ACCOUNTING CLK Full time, experience helpful. Full benefits. Redford Twp. Apply in person between 9 AM - 3:30 PM. 7-UP BOTTLING CO. OF DETROIT 12201 Beech Daly 7 UP BOTTLING CO. ACCOUNTING CLERK

Full Time Afternoons
No Experience Necessary
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Apply in Person 9 AM - 4 PM:
7 UP BOTTLING CO
12201 BFECH DALY RD.
DETROIT, MICH. ACCOUNTING OUR

DOCTOR'S office in Wayne needs person with good typing skills and ability to deal with public. 325-4100 SWITCHBOARD

Experienced Operator needed for medium sized switchboard. Ful-time only. Excellent company ben efits. Call Mr. Felder for an ALBERT'S 10811 Nort

ENTRY LEVEL POSITIONS FILE CLERK PROOF OPERATOR

Will train person to operate proof machine. No experience necessary. Excellent benefits. Apply: Personnel Department, 9-11 AM. MANUFACTURERS BANK OF SOUTHFIELD

29201 Telegraph
Southfield
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INSURANCE CLERY
Agency in Birmingham has position
open for young man or woman,
experienced in home owners or
anto department. Ability to type
accurately and enjoy working with
public. Pleasant telephone voice
important, salary according to
experience. 46-6537 or
631-6251

TYPESETTER/PROOFREADER Previous experience helpful, Will train typist with speed of 50WPM, accuracy & good grammar a must. Southfield printing company, Call Nancy. 354-2216 BOOKKEEPER

Interesting, challenging position for experienced full charge book-keeper, must type 50 wpm, be well organized, and maintain con-fidentiality, excellent benefits, salary commensurate with experience, apply in person between 10AM and 2 PM, 31435 Stephenschighway. Madison Height: upstairs.

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pose letters, handle telephone calls. Call for appt. 642-601 UNIVERSAL UNDERWRITERS INSURANCE CO. 30400 Telegraph, Suite 158 BIRMINGHAM 502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

504 Help Wanted Office-Clerical MANPOWER TECHNICIAN 117,945-\$19,051. To admirater Fer bulletin write: City of Dearborn, Personnel. 4500 Maple, Dearborn Mich. 48125.

Clerical Assistant
PART-TIME
resident's Administrative Assistant of large Southfield Corporation
quiers an individual with typing
words per minute, shorthand Mich. 48128.

ORDER FOLLOW IJP CLERK
This position involves phone contact
with both customers and weath
The Job responsibilities include
the property of the p requires an individuas with typing 50 words per minute, aberthand and/or dictaphone experience. Must be mature with pleasart post over the properties of the mature with pleasart post of the properties. However, I to RPM delly, Good job for area bousewife. Would consider Senior Co-spatialists. Those sex-ling Summer Employment only - need not apply. Call Personnel, 9 to 5:30PM 334-7130

GENERAL Full & part time positions are now apen in our Southfield offices. For details ask for Mr. 642-4200

organizational satura, secondario GAL FRIDAY. Insurance experience helpful but not a requirement Good typing, aborithand, telephone, people skills. Good salary, benefits. Send remonessary requirements to Box 40. Observer & Eccentric News. ACCOUNTING CLERK Basic accounting knowledge an accurate typing will qualify you fo this position. Office experienc helpful, to \$700. Excellent benefits. PERMANENT STAFF 522-4210 TYPISTS

RECEPTIONIST - Beautiful South-field Firm, General office duties, some typing, will train on switch-board, \$750. Fee paid. OAK PARK COMPANY Wants typist-clerk. Call Carolyn at 548-1990 LOIS RAY 559-0560

Statistical Typist
TAX DEPARTMENT
Permanent position, corporate
efficiency by the property of the state
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Typist Dicta Typist

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NEED SUMMER WORK ONLY
Why not be a POOL GIRL. We hav
openings now just for you. Must is
able to type and if you take shor
hand - that is super. TOP PAY
NEVER A FEE.

478-8350 OFFICE PERSONNEL POOL

Affiliate of PPA Temporary Personnel Since 1946 FAST PACED COMPANY seeks of front desk gal, strong typist some shorthand, capable of handling busy phone. Musike people and enjoy bus schedule. I year experience preferred. Good benefits.

