

Female Help Wanted

3-2 Office/Clerical

Southfield:
McNichols Typist
We are looking for a typist who has one year experience in general office work. Must be able to type 40 wpm. Salary \$15.00 per week. Send resume to: McNichols Typing, 1515 W. 12 Mile, Southfield, MI 48034. (248) 351-1234. No phone calls.

Permanent Staff Co.

INSURANCE

Agency looking for young sales people with insurance background. No experience necessary. Call Linda, 353-7372.

FEE PAID
CALL LINDA, 353-7372

ATLAS PERSONNEL

CAREER JOBS NOW!
TOP DRAWER COMPANIES
FUTURES UNLIMITED!

EXEC. SECY all areas to \$500
DICT. SECY. to \$410
SECY-RECP. to \$350
R. BOOKKEEPER to \$400
ACCT. CLERK to \$400
50% UNDERWRITER, Open
UNDERWRITER TR. to \$368
COMPUTER OPER. to \$400
KEYPUNCH OPER. to \$393

Most employers pay fees.
Many other positions available.
Open Wednesdays and
Saturdays mornings 9-12.

ALLIS JOHNSON
15195 Farmington Rd. 425-3000

SECRETARY

PART TIME

Interesting and diversified
position for personable woman
with good clerical skills.
Call for interview. 353-7372.

535-4949

NEEDED FOR

IMMEDIATE

ASSIGNMENTS

in Southfield area

• Clerk
• Typist
• Computer Operator
• Mchwk Operator
• Call or visit
Northland
Concourse X 353-7370

KELLY GIRL
an equal opportunity employer

MEDICAL SECRETARY
Excellent opportunity for
experienced person who is looking
for challenge. Must be a self
starter.
EXCELLENT CO. BENEFITS
CALL LINDA, 353-7372

ATLAS PERSONNEL

OFFICE HELP

ALL SKILLS

To Fit Present and
Future Openings

• File Clerks
• Office Machine
Operators
• Typists
• Secretaries
• Stenographers
• Receptionists
• Switchboard Operators
• Bookkeepers
• Key Punch Operators
(Cash required to reach
interview)

EMPLOYERS TEMPORARY

SERVICE, INC.
25165 Grand River
(Across from Redford
Community Hospital)
Redford, Michigan
An Equal Opportunity
Employer

PAYROLL, \$300. Some

experience required. Typing

needed. Call Mrs. Davis, Suburban

Personnel, 477-9940

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GIRL FRIDAY
Must have 1 year typing skills.
50 WPM minimum. Knowledge
of bookkeeping with
light payroll experience. Must
be able to file and cover
telephone, take and receive
messages. Minimum age 25.
Call 9 a.m. to 3 p.m.
for interview appointment.
FULLER BRUSH CO.
722-4433

Receptionist/Traine

Farmington

Good spot for recent grad with
confident phone voice and
receptionist training. 20
week to start now. Call 255-3535
or 255-3536. 1515
W. 12 Mile Road (near Southfield X-
Way) from 8:30 a.m. to 5 p.m.

Permanent Staff Co.

CREDIT CLERK

INTERESTED?

Right now we're looking for
someone to work in our Credit
Department. Experience in
this line of work would be
preferred. The position is full
time, Monday through Friday.
There are many fringe benefits
and a good salary. If you're
interested in joining a growing and
progressive company, send a re-
sponse to Duane Schaeffer, 1500
Schoolcraft Road, Livonia,
Michigan, 48150.

Westland Area

Steno.

\$500. Per paid. Employer re-
quires 10 years' experience. 10
years' experience. 10 years' ex-
perience. 10 years' experience.
Call 523-4213 for interview
appointment. 10 years' ex-
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Permanent Staff Co.

COMPUTER TRAINEE

Bright individual to train on
IBM 1401. Good typing skills.
punch experience helps. \$600
a month. 10 hours a week.
523-4213

SNELLING & SNELLING

AGENCY

29536 Five Mile

LIVONIA

252-6500

DENTAL ASSISTANT

Full time
receptionist/Dental Assistant for
oral surgeon. Must type 40
wpm. 252-6500

CREDIT

INVESTIGATOR

Credit experience help-
ful. Good telephone skills.
experience necessary but
will train. Please apply
in person. Mr. Troien,
Manager.

SECURITY BANK

AND TRUST

COMPANY

30900 TELEGRAPH

(13 Mile Highway Branch)

BIRMINGHAM

AN EQUAL OPPORTUNITY

EMPLOYER

EXECUTIVE Secretary to

executive. Must be able to

handle confidential information.

Call Mrs. Davis, Suburban

Personnel, 477-9940

File Clerk

Northwest Suburban

No typing required. See help
10:00 a.m. to 5:00 p.m. at
1515 W. 12 Mile Road (near South-
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5 p.m.

Permanent Staff Co.

KYPUNCH, \$450. Daily

experience required. Suburban

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