YOUNG

WAITRESSES

BAR MAIDS

For evenings Aust be over 18, good pay upply in person after 7 PM. 24052 W. 6 Mile 6 Mile, Telegraph area

255-0135 PERIENCED casualty rate rk, excellent working conditions, surban Southfield. General cident Group, Call Mr. Lawson appointment. 559-7300

GENERAL LABOR

cory and warehouse. Packaging i receiving clerks, drivers. Im-diate openings in your area. 5504 5 Mille at Beech Daly 29256 Ryan at 12 Mile MANPOWER

Temporary Services
965-7000
Equal Opportunity Employe

while Mr. Thomas 559-6677

SURFACE Grinder Hand, some ex-perience, detail work, mold work, 1727 East Auburn Road, Rochester,

DIE SETTERS

MACHINE

MAINTENANCE MAINTENANCE-APPRENTICES

mediate openings. Lib iployee benefits. S.M.C. 00 Junction, Plymouth, J

WAITRESS, afternoons, experienced only. Apply in person. Palace Restaurant, 12841 Greenfield. 235-2400

NURSES AIDES

MAINTENANCE Mature person, general maintenance and janitorial experienced needed for full 349-5000

JANITORIAL Maintenance man. Full time, morn-ings, Will train. Garden City. 524-335 DRIVER

## Experienced semi driver, 25 years or older with good driving record. Call Miss Harrier 7 to 4 weekdays. 349-5000

SEAUTY OPERATORS with so displiede and manager also need with the Diane. Northyille area. Electrical & ctronic Assemblers

Long range program, good working cooditions, excellent fringe benefits. Apply between the hours of a AM - 3 PM.

ADVANCED TECHNOLOGY & TESTING 12921 Stork Rd., Livanio

PART TIME janitorial work, early erealings, Redford, Livenia, Plymouth area, 10-15 hours per week, must have car, apply 33921 Plymouth Rd. Livenia.

WAREHOUSE We'have an opening for an additional warehouseman. Applicants will be considered based upon their ability and desire to advance within the 421-9300, ext. 210

MAN to work on septic tank truck. Call after 5 PM 349-7349 or 476-7244 WAITRESS FULL TIME lust be neat and energetic. 5 days a week. Apply

W. Bloomteld
WOMEN OR MEN, full or part
time position available for neal, dependable person wanting Sales
Work, Assignments available in Livoota, Reellord, Westland, Garden
City, Wayne, Must have car and
telephone. Please call between 2:30
and 5 PM.77-1617

#### **SECURITY**

have several positions avail-for Store Detectives at our Ford Road Thrifty Acres in Plymouth.

EXPERIENCE helpful, but is not necessary. Benefits include. Denital, 'Life and Hospitalitation Imurance, pald Birthday, Holidays and Vacation. 5 Pay Plan and a vested Pension Plan.

MELJER INC

FORD ROAD THRIFTY ACRES 45001 Ford Road Plymouth, Mi. An Equal Opportunity Employer

An Equal Opportubiny tempora-THIS is your life! Do you want it to be linancially above average and fun! Become self employed with Queensway To Pashions and work amarter - not harder. Car and phone necessary 358-0218 or 353-6584 BOX ASSEMBLERS

& NAILERS
We are now taking applications. Apply-BETTER BUILT BOX CO. 498 Farmer St., Plymouth, Mi.

NEAT appearing handicapped per son to keep appointments to sel products made by the handicapper and blind. Call Pete between 8:3 and 4 PM. 358-110 BRIDGEPORT HANDS Steady employment. On time. All benefits. PEAK INDUSTRIES, INC. 5320 Oakman, Dearbor

506 Help Wanted Sales

# **New Horizons**

Call Mr. Pope HICKORY HILL

522-5200

### CAREER DECISION!

people are moving every year. Selling homes is usiness. Nationwide business. We're Michigan's Papel Estate Corporation. We More people are moving every year. Selling homes is big business. Nationwide business. We're Michigans and the Nation's largest Read Estate Corporation. We have peopless of people on it 2 Farmington offices, both in prime growing areas. Our modern techniques and symbol prime growing areas. Our modern techniques and anywhere. Your income is commensates with your solling and effort. 60% commission, paid TV. and Classified Adverting, Video-Tape and Computer sales-tools. If you are at the point of career decision, call so for a confidence interview.

