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Several excellent opportunity
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Immediate opening for Typist to work in Martgage Department at our Bloomfield Office located at Cranbrook & Maple Martin type of least 45 WPM excurately. Previous martgage experience destroble. Call Martgage Manager at

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Top-noich company niveds good phone personality and accurate typing for this people oriented spin Super-benefits Call Tina SNELLING & SNELLING 478-3500 SECRETARY
For Southfeld Order with Typing.
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required Salary commensurate
atthe experience 33.223
GENERAL OFFICE Typing.
Hitting, telephone Must be able
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FULL TIME position for person with excellent typing skills payroll and personnel record knowledge

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Troy based farm offers opportunity to obtain patent & legal experience boothand 100MPM. 1 years office experience Full irringe benefit package Salary call for a p 0 in 1 me et al. (2011 for a p 10 in 1 me et al.)

504 Help Wanted Office-Clerical

CLERICAL OPENINGS
We are a major automotive supplies with headquarters in Oak Park and have immediate openings for experienced Clerks

ACCOUNTS PAYABLE
Must have 3 years payable experience, light typing nelpful

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Experienced Clerk needed for multi location production control department Post records use electronic acclusator, typing and good numerical skills a must We offer an excellent work environment with a super salary and finipe benefit package. Send work history and salary requirements to Box 786 c.o. Observer & Eccentric Newspapers 36/251 Schoolcraft Lwonia. Mich. 48150



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Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule Yes you can at Manpower. No Fee Interested? See - Doris O Conneil 24755 5 Mile at W. of Telegraph or Carol Gunther 28256 Hyan Rd, at 12 Mile 28256 Hyan Rd, at 12 Mile

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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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Thursday, April 20, 1978 504 Help Wanted Office-Clerical 504 Help Wanted Office-Clerical

\$83-7300

MUST BE experienced in the per-board system Select your own hours and/or days. Farmington area. 478-7111

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Receptionast for Birmingham interior design studio Call for
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mingnam Can 512-043
LEGAL SECRETARY, Bloomfatel
tills Good typist, shorthand not
necessary Mag card helpful
Beliable, personable, line opportunity good pay. Call Bonnie, 62-788.

TYPISTS (6) SOUTHFIELD

SECRETARY Birmingham, typing, phose, filing, some knowledge of bookkeeping preferred. Only expe-nenced need apply. Ask for Bill or Jack. 644-0100

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Type 45 w.p.m., full time. Livonia
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Office for an appointment. CPHA 1968 Green Rd. on Arbor, Mich. 48105 769-6511 Equal Opportunity Employer Mri

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WE NEED a bright gurl with an impressive personality sho wants to get ahead. Must have pleasant to get ahead. Must have pleasant to get ahead. So be a good typoil permanent position boarts are Monday, thru Eriday 8 30 5 PM. 3000 a weep plus commissions. Monday, the description of the plus of the second of LEGAL secretary wanted for Southfield office Experience desired Call Vicky. 353-650

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Accounting Clerk General Accounting background, experience in manufacturing environment destrable. Attractive sal-ary and benefit program Apply in person or call PERSONNEL DEPT

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n Area 644-7077

RECEPTIONIST TYPIST, 2 year office or school experience neces-sary Must work weekends. Oak-land Park-Ferndale area 311-1885

WE NEED at experienced & reature clerical person in our livoura office. Send your application to Mr. Boyd. 11850 Mayfield. Livoura, MI. 48150. Secretary/Receptionist ACCURATE TVPIST personable, shorthand, 2 girl office, Southfield Consider recent grad Fringe Benefits 8 45 AM to 5 PM 3524532 occ.relOfy, KeCephionisi.

A Machae Tool Distributionship has spots for bright, energetic industual. Must type 60WPM or better, experience with mag cards, electronic typing system helpful. Send resume or contact Clauda Kraft at AMS, line. 351 Executive Dr. Troy, 40084.

