone and general office. 647-5400

SECRETARY
Farmington Hills local industrial sales office, 2 salesmen, 1 inside person with skills in all office procedures. Blue Cross, Pensions and Insurance. Call Bettyann 8am-4:30PM, 851-8414

SECRETARY
FEE PAID
$9,100
Livonia firm! Lots of variety! Great benefits! Call Thom now.
SNELLING & SNELLING
478-3500

SECRETARY
FEE PAID
Spark up your life with a new job. Use your good skills and background to get this job in Southfield with a large stable company. $850 to start and nice benefits. Do not delay, call Judy today!!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY - for Bloomfield Hills law firm, good typing & telephone skills required. Legal experience not necessary. 645-9090

SECRETARY - FULL TIME
For expanding 3 man Sales office in Southfield. Accurate typing, attention to detail and a pleasant phone personality are important requirements. National Co. provides full benefits. Call Kay, 552-1448 for an appointment.

SECRETARY-Full time, excellent typist. Good phone manner. Pleasant voice on screen phone calls. Immediate opening. Plymouth-Evergreen area. 375-6600

SECRETARY
IMMEDIATE OPENING
For mature experienced Secretary for home office of Electronics oriented firm. Very good benefits. Pleasant Farmington office.
Call Jinx 477-7586

TYPIST experienced, for Southfield accounting office 353-4530

TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-5790
ROYAL OAK 543-8132

504 Help Wanted Office-Clerical

SECRETARY NEEDED for office manager of engineering office. Southfield. Typing, and light bookkeeping. Call between 10-4:30pm 559-8677

SECRETARY
Part time, must have typing experience. Bloomfield Jewelers, Birmingham. 642-2193

SECRETARY POSITION
Good typing skills, telephone work, some filing, 40 hour work week, $600 month, work in Rochester for Clarkstown Corporation. 652-7136

SECRETARY
POSITION available for an experienced secretary. Minimum typing 60-65 WPM, shorthand 80 WPM. Call for further information contact Personnel Dept.:
Alexander Hamilton
Life Insurance Co.
Of America
12 Mile & Farmington Rd.
553-2000

SECRETARY - Southfield office seeking intelligent person. Good typing skills, dictaphone experience, general office procedures. Excellent opportunity. Call 358-5755

SECRETARY TO MANAGER
Large national corporation needs diversified Secretary. Excellent typing, for their Northwest suburban sales office. Excellent benefits. Call 646-4710
An Equal Opportunity Employer

SECRETARY - typing, filing, & phone experience, will train responsible, experienced, Bloomfield Hills area. 2 or 3 days week. After 6pm 626-3171

SECRETARY, - Typist, for Southfield CPA office, variety of duties, bookkeeping knowledge or will train. Flexible hours, After 4 PM, 851-8876

SECRETARY
Legal experience. No stenography
Northwestern - 10 Mile area
354-3370

SECRETARY-Marketing research company dealing with auto companies and advertising agencies. Varied duties. Good typing skills necessary. Shorthand helpful. Maple & Telegraph area. Immediate opening. Call Ginny, 647-8484

SECRETARY
VARIETY +-
Excellent opportunity at expanding West suburban company for self motivated person who can type 50. Diversified and challenging position in beautiful sales office. $900 to start, fast raises, full benefits plus dental and company pays our fee. Call CASRIE today for personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY WANTED
Good typing a must, shorthand a plus. 10 Mile-Southfield area. Call for appointment. 559-1060

STENOGRAPHER, good skills, mature, expanding national company. Benefits. In modern high rise building in Southfield. Call 355-5880

STENO - Must be experienced. Part time. Flexible hours. Mature. 12 Mile/ Farmington Rd. area. 553-2124

STOP!
AND GO THE KELLY WAY. We have an interesting variety of temporary assignments available immediately - put these office skills to work now - work as little or as often as you like. We need SECRETARIES with shorthand, TYPISTS, CLERKS and more. KELLY SERVICES offers top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. GO to the office nearest your home to apply.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
Suite 1125, Southfield
352-7490
KELLY SERVICES
"The kelly Girl People"
Equal Opportunity Employer M/F/H

TEACHER, or business related experience, to qualify for part time position in Livonia. Call 591-3170

TEMPORARY MICROFILMING, 2 shifts, Troy location. Contact A. Henderson 588-2970, ext. 316
An Equal Opportunity Employer

TYPIST
Does the excitement and career potential of a major professional firm interest you? Do you have excellent typing skills? Are you looking for a luxurious office, right salary and friendly co-workers? If so, send a confidential resume today to Mr. Klip, P. O. Box 491, Southfield, MI 48037.
An Equal Opportunity Employer

