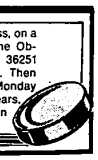
WIN 2 HOCKEY TICKETS

SEE THE RED WINGS

AT OLYMPIA STADIUM

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.



504 Help Wanted Office-Clerical

SWITCHBOARD-RECEPTIONIST for Detroit law office, experienced in Dimension Console. Pleasant environment in our own building across from Renaissance Center. Call Pat Patterson, 963-5180

OFFICE CLERK
7-3:30 PM, Weekends & Holidays, part-time. Hospital experience desired. Contact Mrs. Thompson, 8-4:30 PM
Redford Community Hospital
531-4200 Ext. 47

RECEPTIONIST TO $800
FEE PAID. Like people? Friendly boss needs your good Secretarial skills and outgoing personality to help run his busy office!
EXCEPTIONAL JOB!!
FEE PAID. Enjoy lots of variety and very friendly atmosphere too! Good Secretarial skills a must.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

CLERK/TYPIST PHARMACY
Day position available. WEEKENDS & EVERY OTHER HOLIDAY ONLY. For an individual who can type 45 WPM. Some clerical experience helpful.
Contact: Personnel Office.
BOTSFORD
GENERAL HOSPITAL
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

FULL time secretary. Typing, telephone & routine office duties. Good benefits. Call 8:30 A. M. to 4:30 P. M. 722-3063

BOOKKEEPER
N. WOODWARD COMPANY needs General Ledger Bookkeeper with 3 years experience. Call 544-2325

PART-TIME CLERICAL
Needed Evenings & Weekends
Paid Holidays & Vacations
Apply At:
Wicker Furniture
29633 W. 7 Mile
Livonia, Michigan 48152
An Equal Opportunity Employer

Keydisc/Keypunch
Experienced operators and bright trainees accepted for top pay, immediate openings for all shifts. Excellent benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

CLERK TYPIST
Must type accurately 60 WPM. Be exact with figures and 10 key calculator. Previous experience NECESSARY. Salary and company benefits. Call for appointment:
522-7774
An Equal Opportunity Employer

SECRETARY
Full time opening is available for an experienced individual who can type 60 WPM, with dictaphone experience. Shorthand helpful. Excellent salary and fringe benefits. Contact: Personnel Office.
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

ALL AROUND GIRL. Must know typing, shorthand, some figure aptitude, telephone experience & various office functions for general contractor & property management firm. Call Mr. Weisberg. 557-9620

RECEPTIONIST needed for real estate company in Southfield. Light office work. Call Mr. Blask at: 353-2337

SECRETARY for Insurance office. Typing and general office skills. Shorthand helpful. Excellent salary. Call Mr. Accardo at: 353-0770

SECRETARY
Opening at our corporate office for a Secretary with exceptional skills. Will report to vice president of large department. Must have excellent typing and shorthand skills, good math aptitude and ability to maintain confidentality. Salary commensurate with experience and qualifications. Complete benefit package. If qualified call:
Linda White, Personnel Ass't
HYGRADE FOOD PRODUCTS
355-1100, Ext. 314
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CLERK TYPIST I
Minimum of 1 year experience. Typing 50-55 WPM. Must enjoy public contact. Salary $7,327 to $8,006, excellent benefits. Applicants must be Farmington Hills residents, unemployed for 30 days or underemployed. Call: Personnel Office for appointment. City of Farmington Hills
474-4111

RECEPTIONIST. Full time. Some nights & weekends. Good typing skills. Bookkeeping experience helpful. Call Mrs. Kowalski: 651-5200

SECRETARY - BOOKKEEPER, part time with excellent opportunity, flexable hours. Southfield area. 532-6372

FILE CLERK
RECEPTIONIST
Southfield law firm needs experienced File Clerk and an experienced Receptionist immediately. Must have own car. Monday thru Friday, 9 AM - 5:30 PM.
559-8600

SOUTHFIELD law firm is desirous of establishing a list of people who desire to work occasionally on a part time basis who would be available on short notice in the following catagories; legal secretaries, typists, messengers, process office. Hours are from 9-5 with pleasant atmosphere and working conditions. Pay commensurate with experience, if interested call Barbara 355-3600

RECEPTIONIST WANTED
Midnight shift, will be working with the public, will train. Royal Oak.
542-0025

MANPOWER
Typist
General Office
Keypunch
Steno
Marketing Demo's
These positions available immediately, long & short term assignments. No fees. Call for interview.
682-7700

