504 Help Wanted Office-Clerical

AUTO DEALERSHIP needs Switchboard operator, full or part time. A-1 wages & benefits. Call Clarence Kruse between 9AM-11AM. Stark Hickory West. 7 Mile & Grand River. Redford Twp.
537-6600

AUTOMOTIVE DEALERSHIP - Immediate opening for qualified bookkeeper through trial balance and ledger. EXPERIENCE NECESSARY. Farmington Hills area. Phone Bob Hutchinson.
478-0500

BEGINNER VARIETY JOB

Major West suburban company will train bright, promotable person with good typing for entry level position in beautiful office. Good starting salary, full benefits. Real advancement & company pays our fee. Excellent opportunity for beginner. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

BIRMINGHAM INSURANCE Agency needs personal lines rater with agency experience. Call Judy.
645-6252

BONWIT TELLER
Call 352-8530
Executive Secretary
Highly motivated individual to work in busy executive office. Knowledge of high Fashion - A Plus. Must possess strong typing & Shorthand skills. Apply in person:
BONWIT TELLER
2730 W. Big Beaver
Troy, MI. 48084

BOOKKEEPER
Accounting office tax knowledge desirable.
352-3731

BOOKKEEPER, also phone answering, general office duties. Woman preferred to work in home improvement & cleaning maintenance company office, Farmington. Hours reasonable, write. Also some part time available. After 6PM & weekends
478-4012

BOOKKEEPER/Secretary, 3 to 5 years experience to work in Troy area. Good starting salary. Immediate opening.
362-1850

BOOKKEEPER/Secretary for long established local gift gage shop to replace retiring person, northwest Redford area, excellent working conditions and pay for qualified person. Must be experienced and available immediately - no others need apply. For interview,
559-7000

BOOKKEEPING CLERK/TYPIST
Manufacturers Bank has several qualified individuals with the ability to type 40 wpm, plus Bookkeeping or Math skills are beneficial. We offer an excellent benefit package which includes pleasant working conditions, competitive salary, medical and dental insurance. Apply in person:
Manufacturers Southfield Tower
29201 Telegraph Rd.
At 12 Mile
Second Floor
Tuesday, August 26 ONLY, 9-11 AM.
Equal Opportunity Employer M/F/H

BORED?
NEED EXTRA $$?
Call
MANPOWER
Temporary Services
For appointment
Sr. Typists Livonia call
Clerk Typists 478-1130
Stat Typists Troy call
Stenos 585-5595

BUILDING MAINTENACE
Full-Time Position
Knowledge of Plumbing, Electrical & Misc. Maintenance.

Sat. hours required. Full Benefits. Position in the Redford Area

Apply in Person

Tues. Aug. 26, 9:30 AM-3:30 PM
Standard
Federal Savings
24224 Joy Rd., Detroit
No Telephone Calls, Please

Equal Opportunity Employer M/F

BUSY APARTMENT Complex office mPlymouth area. Pleasant working conditions as Assistant Bookkeeper. Must be intelligent, mature, accurate with numbers, have good typing, filing and telephone answering skills. Must be willing to work Call Mrs. Thompson only.
358-8455

BUSY SECRETARY
$10,000 PLUS
Advancement and excitement are yours in excellent position. North Suburb location. Benefits fitting growing company, friendly co-workers, good skills, and experience required. Call Mark.
SNELLING & SNELLING
649-5900

CLERICAL help needed for corporate offices. Many positions available. Aptitude. Full benefits. Call Ethel Coughanour, Bob Lumber Co, Birmingham 644-5200, Ext. 26.

CLERICAL POSITION with light typing skills available in customer service office. Livonia area. Call for appointment.
526-1545

CLERK - GENERAL OFFICE
Immediate opening in Farmington area. Some typing. Skill with calculator very helpful. Call Sasy On Tools Corp.
476-7200

CLERK-TYPIST
Mature female, permanent full time, general office duties. Must be willing to learn, typing required Call between 9am-4pm.
273-0232

CLERK-TYPIST
Needed for Southfield CPA office. Full time and permanent. Experience preferred. Call.
352-5550

CLERK TYPIST - Two girl office in Southfield needs 2nd girl Friday. Hours 9am-5pm, Monday-Friday. Light phone, air surroundings. Record keeping, filing, typing. Must be accurate. Office experience necessary.
Call Marilyn
275-5164

COMMUNICATE
FEE PAID $12,800
Manager Southfield firm offers you a career Creditor Rep management schedule plus sales & marketing exposure. Excellent benefit package for skilled Secy.
See us at 611 Village Plaza Tower
562-8900
Your fee is paid fee.
HARRIET SORGE
PERSONNEL

