## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK-$185
Well established company located in Southern Farmington Hills, offering comprehensive benefit coverage which includes Dental Plan and complete Master Medical with prescription. Qualified candidate will have some previous experience to assist in both Payables and Receivables Dept's.
Employer Paid Fee.
525-7879
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE- experienced & dependable person for Southfield construction co office. Typing desired but no required. Full time position. For appointment. 354-9007

ACCOUNTS PAYABLE CONTROL
Individual experienced in Accounting/Bookkeeping, some computer data entry experience helpful. Send resume to Controller, P.O. Box 949, Plymouth, MI 48170

AD AGENCY - in Southfield needs secretary for Sr. V.P. Good phone personality required. Salary $15,000 to $18,000 plus benefits and agency fee paid.

PERSONNEL - assistant for Troy branch of international company. Must have good secretarial skills and 2 yrs. experience in benefits and compensation. Does travel involved. Salary $15,000 to $16,000 plus benefits and fee paid.

ENTRY LEVEL - clerical position for nice Birmingham company. Light typing, salary starts at $5.50 hr. 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
646-8780

ADVERTISING AGENCY in Southfield has opening for Receptionist. Busy switchboard. Will train. Must have good typing skills, be well groomed and dependable. Benefits. Call Mrs. Brown, 353-2000
An Equal Opportunity Employer

A New Position
Has opened with large company in suburbs. Accounts receivable/switchboard, dependable. $910 a month. Fee paid.
644-4600
SNELLING & SNELLING AGENCY

ANIMAL hospital receptionist. Typing necessary. Apply Monday, Tuesday, Thursday, 1-6pm. Saturday 9-12. 17630 W. 12 Mile, Southfield.

A SECRETARY $11,500 FEE PAID
Excellent position & location. Must type 65WPM & minimum 80WPM shorthand. Some previous Real Estate Terminology preferred. Top Benefit & Employment Center. 569-1636

AVAILABLE
TEMPORARY ASSIGNMENTS
DOWNTOWN AREA
We need SENIOR TYPISTS, SECRETARIES, ACCOUNTING CLERKS & WORD PROCESSORS with at least 6 months experience.
REGISTER NOW DON'T DELAY
FOR MORE INFORMATION CALL
REN CEN 259-7788
WITT SERVICES

BIRMINGHAM businessman needs personal Gal Friday, neat appearance, unattached. Must be free to travel, bookkeeping experience more important than secretarial. Days: 851-3218. Evenings 647-6350

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
Southfield based computer company has immediate opening for a full charge Bookkeeper. Person hired will also function as administrative Assistant in the Management team. Prior experience and fail-charge capacity required including payroll, and related tax form preparation as well as, general, AP ledger thru trial balance. Typing and shorthand a plus. Salary is negotiable. Company benefits include BC/BS, Major Medical, dental, paid vacation and holidays. To schedule an interview, please call Sharon at 358-1762.

BOOKKEEPER ASSISTANT. Full time. Experienced. Accounts Payable experience preferred. Must be fast and accurate for busy office. Good benefits. Call Mary Pruss, Murray's Ace Hardware. 937-0160

BOOKKEEPER
Fee Paid To$18,000
Opportunity knocks with this established Company President. All accounting functions are yours to control. Superior duties too!
Your new boss pays our fee
See us at 611 Village Plaza Tower
CALL 562-8900
HARRIET SORGE PERSONNEL

BOOKKEEPER for busy Livonia corporate office. Accounts receivable, accounts payable, invoicing, general ledger to P & L statement.
Call Barbara, 478-0106

CAREER Opportunity, Local Livonia Credit Union, excellent benefits, good hours, excellent working atmosphere. Tellers/Loan department, Mr. Borders 525-0700

CHALLENGING position for responsible person with good math and general office skills. Responsibilities include: billing, accounts receivable, and light phone. Starting salary $10,000. Blue Cross Blue Shield, Delta Dental. Send resume to R.R. Productions, 29377 Southfield rd., Southfield, MI 48076. Att. Don.

CHILDREN BACK IN SCHOOL
WOULD YOU LIKE TO WORK?
Call for appointment to discuss an opportunity to maintain your office skills, have some fun, and earn extra cash. Many temporary positions available.
SUBURBAN Office Services
Rochester 651-1500
Farmington 477-9840

CLERICAL position, part time, in chiral lab in Southfield. Monday & Tuesday 9-5pm Ask for Phyllis. 557-8080

CLERICAL SUPPORT Person needed. Proficient typing skills required. Ability to assume diversified duties and responsibilities. Interesting and challenging position with rapidly growing company offering excellent benefits. Send cover letter or resume to:
P. Cousineau, I.R.A. 30500 Civic Center Dr., Suite 304, Southfield, MI. 48076.