TYPISTS
SECY'S
STENOS
Urgently Needed In All Areas.
Want a challenging high paying job with the WORLD'S LARGEST TEMPORARY HELP SERVICE? Want a chance to become a "TIFFANY" award winner? Then come in and apply at the MANPOWER TEMPORARY SERVICE OFFICE nearest you.
LIVONIA
19500 Middlebelt, 3rd Floor
478-1130
ROYAL OAK
26075 Woodward, 3rd floor
543-1080
Ask how you can earn extra money with our talent scout referral program.
MANPOWER
TEMPORARY SERVICES
THE WORLD'S LARGEST
An Equal Opportunity Employer

We Can't
Believe It!
We can't believe there are NO secretaries with shorthand/dictaphone skills, NO word processors or NO data entry operators who are available for temporary work!
Work when you want!
Get out of the house!
Use your clerical skills!
Make us believers! Call now!
Top Skills Earn Top $
LIVONIA SOUTHFIELD
522-4210 353-0505
TEMPORARY
STAFF

504 Help Wanted Office-Clerical

SECRETARY
$1,000 PER MONTH
FEE PAID
Excellent company. Room to grow. Top Benefits.
Snelling & Snelling
336-7400

SOMERSET- Great location offers great opportunities! Two prestige firms count skills and experience toward very open start. Shorthand or data needed.
Call 649-4144
Your New Boss Pays Our Fee.
HARRIET SORBE PERSONNEL

SOUTHFIELD Based Advertising Agency has 2 immediate openings, for Accounting Clerks, must type 50WPM, good company benefits, Call 827-8343
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

ARBY'S now hiring part time help, must be 18 yrs. or older and available to work on weekends. Apply or call between 2pm - 3 pm, 19000 Middlebelt (1 block S. of 7 Mile). 477-0057

ATTRACTIVE, RESPONSIBLE barmaids for Greektown club. Apply in person between 2-4 PM daily
SIGN OF THE
BEEFCARVER
18501 WEST 8 MILE RD.
5 blocks W. of Southfield

GOLDEN PLATTER RESTAURANT
Drakeshire Plaza, needs Experienced Waitresses, 6pm-2pm. Call
Bobby, 477-3111

HOLIDAY INN OF SOUTHFIELD
has immediate openings for the Rendezvous Restaurant. We are also opening a new restaurant in 3 weeks with openings in the following areas: Restaurant Mgr. Restaurant Supervisors, Catering Mgr., Waiters, Waitresses, Asst. Executive Chef & Cooks. Please apply in person to Mr. LeSieur. 35555 Telegraph.

Housewives
College Students
High School Students
BURGER KING is now hiring - we offer a good starting wage, free meals and many more benefits. Come in now and help us "make it special" at BURGER KING. Following shifts are open: noon - lunch, dinner, weekends and closing. Apply
BURGER KING
9½ & TELEGRAPH

LUNCHEON HOSTESS
Ala Carte Cafe
Southfield
352-0710

MAINTENANCE PERSON - general cleaning, maintenance, repair work, 18 years or older, part time mornings. Apply - Arby's 27140 Plymouth Rd.

NATURE PERSON wanted for dishwasher, hours 11 to 5 PM. Mon thru Fri. Apply: Kitty's Restaurant, 5852 Middlebelt Rd., Garden City.
422-8283

NIGHT Restaurant Manager, experienced only, in food & beverage. Must have good references and be bondable. Call Chuck after 10PM 532-5882

PROFESSIONAL waiters & waitresses, skilled in French service, for super lo cation new business restaurant. Please call Dennis Gotthelf 559-2360

SALES PEOPLE
Part time, days, 18 years or older, duties include customer service, clean - up & food preparation.
Apply in person
ARBY'S
27140 Plymouth Rd. Redford

SHORT ORDER Cook and Salad person, experienced, nights. Salvatores Italian Villa, 6337 Middlebelt Rd. Garden City. Closed Tuesdays. 425-4444

WAITRESSES
ALL SHIFTS, Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm.

WAITRESSES
FULL TIME AFTERNOONS
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

WAITRESSES wanted, day shift, Mon thru Fri. Experienced. Cher Hazel, 22935 W. 8 Mile. 534-0004

WAITRESS - experienced, cocktails & dinner, evenings. John Laffrey's. 538-4688

WAITRESS
Westland Lounge
No experience necessary
427-0452

506 Help Wanted Sales

A ALARMING salesperson
Save lives for a living. Earn a good income full or part time. 537-3254

BIRMINGHAM Health Food Store needs part time experienced employee. 645-0404

BUILDER NEEDS part time door to door canvasers for survey work. Salary plus commission. 398-2160

505 Help Wanted Food-Beverage

BONANZA
is now accepting applications for
FULL TI