CENTRAL FARMINGTON 478-6000

Century 2 N. FARMINGTON W. BLOOMFIELD 851-0900

500 Helio Wanted

SHORT ORDER COOK, experienced only. Apply in person. Palace Restaurant, 13831 E35-1400 All positions are fee paid and available in Detroit and sub-FASHION Mich, Ins. Pers. Serv. 155 W. Congress 961-8755

NEEDED for advertising Agencys.
Magazines, Catalogs, and TV.
Women 5 Ft. 5 and taller. Men, 5
Ft. 10 and taller.
NATIONAL MODELING AGENCY
547-0234 HOUSEKEEPING AIDS Full time, days. Oak Hill Nursins Home, Farmington. 477-737

500 Help Wanted

MALE and female applicants needed for positions open 129 W. Maple. 544-4254 BIRMINGHAM EMPLOYMENT BUREAU

BUREAU

CAN you cock? Do you seek profesionalism? Want a progressive company that offers good working conditions, top pay, company paid benefits, and unlimited opportunites, and unlimited opportunites, Apply in person: Denny's Restaurant, 22501 W. 8 Mile. Detroit, 1915. 502 Help Wanted Dental-Medical

HYSICIAN'S OFFICE. Medical red but will train intelligent Excellent hours, salary £25-5820

RNs TO \$5.75
LPNs TO \$4.70
TEMPORARY STAFF JOS
MEAR YOUR HOME Long and
short term staff assignments avail
bee in all sections of Detroit and
mbarbs All shifts open Daily
PM, midsight differential. Week
end differential. Call for appoint
meni.

SOMEBODY SOMETIME DENTAL Assistant. One girl office. Experienced or will train. Redford area. Call after 7 P. M. 353-7687

Income Tox Prepores
No experience necessary, free
Franing, full or part time during
has season. Employment opportunities in your neighborhood for
base people who successfully combete training. Excellent earning potential.
Nationwide Income Tax Service
\$46.7949 S84-7840
WELCOME Wagon International, needs representative. Illed hours, commission pay, Must have car. An Equal Opportunity Employer, call Mrs. Hall. 961-7350 L.P.N.'s LIGHT FACTORY
Deenings in Redford area for men and warmen. \$2 hour up. Choice of daily ar weekly bay. Apoly any time after 6 AM. MEDICO CENTER

255-6450 ANIMAL hospital assistant, re Light typing necessary. Apply Thurs, Fri., 1-6 pm. Sql., 8 am-12 moon, 17630 W 12 Mile, Southfield.

AAA 26533 Grand River MOLD Maker leader, 1727 East Auburn Road, Rochester, DENTAL ASSISTANT chairside. TELEPHONE SALES

LPN

Enjoy a rewarding career working with the retarded. Advancement op-portunities and job security. Excel-lent salary and fringe benefits. Con-tact Personnel Department. PLYMOUTH CENTER
For Human Development
453-1500, Ext. 281
Mon.-Fri.: 8 AM - 4:30 PM
An Equal Opportunity Employer

Mon-Fr.
An Equal Opportunity
MEDICAL ASSISTANT, Internist office. New Southlield building. Exmore in receptionist duties.

Yeav required Sal-Full time for day shift, must be 16.
Full time for night shift, must be 18.
PALACE FINE FOODS
1307 Ann Arbor Rd., Plymouth
PEPRASAL TRAINEE. Cher.
From Instruction and in the field training, Must be over 11, neal appearing and live in the Northwest Scherbs. Call Mr. Fox. 1744151 perience in receptionist quis-EKG and chest X-ray required. Sa lary open (No Wednesday calls 559-860

DENTAL ASSISTANT
For Iriendly Livonia office Part
time, experience preferred Evenings and Saturdays required.
477-2241

Top Wages For

Nurses Aides

All shifts. Full time, Call dur-ing business hours 8 - 4 PM

EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012 IECEPTIONIST for dental office, reperience necessary in dental pro-redures, and office work Pontiac area, 7 to 9 PM. 682-8094