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We have many fine openin for experienced legal secreti ies. Fee paid by employer. Ask for Groce HILLSTROM & ROSS AGENO Southfield 626-81

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Box 407. Southlietd microga-ACCOUNTING CLERKS - Trained positions for applicants with office experience. Good figure aptitude. To 1835. Fee Pald. Beryl Personnel, 4274 N. Woodward, Royal Oak. 516-2270

SECRETARY, type 50-33 WPM. Light shorthand, Engineering department, industrial company, Full benefits, \$200, fee Paid, Beryl Personnei, 4274 N. Woodward, Royal Cak.

504 Help Wanted Office-Clerical

Must be accurate Typist
Dependable, Cali For Appointment
Mrs. Bibbee. 273-476 PART TIME Secretary in rease estate office located in Gerien City Call between 9 Am; and 12 noon and ask for Maureen ACCOUNTING DEPT, MANAGER good secounting background and working synapsan.

CLERK-TYPIST

Must have knowledge of bookkeeping to handle a portion of
accounts payable. Accurate typing,
hours 8:30-5PM. Hospitalization &
avacation paid. Apply as: Wolverine
Tractor & Equipment Co., 25900 W.

Mile. working experience. Industria company, full benefits. To \$18,000 Fee Paid. Beryl Personnel, 4274 N Woodward, Royal Oak. 576-0270 Voodward, Royal Oak. 578-6270

cool telephone personality and typing needed for suburbas office. 
tuture advancement and pleasant oviting conditions make this job a 
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Your affable and courtous person
ality, plus accurate typing and general office skills are needed by
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immediate opening, mus to type minimum 50 wpm. Excellent hospitalization & dental benefits. Southfield & Schoolcraft area. 838-7386 644-4600 SNELLING & SNELLING AGENCY

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suburban location needs your
lis as a Bookkeper, knowledge
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your day with a smile and an interview for a nationally known suburban company. Accurate typ-ing. fee paid. \$715 month. Call Sandee.

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President wants you at the ance firm. Varied duties, nic lon, call Kathleen now. 
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Permanent position available at
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Requires good math aptitude and
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Call 565-3700 e.t. 296 for an interview appointment.
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RECEPTIONIST/

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SUITE 2550
SOUTHFIELD, MI 48075
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Don't let your office skills a rusty!
Keep your skills in shape with tem
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Immediate opportunity for skilled individual to assume significant Secretarial & Assistant responsibilities in small Bloomfield Hills Real Estate Construction & Development office. Top Notch Person with ability & desire to take with ability & desire to take on responsibility. Call Pam at The Development Group, Inc. 84-8000 Equal Opportunity Employer McF

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Bloomfield Hills area. Light typing, artiwer phone & filing. Position available immediately. Mr. Schultz.
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GENERAL OFFICE work some syping, need an experienced woman in taking orders. A basiness phone personality is required 5 day week. n person only, Slater ngs, 31195 Schoole Merriman & Middlebe

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Excellent opportunity. Utilize your People Personality. Show off your pleasing telephone voice and general office knowledge. Fee paid. 850-9700 month. Call Barb. 644-4600 SNELING & SNELING AGENCY.

OFFICE WORK, experience of necessary, must be high sele-graduate, typing skills needed. Witrain, daily salary open. Call 8 Ab. 1 PM 559-70

OFFICE ADMINISTRATOR.
Knowledgeable person who can
perform all office functions, set-up
and organize files and office
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handle customers, etc. Must be
meat. accurate and willing to next. neat, accurate and willing to work hard for small but growing Livenia company. Call Mr. Hobart 261-3430

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TO assist to personnel and payrol

Mon. and Thurs, Must be flexible
for additional days occasionally
Good typists and accurate with figures. Northand area. Needed imme
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Observer & Eccentric Newspapers

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504 Help Wanted Office-Clerical TYPIST-CLERK looking for a young lady in ior year or graduated from to would like to learn the mortgage business. Call Don Van Akin, Royal Oak, 543-

Mid States Mortgage AUTO DEALER SECRETARY/RECEPTIONIST wanted, experience required. Typing and basic office skills. Send returne to: Box 390, Observer & Eccentric Newspapers, 38331 Schoolcraft, Livonia, Michigan 48150.