TYPIST
Large commercial realty firm in Southfield needs top caliber typist for contracts and correspondence, 6 girl office. Duties include other secretarial responsibilities. Paid Blue Cross & vacations. Salary commensurate with experience and references.
Send Resume to
(No telephone calls please)
William Levitt
CARL ROSMAN & CO.
717 Travelers Tower
26555 Evergreen Rd.
Southfield, Michigan 48076

TYPING, General office. Looking for accurate typist, 50 wpm with transcription experience. No shorthand necessary. Aptitude for basic Math required. Opportunity to learn computer operation. Campbell Services, 31700 Northwestern Hwy., Suite 1070, Southfield. Ms. Phillips. 559-5955

LAW OFFICE - with or without experience. Good typing & shorthand. Pleasant working conditions. Southfield area 355-5825

MATURE WOMAN wanted, general office work for a local restaurant chain. Typing and receptionist duties. Some shorthand or speed writing helpful. Hours 8 AM to 4 PM, good benefits. Located at Meyers and the Lodge Freeway. Call Pam, 342-6753

SECRETARY
For a busy W. Bloomfield real estate office. Ability to deal with the public, shorthand not required. Call Jerry Hayden. 851-8000

TYPIST - part time. General office, shorthand and filing. 474-7720

ALL AROUND Office Person needed. Typing, phones & miscellaneous office duties. Westland Area. Call between 9 & 3 pm. 261-3383

ACCOUNTANT/BOOKKEEPER
Full or part-time. Must be experienced thru trial balance, all payroll taxes, bank reconciliations. For small CPA firm Excellent salary. Telegraph, 12 Mile area. Mrs. Ruth 354-3177

504 Help Wanted Office-Clerical

EXPERIENCED DICTAPHONE Operator and General Office. Small insurance claims office. Southfield. Call: Mr. Myers or Mr. Fellhouse for appointment. 353-1300

CLERK TYPIST
60 wpm., New Center Area
Call Mr. Lobsinger
878-5100

LEGAL SECRETARY wanted for Southfield office, knowledge of defense work desired. Call Vicky. 353-6522

SECRETARY
For large real estate firm. Duties include: telephone, typing, and light office duties. Hours from 9 to 5 Pm. Monday thru Friday. Call for interview, FRANK D'ANGELO.
261-4200

INTERESTING
GENERAL OFFICE POSITIONS
Light typing, cashiering, switchboard relief. Chance to advance. We offer top pay, paid life insurance, medical & disability insurance. Profit sharing plan. Call Rich Emerick or Charles Dalgleish Jr., Dalgleish Cadillac, near the OM & Fisher Bldg.
875-6300

BOOKKEEPER - Sales Coordinator for durable medical goods branch in Farmington. Good working hours & fringes. Excellent opportunity for qualified person. Apply 8:30AM-5PM, 34781 Grand River, Farmington. 478-6000

SECRETARIAL opening in Farmington Hills. Full time typing and math aptitude required. Call Ms. Hanson at: 851-1900

TYPIST
With adding machine skills. Mature 6 Mile - Beech area.
338-8818

WANTED: Full time office person & full time sales person, benefits, experience preferred. Apply in person. The Willow Tree, 138 S Woodward, Birmingham.

NATIONAL PUBLISHING COMPANY needs steady, reliable employees for diversified duties in Circulation Dept. Must be accurate typist. Full and part time openings. Modern, new offices in Southfield Office Park, 29516 Southfield Rd. near 12 Mile, between 9 AM - 3 PM.

GIRL for order desk for small sales and manufacturing company. Must like phone work. Mechanical interest helpful. Some accurate typing required. Pab Tool. 545-0030

SECRETARY for Downtown Detroit Law Firm - Full or Part time. Excellent benefits. 961-9139

BOOKKEEPER TYPIST - payroll to trial balance, job shop, good fringe benefits and insurance. Full time. 474-7200

PART-TIME help wanted for light bookkeeping, flexible hours, Greenfield - 8 Mile area. Phone for appointment between 10:30 & 2:30. 967-0056

WANTED - EXPERIENCED bookkeeper thru trial balance & financial statements, male or female. Computer input & read out experience preferred. Troy office location. Call for interview 649-4500

SECRETARY/assistant, for busy Plymouth office. Shorthand, typing and Bookkeeping required. Must be well organized. Good salary. 459-5530

MICHIGAN Burglar Alarm, central office operators, must be able to work any shift. Must have good phone voice, must have own transportation 18 or over. 353-6006 Apply at 10410 W. Chicago, Detroit between 9 AM - 4 PM.