EXPERIENCED MATURE, chair side Assistant wanted for busy Dental Office Knowledge of Dental Insurance nec-essary. Please Call. 398-7800

NURSES AIDES
HOUSEKEFPERS
LAUNDRY &
KITO-HEN
Full and part time
HENDRY
Convoluciont Conter
105 Hopperty RE Plymore
105 Hopperty
105 Hopperty ADES. Needed for Occupational and Physical Therapy. Depts in the Wayne or Livonia area. Part time positions available. Previous experience preferred. Call Mr. Fishman. 553-7804 NURSE AIDES

dnight shift, 11:30 to 8 AM. Full ir, excellent pay and fringe ben-'s plus good working conditions Presbyterian Village RETIREMENT HOME 531-7200

NURSE AIDES
Full time, days and midnights.
Apply in person, 9 AM 4 PM.
Monday Friday Westland
Convalescent Center, 38137 W.
Warren, Westland
An Equal Opportunity Employer

RNs & LPNs ORDERLIES Over 18 - Day Shift CAMELOT HALL 

CALL
8 - 3:30 PM
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

MATURE, PERSONABLE SECRETARY FOR AN EXECUTIVE OF A SUBURBAN SAVING ASSOCIATION. MUST HAVE GOOD SKILLS AND KNOWLEDGE OF ALL OFFICE PROCEDURES. SALARY OPEN, PLUS A COMPLETE PAID BENEFIT PROGRAM. INTERESTED AND QUALIFIED APPLICANTS SHOULD SEND A COMPLETE RESUME IN CONFIDENCE TO.

DIRECTOR OF PERSONNEL P.O. BOX 500 FARMINGTON, MI. 48024

An Equal Opportunity Emplo

502 Help Wanted Dental-Medical

HOUSEWIVES

TYPIST-OFFICE
ping skills must be topor
of working attitude and gen
ice skills will be required. (
titive pay, fringe benefits, we
lude profit sharing are offe
ply between 3-11 am or 14 NTAL HYGIENIST wanted. 3 days week. Dearborn Hts. 4. 561-87K

FLINT INK CORPORATION 111 Glendale, S. Redford HOUSEWIVES
Wan to help people? Need extra money? Beverly Manor Convolescent Center, 24500 Meadowbrook Rd, Novi, now occepting apple claims for particular to the convolescent of the convo RECEPTIONIST st be neat. Able to do lighting and filling. Good policy of the control of the co

KEYPUNCH **OPERATOR** Afternoon shift Livonia crea um 1 vear experie

RN-I PN

Alternoons - Full or port time shifts. Midnight Aides full or cort time for innovative program at progressive J.C.A.H. occredited extended core facility. Too wages. Contact Mix. Too wages. Contact Mix. Pow. May 17-2000 for interview.

BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI

NURSES AIDES For Day Shift mouth 453-018 Equal Opportunity Employer

RN-LPNs

RIN-LPINS
Part Time
Apply in person
WEST TRAIL
NUSSING HOME
395 W. Ann Arbor Troit
Plymouth
DENTAL RECEPTIONIST
iested full time, dependable mave woman for busy dental effice,
read seed resime and potters to
61 830. Observer & Eccentific.
818. School-resil, Livning, at 41812.

NURSES AIDES experience necessory. We train. ALL SHIFTS. Apply

WEST TRAIL NURSING HOME 395 W. Ann Arbor Trail Plymouth

ENTAL Hygienist, part time em-syment in Farmington Hills area. 477-0208

NURSES AIDES
FULL OR PART TIME
ALL SHIFTS
ADDIT IN DETSON
RANKLIN MANOR
CONVALESCENT CENTER
352-7390

CHARGE NURSES
Day and Alternoon shifts. Apply in person 9 AM - 4 PM Mooday
Friday. Westland Convalescent Center, 36127 W. Warren. Westland
An Equal Opportunity Employer

RNs - LPNs

FAFF RELIEF PRIVATE DUTY HOUSE YOUR HOURS, DAYS. AREA EXCELLENT BENEFITS APPLY OR CALL

Medical Personnel

Pool

15900 W. 8 Mile 154-4290 50 KERCHEVAL 582-4640 ANN ARBOR 1006 CATHERINE 994-4200

FARMINGTON area. Registered Nurse, full time, part time for Allergist's office, no weekends, call-for appointment. 831-655

504 Help Wanted Office-Clerical Set forth below is a partial list of positions presently available through our agency. In most instances, our fees are paid by the company we represent.