DEPENDABLE PERSON with good typing & spelling skills, some office experience helpful. Interesting varied job, full time, good benefits. Ask for Karen
567-5560

DEPENDABLE SECRETARY with light bookkeeping ability, permanent full time in busy Southfield office. Approx $10,000. Call Kathy.
355-1050

VARIETY
SECRETARY
$9,000 PLUS
A fun spot for your light skills. Excellent Southfield company offers good benefits, diversity, and a chance to use your personality! Call Mark.
SNELLING & SNELLING
649-5900

WARRANTY CLERK, typing and cashier work. Full time, 40 hours per week. Imported automobile dealership. Apply in person. Grand Motor Sales, 37115 Grand River, Farmington.

WORD
PROCESSING
OPERATOR
HSG - accurate typist, word processing experience - a plus. Convenient downtown location.
962-0034
Equal Opportunity Employer M/F

TYPIST/SECRETARY
Part time, 12 Mile & Telegraph, flexible hours. 642-2911
or Evenings 851-2383

TYPIST/STATISTICAL
Accounting office. Part Time or Full Time.
352-5731
O&E

504 Help Wanted Office-Clerical

DEPENDABLE Secretary for 1 secretary Southfield manufacturers representatives office. 4 days or 5 days per week. General office, typing (approx 50WPM) pleasant phone voice. Send resume to OEM Technical Sales Inc., P. O. Box 218, Southfield, Mich 48037

ENTRY LEVEL POSITIONS
Messenger for delivery is of incoming & inter-office mail.
Clerk-typist for pension department. Typing 50, good communication skills.
$3.45 per hour. Excellent fringe benefits. Fill out an application at Macess Mutual Life, 18700 Northwestern, Southfield, Mi. 48037.
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Successful suburban company needs an enthusiastic, well organized Secretary. Must have good typing skills and dictating machine experience. Generous starting salary and benefits. Send confidential resume to Mr. Dennis, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXPERIENCED BOOKKEEPER
Full time for small office in Southfield. Accounts payable & general ledger work only. Call between 10 AM-2 PM
352-6550

EXPERIENCED legal secretary desired for challenging position in small Birmingham office. Salary commensurate with experience.
644-6435

EXPERIENCED LEGAL Secretary wanted for general practice law firm. Southfield area.
352-6980

FILE CLERK-Part time, entry level position available with home care agency in N.W. Detroit. Detail oriented, have working individual wanted for filing and general office duties. 255-4500

FRETTER APPLIANCE has an opening for a mature person in clerical department. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Fretter Appliance, 35901 Schoolcraft, Livonia, between 9AM-4PM, Monday thru Friday.

FRONT DESK
CHARMER
$9,600 PLUS!
Here's your chance to shine in this large suburban firm. Some typing and switchboard experience needed. Variety and room for advancement offered. Terrific fringe benefits, and new employer pays your fee. Hurry for this! Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL

GENERAL OFFICE
Part time. Hours: 10-2 PM., (flexible), Mon. - Fri. Must type. bookkeeping background helpful. Call 11-5 PM.
995-3960

GENERAL OFFICE clerk to assist credit manager. Some knowledge of bookkeeping helpful. Mail resume to Bergman Electronics, P.O. Box 2768, Livonia, Michigan, 48150.

GENERAL OFFICE - typing, filing, some bookkeeping. Apply in person. Viking Fasteners Inc., 11681 Levan, Livonia.

GENERAL OFFICE
2 girl office requires person for typing, record keeping & telephone. Experience preferred but will train right person. Good salary plus benefits. Troy area.
589-3690

GENERAL OFFICE
Career opportunity, full time position now available in expanding Southfield Corp. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Jean at 642-4300.

GENERAL
OFFICE
Excellent opportunity at this friendly suburban company for experienced person with accurate typing & a flair for figures. Diversified position with lots of phone contact. Good starting salary, full benefitsam room for advancement. Company pays our fee. Call today.

PERMANENT STAFF
SOUTHFIELD 353-0505

GROUP INSURANCE Administrative Assistant. Must have some experience and understanding of group benefits and good typing skills. Salary commensurate with experience. Call353-5800, Ext. 245.

