504 Help Wanted Office-Clerical

SECRETARY BID
For purchasing department of growing hospital. Type 55. Full benefits with cost of living and dental plans. 335-2300
SHARROW & ASSOCIATES PERSONNEL AGENCY

HOSPITAL RECEPTIONIST $3.25
Hospital in Farmington patient contact. Light typing. Full time. Weekdays. Good benefits. Call Mrs. Hyde 553-7872
SHARROW & ASSOCIATES PERSONNEL AGENCY

BOOKKEEPER $6.00
Suburban law firm needs girl with good typing and some calculator or receiving experience. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

BOOKKEEPER $6.00
Prestigious renovation center and salons need bookkeeper with experience. Very light typing. Good benefits. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

RECEPTIONIST $5.00
Your future starts here and your future starts with a call to Ann 473-5300
Sue Hill & Sons Inc. Agency

RECEPTIONIST NEEDED
Pleasant renovation center and salons need receptionist. Light typing. Good benefits. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

RECEPTIONIST
Medical office & agency have good job open. Pleasant clerical. Ability to work in people type. Many company benefits. Call
LOIS RAY PERSONNEL 553-2337

Payroll or receivables clerk, data statistics and sales. Use typing, phone, calculator. Full time. Excellent benefits. Call
LOIS RAY PERSONNEL 553-2337

CLERK TYPIST
Full time, 40 hrs. 8 AM-5 PM. Monday thru Friday. 9 AM-1 PM. Bi-weekly payroll. Call
LOIS RAY PERSONNEL 553-2337

LEGAL STENOGRAPHER part time statements and taxes. Use typing, phone, calculator. Full time. Excellent benefits. Call
LOIS RAY PERSONNEL 553-2337

Experienced receptionist. Light typing. Good job. Pleasant clerical. Ability to work in people type. Many company benefits. Call
LOIS RAY PERSONNEL 553-2337

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Medical office & agency have good job open. Pleasant clerical. Ability to work in people type. Many company benefits. Call
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LOIS RAY PERSONNEL 553-2337

PREFERENCE PERSONNEL 362-3420

SECRETARY-RECEPTIONIST $720
Nationwide advertising firm in downtown area. Light typing. Pleasant telephone duties. Fringe benefits. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

SECRETARY
Shorthand & machine dictation. Good typing. Pleasant surroundings. Large Southfield area firm. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

RECEPTIONIST Free & paid time. Pleasant clerical work. Light typing. Telephone. Many company benefits. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

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Sue Hill & Sons Inc. Agency

ADAMS & MARTIN PERSONNEL
646-5600

PHONE ANALYSTS $6.00
Good typing, pleasant phone voice and a good attitude are all you need to qualify for this job. Full time employee benefits. Call Linda 473-2300
Sue Hill & Sons Inc. Agency

OPPORTUNITY FOR $6.00
Beautiful Southfield location. Light typing. Pleasant phone voice and a good attitude are all you need to qualify for this job. Many company benefits. Call Linda 473-2300
Sue Hill & Sons Inc. Agency

RECEPTIONIST Bad Sports? Is perfection lacking? Fine applicants needed immediately. Free parking. Call Ann 473-5300

ADMINISTRATIVE ASSISTANT
Responsibilities include communication with all departments, processing all incoming mail, preparation of reports and good communication skills needed. Liaison with data processing and some typing required. Top opportunity with an expanding company. Salary to $11,000 per year. Fee paid.
ALLEN-DAVID PERSONNEL
Quakertown Plaza 32900 Harrison Farmington Hills 478-2300

INSIDE SALES Shorthand, typing, calm, cool, collected. Pleasant voice. Telephone experience necessary. Salary commensurate. Fringe benefits. Fee paid. Call Mr. Fleisher at Mel Martin
477-6200

TYPIST SECRETARY Shorthand 3 days a week. Pleasant Northwestern area. Salary $600 month. 642-2463