## 504 Help Wanted Office-Clerical

CLERK TYPIST
for office in Southfield. Must have good figure aptitude and typing skills. Previous experience helpful but not necessary. Phone Mon. thru Fri. 4-7PM.
559-7411

CLERK/TYPIST
Full time opening for CLERK/TYPIST in our service department. Diversified position that includes working with contract proposals. Applicants must have good typing (50-60 WPM) and clerical skills. Some office experience desirable.
Beckman Instrument
41344 Ivy Hill Rd., Novi
471-0900

CLERK TYPIST
Mehl-Elmer Co., Novi, needs clerk typist. For interview call 349-3900 Ex.14

COURT REPORTER seeking experience typist. May work from home. Call 557-0093 or evenings. 559-6767

CREATIVE
Fee Paid To $875
Media campaigns need a coordinator! Light shorthand, good typing & a people flare can get you started. Free Parking.
Your new boss pays our fee
See us across from Kmart HQ.
649-4144
HARRIET SORGE PERSONNEL

DEPARTMENTAL SECRETARY III
Redford Township is accepting applications for the above position.
General description: Performs all confidential secretarial functions in accordance with generally accepted policies and practices, where a high degree of all secretarial skills are required.
Education: High school equivalent and 2 years of office experience. Typing ability required: 60 WPM; Shorthand: 80 WPM.
Complete job description can be secured at Redford Township Civil Service Commission, 15145 Beech-Daly, Redford, MI. 48239.
Equal Opportunity Employer M/F/H

DETROIT COUNTRY DAY SCHOOL, seeks experienced person for year-around position as Executive Secretary. Must possess skills in typing, shorthand and general English usage. Previous experience as legal or private secretary or administrative assistant is preferred. Call 646-7717

Do You Have
House Fever Blues
BREAK OUT NOW
IF
you are a ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPR.
PBX OPERATOR
WORD PROCESSOR
DON'T DELAY DIAL NOW
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

EXECUTIVE SECRETARY - permanent part time, Southfield area, challenging position, serving top executives. Call for appt. 557-7757

EXECUTIVE SECRETARY
Excellent professional opportunity with fast growing microcomputer manufacturer for experienced executive secretary. Must have superior language skills as well as exceptional secretarial competencies. Competitive salary with full benefits.
Omicron Inc.
474-2340

Executive Secretary
Farmington Hills Manufacturer - V.P. of Sales requires a mature sales oriented person with above average skills. Manufacturing background preferred. 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 in a non-smoking office. Call Mrs. Springer, 478-1204.

BOOKKEEPER/
OFFICE MANAGER
Southfield construction company needs an all-around person to manage its small office. Must have bookkeeping experience and be self-starting. Salary. Other duties: typing, phone work and client contact. Generous starting salary and benefits. Send confidential resume to Mr. Ingall, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER TYPIST for building company located in Southfield. Experience preferred, part time. Write to: Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING & some typing for 1 girl office in Troy. Call 358-4411

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

EXECUTIVE SECRETARY
FORTUNE 500 COMPANY
Suburban chemical company needs top notch person. Good skills and experience needed. Beautiful benefit package included. $11,000 plus. Call Mary Allen.
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE SECRETARY
$14,500
President of suburban building company needs your good skills and experience for top spot. Be the liaison between the field and the office. Fee paid. Don't miss this opportunity. Call Joanne.
353-2090
SNELLING & SNELLING PERSONNEL

EXECUTIVE Secretary for regional sales manager, national company Fisher Building. 5 years experience or Business School graduate. Able to assume responsibility.
Equal Opportunity Employer M/F

EXPERIENCED BOOKKEEPER needed for Livonia operation.
Call for information, 774-3381

EXPERIENCED BOOKKEEPER
Part time, some evenings. Pension plan. Apply in person, interview 13-1PM daily, Sterling Furniture, 23333 Van Dyke, Warren.

