

TOP LEVEL - secretary for president of manufacturing company with headquarters in Troy. Must have good skills and experience and be able to meet the needs of the company. Outstanding salary is open and the fee is paid by the company.

ENTRY - level position for growing Oak Park company. Please, phone, typing, stenography, shorthand, and desire to progress. Salary \$250 with overtime. Send resume and references to: 2150 W. 10th St., Detroit, Mich. 48208.

EXECUTIVE - secretary for Farmington company owner. Good experience and skills required. Job with full benefits, pays \$12,000 to \$14,000. Fee paid.

N. SUBURBAN - ad agency needs beginning secretary to train in media department. Typing, shorthand, and good organizational skills. Opportunity with starting salary of \$10,000.

ADAMS & MARTIN PERSONNEL
9202 Maple, BIRMINGHAM
646-5600

DIAL A JOB
24 Hr. Service
We meet your needs
SECRETARIES
\$10,800
Several excellent opportunities available in great location if you can type accurately, and are looking for growth. Call Truett
SNELLING & SNELLING
475-5300

CLERK TYPIST
Immediate opening for Typist to work in Mortgage Department of our Bloomfield Office located at Crombrack & Maple. Must type of least 45 WPM accurately. Previous mortgage experience desirable. Call Mortgage Manager at 547-5300.

1st Federal Savings
An Equal Opportunity Employer
"CUSTOMER SERVICE"
Top-notch company, good pay, good personality, and career-type job for this people-oriented person. Super benefits. Call Truett
SNELLING & SNELLING
475-5300

FULL TIME position for person with excellent typing skills, part-time position for person with good typing skills. Both positions require a minimum of 45 wpm. Excellent benefits. Call 475-5300.

LEGAL SECRETARY
Experienced, shorthand preferred. Pleasant surroundings. Troy.
362-4646

EXPERIENCED Legal Secretary. Must type 45 wpm. Excellent benefits. Call 475-5300.

SECRETARY
Top based firm offers opportunity to obtain position & legal experience. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

TYPIST
Applicant with typing skills of 50 wpm can help us at our positions in the Detroit and Birmingham areas.
Apply 9 AM - 4 PM
211 W. FORT ST. - 1st Floor
cor. of Washington Blvd.

DETROIT BANK & TRUST
Equal Opportunity Employer

504 Help Wanted Office-Clerical
GENERAL OFFICE:
Type 45 wpm, full time, Livonia location. Must be experienced. 475-5300.

SECRETARY
Position available in our Medical Research and Education Center for a person with good typing skills, excellent language skills. Details of position available upon request. Please call for an appointment.
CPHA
1904 Green Rd.
Ann Arbor, Mich. 48105
769-6511
Equal Opportunity Employer M/F

GENERAL OFFICE, permanent \$14,000 a year, excellent benefits, typing, shorthand, filing, IBM typewriter, shorthand, stenography. Farmington Hills, Mrs. Heberting, 646-5600.

INSURANCE office needs part-time typist. Excellent benefits. Call 475-5300.

LEGAL SECRETARY wanted for Southfield office. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

LEGAL SECRETARY needed for Southfield office. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST
Equal Opportunity Employer

TYPIST
Applicant with typing skills of 50 wpm can help us at our positions in the Detroit and Birmingham areas.
Apply 9 AM - 4 PM
211 W. FORT ST. - 1st Floor
cor. of Washington Blvd.

DETROIT BANK & TRUST
Equal Opportunity Employer

504 Help Wanted Office-Clerical
ACCOUNTS RECEIVABLE Clerk experienced person to handle accounts receivable. Full time. Farmington Hills. 475-5300.

LEGAL SECRETARIES
Specializing exclusively in the legal field. We have openings for legal secretaries. Details of position available upon request. Please call for an appointment.

OFFICE ASSISTANT
Prominent national company seeks your good typing for newly created position. Details of position available upon request. Please call for an appointment.

SNELLING & SNELLING
PERSONNEL
Telephone Answering Service. Southfield Area. Must be able to handle a telephone. Details of position available upon request. Please call for an appointment.

PERSONNEL AT LAW
SOUTHFIELD, MI 48033
358-0060

SECRETARY
Management consultant firm is seeking an individual with general office experience. Excellent benefits. Call 475-5300.

PERMANENT POSITION for a typist in a Northwood office. Excellent benefits. Call 475-5300.

ENTRY LEVEL position in Engineering Department. Excellent benefits. Call 475-5300.

FILE CLERK
Birmingham branch of nationwide insurance company has immediate opening for a file clerk. Excellent benefits. Call 475-5300.

LIBERTY MUTUAL INSURANCE CO
Alexander Hamilton
Life Insurance Co.
553-2000

SECRETARY
Excellent opportunity for well organized individual to meet busy of a large drugstore chain. Will start with preparation of prescriptions. Excellent benefits. Call 475-5300.

TRAINEE
This Troy firm is interested in a bright H.S. Grad with good typing. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST
Equal Opportunity Employer

504 Help Wanted Office-Clerical
BOOKKEEPER/SECRETARY
Immediate opening, experienced person with good typing skills. Excellent benefits. Call 475-5300.