RECEPTIONIST
Attractive office. Light typing. 1 year experience and speed dictation or typing. Call Mr. Rothbart 473-2300
Sue Hill & Sons Inc. Agency

GENERAL OFFICE
Entry level salary for person with good typing and light shorthand. Minimum 3 years office experience. Knowledge of Figure agriculture helpful. Top line company. Good central suburban location. Excellent benefits. Salary to $800 free paid.
ALLEN-DAVID PERSONNEL
Quakertown Plaza 32900 Harrison Farmington Hills 478-2300

CREDIT CLERK $600
Light typing, sharp math aptitude and good personality required. Join this team of winners. Call Ann 473-5300
Sue Hill & Sons Inc. Agency

504 Help Wanted Office-Clerical

RECEPTIONIST
Answer phone, typing. Accuracy more than speed. Congenial office with benefits. Income area. Made to place to. Box 68 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GENERAL OFFICE
This spot starts with the New Year! $500 - $50 for good typist with figure aptitude. Willing to learn? Call 342-6000
Your New Boss Pays Our Fee
HARRIET SOHGE PERSONNEL

FOR SUBSTITUTED EAR Form or part time. Hours and days are negotiable. Shorthand preferred but not necessary. 569-0868

SALES OFFICE
Experienced typist. $600 PM. required. Orders. Correspondence. Light. Sales communication with experienced & ability. Tel Trelka Mr. Materan 352-3711
An Equal Opportunity Employer

SECRETARY
Challenging, some shorthand and excellent aptitude. Work for one of Detroit's finest office of realtors. Full time. Excellent benefits. $600 Fee Paid
LOIS RAY PERSONNEL 553-2337

CLERK TYPIST
Part time, 20 - 40 hours. 8 AM - 5 PM. Monday thru Friday. 8 AM - 11 PM. Bi-weekly payroll. Call
LOIS RAY PERSONNEL 553-2337

LEGAL STENOGRAPHER part time statements and taxes. Use typing, phone, calculator. Full time. Excellent benefits. Call
LOIS RAY PERSONNEL 553-2337

SECRETARY for VP and attorney. Law department experience preferred. Shorthand 100 WPM. typing 50 WPM. Have good telephone and resume. Call Mrs. Bazz 642-8866 Wayne Mr. Ann Mrs. Bazz

SECRETARY For advertising company. Shorthand helpful. 60 WPM typing. Attractive Farmington area office. Call Mrs. Hyde 553-7872

TELEPHONE TYPIST national sales office in Farmington. Correspondence required. Typing and telephone. Excellent benefits. 553-2000

MEDICAL BILLER for Southfield type health care insurance forms and general office duties. Salary $225 weekly.
ACCURACY PERSONNEL
Wayne Hills Center
Special Attention
BIRMINGHAM 642-2050
SOUTHFIELD 358-2220

SECRETARY WANTED Law firm in Southfield. Average typing. Good benefits. Call Mrs. Ann Mr. Gerald. Bailey Bailey 559-1000

RECEPTIONIST For Birmingham insurance firm. Typing and telephone. Pleasant surroundings. Call Mr. Bailey at Bailey 642-7300

TYPING & FILING part time or full time afternoons in South Lyon area. 437-6779

SUBURBAN OPPORTUNITIES
OR SECRETARY $620 Fee Paid. Good skills with light shorthand. Opportunity for advancement.
ACCOUNTS PAYABLE $500 plus Fee Paid. Advertising agency needs knowledge of payable procedures. Exceptional benefits.
ACCOUNTING CLERK to $850 Fee Paid. Associate degree in accounting. Excellent opportunity for recent graduate. Top benefits.
SHORTHAND $600 + Fee Paid. Accentuated 6 months. EDP and billing machine required. Bright area.
Call Ann 477-2842
SUBURBAN PERSONNEL

SECRETARY TYPIST with Skills. Interesting experience. Advancing company in Southfield. Good typing and telephone manner. Call Mr. Tillmann Call 352-1442

