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GENERAL - secretary for major Fortune 500 company in Erie, Oakland County in Mich. Work 30 hrs per week, some experience as word processor, typist, typist 3 or 4 (academic) must be 21 yrs old with ethics, classic & some to reason with \$15,000.

NEVER A FEEL
Fast reactions - healthy
Musical interests - bonuses

BOOKKEEPER/RECEPTIONIST
Must have 2 years experience, computer personality and non-smoker. Must be 21 yrs old with ethics, classic & some to reason with \$15,000.

BOOKKEEPER
Requires experienced bookkeeper for pleasant office in Southwest Detroit. Duties would include accounts payable, receivable, payroll, and sales parties call between 8:30am-5:00pm. Must be 21 yrs old with ethics, classic & some to reason with \$15,000.

504 Help Wanted Office-Clerical

Legal Patent Department

OFFICE HELP

SECRETARY/CLERK

UNIFORME **B'HAMD**
347-0034 646-7650

BOOKKEEPER/SECRETARY
Cheerful, organized, good phone skills. Non-smoker. Health/Life Insurance. \$26,951/yr.

BOOKKEEPER
Sought based headquarters needs a good typed with typing skills. Develop a list of immediate Computer printout knowledge helpful. Benefits, Pension. \$26,951/yr.

BOOKKEEPER
Small office. Residential, union payroll, job costs, accounts payable, accounts receivable. Will train. Develop a list of immediate Computer printout knowledge helpful. Benefits, Pension. \$26,951/yr.

COOK
Great location. Residential, union payroll, job costs, accounts payable, accounts receivable. Will train. Develop a list of immediate Computer printout knowledge helpful. Benefits, Pension. \$26,951/yr.

EXECUTIVE SECRETARY
Desired executive contracting company. Excellent secretarial skills a must. Working experience a plus. Professional Secretary will report to you.

Non-traditional Hours
If you are a legal secretary or clerk with 5 years experience in patents, trademarks or intellectual property law, we have a unique position for you as an Employee Associate or as a full-time employee.

ATTENTION!
NEW
TOP PAY RATE
 • CRT OPERATORS
 • SECRETARIES
 • WORD PROCESSORS

LIVONIA
 BOOKKEEPING/Office Manager
 Excellent opportunity for self-directed person to take charge of a busy 2 Person office in Troy, MI. Will be expected in bookkeeping, training, computer & printers. Computer knowledge a must. This is a challenging, full-time, long-term position that offers excellent salary & benefits. Please call:
 280-0640

Day's/Afternoons/Up to \$6 Hrs.
BUS PERSON
 Day's/Afternoons/Up to \$4.50 Hrs.
BUS & SALAD PERSON
 Weekends/Day's/Up to \$4.50 Hrs.
CASHIER/HOST PERSON
 Day's/Afternoons/Up to \$3 Hrs.
 Fast vacation, paid meals.
 Apply in person:
LIVONIA BIG BOY
 Plymouth & Farmington Rd.

Day's/Afternoons/Up to \$6 Hrs.
 100 Executives. Generous salary benefits. Please send resume and salary requirements in confidence to: Mr. Zylman, P. O. Box 1891, Southfield, MI, 48037.

FT-E
P.O. Box 267
Southfield, MI 48037

Marie & Moran Recruiters for an Equal Opportunity Employer

EXECUTIVE SECRETARY

If elected as an Employee Associate position, you will work a minimum of 16-20 hours per week, the hours varying, depending upon your arrangements with our legal department. You are eligible for medical insurance and several other benefits.

Whether part-time or full-time, we want a person who will show active interest in departmental

BOOKKEEPING
ACCOUNTS RECEIVABLE - Are you seeking a challenging and exciting position? We have an immediate opening for a professional individual to manage our accounts receivable department. This is a full-time position with excellent benefits and growth opportunities. Send resume to: **ACCOUNTS RECEIVABLE MANAGER**, c/o Lotus World Perfect, 10000 W. 10th Ave., Suite 100, Denver, CO 80231. Equal Opportunity Employer.