EXPERIENCED home typist transcriber for court reporter. Type 70 WPM, 99% accuracy. W. Detroit area. Send resume to: Tool, 6793 Forest, Detroit, MI. 48228

## 504 Help Wanted Office-Clerical

EXPERIENCED legal secretary desired for challenging position in small Birmingham office. Salary commensurate with experience. 646-6433

EXPERIENCED LEGAL Secretary, knowledgable in probate, excellent salary. Madison Heights area. 588-7273

FARMINGTON HILLS
Legal Secretary
Starting salary $350. weekly
471-0740

FARMINGTON Hills location has an opening for receptionist position. Call for Rita, 477-6060

FINANCE CLERK
Assist department with a variety of bookkeeping and finance functions. High school completion with training and/or experience in bookkeeping, typing, filing and use of related equipment. $3.85 per hour. Applicants must be Farmington Hills residents, unemployed at least 15 of the last 20 weeks, and within the lower living standards income level. Call: Personnel Office for information and appointment. 476-6115
CITY OF FARMINGTON HILLS
474-6115
Equal Opportunity Employer M/F

FRONT DESK
Renaissance Office seeks personable individual for secretarial receptionist type duties. Must have a pleasant phone manner, a typing speed of 55 WPM and some sales experience. Successful candidate will enjoy lovely office, friendly atmosphere and good benefits. If you meet the above qualifications, please call for more information. 568-0909
Renaissance Center
Detroit

FULL TIME Clerical position, working in a pleasant office, included are all company benefits. For personal interview please call Diane Fike, 968-0200

FULL-TIME TYPIST & Misc. duties. Small, pleasant Southfield office. 354-3440

GENERAL INSURANCE Agency located in Farmington Hills has immediate opening for person with strong bookkeeping experience, secretarial skills, insurance background preferred. Salary & benefits commensurate with ability. Send resume to Box 602, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE Position for Troy CPA firm. Good typing and shorthand, minimum experience required. Full time. 362-4870

GENERAL OFFICE - Dependable, responsible, experience preferred for general insurance agency in Southfield. Benefits. Wages commensurate with experience. 352-5850

GENERAL OFFICE, part or full time help, light typing & misc office work duties. Call between 2-5PM Thurs or Fri only. 261-4580

GENERAL OFFICE
Mature woman for general office in small company located in Troy. Please call 828-2857 to arrange an interview.

GENERAL OFFICE
Full time, must type, variable hours including some weekends. Apply Mon thru Fri, 9am to 4pm. Arnold Nursing Home, 18520 W. 7 Mile.

GENERAL OFFICE, full time help needed with Farmington Hills area concern to process orders and correspondence, knowledge of computer helpful but not necessary, will train. Typing essential. Please call Mrs. Brown 477-7185

GENERAL OFFICE
Manufacturing Firm
in Farmington Hills is seeking experienced full time typist, responsible & general office worker. Type 50WPM. Familiarity with engineering or mechanical vocabulary is desirable. Fringe benefits.
Call before 2 PM.
478-5600

HIGH SCHOOL graduate needed for clerk/typist position in Southfield law firm. Good typing ability required.
Call: 559-4210

If you are an exciting and vivacious person willing to work hard between the hours 8:30 and 5:30 PM., you may be looking for one of the positions open with our management firm, located at 13 Mile and Northwestern in Farmington Hills.
ACCOUNTS
PAYABLE CLERK
Heavy Accounts payable and check writing on a pegboard system, must be able to reconcile accounts payable to the cross footing monthly statement and extend check registers.
RECEPTIONIST
SECRETARY
Must enjoy answering phones and have telephone and shorthand typing background.
Serious applicants need only apply:
CALL MS. GOERS 851-5400

IMMEDIATE OPENING in our Livonia Sales Office for a well organized, mature person to assume Office responsibilities. Good typing skills a must. Experience in Pegboard system, A/R, A/P thru Trial Balance (some taxes); 3 years minimum experience required. Excellent benefits, $900 per month.
For interview, call 427-7767

INSURANCE AGENCY
Career opportunity for person experienced in the home owner, auto or commercial, rating & processing. Salary open. Birmingham. 646-6657

INSURANCE AGENCY
Excellent opportunity for experienced person in the rating of casualty policies. Assistant needed in growing agency, Southfield location. 355-4400

INSURANCE AGENCY in Southfield has immediate opening for a typist & filing clerk 353-5300 ext. 318

INVENTORY CONTROL PERSON
For retail chain located in Town Center Bldg. in Southfield CRT experience required. Apply Blue Cross and Blue Shield of Michigan. Please call: 358-1191

KEYPUNCH
OPERATORS
Operators needed to fill openings on the midnight shift. Experienced operators or recent keypunch school graduates preferred. Full company paid benefits. Good wages plus incentive system. Call our Personnel Office for an application or apply in person:
CPHA
1969 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

Legal
Secretaries
Highly respected established agency serving the legal community in the tri county area, for over 15 years, has immediate or future openings for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY wanted. Salary & benefits commensurate with skills & experience. 353-4654