SALES SECRETARY
Major insurance company has an opening for a sales secretary. Accurate typing in excess of 40 wpm and dictaphone experience required. Good opportunity for learning and advancement. Birmingham area. Call Cheryl Johnson between 9 am and 4 pm. 644-4100
An Equal Opportunity Employer

WE NEED a good typist that takes shorthand and has a good bookkeeping & general office background. Job offers good salary, pension, health insurance & steady employment in Oak Park. Call Mrs. Schwartz 398-3434

CLERK TYPIST, no experience necessary, for this position in Southfield, must be able type 55WPM, attractive working conditions. Fully paid benefits. Call Ext 254. 557-2200

EXECUTIVE SECRETARY for real estate management office in the Fisher Building. Good shorthand & typing required. 3-5 years experience. Company benefits plus free parking. Send resume and salary requirement to Box 554, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY STENO desired. Shorthand, typing and 2 years office experience required. Call Karen for an interview. 644-6062

504 Help Wanted Office-Clerical

ACCURATE WITH NUMBERS?
BUSY Builder's office in Southfield offering full time permanent position. Call 355-0666

GIRL FRIDAY. Secretary for testing laboratory office. Apply Analytic & Biological Laboratories 30754 Ford Rd. Garden City. Apply 10 AM- Noon Friday Only. No telephone calls please.

SECRETARY
EXPERIENCED for administrative headquarters of multi - office Real Estate firm located in Troy. Must be excellent typist & like working on a variety of financial reports. Shorthand helpful but not essential. Call 643-9459

CPT operator needed for Farmington Hills law firm. Excellent benefits. Call Linda Widrig 851-8500

SECRETARY
For Regional Sales office of Western International Hotels. Southfield. Call 569-4740

EXPERIENCED legal secretary wanted for Farmington Hills law firm, good typing and dictaphone required, excellent benefits. Call Linda Widrig 851-8500

TYPIST - BOOKKEEPER
For 2 girl office, Southfield, full time permanent position. 5 days, 9 to 5, experienced in legal, insurance or real estate work helpful. Requires a motivated person with professional attitude. Salary $170 week to start. A. Sills. 354-0322

SWITCHBOARD OPERATOR
Part time position for experienced person to operate console. Our hours thru Friday, 8 AM-1 PM. Roger Penske Chevrolet, 18111 Telegraph, Southfield. 355-1000

PERSONNEL Assistant, some college Psychology or Sociology required. Will train. Must be over 21 and own a car. United Personnel. 559-8575

JUNIOR SECRETARY with good shorthand & typing skills. 8 Mile & Telegraph location. Excellent fringe benefits Call for appointment 644-9200
Equal Opportunity Employer M/F

WE NEED good typist that takes shorthand and has good bookkeeping and general office background. Job offers good salary, pension, health insurance, steady employment. Oak Park. Call Mrs Schwartz 398-3434

MANAGER-RECEPTIONIST, experience preferred, take charge, dynamic, assertive & personable for public contact in hair salon. 40-45 hrs per week Tues.-Sat. Call for interview. Birmingham 642-5353

SECRETARY needed for 1 girl office, A/R, A/P, payroll, tool and die shop. Experienced only need apply. A & J Precision Tool Co., 18709 Stout, Detroit. 535-0050

EXECUTIVE SECRETARY
Farmington Hills manufacturer needs secretary to the President. Must have accounting knowledge and be exceptionally sharp on detail. Will handle special projects, light purchasing, personnel and corporate records, etc. This is a modern 5 girl office (computerized). Excellent job, salary & fringes to the right person. Must be real sharp and self-motivated. Call VAN MARK PRODUCTS. Appointment only. 478-1200

POSITION open for part & full time typists, insurance firm located in Southfield area, call Mrs Wick 557-3900

EXPERIENCED LEGAL Secretary for 2 man office in Southfield. Some shorthand and bookkeeping. 569-2424

SECRETARY/RECEPTIONIST
For small office in Livonia. Experience required, one girl office. Good salary and benefits. 425-5020

SECRETARY
With good business machine experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to: Box 678, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM. Insurance experience helpful but not essential. For further information contact Personnel Department.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd
553-2000

504 Help Wanted Office-Clerical

GENERAL OFFICE
Diversified, typing required. Shorthand helpful. 40 hours. Manufacturer's Rep Office Southfield Area. Call between 9 & 5 Mr. Tom Stephen 557-9191

LEGAL SECRETARY, experienced, Bloomfield Hills firm, shorthand, preferred, contact Mr. Blank or Mr. Lynch 642-7880

SECRETARY WANTED For medium sized law firm. Shorthand desirable, although most work will be by dictating equipment, pleasant surroundings, salary commensurate with skills, insurance & other benefits. Southfield area 355-2100

GENERAL OFFICE
Local construction firm seeking mature individual for full time position. One girl office. Good typing & telephone skills important. For interview call between 1-4PM: 435-6350