IMMEDIATE OPENINGS
Local insurance company has openings for clerk-typists, Junior-Senior clerks. Good math skills & typing required. Liberal fringe benefits. 4 day work week. For further information & appointment call
453-2000

IN HOUSE Bookkeeper and/or CPA needed to handle payroll and corporate books to a quarterly P&L statement. Send resume to Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY looking for full time girl to do general secretarial duties and train in personal lines.
559-9877

INSURANCE AGENCY
Experienced in rating commercial auto, general liability & property. Salary commensurate with experience. Southfield location.
355-4100

INSURANCE
SECRETARY
$10,000
Suburban agency, lots of client contact. Beneficial benefits include dental. Commercial experience preferred.
353-2090
SNELLING & SNELLING
PERSONNEL

JUST 6 months to 1 year legal Secretarial experience qualifies you to work for Bank Attorney's. Shorthand not necessary. Work in revitalized downtown Detroit. Salary, $12,500, with benefits and library pay fee.

PBX Switchboard operator for nice Birmingham company. Very busy board requires experience. Salary, $750 plus benefits. Fee paid.

SECRETARY for toy company in nice location. Nice hours. Salary, $845 and benefits include Dental. Fee paid.

ADAMS
&
MARTIN
PERSONNEL
910 Maple Birmingham
646-5600

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

TALENT TELLS
Fee Paid $250
Split Dicta & Shorthand assignments 50-50. Both legal & mag card are a must. For one the show spot offering great location, benefits & a big future. See us across from K-Mart Hqt.
Call 649-4144
Your new boss pays our fee
HARRIET SORGE
PERSONNEL

TELLER - Position available at large Dearborn Credit Union. Previous financial institution experience required. We offer an excellent salary and benefits package with opportunity for advancement. Apply in person between 10-4, Co-op Services Credit Union, 15201 Warren, Dearborn.

THE WORLD'S largest chain of convenience stores, has an immediate opening in their accounting office for an accounting clerk. This individual must have excellent dexterity, good Math skills, high level of Intelligence and preferably retail experience. We have excellent employee benefits. Applications may be filled out at the 7-11 Stores, Zone office, 3250 Big Beaver Rd., Suite 101, Troy, Michigan 48084 (Sheffield Park Bldg.).
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

KELLOGG'S
THE GREATEST
NAME IN CEREAL
is looking for an alert office employee who is a fast accurate typist with general office experience. Here is an opportunity to work and grow with one of the nation's top organizations. Small Southfield office. Savings and investment plan and other excellent company benefits. Salary commensurate with your ability and experience. Phone for appointment.
855-1060
KELLOGG'S
SALES COMPANY
31315 Northwestern Hwy.
Suite 212
Farmington Hills, Mi. 48018
An Equal Opportunity Employer

KEYPUNCH OPERATOR
We are seeking a dependable individual with at least 2 years Keypunch experience on an IBM 129 Card Data Recorder. Individual in this will be working afternoons 430 PM to Midnight. We offer a complete package of company paid benefits. Interested applicants should apply in person to the Personnel Department during the following hours. Mon. thru Fri. 9-11 AM and 1-4 PM.

MANUFACTURERS HANOVER
37555 Hamilton Rd.
corner of 13 Mile Rd.
Farmington Hills
Equal Opportunity Employer M/F/H

KEYPUNCH
OPERATORS
CPHA is seeking experienced Keypunch Operators to join our Data Entry staff. If you have at least 1 year of recent keypunch experience, we would like to talk to you. Excellent, fully paid benefits. Must be able to work afternoon or midnight shifts. Call our Personnel office for an application or apply in person to:
CPHA
1968 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

LAW OFFICE
Looking for secretary with word processing experience. Call weekdays between 1-5pm.
476-2066

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred, benefits, salary open.
355-4141

LEGAL
SECRETARIES
Dear Legal Secretaries.

If you are a victim of the following symptoms it's time for a change in jobs:

Boredom, Apathy, Indifference, Weariness, Lack of Initiative and Poverty.

The prescription to your problem is one quick telephone call to Joanne at 646-4210 and you will be on your way to happier days.

I would like to put the sing back in your life by telling you about some outstanding jobs for experienced legal secretaries. A few require shorthand, but don't let that scare you - half of the time you will find dictation is done on machines, unless your boss is of the "old school". Other times Word Processing are strictly dictaphone transcription.

I am actively recruiting - RIGHT NOW. Accept my service at no cost to you and put a little change in your life.