LEGAL SECRETARY
No legal experience necessary. Good skills, Birmingham area. 645-0100

LEGAL SECRETARY
for Southfield firm. Experience necessary. Shorthand preferred. Benefits. Salary open. 355-4141

LEGAL SECRETARY
Downtown law firm is looking for a full time secretary with experience in the litigation field. Shorthand not required. Call Carol at 961-8787

LEGAL SECRETARY
Part time. Experienced. Southfield office. Call Lois 354-4034

LEGAL SECRETARY - American Center, law firm in Southfield, excellent salary, benefits, Blue Cross & advancement. Minimum 1 yr. experience. 353-7355

MEMBERSHIP Secretary/Receptionist, over 19, good typist, shorthand, office machines will be responsible for developing membership reports, assist director with chapter and education program, maintain membership records. Mon-Fri, 9am-5pm. Call Southfield Office, Mrs. Rawalec. 649-9770

## 504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary or permanent assignments. Many locations are available. Earn $40-$50 per day.
Many outstanding permanent positions are also available for candidates seeking full time positions. Openings exist throughout the Tri-County area. Salaries range as high as $17,000.
Demand for Secretaries with as little as one year legal experience remains strong. Your skills seem to be recession-proof. If you are unhappy in your present position, call for the full particulars on the many openings we are actively trying to fill. Whether you are seeking a permanent position or a temporary one, the time to act is now.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0049
Detroit 352-3150
Renaissance Center 567-0141
Livonia 649-2922

MATURE secretary, legal experience desirable but not necessary. Telegraph Rd near 13 Mile. Mr Cooper or Mr. Sinai. 645-2600

MEDIUM SIZE downtown Detroit law firm seeks mature individual with good vocabulary & grammer, & basic typing skills, to act as receptionist, form letter typist & filing clerk. Pleasant surroundings. Good salary & benefits. Ask for Greta. 882-7770

MORTGAGE
CLOSING
CLERK
Mortgage company is seeking experienced individual to prepare closing packages in their Southfield branch office. Salary commensurate with experience plus excellent fringe benefits. For appointment, call Mrs. Fischer,
355-0500
An Equal Opportunity Employer

NEED FRONT OFFICE person with heavy typing and light bookkeeping experience for fast paced Southfield office. Must be able to take pressure. Good salary and benefits. Call Rosemarie.
354-4960

NEED IMMEDIATELY
Sharp self starting girl to work with strong sales staff. Must have accurate typing skills. Shorthand ability, & be able to handle a busy phone.
Call Michael Pacini, 352-8350

OFFICE HELP WANTED
Must be experienced
Typing not necessary. Lahser-8 Mile area. Call, 537-3425

OFFICE MANAGER-BOOKKEEPER
Must be experienced in handling all office details. Apply Plymouth Furniture, 340 S. Main, Plymouth.

- OPENINGS AVAILABLE -
at Southfield Data Processing. Good typing skills required. Call Jerry Stach, 353-1800

OPENINGS AVAILABLE in several locations for pleasant, mature personnel with real estate experience. Our typical assets include: Life, Medical, Dental insurance as well as a generous profit sharing plan. Apply at any of the following locations:
ART VAN FURNITURE
6500 14 Mile Rd., Warren
16510 Kercheval, Grosse Pointe
33645 Michigan Ave., Dearborn Hgts.
4331 N. Woodward, Royal Oak
18915 E. 8 Mile, Detroit
35333 Plymouth Rd., Livonia
2416 E. 8 Mile, Detroit
21291 W. 8 Mile, Detroit

OPENINGS AVAILABLE at Southfield Data Processing. Good typing skills required. Call Jerry Stach 353-1800

PERMANENT PART-TIME
General Secretarial, Livonia area. Accurate typing and spelling. 8:30 to 5 PM, Mon., Wed. and Fri. Call between 2 PM and 4 PM only. 532-6384

PART TIME
CASHIER
Are you looking for part time work? Some join the fashion world at
Hadley's. We are an opening for a part time cashier with day & evening hours at our Southfield store. Call Mr. Imber
557-5550
HADLEY'S

PART TIME in Circulation department with Livonia Publication, work Minimum. 4 hours per day, 5 days per week, between 8:30Am-5Pm. No experience necessary. But must be accurate typist, min speed 50 WPM. Call Mr. Dalton for appointment 557-0100

PART TIME receptionist with light bookkeeping. 15-20pm everyday. Southfield area. 559-5950