CLERK - TYPIST
Birmingham firm needs typist capable of carrying general secretarial schedule. Terrific working conditions, location and $650 start for personable, reliable staffer. Call Bookkeeper
Your New Boss Pays Our Fee'
HARRIET SORGE PERSONNEL

BACK TO WORK?
This perfect spot combines your interest in people with a lighter clerical load. $150 - $170 start for qualified personnel relations trainee. Call 645-4144.
Your New Boss Pays Our Fee'
HARRIET SORGE PERSONNEL

PERMANENT POSTION for an intelligent girl for various office functions. Must be very good with figures. 8 Mile-Evergreen Area. Mr. Feariman 353-0160

MEDICAL OFFICE
$7280
Busy doctors office needs you to run their front desk. Willing to train person with accurate typing and people ability. Call Kathleen.
SNELLING & SNELLING
478-3500

SECRETARY FOR Bloomfield Hills law firm with business practice. Three lawyers, 2 secretarys. Excellent typing & shorthand skills required. Previous legal experience not necessary. Salary commensurate with ability. 647-5111

LEGAL SECRETARY, permanent full time position. Illegible experience required, immediate. Southfield 559-1220

SALES SECRETARY
Use your gift for gab while dealing with clients for this national firm. Accurate typing with light dictaphone needed for this great spot. Call Tina today.
SNELLING & SNELLING
478-3500

ACCOUNT ADMINISTRATOR
Mature, professional person to work in fast paced, detail oriented, Southfield food broker office. Accurate typing skills and aptitude for figures - a must. Minimum 5 years office experience. Order taking and processing helpful. Permanent position with full fringe benefits. Immediate opening. Call Mr. Pawlovich between 2 - 5 PM. 355-3400

FIGURE CLERK
$9300
Theatrical company needs you now to run their office. Many varied duties to keep you busy here. Terrif benefits. Call Tina
SNELLING & SNELLING
478-3500

SECRETARY—Permanent position in pleasant sales office near downtown Farmington. Shorthand & typing required. Good salary & benefits. Start immediately. 476-1200

SECRETARY
For busy Real Estate salesperson. Varied & interesting duties. Hours flexible, 25 to 30 hours week. Call VIOLET SIEGAL
559-4181

CLERK TYPIST
Southfield company needs excellent typist with good filing and general office skills. Contact Cindy at 353-1155

SECRETARIAL
National service corporation has immediate opening in its branch operations department. Moving from present Southfield location to the Troy area within the next few months.
Requires some secretarial experience including shorthand. Benefits are provided.
If interested please call 775-5250 ext 222 for an interview appointment.
Equal Opportunity Employer M/F

KEY PUNCH
National service corporation has several permanent openings on the afternoon shift. Will be moving from Southfield to Troy within the next few months.
Requires Key Punch experience or formal key punch training.
Call 569-5200 ext 240 for an interview appointment.
Equal Opportunity Employer M/F

BANK TELLER
Part Time Teller Position now available at our Bloomfield Hills Office on West Long Lake Rd. Person selected must be available to work approx. 25 hours weekly. Mon. - Fri., 2:30 - 6:30 PM and every other Saturday morning. Experience not necessary, as we will train. Applicants should be mature, have good mathematical ability and be capable of meeting the public. Apply in Person:
COMMUNITY NATIONAL BANK
30 N. Saginaw, Pontiac
An Equal Opportunity Employer

BUSINESS
MANAGER-RECEPTIONIST
Dental office, Plymouth area. Experienced. Must have own transportation and be at least 25. Call:
453-6840

SHARP SECRETARY
For busy travel corporation. Typing, shorthand and phone experience. Must have ability to organize and handle details quickly. Salary negotiable, excellent fringe benefits. Call Wendy 557-5155

SECRETARY - PART TIME
Permanent part time secretarial help needed in Birmingham Area Office. Accurate typist with good skills required. Must be mature & willing to accept responsibility. 642-6787

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
$9100
Exciting sales office needs a real team to handle it's Blue Chip clients. Excellent typing is a must. Call Kathleen right now.
SNELLING & SNELLING
478-3500

BOOKKEEPER - Position available for experienced person in Insurance Agency in Southfield. Full time, benefits available, excellent working conditions. Must be mature, with pleasant telephone personality. Call between 1 and 5 PM. 358-1124

CRT OPERATOR for day, evenings or Saturday shift. 50wpm typing speed required. Southfield area. Call Monday thru Friday, 8am-5pm. 424-8770