Best wishes for the future

MANSFIELD
& ASSOCIATES
30200 Telegraph Rd., Suite 121
Birmingham, Michigan 48010
646-4210
A Division of the Human Resources Group

LEGAL SECRETARY - salary commensurate with experience and skills. Southfield area.
559-2400

LEGAL SECRETARY - Experienced - Mag Card, dictaphone, shorthand. Bloomfield Hills area. Salary commensurate with ability.
288-5000

LEGAL SECRETARY - experienced, for Bloomfield Park office. Typing and dictaphone skills required. Good salary & benefits. Call
335-6520

LEGAL SECRETARY
Prudential Town Center, Law firm has immediate opening for experienced general secretary, full benefits. Salary negotiable.
353-1550

LEGAL SECRETARY, PARALEGAL. Birmingham area. 1-5 day work week. For further information & appointment call
433-2000

IN HOUSE Bookkeeper and/or CPA needed to handle payroll and corporate books to a quarterly P&L statement. Send resume to Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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559-9877

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Experienced in rating commercial auto, general liability & property. Salary commensurate with experience. Southfield location.
355-4100

INSURANCE
SECRETARY
$10,000
Suburban agency, lots of client contact. Beneficial benefits include dental. Commercial experience preferred.
353-2090
SNELLING & SNELLING
PERSONNEL

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PBX Switchboard operator for nice Birmingham company. Very busy board requires experience. Salary, $750 plus benefits. Fee paid.

SECRETARY for toy company in nice location. Nice hours. Salary, $845 and benefits include Dental. Fee paid.

ADAMS
&
MARTIN
PERSONNEL
910 Maple Birmingham
646-5600

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

TALENT TELLS
Fee Paid $250
Split Dicta & Shorthand assignments 50-50. Both legal & mag card are a must. For one the show spot offering great location, benefits & a big future. See us across from K-Mart Hqt.
Call 649-4144
Your new boss pays our fee
HARRIET SORGE
PERSONNEL

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Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

LIVONIA GM dealer needs switchboard operator/general office clerk.
Returning Buick-Opel Inc. Call Miss Nowak
522-0600

LOAN CLERK - Pleasant personality and consumer credit experience required. Top wages and fringes. Under 40 hours. Apply in person between 10-4, Co-op Services Credit Union, 15201 W. Warren, Dearborn.

MANUFACTURERS REP
in automotive sales, needs full time Secretary with automotive background. Excellent compensation package & future potential. Please send resume to Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE, full time person with diversified duties, ability coding and accounting departments. Must be able to type and have a good figure aptitude. Good benefits. Farmington area. Call Gerry between 1 & 3 PM.
477-0045.

MESSENGER/File clerk for Southfield law firm, Full time position. Neat appearance required. Office Experience helpful. Benefits.
353-3890

MORTGAGE PROCESSOR-Closer. Full time, SL or mortgage company experience. Excellent benefits. Salary open.
435-9005

OFFICE MANAGER - 3 person office. Light bookkeeping & general secretarial experience required. Salary negotiable. Call Marie, Design Line, Inc. 559-5300

OFFICE OPPTY'S
Career waiting for experienced people
LEGAL SEC'Y to $16,000
Domestic Relations - Southfield
2 LEGAL SEC'Y to $15,000
Corporate & Litigation Downtown
SECRETARY - $12,000
Stockbroker - Southfield
RECEPTIONIST $800 Mo
SWITCHBOARD O $700 Mo
Stockbroker, Southfield
TYPIST $645 Mo
WIRE OPERATOR $680 Mo
Stockbroker
PAYROLL CLERK $10,500
Manufacturing Company, Troy
FEE PAID
Call 552-8320
ASSOC. IN PERSONNEL

OFFICE WORK, part time. Typing, filing and phone skills required. Send resume to P. O. Box 215, Novi Mich. 48050

ONE GIRL Livonia Office, some typing and phone experience needed. Call Mr. Cobb for interview between 7AM-5PM.
422-6520

OPENINGS AVAILABLE at Southfield Title Com. Good typing skills required. Call Jerry Staub.
353-1800

PART OR FULL TIME
Telephone sales, light typing ability. Northwestern & 12 Mile.
Call
353-4466

PART TIME CLERICAL - Tuesday, Wednesday, Thursday afternoons, 1-5. Typing, filing.
569-5936-7

PART TIME, excellent typing a must. Hours 10am-2Pm Tuesday & Friday, Birmingham Area
647-3213

PART TIME, general office, typing, filing, dictation, good phone personality. Will train. Phone Metro Group Mgmt.
645-3111

PART TIME general office. Good communication skills required as well as accurate typing. Approximately 4 hours per day, 5 day week. Apply at
22200 Vassar, suite 218, Livonia.