PART TIME SECRETARY
Large advertising executives in Southfield are in need of someone to handle a light administrative assistant job at their office. From 8am-1pm, Monday thru Friday. The person we are looking for must possess excellent typing & shorthand skills along with an enthusiastic positive personality. If you think you can look forward to an excellent starting salary & working conditions if this is you, please send resume to 31700 Northwestern Hwy. Suite 1175. Southfield, MI. 48075

PART TIME, Southfield, weekdays. Transcribing typist needed. Accuracy, excellent spelling & grammar essential. Hours tailored to availability. $5-$6/hr.
An Equal Opportunity Employer

PAYROLL CLERK familiar with ADP input. Other duties include invoice proof & checking, adding, extending. Pleasant office in Southfield. Pay range $200-$275. per week. Call Mr. Ingall.
557-5666

PAYROLL CLERK
Entry level position for expanding Southfield firm. Salary commensurate with experience. Call for an appointment.
MED-STAFF
557-2505

PERSON GOOD with numbers to train for office position in printed circuit board manufacturing. Good benefits, hospitalization, profit-sharing plan, holidays and vacations. Applicants only. Apply front door:
12000 Farmington Rd., Livonia.

RECEPTIONIST/TYPIST
For land developer located in Southfield. Good typing skills and telephone experience. Call for appointment:
353-7793

RECEPTIONIST/ SECRETARY
Needed for construction company. Good typing skills necessary. Chance to learn Accounting & advance. Call between 8am-5pm 851-0980

RECEPTIONIST/TYPIST, plastic injection mold company looking for receptionist with pleasant personality to answer phones, accurate typing a must. Avon Twp. 848-5120

RECEPTIONIST/Secretary for Southfield builders office. Accurate typing and speed is essential. Must have transportation for infrequent errands. For appointment call 354-9007

RECEPTIONIST
This Southfield professional firm needs a friendly smile to greet its clients. Must enjoy public contact, typing and a variety of clerical tasks. Great salary and benefits. If interested in this super opportunity, send confidential resume to Box 727, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
For fast growing Birmingham CPA firm. Experience in tax return typing preferred. 644-3400

RECEPTIONIST, experienced, must type 55WPM, busy phones, permanent part time position for Southfield construction office. Call. 478-6662

RECEPTIONIST - full time position available in Redford area, telephone and typing skills essential.
Call Ms. Ferguson at 538-5585

RECEPTIONIST
Sharp attractive girl for heavy phone duties. Must be people person. Some helpful. Prior phone experience necessary. 427-6600

RECEPTIONIST
Excellent phone manner. Accurate typist. Minimum 60wpm. Prudential Town Center, Southfield. Send resume to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/
TYPIST
We are looking for an individual with a pleasant telephone manner and good typing skills. Responsibilities will include - filing, computer terminal data entry, and other typing & clerical duties. We will supply complete training. Please send resume to P.O. Box 576, Farmington Hills, Michigan 48018.
An Equal Opportunity Employer

SALES OFFICE in Livonia now hiring full time office clerk. Light office experience desired. Must be proficient in typing. Competitive salary. Call 261-2600 for appointment. Craft, Inc.
An Equal Opportunity Employer

SALES & PROCUREMENT AGENT
Small industrial firm desires experienced person to handle purchasing, telephone order taking and execution, invoicing, record keeping, project follow-up and miscellaneous duties. Resume to Box 768, Observer & Eccentric Newspers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SCHOOL BELLS ARE RINGING
EARN EXTRA $$$
ALL OFFICE SKILLS NEEDED
WORK 1 DAY TO 1 YEAR
NO FEES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
SOUTHFIELD HILLS 352-9780
ROYAL OAK 542-9232

SECRETARIAL HELP wanted. General typing, telephone skills. Shorthand or willing to learn. Salary. Medical, Dental & Life Insurance. For interview, contact Kathy between 8:30AM-5PM. Little Caesar's Enterprises, 38700 Grand River, Farmington Hills.
478-6200

SECRETARY
Experienced in secretarial work for busy insurance office in Northville.
348-5041

SECRETARY for Southfield CPA firm. Good typing skills. Full time position. Call 353-7174

SECRETARY for Technical Scientist company in busy Livonia office. Must have Min. 3 years busy office experience, 60WPM, shorthand preferred 86WPM, must be people and detail oriented. $12-$14,000 annual. Send resume to:
Private Industry Corp.
29200 Vassar, Suite 800
Livonia, Mich. 48152
Attention Kathy Shaw.
No phone calls please.
An Equal Opportunity Employer

