

The
Observer & Eccentric
Newspapers

504 Help Wante
Office-Cleric

SECRETARIAL POS
Southfield Law firm.
good typing & dictaphone

SWITCHBOARD OPERATOR
To work on new Dimension System. Extensive switchboard preferred. Chemical Industries, Inc., Kansas.
An Equal Opportunity

LEGAL TRA
Suburban Legal firm wi
typist to handle client

PERMANENT
522-421

Beautiful Suburban office
ing for experienced
operator \$650 Plus full
PERMANENT
522-421

EXECUTIVE - Assistant president of Southfield, Ing. shorthand and fig. required. \$10,000 to paid

PERSONNEL - Sec
suburban firm, excell
shorthand. \$750. fee pai

DRAFTING - position
background, high scho
courses in mechanic
Some work experien

**LOIS RA
PERSONN
559-05**

an experienced typist
the variety our busi-
offer Duties include
as well as customer
filing, telephone
required Excellent
Age no barrier Phon

SECRETA
Full-time position with
builder-developer
preferred but not nec-
essary. Must be able to
type and use machine.

KEYPUNCH-KEY T
Schoolcraft - Midd
Minimum 6 months ex
& part time, days,
weekends. Call betw

SECY-GENERAL
Must be good typist,
career, after training
capable person. App.
5:30 PM, 12821 Capital

LEGAL Secretary needed. Pleasant Redford law firm. pleasant preferred.

TYPIS
Excellent opportunity
perienced typist on IB
Must type minimum 5

Alexander Ha
Life Insurance

INSURANCE
Experienced. Full time.

EXECUTIVE Secreta
sonal beauty produ

NO EXPERIENCE
People needed to work in our Southfield office
Mon - Thurs 10
mornings \$2.50 per h
to start. For more in

LEGAL - Secretary
Tax Attorneys No sh
stat typing. Nice com
location offers full be
pay \$650 to \$850, dep
experience Fee paid
SECRETARY to u

LEGAL - Secretary
ham firm. Shorthand
necessary. Comm.

GENERAL - office po
Birmingham compa
filing, phones Salari
benefits and fee paid
BEGINNER - in acc

department for Sou
pany, will train applic
60 Start at \$600 with
and fee paid

**ADAM
&**

MART
PERSON
920 E. Maple Bldg.
646-56

CLERK/TYPIST, no
necessary for this
Southfield. Must be
SSWPM. Attractive w
tions and fully paid
after 9PM 5

Excellent career
for right person.

Typing a must, preferred. Nationally expanding company in northwest relocating to Farmington, March 1st.

Health & Life Insurance
Paid Vacation
Great Fringe
Call Sharon for Appointment
354-09

SECRETARIES to
 See Paid. We have
 secretarial positions if
 your typing is good.
 don't have shorthand.
 We may have that job

**TOWN & COUNTY
EMPLOYMENT**
474-1711

LIVONIA FIRM nee-
riesed full time S
executive secretari

phases of office work.
with figures, ability
public, pleasant work
excellent fringe bene
person at 12350 M
Livonia, between 9

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