SOOKKEEPING Secretary fo glomaurous Low firm. Ac-tounts payable and receiv-bble experience. Good typing needed for this bustling of-tice. Friendly atmosphere. Doen Solary, Good benefits.

PURCHASING Secretary for convenient Northwest loca-ion. Experience in purchasing needed for this busy voice po-ition. Start \$650, full ben-

RECEPTIONIST Secretary Moture person with the old school attitude, work 9 AM - 5 PM. Start \$540.

KEYPUNCH Operator for company willing to train person with light experience. Start \$475 or so, full benefits.

RECEPTIONIST Beauty Person with sporkling personalized personalized sporkling personality will love this position. Start \$433.
ACCURACY PESCONNEL BIRMINGHAM 642-3050 SOUTHFIELD 358-2010

504 Help Wanted Office-Clerical

#### EXECUTIVE SECRETARY

504 Help Wanted Office-Clerical

ADANAC

LAWYER

**ADANAC** 

525-0780

o. Corporaté staff PERSONNEL 17315 W. 10 Mile.Southfield 559-5666

arp gal age 20-24 ad skills, and who war ting job. Interesting v Southfield. Requiring st ad at 80 words. 559-7812

SECRETARY TO CONTROLLER TO CONTROLLER
Shorthand, statistical typin
and clerical skills. Know
edgeable with a need to cor
tribute and grow.
FOUR STAR CORP
1800 W. Maple, Tray
643-7300

LEGAL SEC'Y

THAINESS for accounting department of a large Suburban company. Must have a liking for large uses and be a high school fagiguate. No place to go but up \$300 at 200 at 200

MEET **PEOPLE** 

re you outgoing with a "gift of th?" Progressive suburban firm ants sharp receptionist type for eir front desk. Fast raises.

THE FREE AGENCY PERSONNEL

BIRMNGHM \$600 No Fee

ream job. If you'd like a position the lots of responsibility and ad incement, call us now. Super op virtunity to learn interesting per nnel work

S4-3210 8:30 - 8 pm CLERK TYPIST, \$500. Fee Paid Good typing with keen mind. Southfield. Call Mrs. Evans. Suburban Personnel. 677-9840

LIKE FIGURES?

Secretary

459-9520

EXECUTIVE SECRETARY, 5715 plus, Fee Paid Personable with good secretarial skills Prefer 30 plus, Farmington, Call Mrs. Evans, Suburban Personnel. 477-3840 Accounting

Clerk tarch company. Full ben-its. Call 352-3000. Choate hooate Personnel.

EXEC. SEC'Y EXEC. SEC\_Y Output Studies of the bockground and skills. Excellent benefits. Solary dependent on experience. Lois Roy Personnel 559-0560.

INSURANCE, 539 plus, Fer Paid Will train for rating, Some insurance experience required, Linnia, personnel 100 plus, Fer Paid Will train for rating, Some insurance experience required. Linnia, 100 plus 100

GENERAL OFFICE

Reception P.B.X.

MAIL CLERK, \$420, 4 Fee Paid. Prefer typing skill for advance-ment. Tel-12 area. Call Mrs. Evans Suburban Personnel.

504 Help Wanted Office-Clerical

GENERAL OFFICE ARIED duties with exceringe benefits. Call 557-2314.

5900 W. 10

**SECRETARY** ivernois Company needs top notch serson for top notch responsible po-ation. New Boss. Start up to \$650. 2all Weodie. **ACCURACY** 

GENERAL OFFICE retary for Sales Department shorthand Good typing and fig aptitude necessary. Salary **PERSONNEL** 

SECRETARY

tor targe Southfield Cr pany. Degree and 3 Years lated experience qualify y Salary 9 to \$12,000. Call details.