SECRETARY, Full time, for West Bloomfield Real Estate office. Previous closing experience or title company escow department experience required. 626-3900

SECRETARY
National CPA firm seeks Secretary for its Birmingham office.
Good typist with experience on dictaphone.
Send resume to box 726, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed. Previous office experience helpful but not necessary. Must type. Applications accepted between 9-3p.m. 548-4160

SECRETARY needed for busy worker's compensation law firm in Southfield. Hours 10 to 6 PM. Ask for Nancy.
557-1155

SECRETARY
Needed for CPA office located in Town Center, Southfield. Good typing skills & ability to work independently. Good salary open. 352-5350

SECRETARY
One girl office, typing and dictaphone.
644-7440

SECRETARY - part time leading to full time. Insurance office in W. Bloomfield. Pleasant telephone manner and good typing skills. Salary commensurate with experience. 626-2652

SECRETARY
Part time, 12-5pm Monday thru Friday. Must include typing, answering phones and general clerical work. Starting salary up to $4.00 per hour. Southfield area. Call 559-1040

SECRETARY/
RECEPTIONIST
If you want a plush office, great starting salary, a friendly staff, and lots of variety - here's the job for you! Must have good typing skills, office experience, a strong phone manner and good public contact. Send confidential resume to, Box 691, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

SECRETARY/Statistical Typist for attorney/CPA. Shorthand helpful. Salary commensurate with experience, ability. Farmington Hills. Appointment.
478-6220

SECRETARY to
SALES DIRECTOR
Southfield Location
Large automotive supplier, providing good fringe benefits, will have general office experience, good typing & shorthand experience necessary - along with good phone manner. Position open immediately. Salary commensurate with qualifications in $10,000 range
Call: Ms. Wojick
Mon. thru Fri., 8:30am-5pm
569-6166

TEMPORARY
LEGAL SECRETARIES
Dear Legal Secretaries:
You say the kids need new shoes for school, your husband will quit, and the washing machine finally broke down?
If you're an experienced legal secretary with recent skills, we can ease the burden by placing you on a temporary legal assignment in your area.
Register with us on an "on call" basis. In order to qualify, you must come for an interview, take a dictaphone typing test and pass it, as you must do in any reputable agency. Explain your present legal work history, and the specialties that you learned to perform comfortably. After that, you'll be on your way to peace of mind from financial worries that will strengthen your mental health, ease the family burdens, and bring you into contact once again with the wonderful legal world of business.
If you have no questions about attempting free lance work, call Joanne for a chat. You can have a frank and confidential discussion with her by phone prior to setting up an interview.
In the meantime, best wishes for your future. We look forward to meeting you.
Mansfield & Associates
Legal Personnel
30200 Telegraph Rd., Suite 131
Birmingham, MI 48010
(313) 848-4310

## 504 Help Wanted Office-Clerical

SECRETARY - work with administrative assistant, excellent typing and shorthand, for executive of Troy firm. Benefits, $13,000, fee paid.

CUSTOMER - service, 3 to 4 yrs. corporate experience, knowledge of construction office. Call. 478-6662

RECEPTIONIST - full time position available in Redford area, telephone and typing skills essential.
Call Ms. Ferguson at 538-5585

RECEPTIONIST
Sharp attractive girl for heavy phone duties. Must be people person. Some helpful. Prior phone experience necessary. 427-6600

RECEPTIONIST
Excellent phone manner. Accurate typist. Minimum 60wpm. Prudential Town Center, Southfield. Send resume to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD INTERNISTS Office needs experienced receptionist. Call for further information, 358-2310

TOOL & DIE
Manufacturer in Farmington
Needs full Charge Bookkeeper for 1 person office, excellent salary and benefits for qualified applicants.
Send Resume to:
P.O Box 720
Observer & Eccentric Newspapers.
36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST, no experience necessary, 45-55 w.p.m. / Mile - Telegraph area, Call 9am-4pm 537-1700

TYPIST/RECEPTIONIST
Expanding CPA firm searching for experienced person for diversified duties in 3 girl office. Congenial people.
Prudential Town Center.
Ruben & Weisman CPA, 352-4926

typist
STATISTICAL
TYPIST
Detailed typing of list and financial data - pay commensurate with experience. Please contact:
Personnel Department
COMPREHENSIVE
HEALTH SERVICES
OF DETROIT
4100 Brush St.
Detroit, Michigan 48201
(313) 875-4200, ext. 278
An Equal Opportunity Employer