SECRETARY
Wanted for local Century 21 Real Estate Office. Must be accurate typist and above all dependable. Ask for: CHUCK CASSIE
CENTURY 21
Hartford West, Inc. 453-6500

GENERAL OFFICE work. Detroit based company in Farmington Hills 1-4:30PM, Monday thru Friday. Call from 10AM-3PM 878-2505, Ext. 7

IMMEDIATE OPENING
For Professional Receptionist / Switchboard Operator. In beautiful Troy area. Ideal permanent full time position, requiring punctuality, poise, and organizational skills, working with figures, & adaptable to new procedures. This key employee must be sharp, energetic, enthusiastic, positive & have a team spirit. We offer a competitive starting salary & benefits package. Our company is fast paced & exciting, our office is new & really located, free parking provided. For more information call Personnel Department between 10am-4pm 647-2200

ORDER CLERK
FEE PAID
Growing company will train for computer coding! Advance rapidly with accurate typing and figure flair. Benefits. To $695. Call Debbie.
569-0400
Snelling & Snelling
PERSONNEL

EMPLOYMENT OPPORTUNITIES
IN PLYMOUTH
PLymouth based insurance company has several openings in the following areas: ACCOUNTING & TRANSCRIBING, CLAIMS and GENERAL CLERICAL DEPARTMENT. The company has excellent fringe benefit program and a 4½ day work week. Please call 453-2000 for interview

RECEPTIONIST for Birmingham - Bloomfield salon, some book work. $150 per week. Evenings 291-2807

LEGAL Secretary, general law, negligence, salary commensurate with experience benefits, Southfield area 358-0100

TRANSCRIPTIONIST, experienced, 65 wpm, to learn Radiology transcription Call 353-7840

WANTED billing clerk, light typing & filing. Medical Lab located in Southfield, call after 5 pm. 353-7840

ADVERTISING RECEPTIONIST
Prominent suburban firm offers beautiful offices, good pay for your professionalism and good typing. $690 plus. Fee paid. Call Kyle today
569-0400
Snelling & Snelling
PERSONNEL

KEYPUNCH OPERATORS
Full time operators needed for afternoon shift, excellent benefits, good benefits. Southfield Area. 358-3052 Ext. 224

MEDICAL CLAIMS ADJUSTOR
TEMPORARY POSITION experienced major medical and basic medical claims. Larger insurance company needs adjustor for temporary claims overload in the N. Woodward area. Hours flexible. Please reply giving past experience to Box 546, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer

EXPERIENCED legal secretary, general law, negligence, salary commensurate with experience, benefits, Southfield area. 358-0100

PART TIME General Office work. Some typing. Call between 10:30 - 2:30. 646-4068

PART TIME Northwest auto dealer needs experienced part time cashier & PBX operator. Please contact Mr. Sante at 342-7100

SECRETARY for life insurance agency, full or part time, life insurance experience desirable but not necessary. Excellent opportunity for person will type shorthand and typing skills. Benefits (for full time). Includes pension, life insurance, major medical. Southfield. 353-1760

PART TIME-24 hours per week. $3.15 per hour. Custodial work. Apply Birmingham YMCA, 400 East Lincoln

SECRETARY
Excellent opportunity for individual seeking public contact position. Good working conditions. Variety of assignments for experienced Secretary.
Competitive salary offered along with excellent benefit package.
Typing 55 wpm., and shorthand 90 wpm. preferred. Apply at:
MANUFACTURER'S BANK OF LIVONIA
38047 Ann Arbor Rd.
Tues. & Thurs., 10-4 PM.
Equal Opportunity Employer M/F

Small Birmingham sales/distribution office needs full time Secretary. Duties vary daily. An active Secretary who likes working with some figures would find this job ideal. Good fringe benefits. If you qualify, send resume and salary history: Box 447, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer

EXPERIENCED LEGAL Secretary for small Birmingham law office. 644-6433

BILLING CLERK familiar with Medicare and Medicaid billing for modern Nursing Home in Livonia, full time. Contact Mrs. Barr. 522-1444

PART-TIME - Bookkeeper/Secretary, small manufacturers' representative. 3 Mile, Farmington area, 3 days a week. Prefer mature woman, experienced in accounts payable, receivable, payroll, taxes. Call Mr. Knight: 525-6330

TYPIST accurate, general office work, March of Dimes near Northland, benefits, salary commensurate with experience. Call Isabel: 864-6190

504 Help Wanted Office-Clerical

OPPORTUNITY for qualified professional Receptionist, must have experience with major firm. Excellent salary, benefits, working conditions and growth potential. Attractive Southfield offices, Prudential Town Center 355-5080