KEYPUNCH OPERATOR with I year experience for Day Shift. Solary \$475 to \$500 with good Fee arrangement. North Woodward Ave. Company.

**ADAMS** &

MARTIN PERSONNEL 920 E Maple BIRMINGHAM

646-5600

CLERK TYPIST

irm located on Northwesterr tear 12 Mile Rd has immediate opening for experiences ypist: also able to answe-hones. Excellent working con litions. Seeld resume detail ng work experience and sal

Keypunch Operator Immediate opening for KEYPUNCH OFERATOR with manufacturing firm in Red-ford Iwo Experience necessary on 029, 129, and 059 Uberal employee benefits, paid insurance. Call for appointment 10 to 5 PM.

FAST ACCURATE TYPIS
Must type more than 50 wpm
busy mail order company: 1
West 8 Mile
\$35-1755

BOOKKEEPER

SOUTHFIELD Service Company is looking for an Accounting Clerk, ex-perienced in billing and accounts receivable. Typing recurred Services

RECEPTIONIST. Secretary and Girl Priday for photography studio Experienced preferred. Livonia. 525-7575 cations. Call Mr. Boland , Controller. 425-3900

CLAIMS-EXAMINER LAIMS-EXAMINER p or individual hospita cal claims experience prod. Some typing nece Excellent benefit pro, good hours, and love rbon location. Sola Plymouth area. 453-2000

EXPERIENCED SECRETARY for 1 girl sales office. Good shorthand, typing, and general office skills required. Salary commensurate with experience. Tymhane Inc... 29512 Five Mile, Livotta. 427-8550 PROGRAMMER nimum 2 years Assemble I COBOL experience. Col e degree preferred. information leading to

Alexander Hamilton
LIFE INSURANCE CO
OF AMERICA
12 MILE & FARMINGTON RD.
FARMINGTON CLERK TYPIST

CLERK TYPIST
To perform general clerica
duties on a rotating shil
basis (doys and afternoons.
Must have good typing skill
and some office experience
Solony \$510 month. Excellen
finge benefits. City of form
ington Hills, 31555 11 Mile
Perf "Super Sleuth" Above average typis? Super interst exting job is waiting for discretperson. You'll handle confidential
files for too team of investigators.

BIS week to start. Call 559-7155 or
come to \$322 Southfield topen till
\$ pon \text{Personnet.}

504 Help Watted Office-Olatical

Accounting Clerk high school gradult to assist with variety of dutier, nour Account ing Dept. Fringe Jenefits. Expe-sence helpful but not required all Personnel.

Call Personnel.
476-71007 ext. 296
Diamond Auß lation Div.
11400 Haggerid, Farm.
An Equal Opportunity Employer

Compony
Oak Park From Clerk
Lots of figures and July lite typus
needed by beite bid inter Start 125
195 week top ad cement here
Call 542-3143 or co. to 2435 Wood
ward topen till \$ c. ) Personnel

STAFF

Company
Lake Area Typist
areful typist can start right away
i interesting job in media departent of well known firm. High
bool grad earns \$475-4500 month.

Company
Lite Shorthand? Heavy
\$\$\$?
Earn \$120-\$135\$ week from fantastic
Farmington boss. No experience
oeded, just cell \$1235\$ or come
\$1072\$ Grand River disterviews
till \$2 pm | Personnel.

**STAFF** 

CASHIER

at: NADONS Northland Center Permanent

**STAFF** 

Ompany
Oak Park Pleaser
Lors of variety and free transing
for bobby beginner whad the to
earn stoo week. Careful typing?
Woodward speek will 8 pain Forsonner.
BOCHESTER AREA Booktevere
for 2 girl office, experienced to paysone.
United the part of the careful pay
ables, call between \$5 for 85 pays
ables, call between \$5 for 85 pays
ables, call between \$5 for 85 pays

**STAFF** 

Secy Trainee

**STAFF** 

Keypunch Kwikie
Established suburban company
pays \$120 week for your keypunch
skills on early afternoon hours.
Gall 281-2111 or come to 2013
Plymouth (open till 8 pm) Personnel.