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Interesting year-round position at
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Good typing skills essential, Applicant must have initiative, be well
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EXPERIENCED CLERICAL Wallpaper-Fabric Department

GENERAL OFFICE and leasin agent for large Southfield spar ment complex. Experienced, over 30 preferred. Call Ms. Borelaxe, 9AM-SPM. SST-081 9AM-5PM. SST-0810

EXPERIENCED legal secretary for law firm in Bloomfield Hills area. Please call Stephen Hopkins for interview appointment. 865-9800

BOOKKEEPER sponsible, mature person for per-ment full time position, Manual sting, 199iog 50 WPM, filling, one, Must be good with figures, ling to interact with employees o-customers, Harel Park, Refer-res required. CANDID LOGIC, INC. 542-7095

FILE CLERK for Southfield is firm. Hard working mature indivi-ual for full time position, must b high school graduate, salary plu-benefits. Please call office manage on July 5th. or 6th for appointing 533-545

General Office/Bookkeeping Ass't. Accuracy a must. Typing, filing, answer phones. Must have good-math aptitude. Bookkeeping help-ful. Redford Twp. area. 87:3570

ACCOUNTING CLERK
To train as Assistant Bookkeeper
Oak Park area. 5437611 TYPIST-RECEPTIONIS Wanted Apply in person at Midwest C.O.M. Systems, 16256 Northland Drive, Southfield Ask for Mary 557-696

SECRETARY to advertising and policine relations director at large regional shopping center, need shorthand and typing skills with interest in assuming additional creative responsibilities, salary commenturate with every

ability. Send resume to Box 376. Observer & Eccentric Newspapers. 36251 Schooleraft, Livonia, Mich-igan 40150.

SECRETARY. Mature, good typist, office experience, \$3.30 hour, fringes. Call, ask for Mary Lou, 565-7725

STATISTICAL TYPIST For South-field CPA firm Must be accurate. Growing firm withgood benefits. Call 388-411

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281-4000
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Challenging, interesting position
with large company utilizing your
typing and shorthand skills. Pleasare, congenial almosphere. Excelpendion and fringe benefits.
Telegraphic and fringe benefits.
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Geographic and the second of t PART-TIME Secretary wanted, 30 hours a week, 9AM to 3:30 PM. Light typing, Call Sherri at Wendy's International.

TELEPHONE RECEPTIONIST with light typing. Part time, 3 days a week. Farmington Hils area. Cal Journ Poters. Challenging

Position 353-5600

GENERAL OFFICE for merchan-dising department, full time. Must be detail minded. No typing. 37's hour week, 3115... 12 Mile & Southfield Road, Mr. Weil 557-6113 born werk, 1114. If Mile 2.

EXECUTIVE SIZE AND SIZE OF THE SIZE O

REALTORS 1550 N. WOODWAR BIRMINGHAM

504 Help Wanted Office-Clerical FULL-TIME Receptionist/Typist, for communications consultant. Salary dependent on qualifications Southfield Area. Send resume to Box 360. Observer & Eccentric Newspapers. 36251 Schooleraft, Livona, Michigan 48150.

EXECUTIVE SECRETARY
Bloomlield Hills Custom Home
Builder is looking for talenteceateer minded individual Experience in bookkeeping, real estate
and/or construction a plus! Salary
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BIRMINGHAM YMCA - Busy office needs pleasant, sharp, receptionis clerk. Varied duties, include some typing & record keeping 9:30am 6pm, 40 hours, up to \$2.90 start plus benefits. Call Edna 544-8028

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RN. PART-TIME for Farmington Hills allergy office. Good pay for experienced, mature individual. Send typed resume to: Box 334. Observer & Eccentric Newspapers. Observer & Eccentric Newspapers. July 18 Schoolcraft, Livenia, Michigan 4810.

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CLERICAL Several part time openings on the afternoon shift. Work is spainable 3 to 5 nights per week. Circucal skills required. Typing helpful. Call 598-5700 ext. 215 between the hours 1 Pm. and 3 Pm. Monday that Friday. Equal Opportunity Employer M.F. SECRETARY needed for small private school. Must be mature and child loving person. School experience preferred. Mid August to end of June, \$4,800. Call for interview.

ADM. SECRETARY ville location. Full time posi-

Belleville Joeation. Full time posi-tion, September-June each year. Type 64 WPA, shorthand preferred. Type 64 WPA, shorthand preferred properties of the preferred preferred from the preferred preferred good telephone writing and good telephone writing and such people. Willing at certain times of year to work beyond rormal work day, Good salary and benefits 697-8174 ext. 4.

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\$7100
General office spot just opened working for a young growing company, Personality is a key fattor here Call Tina right away.
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SALES oriented person interested in career type position in major department store. Salary plus store benefits Apply in person, O'Connor Portrait Studio. J. L. Hudbon, Westland.

