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TYPING. General office, looking for accurate typist, 50 wpm with transcription experience. No short-hanc necessary. Aptitude for basic math required Opportunity to learn computer operation. Campbell services, 21700 Northwestern they.

State 1070. Southfield, Ms. Phillips.
289-2663.

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PBX touch tone console board,
must be experienced, some typing
Must have pleasant personality,
and good appearance Apply in
person, Northwille Public Schools,
303 W Main, Northwille

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18trol Location, cui or parameter of differ Appointment 962-0090

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Part time position to operate console. Some experience helpful Mon. Fr. 1 a p.M. 6-PM Roger Peroke Chevrolet. 28111 Telegraph.

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PPLICATIONS for experienced office help for small business in Redford area Hrs. Mon. Fr. 18 AM to 3 PM Call Tra-Way Services between 9 AM & 12 Noon. Mon thru Fri.

EXPERIENCED for administrative headquarters of multi-office Rea Estate firm located in Troy. Must be excellent typist. & like workin on a variety of financial reports Shorthand required. Call 643-9459.

504 Help Wanted Office-Clerical



at's what we need, copy typists - legal typists - statisti-nets, manscribing typists - and every kind of top-notch erized typist available for interesting rewarding term y assingments. You'll set your own work schedule ig as regularly or as rarely as you choose. Stop in this

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Applicant with typing skills of 50 wpm can help us fill our positions in the Detroit and Birmingham areas



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Experienced in accounts payable
accounts receivable, involving
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Excellent fringe benefits
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Sharp ambittous individual needed
for I girl office. Typing, filing and
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FULL OR Part time Mature person to do bookkeeping, payroll & office work in Bloomfield Hills for Retail business Inquire 247-603

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CLERK TYPIST

paid. Southfield location 1 year banking experie 5, \$630 mo to start

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(order desk. pricing, quoting, expeduing, work with field sales personnel and customers. Hydraulics
experience helpful, communeations skills helpful Send writ-

resume to
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Requires good math apirtude and
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If interested call 225-5250 exi 796 for SECRETARY SECRETARY
Good typing skills, shorthand
preferred, additional affice
dulies. Apply District Manager
Gates, McDonald & Co.
2075 W Big Beaver
Suite 404 Tray ited call 275-5350 ext 296 for

SECRETARY PERSONNEL RECEPTIONIST-over 21, for Lathrup office Som-College, car required United Personnel. 559-8375 Personnel. 207-2070

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Mature, shorthand & typing
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General office, part time. 3 hours
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\$33-2202

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WE HAVE A position opening for a person with secretarial experience, good with figures. & must be dependable Must be a good typast for correspondence and reports Please apply at 15169 Northville Rd., Plymouth.

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CLERK TYPIST I
Inimum of 1 year experience,
typing 50-55 WPM. Must enly pubcontact. Salary \$1,372 to \$1,006,
tecllent benefits. Applicants must
Farmington Hills residents,
temployed for 30 days or underplayed Call! Personnel Call Personnel
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358-0060

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Sales Administrator Solles Administrator
Coordinate all aspects of wholesal
cales acounts of Farmington Comany Pleasant telephone manner
Typing not necessary.

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train, 19133 Schoolcraft, Detroit.

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PART TINE receptionist with plan
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Agency looking for person to assay
Accounting and tight purpose to the control of the cont

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PART TIME Gal Friday for busy
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Monday through Friday. Proceexperience and typing a must.
Oreland Lake Id. Si Mille area.
Send resume to Box 580, Observer &
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Schoolcraft. Livonia, Michigan
48130 WANTED billing clerk, light typing & filing. Medical Lab, located in Southfield. 353-7840

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1792 48 wpm. will trans. hotel
12:30 -6:30, 4 days, 8-1. Sat. Call
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National firm in Southfield offers
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Several permanent operangs in our accounts receivable and payroll shi ling department. Requires good circled skills and some typing ability with the properties of the properties of the manufacture of the properties of the manufacture operations. Equal Department y Employer M.F. ADMINISTRATIVE. SECRETARY for consulting engineer. Northland area. Excellent position and trings benefits. Immediate operating. Detail Opportunity Employer. Social Expertituding Employer.

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255-2100

SHARP secretary with toposeth skills, shorthand or speedwrame, excellent typing, mag card expensive preferable bot will track thousing of insurance helpful but not necessary. Pleasant working conditions in congenial atmosphere. Salary open Troy area Ask for Ms. Stover.

Stover.

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required. SSP-7827
SECRETARY for busy food executive, located in Farmington libits. Excellent skills and references are a necessity. Good salary and fringe benefits for the right qualifications. Send resume in confidence. Senu resume in confidence to Personnel Manager, PIA. P.O. Box 515, Franklin, Mich., 48025

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appointment 307-6300

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Trial balance, sales tax, payroll.
Must be able to operate NCR or comparable bookkeeping machine.
Oak Park area. Call Mr. Klein.
543-7613

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Mr. Sante at 38-2100
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Mr. Sante at 3427100

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26 Sper hour to start Call Mon
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