TYPIST 30 WPM. Recent high school graduate. Shorthand 3 months. Southfield. Benefits. Bonus. Call 352-4229

NEW OPPORTUNITIES
We need these people. File clerks. Typists. Bookkeepers. Figure clerks. Billing clerks and Receptionists. Call Sherman Professional Personnel 557-1000

SECRETARY TYPIST for Beach area CPA. Some bookkeeping and phones. 358-0651

PART TIME Office work. Mon. or Tues. 3 days a week. Must be able to work 4 hours a day. Call for interview 353-3230

RECEPTIONIST
Must be people and typing. Suburban sales office. Company will pay your services fee for the right girl. $600 month and excellent benefits. Call Barbara Good
THE PERSONNEL DEPARTMENT

BOOKKEEPER Through General Ledger and Preparation of Trial Balance. Statement. Call Ann
KING REALTY 347-8000

PART TIME Secretary. 12:30 - 5:30 PM. Mon. thru Fri. Knowledge of typing and shorthand helpful. Call Mr. Fleisher area Ann Mr. Ken
559-1000

TYPIST Assistant to Bookkeeper for Southfield law firm. Good opportunity for responsible person. Call Barb 559-1000

SOUTHFIELD SECRETARY
No shorthand. Good typing. Some figure ability. $500 Zelda 356-4700
RAY TURNER PERSONNEL 101
18180 W 10 Mile Rd
SOUTHFIELD

504 Help Wanted Office-Clerical

VARETY SPOT
Busy office needs friendly multi-talented person for a variety of duties here. Good pay. Hurry call Ann Miller
588-5400
Snelling & Snelling PERSONNEL

CAL FRIDAY for young growing company must be career minded and experienced in all phases of office procedures including familiarity with union contracts. Must be thick skinned have a sense of humor and willing to work long hours. Must be priority minded and able to leap from tall buildings. Dental benefits. Evening in Oakland. Call after 11 AM 886-3960

MATURE PERSON aptitude for figures. 8AM-5PM daily. 8AM-12 Noon Saturday. Send resume to Box 68 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GENERAL OFFICE
To staff present and future vacancies in General, Typing and Stenographic positions. Typists must be able to type 55 wpm and Stenographer should take short hand at 80 wpm. We offer a competitive salary and fully paid benefits with attractive working conditions in Southfield. Call after 9 AM Tel. 354-3220
Equal Opportunity Employer M F

MATURE LADY to be trained for quality control with frames and oil paintings. 8 Mile - Merriman area. Call 255-7866

RECEPTIONIST and clerk for retail sales in a bakery. Must be mature lady and well groomed. Mr. Morrison area Call 557-3300

TELEPHONE SOLICITORS
Work from your home. Top all business in local area. Call between 6-8 PM 559-1254

SWITCHBOARD Sales and Marketing firm taking applications for full time receptionist position. 354-1610

ORDER PROCESSOR
Experienced afternoons only. Must type. Light typing. Figure aptitude essential. Southfield Area
353-4229

EXECUTIVE SECRETARY
Wayne area 3 years secretarial experience, shorthand 100 WPM typing 70 WPM. Phone and resume. Call Mrs. Bazz Wayne Mr. Ann Mrs. Bazz

File Clerk Troy $500/Mo.

No experience necessary but excellent and interesting position for the famous Troy employer. You will start at living wage with no time at typing necessary. Good math aptitude important for advancement. PERMANENT STAFF Personnel

388-8900

MEDICAL BILLER for Southfield type health care insurance forms and general office duties. Salary $225 weekly.
ACCURACY PERSONNEL
Wayne Hills Center
Special Attention
BIRMINGHAM 642-2050
SOUTHFIELD 358-2220

SECRETARY WANTED Law firm in Southfield. Average typing. Good benefits. Call Mrs. Ann Mr. Gerald. Bailey Bailey 559-1000

RECEPTIONIST For Birmingham insurance firm. Typing and telephone. Pleasant surroundings. Call Mr. Bailey at Bailey 642-7300

TYPING & FILING part time or full time afternoons in South Lyon area. 437-6779

Birmingham Beauty $550/Mo.