S59-7672
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Apperlenced person to work part
ume in Men's Retail Store Call
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Experienced Homeowner, rating & typing General Agency Pleasant Bloomfield Hills surroundings 544-7161

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Must be dependable. I girl office
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Bartoo, Troy Michigan. 643-0410

Hills. (73-8500
INSURANCE SECRETARY for ide Birmingham Estate Planner. Handle phone, policy service, details 6 correspondence Sales knowledge helpful. No shorthard Private office. Full fringes. Mr. Dixon or Linda, 647-3790 PERSON FRIDAY mature indi-vidual needed for builder/reat estate office, bookkeeping expe-rience, handle closings, accounts receivable & payable Excellent salary, 10 Mile-Lahser area 355-4500

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An Equal Opportunity Employer

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Charopractor's Office Light Typing,
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Birmingham branch of nationwide insurance company has immediate opening for File Clerk in Claims bept No experience needed Light typing skills required Excellent employee benefits & promotional opportunities Call Vicin State for appointment 645 2700

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This Troy firm is interested in a bright It's Crad with good typing. Receptionant duties need personable attractive generated in learning 4 moving ahead with the progressive firm \$10-8100 plus start with benefits 619-414
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Must have full knowledge of accounting Only experienced apply Excellent pay and ben See or call Louisa Wright

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358-0060

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SEGRETARY WANTED for 2 girl
office. Must be reliable and willing
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Mon. thru Fri... 9 AM - 5 PM. SECRETARIES Specializing sectosively in placement of legal persone allowed us to accumulate a number of outstanding op utilist for Legal Secretaries positions are with Law Firm Industry in the suburbs and town Detroit. Top salarite attractive benefits for experi professionals with as little as I experience. Over a cup of c we can discuss the particular variety of positions awaitable.

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Permanent Part time Advertising
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in Troy. Somerate Area Office
Accurate typist with good skills
required. Must be mature & willing
to accept responsibility Hours
(Earible. 4624118

ficiable. 864-118
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Diversified responsibilities requiring adaptability, organizational
ability, above average typing,
shorthand and Divelaphore skills,
ability to communicate with all
levels of personal Perviana experience in a hospital desirable. Send
reament to Roger Housland, Kingareament to Roger Housland, KingaFerndale, MI, 48229.

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FULL TIME - Excellent typist, with shorthand preferably, for a Livonia Insurance Agency, transcribing experience helpful, other job responsibilities included Call for interview appointment. 325-9150

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Busy Southheld Ad Agercy Must
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SECRETARY, experienced Good shorthand, typing; light book keeping, Good Southfield location Excellent salary Call 9 AM 2357581

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Shorthand. 644-4134
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644-4514

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small Van conversion company in
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Full Time for CPA Office in
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Evenings or write Bar 712,
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GENERAL, CLERK Typist, per week, Farmington area, i skills, accounting knowledge & pleasant phone personality required Cali for interview 477-6066

CREDIT CLAIMS EXAMINER to 2 years claims experience to bility preferred), typing desir-excellent working conditions, to ion and benefits. For further ind mation, please contact Person Department Alexander Hamilton Life Insurance Co. Of America 553-2000

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head in Birmingham area
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individual for General Office

required. Apply in person.

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Processing Skills
ward processing skills coupled good typing ability could ke more rewarding future for immediate openings with top par KELLY GIRL
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Call Bernice \$50,000

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GIRL NEEDED for general office work, typing & bastc office skills 559-7671

504 Help Wanted Office-Clerical

FILE CLERK

PERMANENT, Part-time position in Southfield law office Good typist, dependable, intelligent & personable 15-20 hours per week, hours flexible 332-1945

SECRETARY

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Lail 569-5700 ext 240 for an internew appointment.

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DET NO BANK & TRI

CLERK/TYPIST, Part-time, morning only, 8 to 12 Noon, Must be good typist. Apply 8:30 AM to 4:30 PM. Novi Police Department, 25850 Nov. Rd.

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othere building. Ask for Milk
Kuntherr. Was \$42,010
AD AGENTA and page lefe refer receptionist, typing, filing at refer receptionist, typing, filing at possibly a full time position in 6 months. For appointment at our Birmingham office call 454-800
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