PART TIME Legal Secretary in the Fisher Building. Typing 50 WPM, shorthand 80 WPM. Ask for Linda 872-4850

PATIENT
RELATIONS
Permanent position in business office of large group practice. Some medical billing experience, some typing -and telephone work helpful, but not necessary. Will train inexperienced, but promising applicant. Attend Blue Shield school. Good starting salary, semi-annual reviews. Fully paid Blue Cross, disability and life insurance, 10 paid sick days per year, 3 weeks vacation after first year, 2 weeks during first year, pension and profit sharing plans, medical care reimbursement plan, pleasant working conditions, Dearborn location. Send brief resume to Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PBX OPERATOR
Experienced PBX operator needed for busy corporate headquarters. Call Ethel Coughanour, Bob Lumber Co., Birmingham 644-5200, Ext. 26. Equal Opportunity Employer

PERMANENT PART TIME office clerical. Some outside work. Dependable transportation a must. Hourly wage plus car allowance.
359-9495

PERSON FRIDAY
SECRETARY
TO $9,600
Accurate typing, responsible nature are a must. Applications will be many, and never dull. Computer related firm in Southfield. Good benefits. Carol Lee
SNELLING & SNELLING
649-5900

PERSONNEL & PAYROLL CLERK
To 150 employees plastic company. 2 years related experience required, various accounting and month-end reports. For interview call Jean Davis.
477-5450

PROCESSING CLERK
Must have good typing skills & possess basic math knowledge, full time position, 9-5 Monday-Friday. Must live downtown spot. $13,000 to $15,000 with excellent benefits.
If you are beyond the status of Secretary this is the spot for you. Head-up the support team with your ability to with-stand pressure. Interviewing Now. Up to $19,000.
Town Center Firm needs a good Litigation Secretary to join them. Word processing would be helpful. No shorthand required. This is a glamour spot in Southfield. Salary to $13,000.
Fine Detroit Firm is looking for good skills & a mature thinker. Medical Malpractice background can get you this interview. Good solid benefit package. Salary to $13,000.
For your medical, typing & word processing skills this Troy spot will give you Blue Cross, Paid holidays, mileage & much much more. Salary to $14,500.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2100
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 352-3140
Renaissance Center 567-0141
Troy 649-2220

LEGAL SECRETARY, experienced for Bloomfield Hills law firm.
Call
645-5205

LEGAL SECRETARY wanted, experienced, for small general litigation firm, requires experience. Salary negotiable. Southfield.
557-4000

LEGAL SECRETARY - legal experience necessary for partner of Southfield corporate & commercial firm. Excellent skills required, Mag card experience desirable. Salary commensurate with ability.
353-1611

LEGAL SECRETARY
TRAINEE
FEE PAID
Suburban firm will appreciate your word processing experience. No shorthand necessary. Hurry for this! $900.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL
We are actively recruiting both Secretaries and Court Reporters for clients located in the Northwest Suburbs and the Renaissance Center area. Qualified candidates will have a minimum of 1 Yr. legal experience. Excellent benefit packages with salaries ranging from $12,000 upward. Employer Paid Fees.
352-7073
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LIFE INSURANCE

Troy Agency requires Administrative Assistant to Life Manager with minimum 2 Yrs. experience in processing and servicing life and allied lines. Must have excellentclerical and typing skills and experience in phone contact with clients. No selling or solicitation. Opportunity for advancement. Full fringe benefit program. Call Mr. Hill, 643-4880

504 Help Wanted Office-Clerical

RECEPTIONIST - front desk position, accurate typing & good figure aptitude. $700. Fee paid.

PERSONNEL SECRETARY-Detroit medical center. Good typing, some shorthand. $13,000. Fee paid.

LOIS RAY
PERSONNEL
559-0560

SALES/CATERING
SECRETARY
We have an immediate opening for an outgoing self starter for an entry level position in our sales & catering office. Good typing & experience a must.
Apply in person
PEBBLE CREEK
MON. THRU FRI.
9AM-1PM 3PM-6PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

SALES SECRETARY
Good typing skills & telephone manner, maturity & organizational ability, 2 years recent office experience. 532-2919

SCHOOL BELLS ARE RINGING
EARN EXTRA $$ NOW
ALL OFFICE SKILLS NEEDED
WORK 1 DAY TO 1 YEAR
NO FEES

SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
BLOOMFIELD HILLS 332-8750
ROYAL OAK 542-9232

Secretarial
Opportunities
KELLY SERVICES has long and short term assignments for TYP-ISTS & SECRETARIES. We offer top pay rates, merit increases and excellent plan. Apply Mon. thru Thurs. 9 AM. to 3 PM.