Just an office typing and real desire to do a good job are all important qualifications here. Love a Birmingham surroundings will make working a pleasure. Not since a must actor there is some public contact. PERMANENT STAFF Personnel

388-8900

JUNIOR SECRETARY Secretary wanted for Data Processing company in Southfield. Good typing and math required. Light shorthand. 358-1822

SOUTHFIELD SUBSTITUTES Experienced typist 50 WPM required. Orders, orders and correspondence. Good phone manner. Call after 559-0419

SECRETARY TYPIST for Beach area CPA. Some bookkeeping and phones. 358-0651

PART TIME Office work. Mon. or Tues. 3 days a week. Must be able to work 4 hours a day. Call for interview 353-3230

RECEPTIONIST
Must be people and typing. Suburban sales office. Company will pay your services fee for the right girl. $600 month and excellent benefits. Call Barbara Good
THE PERSONNEL DEPARTMENT

BOOKKEEPER Through General Ledger and Preparation of Trial Balance. Statement. Call Ann
KING REALTY 347-8000

PART TIME Secretary. 12:30 - 5:30 PM. Mon. thru Fri. Knowledge of typing and shorthand helpful. Call Mr. Fleisher area Ann Mr. Ken
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No shorthand. Good typing. Some figure ability. $500 Zelda 356-4700
RAY TURNER PERSONNEL 101
18180 W 10 Mile Rd
SOUTHFIELD

504 Help Wanted Office-Clerical

Airport Sec'y. $1000Fee Paid

A truly executive position working for space age firm president and vice president. Phenomenal starting salary and out of site benefits. Small secretary job with excellent skills and flair. Besides the administrative duties you will also act as liaison for companies many worldwide visiting clients. PERMANENT STAFF Personnel

388-8900

SECRETARY for Film Company. Shorthand typing and clerical skills. For interview Call 874-8778

CLAIMS DEPARTMENT casualty insurance company has need of someone with typing ability. Experience helpful but not necessary. Very area. Send resume to Box 682 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Personnel Trainee Royal Oak

Top suburban employment agency will train outgoing people when and person with some career goals. Interviewing skills are essential but not necessary. Excellent starting salary and rapid advancement. Call Ms. Martel 542-3424

ASSISTANT to program coordinator of Birmingham exercise complex. Internal and external in marketing public relations or related field desired. Must type. Volume preferred 644-0900

GIRL Immediately for small office in Troy. Light clerical duties and typing. Good benefits. Call after 5 PM 362-3420

EXECUTIVE SECRETARY for Aluminum Birmingham. Manufacturers Rep. Agency. Good general skills and typing requirements to 50 wpm. Call 646-3226 Birmingham area

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
with some secretarial responsibilities. Excellent math aptitude necessary or bookkeeping background. Call Mr. Ken Mr. Ann 559-1000 PM with accuracy being more important. Excellent benefits. Blue Cross Blue Shield Major Medical. Life Insurance. Profit Sharing. Lunch and conversation room. Call more Southfield Area For appointment call 353-1209

LADIES
"NEED EXTRA MONEY"
IMMEDIATE TEMP OPENINGS
DAY WEEK OR LONGER
FOR
Secretaries
Stenos
Typists
Acctg. Clerks
Gnrl Office Skills
Call
967-0336 &
Ask for office nearest you
FOR YOUR CONVENIENCE
Interviewing Offices
OAK PARK LIVONIA
TROY MT. CLEMENS
DEARBORN WYANDOTTE
DETROIT
Witt Services
LEGAL
Secretaries
Are you looking for a challenging environment and opportunity? Are you looking for a challenging environment and opportunity? Are you looking for a challenging environment and opportunity?