TYPIST
$230 WEEK
SUPER SPOT!
UNION BENEFITS!
Snelling & Snelling
336-7400

TYPIST - 60wpm, for Law firm. Southfield area. 559-3940

VALUABLE
SKILLS
NEEDED
KELLY SERVICES has immediate temporary assignments available now for TYPISTS, STATISTICAL TYPISTS, DICTAPHONE and SHORTHAND SECRETARIES, WORD PROCESSORS & SWITCHBOARD OPERATORS. We offer top pay, paid vacations, retirement increases and paid vacation. If interested call for an appointment Mon. thru Fri. between 9 AM. and 5 PM. at the office nearest you.
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1400)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

WRITING & PRICING of mail orders. Filing & light typing. Call from 4pm-8pm. 273-1313

## 505 Help Wanted Food-Beverage

APPLICATIONS taken for Waitress with liquor experience at Grandee Steak House, 24480 Grand River, Detroit.

BARMAIDS, Waitresses, (Costume). Grill Cook. McKenna's Clubhouse Bar, 34101 Plymouth Rd., Livonia.

BARMAIDS WANTED
Suburban location. All shifts. Experience desired. Start immediately. Call Beth at 535-4100

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
35333 Grand River, Farmington
477-8545

CARLOS MURPHY'S is Looking for:
LINE COOKS
PREP COOKS
BARBACKS
DISHWASHER
If you interested in working with the greatest crew in the Detroit area at the hottest spot in town. Apply in Person At Carlos Murphy's, 29744 Northwestern Hwy., Southfield. Mon. thru Fri. 2:30 - 3:30 PM.
Equal Opportunity Employer M/F

CHUCK MUSTO'S Bloomfield Charley's is now accepting applications for experienced hosts & hostesses. Full time nights. Apply in person only. Bloomfield Charley's, 5614 W. Maple.
An Equal Opportunity Employer

COOK, full time, nights, Trophy Room Pub, Ford Rd, Telegraph area. For appointment call 274-6378

COOK
Full time days. Apply after 5 PM.
Harold's Bar, 25351 S Mile, Redford.
532-9212

COOK NEEDED PART TIME
For banquet hall cooking
Mature male or female
Farmington Hills area.
477-8050

COOK NEEDED. Experienced, mature person only. Shift: 11:30AM-4PM. Apply in person, 9AM-1PM, Monday-Friday. Bloomfield Convalescent Center, 38157 W. Warren.

## 505 Help Wanted Food-Beverage

COOKS & DIETARY AIDES
Full & Part Time
Apply Hendry Convalescent Center, 105 Edgewood, Plymouth 455-0110

COOKS & DISHWASHERS (all & part time, days & nights. Apply Blazos, 12721 Michigan Ave, Dearborn

COOKS & DISHWASHERS
All shifts available, excellent working conditions. Apply in person, J'Sheehan's - a Cocktail Lounge. 43333 W. 7 Mile Rd., Northville.

COOKS, Full and part-time, nights and lay shifts available. Call or apply in person to: Uncle John's Pancake House, 7893 Grand River, Livonia. 476-9228

COOK WANTED
Just be experienced. Apply in person, Jamica, 26699 W. 8 Mile, Redford Twp. 3 blocks e. of Inkster.

COOK. Experienced needed - prefer in Italian. Full time shifts. Livonia area. Call Mike after 3PM. 477-1000

DAY HELP needed. Apply Apple Annie City Restaurant, 31539 W. 13 Mile rd. Farmington Hills. (1 block W. of Orchard Lake) after 2PM. No calls.

DAYTIME HOSTESS. Secretarial & evening cocktail waitress. Apply in person, J.D. Palace, Prudential Town Center, Southfield.

EXPERIENCED CASHIERS, Grill Cooks, Kitchen help. Apply between 2 & 4PM. Detroit Diesel, 21030 W. Nine Jr., Greyhound Food Management, M-2 Cafeteria.

- EXPERIENCED HOSTESSES -
References Required
KITCHEN HELP ... mature person preferred.
WAITRESSES - knowledge of food & cocktails - experience preferred.
Apply in Person:
JOHN LAFFREY'S
VINEYARDS
29230 Franklin Rd., Southfield

EXPERIENCED
WAITRESSES
COOKS
KITCHEN HELP
Days & Evenings.
-New Restaurant-
TONY PETER'S
(formerly Lum's)
Grand River & 7 Mile 538-3372

FINISHER & COUNTER PERSON
For Night shift. Apply Dunkin' Donuts, 31010 Orchard Lake Rd., Farmington Hills.