CLERICAL POSITION Insurance Agency in Troy. Call Ann Houser at 879-9000

CLERK/TYPIST, minimum 49 WPM, accuracy required. Knowledge of insurance helpful 12 Mile-Telegraph area 642-1250

RECEPTIONIST needed, immediately for Troy law firm, light typing. 649-2828

SECRETARY-BOOKKEEPER
Men's clothing Store, in Rochester. Complete knowledge of billing, accounts receivable, accounts payable, taxes thru trial balance. Light typing experience. Approximately 30 hour week 651-1776

OFFICE CLERK
Answer telephone. Must type-prepare accounts payable vouchers. call Central Heating Co., 353-8400

RECEPTIONIST
CORPORATION based in Farmington Hills is seeking Receptionist for its Corporate Office. The successful candidate will be personable, outgoing, dependable, and possess good language skills and accurate typing ability (40WPM). Experienced candidate should submit resume in confidence to Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LIGHT TYPING, some filing. Part time position for home office in Wixom. Prefer high school student. Must have own transportation. Salary $2.75 hourly. Please send written application to: Maria Mercer, 48240 W. Pontiac Trail, Apt. 101; Wixom, Mich.

OFFICE SECRETARY
Full Time
Randazzo Tuxedo Rental
525-0020

ACCOUNTANT wanted to fill newly created position with growing suburban contracting firm. Degree & minimum 3 years accounting experience in construction trades is required. Excellent starting salary. Send resume to Box 532, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Equal Opportunity Employer M/F

SECRETARY WANTED for Southfield law firm. Some legal experience preferred. No shorthand. Type 65wpm. 357-4640

TYPING, GENERAL OFFICE. Looking for accurate typist, 50 WPM with transcription experience. No shorthand necessary. Basic math aptitude a must. Opportunity to learn computer operation. Campbell Services, 31700 Northwestern Hwy., Suite 1070, Southfield. Ms. Phillips: 559-5955

LEGAL SECRETARY wanted for 3 man General Practice firm in Troy. Work will be primarily for 1 partner. Good experience absolutely necessary. Fringe benefits. Call 643-6654

LEGAL
SECRETARIES
We are currently representing a fine selection of openings for legal secretaries. The positions are with Law Firms and Industry in the suburbs and Detroit. Top salaries and benefits for experienced professionals. Over a cup of coffee, we can discuss the particulars of a variety of positions available. No Fees Call or mail your resume to Joanne Mansfield:
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 3580
SOUTHFIELD, MI 48075
358-0060

KEYPUNCH-KEY TAPE OPRS
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time days, afternoons & midnights. Call between 10 AM-12 Noon 522-1710

LEGAL
SECRETARY
Growing middle sized Troy law firm seeks competent legal secretary. Competitive wages, fringe benefits including Blue Cross-Blue Shield. Call Jeri,
644-5800

EXECUTIVE SECRETARY - excellent typing and shorthand. Prefer previous public school experience. Send written resume to: William Nunez, Associate Superintendent, Southfield Public Schools, 24661 Lahser Rd., Southfield 48034.

PART-TIME Mature woman for receptionist in Funeral Home. Call between 10 and 12 Noon. 836-3001

OAK PARK office in need of girl for bookkeeping & general office duties. Typing required. Call 8:30-5PM. 542-3305

JUNIOR SECRETARY, Renaissance Center, New York Stock Exchange Member firm. Call for appointment. Martha 259-8500

Witt Services Inc.
(Temporary Personnel)
WELCOMES
ALL QUALIFIED
SECRETARIES
STENOGRAPHERS
DICTAPHONE OPR.
TYPISTS
GENERAL OFFICE
RECENT HIGH SCHOOL GRADUATE - this is a wonderful opportunity to get started in the business world.
RECENT EXPERIENCE NOT NECESSARY. Maintain and improve your skills while working on a temporary basis.
Assignment area and length of assignment is up to you - DAILY, WEEKLY and LONGER.
We have 4 locations for your convenience. Call the office nearest you for an interview. Open Monday thru Friday from 9 a.m. to 2 Pm.