29449 W. 6 MILE
LIVONIA
522-4020
OR
TUES. THRU THRUS. 9 AM. TO 3 PM.
32669 W. WARREN
(at Venoy in the
Shear Design Sales Building)
GARDEN CITY
522-4020

KELLY
SERVICES
"THE KELLY GIRL PEOPLE"
Equal Opportunity Employer M/F/H

SECRETARIES
Typing 60wpm. Shorthand 80wpm. General office duties. Approximate salary $10,000. Contact Rochester Schools, Personnel office, 651-8210, ext. 245.

SECRETARIAL
POSITION
$10,400
Busy employer needs your help. Light accurate typing, some Math ability. Central location. Benefits include paid week vacation in 6 months. Excellent firm pays fee. Call Carol Lee.
SNELLING & SNELLING
649-5900

SECRETARY/ASSISTANT for communications firm in Birmingham. Typing 70 WPM, proof reading, project coordination, some copy writing.
644-0595

SECRETARY
Busy Livonia corporate office requires mature self motivated secretary with good shorthand & typing skills. Excellent benefits & opportunity for good communication skills. Only experienced need apply. Call Barbara at
464-8266

SECRETARY
Challenging position available for an experienced Secretary with good organizational, interpersonal and typing skills. Must possess excellent spelling and proof reading ability. Dictaphone experience essential - shorthand or speed writing a plus. Excellent benefits. Starting salary from $9,600. Depending on experience and background. Call our Personnel Office for an application or apply in person to;
CPHA
1968 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

SECRETARY
CLAIMS CLERK
Good typing and clerical skills. Immediate opening. Claims experience desirable. Insurance agency. Convenient downtown location.
962-0034
Equal Opportunity Employer M/F

SECRETARY FOR Manufacturer's Rep. Troy office. Experienced, mature, above average skills, shorthand a must. Benefits.
649-1353

SECRETARY FOR AD AGENCY
In Bloomfield Hills
Shorthand Required
Call between 1-5PM 644-4411

SECRETARY for attendants department. High School in Redford, General skills.
524-0660

SECRETARY For small international office in Troy. Shorthand required. Must be able to operate Telex and keep accounts & records.
478-8700

SECRETARY For president of private international consulting firm, Farmington area. Excellent benefits.
355-8075

SECRETARY - full time, typing of at least 50 WPM, Bloomfield Hills - Telegraph area. Call Linda
642-2075

SECRETARY - full or part time for office in Lathrup Village. Salary commensurate with experience. Excellent fringe benefit package. Call for appt. 557-3100

SECRETARY
Full time position available in small Birmingham office. Must have good typing skills, light bookkeeping experience helpful.
646-1232

SECRETARY, Full time, for West Bloomfield Real Estate office. Previous closing experience or title company escrow department experience required.
628-3900

SECRETARY full time
for expanding sales office in Southfield area typing 40 wpm, dictation detail & a pleasant phone personality are important, good benefit package, company provides full benefits. Call
353-1446

SECRETARY
Good typing & shorthand skills; opportunity to learn computer terminal. Apply in person to
Development Office, Room 250,
Madonna College, 36600 Schoolcraft,
Livonia, Michigan, 48150.
No phone calls.
An Equal Opportunity Employer

SECRETARY
Growing Real Estate Property Management firm, located in Troy, desires secretary with excellent shorthand and typing skills. For interview, contact Denise at:
362-3333

SECRETARY - marketing research company dealing with auto companies and advertising agencies, varied duties, good typing skills necessary, shorthand helpful. 12 Mile & Telegraph area. Immediate opening. Call Ginny. 647-8482

Secretary/
Office Clerical
Due to expansion in services we now are recruiting for someone to do word page processing, insurance, taxes, and sales-office. To qualify you must type 40-70 WPM and have a good figure aptitude. We offer excellent work environment plus salary commensurate with experience. Qualified persons may call for appointment:
557-7040

WORD PROCESSOR - excellent typing ability, knowledge of Shakespeare helpful.
355-8000

504 Help Wanted Office-Clerical

SECRETARY, part time, Farmington Hills corporate office, 10 hours plus per week, some Bookkeeping helpful, good typing & shorthand skills, excellent salary & benefits. Send resume in confidence to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Experienced person with good typing & the ability to perform a variety of assignments with competence, initiative & style for real estate & building business Mr. Gordon,
583-0800

SECRETARY
Sales Marketing Department. Mature, good experience working with Sales men. Good with figures. Must know percentages. 65WPM, no shorthand. $750 per wk. - Good Benefits. Fee Paid.