GRILL MAN & Salad Lady for Ground Floor Cafeteria. Five day week. Travelers Tower, Southfield. Please call between 8am-4pm. 356-6730

HOSTESS WANTED
Experienced person for part time evenings. Restaurant in Livonia area.
425-1820

Kitchen Supervisor
Evening Shift. Applicants should be able to hire, train and supervise kitchen crew in cooperation with our executive chefs. We prefer a background with considerable cooking experience in first class establishments. This is a salaried position with excellent fringe benefits. Apply to manager or executive chef.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

MATURE person needed for food preparation and service, Mon thru Fri., 1 to 6:30 PM. Detroit Baptist Church, 20229 W. 12 Mile, Farmington Hills. 626-6100

MATURE WOMAN for food prep & light baking duties. Full or part time. Apply: Blazos 12721 Michigan ave. Dearborn

McDonalds
needs
PART TIME HELP,
DAYS
Apply at
24020 Orchard Lake Rd.
at 10 Mile Rd, Farmington

NOW ACCEPTING applications for Waitresses, Barmaids, Cocktail Lounge Service Only. Apply in person. Be My Guest, 29506 W. 8 Mile, Farmington Hills.

PART-TIME HOSTESS & Full-time cashier, Apply Livonia Big Boy's, 33417 Plymouth Rd.

RESTAURANT HELP wanted. Must be available for day shift. Little Caesar's Pizza Station, 24459 Telegraph Rd., Southfield. For appointment, call Kathy, 478-6200

WAITER WANTED for prestigious downtown restaurant. Set up service for up to 200. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WAITRESSES EXPERIENCED
Apply 628 Woodward, next to Cadillac Square, Coffee Cup Sandwich Shop
961-0025

WAITRESSES
FULL OR PART TIME
Must have experience & maturity. Days & Afternoons, to serve elderly residents in elegant dining room in Southfield. See Food Service Supervisor between 9 AM-4 PM.
Franklin Club Apts
353-2810

WAITRESSES, full & part time, good wages good fringe benefits, Novi area. 349-1638

Waitresses Needed
Must have good attitude and super experience. Opening available on lunch and dinner shifts. Must apply in person between 1 AM and 4 PM Or
THE RED CEDARS
Telegraph at 9 Mile
Southfield.

WAITRESSES to work days or nights, at Blazes East Beaubien location. Our girls average $35-$50 per day. Apply 8-4pm. 12721 Michigan ave.

WAITRESS - Experienced Only! Apply in person: Athens Family Restaurant - Harvard Row Mall, 11 Mile at Lahser Rd., Southfield.

WAITRESS
Full & part time for Plymouth Towne Apts. Apply Hendry Convalescent Center, 105 Haggerty, Plymouth 455-0110

WAITRESS-LUNCHES
Coopers Arms, Rochester
Mrs Parr
651-2356

WAITRESS
Part time, Nights and Days. Apply Harold's Bar, 25351 S Mile, Redford
532-9212

WAITRESS- sharp, nights, must be experienced in cocktails & food. Other need not apply. John Laffrey's 538-6688

WIN SCHULER'S
Looking for a quality conscious Cook, with experience. Apply in person. No phone calls please.
Win Schuler's of Rochester
2601 Rochester Road
Rochester, MI. 48063

## 506 Help Wanted Sales

ADVANTAGE
BEING SMALL
Realtors check-out our fast start 55 to 80% commission with loads of floor time, numerous ad calls, referals and transfer prospects. Little competition, personal service, personal desk, personal secretarial treatment. Why fight the crowd. Earn the living you are worth. Call Ms. Dalton At One Way for confidential interview 532-6000.

## 506 Help Wanted Sales

"ABOVE THE CROWD"
REAL ESTATE SALES PEOPLE
RE/MAX
Can change your life! 100% commission program and freedom to grow. Call Joe Burns or Jerry Still, 261-1400. All inquiries strictly confidential.
RE/MAX
In over 40 states, Canada & Hawaii

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan, FAST START TRAINING, & More! Call us today for a confidential interview!
Steve Leiblan - Southfield 557-6700
Dick Randazzo - Plymouth 455-5300
Ed Tarabichi - Livonia 476-9100
Ben Denny - Westland 721-8400
Pat Donovan - Dearborn 388-2200
Chamberlain
ADVERTISING SALES
Earn $15,000 to $20,000 plus per year guaranteed scale plus generous bonus program working for one of the areas largest, most highly respected, most professional sales people preferred.
422-6184

AFTERNOONS
EVENINGS
We now have openings for interesting part time work on long distance telephone, call all over the country, work af