Dearborn	565-8080
Detroit	863-8888
Clawson (Mon., Tues., Wed.)	585-6287
Mt. Clemens	791-3059
Oak Park	967-4020
Wyandotte	284-9088
Livonia (18 sm-5pm)	525-6330
Farmington (10am-3pm)	478-8088

WITT
SERVICES

504 Help Wanted Office-Clerical

SECRETARY
Good typing skills, shorthand preferred, coordinated office duties. Apply District Manager
Gates, McDonald & Co.
2075 W Big Beaver
Suite 404 Troy

INSURANCE AGENCY
WOMAN experienced in automobile rating. Accurate typist & pleasant telephone voice required. Salary according to experience. Opportunity for advancement. Expanding agency in Birmingham. 646-6657

Programmer
Experienced in RPG3 language. Knowledge of system 3 model 15D also required. Liberal employee benefits. Apply today. Call 425-5600.
S.M.C.
800 Junction, Plymouth

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers
E.M. SPEARS & ASSOC
1044 Buhl Bldg., Det, Mi 48226
963-0810

Exec-U-Temp
A Most Unique
Temporary Service
We Offer Top $$$
We require 5 years professional experience. Typing 65 WPM., shorthand 110 WPM
Typists
Secretaries
Stenographers
Key Punch Opr.
NO FEE
FOR INTERVIEW CALL
565-0266
Exec-U-Temp
AN OFFICE GIRL
Telphone and typing
Southfield area
557-0770

Earn Good Pay
The Kelly Girl Way
ONE TIME
PART TIME OR
ALL THE TIME
See KELLY GIRL. You'll work for us in our customers' offices. Work a schedule tailored to your ability, time and needs and EARN TOP RATES. You only need to come in once and register to start a new and varied career. We have a serious demand for:
SECRETARIES
TYPISTS
DICTA TYPISTS
KEY PUNCH
SWITCHBOARD
FIGURE CLERKS
BOOKKEEPERS
Call or visit one of our convenient locations today.
Kelly Girl
A Division of Kelly Services
Not an agency Never a fee

Renaissance Center	258-1400
Bloomfield Hills	642-9650
Southfield	424-9100
Livonia	525-4020
Madison Hts	398-2680

Equal Opportunity Employer M/F

GIRL FRIDAY, Tuesdays and Thursdays, general office work, typing and some local driving. Birmingham, Bloomfield area. Reply to Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PART-TIME Mature woman for receptionist in Funeral Home. Call between 10 and 12 Noon. 836-3001

OAK PARK office in need of girl for bookkeeping & general office duties. Typing required. Call 8:30-5PM. 542-3305

JUNIOR SECRETARY, Renaissance Center, New York Stock Exchange Member firm. Call for appointment. Martha 259-8500

Witt Services Inc.
(Temporary Personnel)
WELCOMES
ALL QUALIFIED
SECRETARIES
STENOGRAPHERS
DICTAPHONE OPR.
TYPISTS
GENERAL OFFICE
RECENT HIGH SCHOOL GRADUATE - this is a wonderful opportunity to get started in the business world.
RECENT EXPERIENCE NOT NECESSARY. Maintain and improve your skills while working on a temporary basis.
Assignment area and length of assignment is up to you - DAILY, WEEKLY and LONGER.
We have 4 locations for your convenience. Call the office nearest you for an interview. Open Monday thru Friday from 9 a.m. to 2 Pm.

Dearborn	565-8080
Detroit	863-8888
Clawson (Mon., Tues., Wed.)	585-6287
Mt. Clemens	791-3059
Oak Park	967-4020
Wyandotte	284-9088
Livonia (18 sm-5pm)	525-6330
Farmington (10am-3pm)	478-8088

WITT
SERVICES

504 Help Wanted Sales

People Oriented?
30 year old company has openings for two professional sales people. High commissions - excellent working conditions - will train for management position. Prefer licensed sales associates, but will sponsor sales oriented applicants. For confidential interview, contact Judy McDonald.
ELLIS ASSOCIATES 476-1700

REAL ESTATE
SALES
WE ARE EXPANDING
and have an opening for 4 full time plus 3 part time sales people in our Farmington Hills office. New Home Subs in West Bloomfield, Farmington Hills, Livonia and Canton. Enjoy the many benefits that you receive from working for a Realty World Office. For a confidential interview, call Mr. Barnes.
Realty World
JERRY F. EDWARDS & ASSOCIATES
553-8100

DISSATISFIED
WITH YOUR PRESENT
EMPLOYMENT?
We are looking for 2 experienced successful salespeople.
WE OFFER:
1. One of the Top Real Estate Offices in Livonia.
2. Super Location.
3. Beautiful Office.
4. New Construction Department
5. Five Million Dollar Sales Associates in Southeast Michigan.
6. Lucrative Commissions.
CALL TODAY
Ask for TOM KUSTER, Broker
CENTURY 21
CORNERSTONE 478-4660

506 Help Wanted Sales

SALES CLERKS, Minnesota Fabrics, Southfield, 11 Mile and Lahser. Immediate openings for part time help, sewing experience necessary. Inquire in person.

