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titing job! Will be learning a le at have good typing and figula. Call Rathlera.
SNELLING & SNELLING 478-3500
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NEW GRADUATE ? Congratulations: We have the job for you! A beginner spot for a person with typing, 45 and light shorthand. A variety of duties. Salary to \$45, fee paid.

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A day position is available for an individual to work in the pharmacy, WEEKENDS ONLY. Must be to toype a minimum of 45 WPM and be available for some boldsoverage. Contact: Personnel Office.

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Southfield Sales Office. Shorthand
required. Must be accurate typist,
altephone experience helpful. Pernament part time. 41, per bour,
approximately 12 hours per course.

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SECRETARY ull time Secretary for professional fice in Southfield Town Center, but be accurate typist and have de English skills. Salary comensurate with ability. Good benits. Ask for Phyllis 353-1050

TYPISTS SECRETARIES & STENOS

14 Help Wanted Office-Clerical

Executive Secretary

President and Chief Executive Officer of a Detroit-based N.Y.S.E. listed corporation is seeking a mature EXECUTIVE SERRETARY with outstanding admin-istrative skills. Must be capable of managing own time and work assignments with a minimum of direction. Must be well poised, self-assured and have superior Mills. Legal secretary and bookkeeping skills helpful.

COMPUTER DEPARTMENT POSITION

(EVENINGS)

AUXILIARY EQUIPMENT OPERATOR Hours: Monday 10:30 p.m. - 7:00 a.m. Saturday 7:00 a.m. - 3:30 p.m.

Keypunch IBM 129 Operator, Monday and Tuesday 6:30 - 2:30 a.m. (Should have minimum 6 months experience and not be presently employed full-time.)



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ills per week, 40 hrs. Call Mrs.
Roman: 477-4500
BOOKKEEPER - Able to do all
phases thru general ledger. Familiarity with computer input destri-sible. Southfield. 559-625
TYPIST - Bookkeeper assistant for

BOOKKEEPER/ACCOUNTANT FEE PAID. Excellent opportunits

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ORDSON CORP. Is searching for Sales Secretary to work in its armington Filathing Division diffee. Clerical dutler include: prenting a Telax, processing cumer purchase orders and service may be seen that the second service with the second service with the second seco

477-5700

EGGAL Showers and STATES GENERAL OFFICE gri good with figures, high school grad OK, Apply Lifetime boors, 3700 Northwestern, Farmington Hills.

SECRETARY WANTED for Dear born Heights law office. Typing an dictaphone experience required 278-228

CLERK TYPIST and BOOKKEPPR
Two positions open in Dearborn area. Full Charge Bookkeeper through trial balance, prefer automotive manufacturing sperimee. needed immediately in Pur-chasing. Accuracy in typing assential, with some general office experience. Full time. Offers excellent benefits and working conditions, Interviews by appointment. DIAMOND AUTOMATION DIV. experience.

Production Pollow-up and Customer
Lakson, must be familiar with
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476-7100, Ext. 277 Equal Opportunity Employer M/P ACCOUNTING CLERKS ACCOUNTING CERKS
We have openings for 3 cierta in
our accounting department: 2
check processors (must be able to
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Experience a 'plus' (especially
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Arlene Henderson for interview.
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Established firm in Formingson has immediate opening. Requires ability to work
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Duties include typing, filing, dictaphoce 4 satisfiting property manager in local office of national coporation. Opportunity for starprintivificual to advance within the
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Personnel Člerk ag personnel function. Excession typing and clerical skills are required. Some shorthand or dictaphone ability would be helpful. Must be able to perform work of detail nature and communicate affactively. Previous working expe-

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If you are people oriende, and if you are people oriende, attarter and able to work with a minimum of supervision, please submit necessary of the presented beginning salary requirements to: Personnel Dept., P.O. Box 1179, Detroit, Michigan 48126.

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LOOKING for executive secretary

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Must be aggressive and dependable
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4:50PM daily, Southfield area. Call.

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