LEGAL SECRETARY MATURE
Experience preferred. Background in defense. Must be able to supervise. $12,000 Range. Fully paid benefits including Dental. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

SECRETARY
Southfield office located in prestigious Prudential Town Center Complex, seeks applicant with good typing skills & basic office procedures. Enthusiastic person - willing to train. Excellent opportunity.
358-5755

SECRETARY TYPIST, for pleasant Southfield law office.
559-3552

SECRETARY
VLASIC FOODS INC. has an immediate opening for an experienced secretary with excellent communications skills and an aptitude for detail and organization. The successful candidate should be able to type 60-70 WPM, have shorthand and transcribing equipment experience, work well under pressure, and handle a variety of responsibilities. 3-5 years experience in a fast paced detail oriented atmosphere is beneficial.
Apply in person or mail resume to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
Equal Opportunity Employer M/F/H

SECRETARY with good math and clerical skills, must type 55 WPM. Position offers excellent opportunity to learn bookkeeping and computer operation. Organization compensate with abilities and background. BC/BS work, dental and life insurance.
946-5929

SECRETARY
$12,000
FEE PAID
Use your top skills to grow with this suburban firm.
Snelling & Snelling
336-7400

SECRETARY
4 hours per day at your convenience between 8:30AM-5:30PM. Pleasant Law office at Maple and Telegraph. Good typing skills required.
644-8320

SOUTHFIELD firm seeking legal secretary, experience in PI field or paralegal, with typing skills to work in PI area. Call Vicki.
355-6590

SOUTHFIELD OFFICE has part time openings, about 10 to 35 hours per week. Hours can be flexible. Job consists of typing Insurance forms from medical offices. Must have good typing and accuracy required.
559-5100

SWITCHBOARD
OPERATOR
for 10 key PBX Board. Mature person with pleasant personality. Typ. 45 required. Good benefits. Non ersa. Call Mrs. Ruff between between 10 AM and 3 PM.
349-5000,
Switchboard Operator
Receptionist
Ingersoll-Rand is seeking an individual capable of handling key to operate a cord-type PBX Switchboard. Successful applicant must have pleasant telephone voice, neat appearance and enjoy meeting and greeting people. Convenient suburban location with liberal benefit program. Apply in person or call:
Ingersoll-Rand Co
23400 Halsted Road
Farmington Hills
477-0800
An Equal Opportunity Employer
Minorities, Women & Handicapped are encouraged to apply

TYPISTS
SECRETARIES
CRT OPERATORS
Temporary and long term assignments in Metro area available. 9 AM. to 11 AM. or call for appointment.
29200 VASSAR
(Across from Sears Livonia Mall)
478-8352
Personnel Pool No Fee

505 Help Wanted Food-Beverage

ASSIST. BAKER - COOK, Hostess and Pantry Help Wanted. Apply in person: Mayflower Hotel, Plymouth, Michigan.

BANQUET
SUPERVISOR
HOLIDAY INN on Northwestern Hwy. in Southfield is looking for an experienced Banquet Supervisor for evenings. Applicant must have an organized background with extensive experience in catering Banquet management. Call for an interview, Mr. LeSuer.
353-7700

BANQUET UTILITY MEN
Holiday Inn of Southfield is now accepting applications for full or part time positions. Must have an car for Catering Dept. Experience helpful, only hard working, dependable men need apply. Apply 26555 Telegraph Rd.

BANQUET WAITRESSES &
Bartenders
Mostly weekends, occasional week nights and lunches. Some days and meals. Apply in person. Mayflower Hotel, Plymouth, Michigan. Ebbyl or Scott.

BARMAIDS experienced for nights. Good pay and working conditions. Blue Cross plan available. Apply Mon thru Fri. 2-4pm in person. Mary Ann's Franklin Rd. 15 Mile-Northwestern area.

BARMAID
Full or part time. Plymouth & Southfield Rd. area. Ask for Dick,
937-4172

BAR MAID & WAITRESS, full time only. Apply in person: Lewis's Winter Garden Bar, 33230 W. 7 Mile Rd., Livonia.

BARTENDER for evening shift. Apply in person. Sea Cart Cafe, 29855 Northwestern Hwy. at 12½ Mile Rd. in Applegate Square.
352-0710

BARTENDER
Looking for mature person who enjoys Public contact. If you're outgoing and enjoy people, we have a position open for you. 5 days per week, off Sundays, good salary and fringes.
Apply in person.
Hillside Inn
61661 Plymouth Rd.