EXECUTIVE
ACCOUNTING CLERKS
 Things are changing at Vasic Foods, Inc. We're expanding into new areas, adding new products and making new acquisitions. This all means rapid growth for us and new career advantages for you. Right now we need Accounting Clerks.

Positions are available in available, reimbursable.

ACCOUNTING CLERKS
 Southwestern professional firm seeks experienced accounting secretary. Must have 3-5 yrs. of experience and have excellent organizational skills. Work proceeds in a fast-paced environment. Excellent salary & benefits. If interested send confidential resume & salary requirements to: **HR**, c/o Lotus World Perfect, 10000 W. 10th Ave., Suite 100, Denver, CO 80231.

ACCOUNTING CLERKS
 You will be a member of a 3 person team which will develop a new record-keeping and computerized search file system.

ACCOUNTING CLERKS
 You must know the procedural aspects of the patent business and have p.c. skills. Knowledge of LOTUS World Perfect would be helpful.

ACCOUNTING CLERKS
 If you are looking for a position where your

LIVONIA
477-1262
 MAJOR'S ASSISTANT - We are seeking an individual to assist with all phases. Accounting college courses a plus.

545-1700
477-1700
357-6405

AUTO-BOOKKEEPER
 Excellent opportunity for individual with desktop experience record-keeping. Send resume to:

EXCERPT SECRETARY
 A progressive real estate developer has an existing opportunity for a highly skilled Executive Secretary. This is a fast-paced position requiring excellent secretarial & communication skills. Typing 70wpm, shorthand & word processing experience necessary. We offer an excellent compensation package. Send resume with salary history to:

CUSTOMER SERVICE REPRESENTATIVE
 Contract office hours. We are seeking individual with experience in customer service. Send resume to:

Intelligence, expertise and contribution will be valued. send your resume to: Carolyn Ford, Employee Relations, Federal-Mogul Corporation, World Headquarters, P.O. Box 1966, Detroit, MI 48235.

An Equal Opportunity/Affirmative Action Employer.

Mail
 with prior customer service experience. Send resume, excellent telephone, organizational and communication skills. Training and CDT as also required. Excellent benefits and competitive salary. Send resume to:
Robert Hall Oil Company
 2658 Northwest Hwy. #750
 Southfield, MI 48034

358-2300

CLEAR/TYPE
 Full time with benefits. Typing, letter phone & resume required. 2 or 3 months experience. **345-6004**

CARSON BUSINESS INTERIORS
 7913 Northwest Hwy., Suite 300
 Southfield, MI 48034

SGC 334
 Observer & Escorted Newspapers
 30211 Springdale Rd.
 Livonia, MI 48150

FILE CLERK/RECEPTIONIST
 For Southern law firm. Full time position available. Variety of duties include typing, computer, typing & filing. Previous experience a plus. **343-1000**

of our exciting changes. Send your resume, including salary requirements to: Human Resources Dept., PLAINCO FOODS, INC., 38200 W. 14 Mile Rd., West Bloomfield, MI 48322. Applications will also be accepted between 9 a.m. and 3 p.m. (No Phone Calls Please). Equal Opportunity Employer.

FEDERAL MOGUL

based on experience. Send resume to 3 returned to Box 288, Cleveland 8 Executive Recruiters, 33311 Succowest Rd., Lorain, Michigan 48150	CLERK TYPE1 Good organizational skills. Apply in person. Great! Book Store, Lakes & Warren, Wayne State area.	DATA ENTRY CLERK - CLAWSON Full time. some experience necessary. Call Sam-12 noon. 290-9070	TELEPHONE Full time. Mon. thru Fri. 3 hrs. per person. Great! Book Store, Lakes & Warren, Wayne State area.	Music
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