REAL ESTATE
SALES
75% COMMISSION
2 openings in active office of 25 sales people. A real chance to join the top money makers in the business.
MAYFAIR KE 7-2700

AMERICAN
HOME
SERVICES
is looking for talented REAL ESTATE SALESMEN and BROKERS for its new location. We are a company with new and innovative ideas. It's a tremendous potential for a good salesman. Please call and ask about this opportunity.
353-3337

EXPERIENCED
SALESPEOPLE
SAKS
FIFTH
AVENUE
OPENINGS IN:
READY-TO-WEAR
ACCESSORIES
LINGERIE
APPLY IN PERSON
PERSONNEL OFFICE
BIG BEAVER & COOLIDGE
TROY

TOP-NOTCH
EXPERIENCED
SALESPERSON
MEN'S BETTER CLOTHING
SAKS
FIFTH
AVENUE
TROY
APPLY IN PERSON
PERSONNEL OFFICE
BIG BEAVER & COOLIDGE
TROY

FIRST
FEDERAL REALTY, INC is looking for two salespeople who would like to receive top commission plus benefits. Contact George Gooding.
FIRST
FEDERAL
Realty 478-3400

EMPTY DESK
Lucrative Livonia Real Estate Office needs a sincere man or woman to fill vacancy of a nice desk with privacy. Preferred trained, but will consider training the right person. Must be full time. We provide company paid advertising and sales leads and pay range of 50% to 70% of the commission. Contact the Broker, Richard L. Butt, 9 AM to 5 PM.
Norwood
No. 11, Inc. 522-3010

AD agency needs combination layout artist & salesman. Troy area 362-2622

AGGRESSIVE Self-Starters needed for sales promotion, customer solicitation work. Salary plus commission. 12 Mile-Southfield. Ask Mr. Brooks. 559-7990

REAL ESTATE SALES
50/50 SPLIT
—AND MORE!
As far as we know—Knoll & Associates offers the best commission schedule anywhere
WHY?!
We want producers! The more loyalty, consideration and money we give our sales staff, the more loyalty and performance we will get in return. It works both ways. We know that unfortunately most employers tend to lose sight of that fact. We are only as good as our sales staff.
HELPING US GROW—
DEFINITELY WILL HELP
YOU GROW!
OUR SUCCESS IS
YOUR BUSINESS!
• Our West Bloomfield office can handle only 10 top notch salespeople at this time. • Our Birmingham office will be able to handle 15 salespeople. • Our new construction office in Bloomfield Hills will be able to handle 4 well informed construction salespeople. Call Amos Knoll for a confidential interview. It costs nothing to talk with me, but not talking may cost you an excellent opportunity.
KNOCK & THE DOOR OPENS
—TOGETHER WE'LL MAKE
A GREAT TEAM!
6348 ORCHARD LAKE RD.
W. BLOOMFIELD, MICH.
851-3560

WE NEED A SALES
SERVICE REP.
Primary responsibility is to handle customer inquiries and orders on the phone. Also responsible for inventory control and delivery scheduling. Company is a building material distributor in Walled Lake and background in building materials or distribution would be preferred. Company growth offers potential. Salary commensurate with ability and experience. Excellent benefits. Call Sandy 968-2777 or 888-2333

504 Help Wanted Office-Clerical

is for
TYPISTS
and that's what we need, copy typists - legal typists - statistical typists - transcribing typists - and every kind of top-notch, experienced typist available for professional temporary assignments. You'll set your own work schedule - working as regularly or as rarely as you choose. Stop in this week for an interview.
See Mary Ann or Doris
24755 S Mile W. of Telegraph
or Carol, 29256 Ryan Rd., N. of 12 Mile
MANPOWER®
Temporary Services
We'll give you the help you need
An Equal Opportunity Employer

SECRETARY
Looking for a diversified position in the Detroit area? Qualified candidate with at least one year working experience. Typing skills of 60 wpm and Shorthand of 80 wpm.
TYPIST
Applicant with typing skills of 50 wpm can help us fill our positions in the Downtown area.
Apply 9 AM - 4 PM
211 W. FORT ST. — 1st Floor
cor. of Washington Blvd.
DETROIT
BANK
& TRUST
Equal Opportunity Employer

BOOKKEEPER
FULL TIME
For growing engineering firm in Livonia. Experienced thru financial statements. Computerized bookkeeping system. Call for appointment. Ask for Denise.
422-7607

COMPUTER OPERATOR
Opening for experienced Computer Operator with 2 to 3 years experience on IBM 360 Systems. Good working knowledge of JCL, EDOS, GRASP, MVT. Shift premium. Excellent benefits.
Call:
557-5577, Ext. 54
C.P.U. Inc.
16025 Northland Dr.
Southfield, Mich. 48075

O&E