OFFICE ASSISTANT
Prominent national company seeks your good typing for newly created position. Details of position available upon request. Please call for an appointment.

SNELLING & SNELLING
PERSONNEL
Telephone Answering Service. Southfield Area. Must be able to handle a telephone. Details of position available upon request. Please call for an appointment.

PERSONNEL AT LAW
SOUTHFIELD, MI 48033
358-0060

SECRETARY
Management consultant firm is seeking an individual with general office experience. Excellent benefits. Call 475-5300.

PERMANENT POSITION for a typist in a Northwood office. Excellent benefits. Call 475-5300.

ENTRY LEVEL position in Engineering Department. Excellent benefits. Call 475-5300.

FILE CLERK
Birmingham branch of nationwide insurance company has immediate opening for a file clerk. Excellent benefits. Call 475-5300.

LIBERTY MUTUAL INSURANCE CO
Alexander Hamilton
Life Insurance Co.
553-2000

SECRETARY
Excellent opportunity for well organized individual to meet busy of a large drugstore chain. Will start with preparation of prescriptions. Excellent benefits. Call 475-5300.

TRAINEE
This Troy firm is interested in a bright H.S. Grad with good typing. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST
Equal Opportunity Employer

504 Help Wanted Office-Clerical
BOOKKEEPER/SECRETARY
Immediate opening, experienced person with good typing skills. Excellent benefits. Call 475-5300.

OFFICE ASSISTANT
Prominent national company seeks your good typing for newly created position. Details of position available upon request. Please call for an appointment.

SNELLING & SNELLING
PERSONNEL
Telephone Answering Service. Southfield Area. Must be able to handle a telephone. Details of position available upon request. Please call for an appointment.

PERSONNEL AT LAW
SOUTHFIELD, MI 48033
358-0060

SECRETARY
Management consultant firm is seeking an individual with general office experience. Excellent benefits. Call 475-5300.

PERMANENT POSITION for a typist in a Northwood office. Excellent benefits. Call 475-5300.

ENTRY LEVEL position in Engineering Department. Excellent benefits. Call 475-5300.

FILE CLERK
Birmingham branch of nationwide insurance company has immediate opening for a file clerk. Excellent benefits. Call 475-5300.

LIBERTY MUTUAL INSURANCE CO
Alexander Hamilton
Life Insurance Co.
553-2000

SECRETARY
Excellent opportunity for well organized individual to meet busy of a large drugstore chain. Will start with preparation of prescriptions. Excellent benefits. Call 475-5300.

TRAINEE
This Troy firm is interested in a bright H.S. Grad with good typing. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST
Equal Opportunity Employer

504 Help Wanted Office-Clerical
BOOKKEEPER/SECRETARY
Immediate opening, experienced person with good typing skills. Excellent benefits. Call 475-5300.

OFFICE ASSISTANT
Prominent national company seeks your good typing for newly created position. Details of position available upon request. Please call for an appointment.

SNELLING & SNELLING
PERSONNEL
Telephone Answering Service. Southfield Area. Must be able to handle a telephone. Details of position available upon request. Please call for an appointment.

PERSONNEL AT LAW
SOUTHFIELD, MI 48033
358-0060

SECRETARY
Management consultant firm is seeking an individual with general office experience. Excellent benefits. Call 475-5300.

PERMANENT POSITION for a typist in a Northwood office. Excellent benefits. Call 475-5300.

ENTRY LEVEL position in Engineering Department. Excellent benefits. Call 475-5300.

FILE CLERK
Birmingham branch of nationwide insurance company has immediate opening for a file clerk. Excellent benefits. Call 475-5300.

LIBERTY MUTUAL INSURANCE CO
Alexander Hamilton
Life Insurance Co.
553-2000

SECRETARY
Excellent opportunity for well organized individual to meet busy of a large drugstore chain. Will start with preparation of prescriptions. Excellent benefits. Call 475-5300.

TRAINEE
This Troy firm is interested in a bright H.S. Grad with good typing. Excellent benefits. Call 475-5300.

SECRETARY
Must be experienced in typing and shorthand. Excellent benefits. Call 475-5300.

504 Help Wanted Office-Clerical
CLERICAL OPENINGS
We are a major automotive supplier with headquarters in Oak Park. We have immediate openings for experienced Clerks.
ACCOUNTS PAYABLE
Must have 3 years payable experience. Light typing. 475-5300.

PRODUCTION CONTROL
Experienced Clerk needed for multi location production control department. Post records, use electronic calculator, typing and good numerical skills a must. Very high an excellent work environment with a super salary and fringe benefit package. Send work history and accurate resumes to: Box 786, c/o Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150.

MANPOWER
An Equal Opportunity Employer
is for
OFFICE SKILLS
Typists, stenographers, key punchers, switchboard, figure clerks general office. No free interest? See - Doris O'Connell
24755 S. Mile at W. of Telegraph
or Carol Gaudier
29258 Ryan Rd. at 10 Mile

SECRETARY
Looking for a diversified position in the Detroit and Birmingham area? Qualified - individuals with at least one year working experience. Typing skills of 60 wpm and Shorthand of 90 wpm.

DETROIT BANK & TRUST
Equal Opportunity Employer