504 Help Wanted Office-Clerical

Livonia
Dr's Office
$525/Mo.

Typing necessary. People oriented person will love this great receptionist position for busy group of medicos. You will answer phones, make appointments and keep the place running smoothly. PER MANENT STAFF Personnel

388-8900

SMALL LOCAL Manufacturer wishes to hire mature woman for payroll, personnel and clerical work. Some typing and being Right Hand Man. Observer & Eccentric Newspapers 3625 Schoolcraft Livonia Michigan

CLERICAL

Age 25 or more, must be good with numbers to perform Record Keeping for Restaurant operation located in Northville and Redford area. Must have good attitude and be reliable. Call for an appointment

Apply In Person
12366 BEECH DALY
Redford Mich

TELLERS

EXPERIENCED

NATIONAL BANK OF SOUTHFIELD

968-2220

Dial-A-Job

MANPOWER

538-3130

TYPIST

FREE
FROM
KELLY GIRL

SOUTHFIELD

The Scott Group

KELLY GIRL

The Scott Group

SECRETARY

Sing & Sing

BOOKKEEPER

RECEPTIONIST

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK Experienced desired. 3 hours daily. Ideal part time position for right person. Garden Food Company 12300 Merriman Livonia. Call Tom

FRONT DESK RECEPTIONIST Full time. Someone who is accurate typist with good shorthand and or speedwriting skills. Pleasant phone personality a plus. Call Bobbie at

VACATION CLERK TYPIST Filing, record keeping, purchasing and general office work. Pleasant Birmingham office. Good pay and fringes. All replies held in strict confidence. Write Box 996 Observer & Eccentric Newspapers 3625 Schoolcraft Livonia Michigan

EXECUTIVE SECRETARY for advertising agency. Must be excellent typist. Take shorthand. Send resume & salary requirements to Box Baker Inc 33 W Maple Birmingham

GENERAL OFFICE

Doing Light Typing, Light Bookkeeping, Answering Phone. Ask for Connie

Apply In Person
1366 BEECH DALY
Redford Mich

TELLERS

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MANPOWER

538-3130

BOOKKEEPER RECEPTIONIST

SALES SECRETARY

261-9400

SECRETARY

Contact
313-559-6363
Stewart Warner Corp

KELLY GIRL

The Scott Group

SECRETARY

Sing & Sing

BOOKKEEPER

RECEPTIONIST

504 Help Wanted Office-Clerical

OFFICE SPECIALIST

FEE PAID Busy group of automotive representatives offers executive benefits for your secretarial talents 8650 plus Call Debbie Rose today

569-0400
Snelling & Snelling
PERSONNEL

TYPISTS PART-TIME Typists needed. Flexible hours days or evenings Monday through Sat. Salary $2.50 per hour. For interview appointment in our Southfield Office please call Karen

KEYPUNCH OPERATOR Full time Southfield area

ACC'TS. PAYABLE & PAYROLL

ContraCor needs assistant for National Jewelry Firm. Ask for Controller

Apply In Person
12366 BEECH DALY
Redford Mich

LEGAL SECRETARY part time new working area in Birmingham. Prior experience desirable. Call for interview

INSURANCE

Southfield agency needs mature individual with background in personal commercial lines. Engagement with Sales commensurate with experience

Sing & Sing

LEGAL SECRETARY experienced for Southfield office. Must commit minimum six months

Accounting Clerk

349-5000

Keypunch Operator

349-5000

SALES SECRETARY

261-9400

SECRETARY

Contact
313-559-6363
Stewart Warner Corp

TYPIST

PERMANENT POSITION open for Legal Secretary. Good office. Must required. Must be reliable able to follow instructions and assume responsibilities. Others need not apply. 35 to 40 hours per week starting at minimum $3.50 per hour. Call

LADIES

HUSBAND OUT OF WORK? NEED EXTRA MONEY?

