Asst. Bookkeeper

BOOKKEEPERS

17385 W. 10 Mile, Southfield 559-5666

SECRETARY

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FARMNGTN

TYPIST

\$550 No Fee

Top Farmington firm needs good typist for fast advancement depart ment. You'll use your skills and learn lots more with generous raises.

RN'S - LPNS
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represents Simulating es
ment. Competetive wages is
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OAK HILL Nursing Home 477-7373

WANTED Receptionist for Doctor:
Mice in Livonia, State age, expetence, and salary desired. Mail to
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Experienced in managing people in the rubber or plastic molding industry. Westside plant. Competitive salary and employee benefits.

Send resume and salary requirements to Box #764 Observer & Eccentric Newspapers, 36251 Schoolcral Rd. Livonia, Mich. 48150.

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Requires previous management experience in all phases of machine parts engineering and production. M E. degree preferred,

We are a medium sized manufacturing company to cated near a major University in a beautiful recreation area of the South.

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S34-3710 8:30 - 8 pm

CLERICAL: Order Taker to take orders over phose. Able to use calculator. Part or full time. Southfield Area. Apply 9-11:30 AM. Monday thru Friday. 23100 Telegraph Rd. at 3 Mile.

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Is have openings in our BIR.

INGHAM office for individuals with 1 year general of
te experience, typing speed

5 WPM and good telephone

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965-8600 ext 329
MICHIGAN MUTUAL
INSURANCE GROUP
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Permanent

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Fortune 500 company in beautiful, new suburbon of-fice seeking Secretary for inter-siting and diversified posi-tion. Good typing, light short-hand necessary. Full benefits, automatic and merit raises. Growth potential. \$700 month. Compar Receivables-\$600 Kecelvadoles-5-000 Pooliac company needs your light pooliac company needs your light pays placement service lee and pro-lides excellent benefits including chucation §8. Call 339-735 for more information. (open till 8 pm)

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354-5250

TELLER TRAINEE LIVONIA \$500 No Fee

No typing or experience necessary
if you have a cheerful attitude and
tike meeting the public: then call
now. Good math ability and pleasant manner most important.
THE FREE AGENCY
354-3216 8:30 - 8 pm

SECRETARY, \$845. Fee Paid Light shorthand, dictaphone. Plush office. Southfield. Call Mrs. Evans. Suburban Personnel. 477-860

STAFF

Farmington- 1st Job t benefits, Call 478-1213 or 30752 Grand River, Parm (open till 8 pm).

ACCOUNTANTS ACCOUNTANTS
outbon companies seekin
siness Office Managers
st have accounting degree
any, \$13,500 to \$20,000.
CORPORATE STAFF
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559-5666

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Field Installation Representative

Specialized automation manufacturer needs in-stallation representative with mechanical and electrical background. Complete fringe benefits and company car.

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Eager to bezro' to use need you to help
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Eagle State Descriptions of a career with

Interested? Apply in person 9:30 a.m. -3 .m. Tuesday, September 24th, at the Em-NATIONAL BANK OF

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Extensive phone experience red. Mature. 9 Mile Tele-

FANTED mature woman for nooili 5 P. M. Typing necessary mall pay roll experience beloful one girl office. Near 5 Mile it ames Cossins. DI 1-900

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Avoilable - luxurious 3 bedroom town house 2½ boths,
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642-9668

PART TIME General office typ-log, \$2.50 per hour. 9 to 2 PM. Di-Coal Corp. 14804 Telegraph. 535-7620

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Sec'y - Super Job
With suburban employer will pay
you 1890 month for your recursive
level skills. You'll be good "right
hand" to Great Boss who provides
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will 8 pm.).

Oak.

SECRETARY-Receptions of reterimary hospital. Bloomfield TupMust be intelligent, ambitious, and
able to work with people. Bookkeeping ability necessary. 377,
week.

334-991

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RECEPTIONIST, 5 days week in-cluding Saturday, 8 to 5 PM, Call for appointment. 421-1116

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SECRETARIES for busy sales of fice of new Southfield Hotel. Shorthand, minimum 70 WPM typing, excellent telephone manner and other public contact skills absolutely estantials. Call Monday that Priday, 9 to 5 PM. S57-0100, ext 2543

BRIGHT ambitious beginner for glamorous suburban of-fice, start \$400, full benefits paid.

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IF you have at least one year
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Your knack for numbers and accurate typing will start you at \$110
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waiting for your call ... \$423(4) or
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till 8 pm.) Personnet.

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BIRMINGHAM Law Office needs responsible mature girl for part time. 1 to 3 PM, Must be good typist, H.S. graduate, Ideal for local college student. Call 10 AM to 4 PM.

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MAIL CLERK, \$450, Fee Paid, At-tending college nights? Need day job? Call Mr. Grant, Suburban Per-sonnel. 477-860

Shirmand or occusposite. 2 years experience required. Farmington. Call Mrs. Evans, Suburban Per-sonnel. 477-9846

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REMAN'S FUND AMERICAN

Policy typists and dictuphone
operators. Experienced preforce to be consisted to the conforce located in Southfield to the
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BONKEFEER for this section. Medical Insurance
4 girls needed immediately
for 3 to 4 weeks temporary assignments. Must have experience in medical insurance Permanent

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559-5666
GENERAL Office belp for local a mobile dealership. Experience and, N. Telegraph area. Good typ.
4. Call Mir. Evans, Suburban PerTourel. 1988 Suburban 1988 Michigan 1988.

Company
Accounting Clerk
N. suburban business needs high
school grad who's good with figures and accurate with typing. No
personnel service fee to pay out
career starter. Call '4423150 or
come to 2035 Woodward. till 8 pm
daily).

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With suburban company will pay
the placement service fee for
bright typist who likes blus of variety. You'll earn 3115-113 week,
Priendly office needs you now. Call
310-3110 or come to 32912 Plymooth
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SECRETARY, \$500 month, monthly bonus and full benefits. Equal opportunity employer. 353-2888

Permanent **STAFF**

Clerk Typist?

ACCOUNTING CLERK
FIRST accounting for moit state
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orts. Some typing and filling,
minum 8 months experience,
178 1:30 - 5:30 PM. Excellent
pany beceffix. Call Bill Rose
interview appointment. Ext.
537-8600

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Gal Friday Neat, occurate typist, sonable. Some shorthan girl office in Southfield, vancement, fringe benefit AM to 5 PM.

WE NEED sopile interested in any type office work. All skills for office work. All ski

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Work a day, a week, a
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SECRETARY To officer in land development firm, Grand River-Outer Dr. area, Top skills re-quired. Starting \$170 week.

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Company Good Figure Skills? You'll earn \$225-330 month for your knack with numbers and gen-eral office experience. No typing re-quired, accounting experience help-ful. Call 478-1213 (IIII 8 pm.). Lake area. Call for interview:

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3 career oriented people will start
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GENERAL Medium typing skills, good phone voice etsential. Must work Satur-days. Mrs. Zetye, CHUDIK'S OF BIRMINGHAM. 647-1300

in business office or sum... High school graduate with secretarial background. Call 669-8282 General

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Experienced-Good Skills
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