**STAFF** 

Company
West Suburban Typixi
Any experience? Careful typing
will start you on great job with public, contact, variety AND \$115\$170
week. Do yourself a favor ... call
\$21\$411 or come to 2021 \$Plymouth
topen till \$ pm ) Personnel.

**STAFF** 

Compani Dynamic Doer

Great beginning for energetic per-son with life typing and lots of smiles. Northwest suburban com-pany pays \$100-\$115 week. Call NOW... 478-1213 or come to 30732 Grand River. Southfield topen till 8 pm 1 Personnel.

**STAFF** 

Permanent

Compan

toecom **STAFF** 

de Multi-Media Org.

Neda we'y sha thrives so actoriment. Overally share to actoriment of the share to actoriment of the share to actoriment of the share to actorize the share to actorize the share to actorize the share to act of the share to act pany records. Like to cam \$150-115 week 2 but rul us a call at 251-2111 or come to 501 Plymouth interview till 8 sp. Personnel PART TIME, comp. Int secretary, take charge. Flexit bours to suit you Orchard Road (13 Mile area Call Seymour 851-832

DECY Iffdinee curate typing and sunny distince with the shorthand on terrific job. 5 month while you learn office performs. Call 478-123 or come 30752 Grand River sopen till ni Personnel.

EITY OF PLYMOUTH
Person with extensive bockground and knowledge in filing system and record retention for temporary emoloyment (9 months) under EEA
program. Apoly City. Man-

all Relaty Systems. 2 site two
POLICY IT PISTS
PREMAN'S RUND AMERICAN
Policy typists and dicaphone
operations. Energy reports
proportion of dicaphone
operations for recent and
distributed and
offer an excellent Iringa benelia program and pileasant
working conditions. Solary
commensurate with expertence. If qualitied pieces call
an exall Opportunity Employer
DETOMETRIC RECEPTIONIST.

An Equal Opportunity Employer
OPTOMETRIC RECEPTIONIST.
Experience not necessary. Part
time, now, full time later. Apoly
Toursday between 9 AM & 6 PM
Garden City. 427-3900 TYPISTS

504 Help Wanted Office-Clerical

FIGURE CLERK ligh math aptitude with lig rping. Call for interview. MICHIGAN LIFE MICHIGAN LIF NATIONAL CASUALTY 28333 Telegroph 355-5500

Ext. 215 Equal Opportunity Empli OFFICE help, full or part time, must type, Redford ares: 533-0776

Secretary - Trainer

Southfield. 332-7135
TELEPHONE WORK
No soliciting Mature intelligence
person over 19 Enroll our studential
and deal with our instructors over
the phone. Immediate permanent
poenings Hourly rate plus
incentive bonus, company paid
fringe benefits. Training pravided
1331 Telegraph, near 9 Mile

SECRETARY

879-9002

National service firm has an opening in their Accounting department Payroll preparation and bookkeping experience, required. Office located in northwest Detroit Send resume and full particulars to Accounting, 1960 W McKinchels, Detroit 6232 SECRETARY-RECEPTIONIST
No shorthand needed for this small friendly firm Just majurity? Pleasant smile and good typing? NEED AS SOON AS POSSIBLE 3540 Card.

SNELLING & SNELLING
ACCOUNTING CLERK
Sational service firm has an open
g in their accounting department
should be should be should be should be
should be should be should be
should be should be
should be should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
should be
sh

LEGAL SECRETARY. Southfield office, shorthand required, salary commensurate with ability. Con-lact Mr. Fealk. 559-525. ADVANCE IN INSURANCE

Working 'know how' of rating and issuing of Homeowners gets you fine company. No shorthand FREE' Call Pat Xell S88-5400 SNELLING & SNELLING, INC

TAKE CHARGE TYPE?

SECRETARY, shorthand and typ-ing required Contact Miss Fenton. INLAND - RYERSON, 2111 Conc Center Dr. Southfield 353-3135

As Equal Department Employer

And Regular Department Employer

And Regular Department of the Conference of the Conferenc craft Rd., Livorua, Michigan 48150.