IMMEDIATE OPENINGS DAY, WEEK, OR LONGER

FOR
Secretaries
Stenos
Typists
Accts. Clerks
Genl. Office Skills
Call
967-0336 &
Ask for office nearest you

FOR YOUR CONVENIENCE
Temporary Locations Now Available
OAK PARK LIVONIA
TROY MT. CLEMENS
DEARBORN WYANDOTTE
DETROIT

Witt Services

BOOKKEEPING/ ACCOUNTING

EXPERIENCE NECESSARY for this full time position in Birmingham area. Must have the initiative to work with minimum supervision. Will be responsible for monitoring and control functions, as well as some typing of reports and light filing. Must have pleasant telephone manner

504 Help Wanted Office-Clerical

LEGAL Secretary EXPERIENCED. Must be excellent shorthand required. Excellent starting salary. Convenient location Telegraph Rd at 8 Way Southfield

STENOS
TYPISTS
KEYPUNCHERS

If you have past experience Working in an office, use your spare time and skills to make money. Temporary and full time assignments are available in your area. Apply in person or call for an appointment today

Interviewing Daily 9 AM-5 PM
See Maryann Burns
26040 5 Mile at Beech Daily
Or Jean Sebelius
28250 Ryan Rd at 12 Mile

MANPOWER
Temporary Services

965-7000

An Equal Opportunity Employer

GIRL FRIDAY

One Girl office Work for Manufacturer's Representative in Troy. Experienced. Send resume to Box 984 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

TEMPORARY OR PERMANENT WE NEED IMMEDIATELY

Senior Sr Typists 50 wpm Data phone typists Accounting Clerks PBX Operators Legal Secretaries Insurance Underwriters Rates Adders Policy Typists Claims and Workmens Comp.

MICHIGAN INSURANCE PERSONNEL SERVICES INC

TEMPORARY PERMANENT

PROPERTY MANAGER for large building and property management company. Minimum 3 years experience. Call 477-8778 Evgs.

506 Help Wanted Sales

PART TIME SALESPERSON to demonstrate women's Boutique. Experience only. Birmingham area

Norwood

BOOKKEEPER

$12-15000

SALES CAREER

ROSS

535-5400

TYPIST

Sales Personnel

HUDSON'S

WOMEN

Mature individuals wanted to run own business full or part time. Unlimited earnings, exercise needs and wants. Long established firm in Troy area. 1300 Bonuses and profit sharing to top producers. Contact Mr. Robert at

LADD'S INC. REALTORS
Troy 689-3600

$25/$30,000 Per Yr.
LET ME TELL YOU IN A CONFIDENTIAL MESSAGE HOW A $1,000,000 PRODUCER CAN EARN THIS MUCH INCOME FOR HIMSELF AS AN INDEPENDENT CONTRACTOR ASSOCIATED WITH MARK REALTY FOR MORE INFORMATION PLEASE CALL DICK BONNEVILLE 261-0990

BE A PROFESSIONAL

Integrity
Realtors

CONTENTED??

Have you ever considered a career with UNLIMITED INCOME? Real Estate is something everyone needs and wants. Long established firm in Troy offers 1300 Bonuses and profit sharing to top producers. Contact Mr. Robert at

LADD'S INC. REALTORS
Troy 689-3600

506 Help Wanted Sales

SALESPERSON

FULL or part time. Experienced in selling Men's clothing. Beneficial Brody's 13745 W 9 Mile Oak Park 541-3773

NEW HOME SALESPERSON

Opportunity for new home sales person to sell quality homes in Bloomfield Hills. The person we want is aggressive and has a proven sales background. We have an opening on our sales staff. Interested and qualified individuals are invited to call for a personal interview

Mr. R. Jamieson
ROBERTSON BROS. COMPANY
626-2500

IMMEDIATE OPENING for man to sell all products of The Singer Company and to handle the ordering and all paper work in connection with approx. thirty(30) Salary plus commission. All benefits. Apply at The Singer Company. Tel. 12 Mile or call for appointment

REAL ESTATE TRAINING
YOU MAKE EASY

New Modern Real Estate Training center. Teaches License Prep and Marketing. Professional Training at extremely low cost. Join an aggressive, well recognized firm. Need to make money and be successful call Mac R. Mac Farlane, Earl Keim West 322-2221

WANTED IMMEDIATELY
Mature bookkeeper experienced in Accounts Receivable

WE WANT YOU, IF!

You enjoy helping people. Have definite need for money. Have at least 25 hours to devote per week. Can work nights, evenings, weekends & holidays. Are willing to employee trained through formal instruction approved time schedule

CENTURY 21
Lilly & Assoc. Inc
642-2220

OPPORTUNITY

Real Estate Sales

Great for working full time part time. Excellent training. Well known dynamic company. We are a leader in the business. Not a typical real estate office. We are a leader in the business. Not a typical real estate office. We are a leader in the business. Not a typical real estate office