BUS BOY/
DISHWASHER
Part time evening shift now available. Must have good attitude and neat appearance. Excellent working conditions, opportunities for advancement. Apply in person between 1 and 3 PM. Mon. thru Fri., or call for an appointment.
BLAKENEY'S RANCH HOUSE
33333 Grand River, Farmington
477-8545

505 Help Wanted Food-Beverage

BUS BOYS & DISHWASHERS
Full & part time. All shifts available. No experience necessary. Apply in person: Rama Horn Restaurant, 6590 Middlebelt, Westland. 1 ½ S. of Joy Rd.

BUS PERSONS Positions now available, days and evenings. Must apply in person, Wed. thru Sat., 3 to 5 PM.
Meadowbrook Country Club,
40841 W. 8 Mile, Northville.

CASHIER
Day or night shift
Experience preferred. Apply in person between 2 & 5 PM.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

COCKTAIL WAITRESSES
Evenings. Woodland Lanes, Livonia
Call after 6PM
522-4515

COFFEE SHOP
Hostess/Supervisor
We have an immediate opening for an experienced hostess in our coffee shop. Must also be capable of supervising in the absence of the manager.
Apply in person
PEBBLE CREEK
MON. THRU FRI.
9AM-1PM 3PM-6PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

COOK
BUS BOY
FULL TIME DAYS
Paid vacations and meals.
Apply in person
SMART ALEX
FOOD & SPIRITS
WONDERLAND CENTER
(In the Market Place)
LIVONIA 522-6834

COOK - experienced in all phases of fine work. Farmington area restaurant. Night Call
851-4094

COOK
Nights, full time. Sandwich menu only. Trophy Room Pub, Ford Rd./Telegraph area.
274-6278

COOKS
BUSBOYS
WAITRESSES
FULL & PART TIME
DAYS & AFTERNOONS
Apply in person at:
GLASS ONION
RESTAURANT
32435 Grand River,
Farmington
477-5512

COOKS -EXPERIENCED short order, afternoon and midnight shift, full & part time, good pay. Apply in person. Rama Horn Restaurant, 6590 Middlebelt, Westland, 1 block S. of Joy Rd.

COOKS, Hostess, Waitresses, Busboys, Waitresses. Now accepting applications. Please apply in person 9 AM to 11 AM, 3 PM to 5 PM. Benefits include meals, group health & life insurance, profit sharing, paid vacations. Dennys Restaurant, 24977 Northwestern Hwy. near 10 Mile Southfield.
An Equal Opportunity Employer

COOKS - WAITRESSES
Full and part time
Day & night shift
Apply in person
Super Bowl Snack Bar
45100 Ford Rd Canton

COZY CAFE of Plymouth is now hiring for kitchen & bakery positions. Easy hours, flexible schedules, & good pay to start. Days & afternoons. Call Greg or Nancy before 11am or after 2pm.
455-3310

DAY SHIFTS Available, full or part time, ideal for housewives and students. Apply between 2 and 4 PM., or 8 to 10 PM. at Hardee's of Farmington, 8 Mile & Middlebelt.

DINING ROOM
HOSTESS
We have an immediate opening for an experienced hostess to work evenings in our dining room.
Apply in person
PEBBLE CREEK
MON. THRU FRI.
9AM-1PM 3PM-6PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

DINING ROOM Hostess & Cashier. Immediate opening, experience preferred. Apply in person. Stouffers Southland Inn, 21600 Northwestern, Southfield.

DINING ROOM Managers - good working conditions, good starting pay. Apply in person Canton Big Boy, 42550 Ford Rd.

DINING ROOM MGR.
Holiday Inn of Southfield is looking for an experienced dining room manager, needs strong personality and leadership qualities, candidates must be conscientious and have extensive experience in food and beverage management. Call for interview, Mr. LeSuer.
353-7700

EATING by the BOOK, our national food restaurant is looking for a good hostess. Apply 29355 Northwestern Hwy, West Bloomfield.

EXECUTIVE CHEF
required for Ramada Inn, Southfield. Excellent fringe benefits. Salary commensurate with experience. Please send resume:
M. Kraiesic, General Manager,
RAMADA INN
28225 Telegraph Rd.,
Southfield, Mi. 48034
An Equal Opportunity Employer

EXPERIENCED COOKS & Pizza Makers wanted. Apply 2-5pm at Cafe Fior, 30121 Northwestern, Southfield.
357-3280

KITCHEN HELP
broiler cooks, pizza cooks, day & nights, full & part time. Experienced only need