RECEPTIONIST - Secretary, typ-ing , dictaphone, shorthand belgful, some experience necessary. Good telephone manner and voice. 10 Mile. Telegraph area. Park West Galleries. 354-2313

College Grad
Will start at \$10,000-112,000; rewarding career in the field of Public Relations is waiting for outgoing person with ability to communicate.
Unlimited advancement available with this suborban organization Please call \$3,97755 for nearest interview, topen till \$ pm! Persone! PERMANENT STAFF CO

DENTAL CLAIMS Processor, no typing, dental experience, min-imum \$110 week, Towne Personnel West 774-7750

**STAFF** 

STAT. TYPIST for Tray according firm. Experienced powill make \$600 to \$700, benefits. Fee Paid. Permanent

PUBLIC RELATIONS ASSISTANT for large Southfield Com-

MATH MAJOR for Trainer sition in Southfield. Ligh perience. Salary 9 \$10,000.

Northland area, experience and good skills required. \$700. Fee poid. Lois Ray Personnel 559-0560

W. 10 MILE \$550 No Fee

ASSISTNT

THE FREE AGENCY

**FARMNGTN** \$400 No Fee

THE FREE AGENCY

typing and sho Pleasant offic outh area. Call

559-8040

ne typing required for this ellent position. Operate tehboard For a bright fu-call 352-3000. Choate & ate Personnel.

504 Help Wanted Office-Clerical

Plymouth 453-1620

Career Oriented

CASHIER GENERAL OFF art Time, Daily bookkee apply in person, Willow Tree Woodward. ASSISTANT

BOOKKEEPER Must be experienced in payro sank reconciliation. Salary lable. Call Mrs. Gallacher. MAYFLOWER HOTEL

STAFF

SWITCHBOARD OPERATOR
Auto dealer needs experience
PBX or console operator

SIASTO Company
Typist Gines South, eld
spite security led south of the company led south of the

Company Jr. Secy Jr. Secy High school grad? Looking for a 50 with variety and good future? sping will start you in Neet sub-tros office Earn 130 month first size in 30 days. Call 264:711 or ome to 3731 Flymouth topen till 8 m) Personnel

pm) Personnel

ACCOUNTING OPPORTUNITIES
Growing division of major automotive supplier seeks two individuals:
COST ESTIMATOR: Industrial manseparal activates. It is minimum. 7 COST ESTIMATOR Industrial management graduate with minimum 1 years industrial superience in Contingential profine or cost accounting principal profine or cost accounting principal profine or cost accounting principal principal

STAFF

Company
BKKPR 1/ainee

Dutstanding West suburban manufacturer will train person with Refeivable experience and lite accurate typing to take charge of comany records. Like no earn \$160ills week 2015 typicus a call of Compan

The state of the s

oking for an Accounting Clerk, ex-rienced in billing and accounts ceivable. Typing required. Sal-y open depending on background, you qualify, call Liz, 358-3852, ext. 312

PRISTS
Passions open to typist who would like to tran to become word presenting operators. Nevest equipment Must type to wpen. No thortone word contact Long Langer C. P. 1. A. 1916 GREEN, 100.00 ANN ARBORD, 11 4100 AND ARBORD,

KEYPUN CH

C P 1 A

1968 GREEN ROAD

ANN ARBOR, 4L 48105
768-4511 ext. 281
An Equal Opportunity Employer

BOOKKEEPER. Southfield law firm, responsible for accounts payable. receivable, payroll, post-one records and monthly billing. Experienced, must type, accellent benefits. Judy: 338-3500

**STAFF** 

BOOKNEEPING ASSISTANT Division of national firm in Wavn area seeking an individual for: small office staff with experience in bookkeeping Emphasis on pay-able, payroll and billing. Data proc essing experience helpful. Fring penefits Call Ed van Poolen

TYPIST TYPIST
Includes typing of invoices
qualations and correspondence. Must have good spellling and grammar. Job also inducts general office activity
tivansia area. Call

ALL AROUND individual for tooling industry office. Must have basic knowledge of Accounts Receivable and Payable. Time keeping, Biling 4 inventory Control General office and some Purchasing Excellent booking. An Equal Diportunity. TYPIST RECEPTIONIST
Fast moving west suburban
agency needs sharp enthusiasi
fast starter. Must type 70WPM a

353-6500 SNELLING & SNELLING