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SOLAR SALES, INC.
SEYMOUR ZATE 537-7900

HAVING fun making money with Empress Pearls, weekly pay, must have car, desire to succeed. For appt. Dianne. 427-8219

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We have openings for Sales People
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area offices. Licensed or unli
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REALTORS. would like the opportunity of discussing with you facility and the control of the control o

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Sales trainee. Learn a new
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WANTED: EXPERIENCED, Full furnishings department in fine men's wear shop at Sommerset Mail. Call The Board Boom & ask for Mr. Buckland 643-6618

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...Casual Carrer has an exceptional Sales Opportunity with the control of the contro experience.
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Full and Fart time shoe sales
people for Children's Shoe Shore,
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If you prefer being apart from I crowd and expert in your field, romay have a career opportunity you. To arrange a personal and confemilal discussion call:

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HOME IMPROVEMENT Full time opening for outside sales person. Experienced in Home Improvement. Good commission plus excellent benefit program. Immediate discount. Apply in per-son, Personnel Office, toam-5pm. MONTGOMERY WARD

Southfield Equal Opportunity Employer M I

CLERK-TYPIST PART TIME - DAYS

personnel procedures. Should have good telephone voice handling inquiries regarding personnel matters. Should have good telephone voice handling inquiries regarding personnel matters. Should have accurate typing skills. Pleasant atnosphere. 16-20 hours per week. Call

BORMAN'S INC. (Farmer Jack Supermarkets) An Equal Opportunity Employee

Aggressive suburban advertising agency seeks Clerical Personnel to aid in agency growth.

RECEPTIONIST

the low volume receptionist activity and clerical support to executive stati. requires pleasant, outgoing personal-th telephone manners, and a regard onal appearance. Experience helpful, necessary.

Send resumes in confidence to: Tim Brown Desmond & Associates 20700 Greenfield Rd. Oak Park, Mich. 48237

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Goard of Realitors. 4145 Dublin Dr.,
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SECRETARY, Experienced for I gri office. Typing essential, short-hand not required. Livonia area. 261-1660

INSURANCE AGENCY Experienced Personal Lines or Home Owners, Salary commensurate with ability. Excellent working conditions, Agency Paid Group Blue (Cos.), Disability, Life, Profit Sharing & Retirement, Farmington, Sharing & Retirement, Farmington, Company of the Cost.

EXCELLENT OPPORTUNITY in management consulting firm. For gal who enjoys working with people, has professional appearance and likes variety. 70 wpm, 13 Mile and Northwestern. Call 851-4456

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Medium size agency. Southfiels
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National service corporation has several permanent openings on the day and afternoon shifts. Will be moving from Southleid to Troy within the next few months. Requires key punch working experience. Call 583-5700 est. 240 for an inter-view appointment. Equal Opportunity Employer MyF

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642-4234
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Accuracy Personnel

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Kelly Services, Inc.

29449 6 Mile, Livonia (West of Middlebelt) 522-4020

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23777 Greenfield, Southfid Suite 122 424-9100 Equal Opportunity Employer M.

CLERICAL

and typing ability. Must 1 to 2 years experience in a payroll, billing or accor receivable. Call 568-5200

receivable.

Call 569-5700 ext. 296 for an interview appointment.

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CLERICAL

Requires good math spitude and yping ability. Benefits are

provided. If interested, call 275-5350 ext. 296 for an interview appointment. Equal Opportunity Employer M/F

MAG II TYPIST

Permanent opening at corporate offices of international organization presently headquartered in South field but moving soon to Troy. Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful. Call \$48-\$300 ext. 258 for an interview appointment. Equal Opportunity Employer M.F.

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OFFICE

**JOBS** 

le you are home from school, all you a can. Work when you d, get paid weekly. We have lings pow for:

SECRETARIES

CLERKS Apply Sam-3:30pm Mon.thru Fri.

onal corporation present in Southfield but movin froy has several permanen Requires good clerica d typing ability. Must har

E PAID. Excellent opportunity
the career minded individual
rt at the top with this suburban
mi Salary to \$500. Good typing
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474-1717

RECEPTIONIST Start your day with a smil sterview for a national

PERSONAL SECRETARY 358-3520

Southfield 626-8188
TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls -

OFFICE. Experienced Clerk Requires some key-punch, per manent position. Send resume or work experience and salary requirements to Arrowanth, P. O. Box 407, Southfield Michigan, 40037.

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We are an E.C.F. state licensed and accredited by joint commission of hospitals. Our goal is to assure our patients the finest care. Our need is for nurses. To help realize this goal we invite you to visit our facility and see what's being done.

Annapolis Hospital is a unit of the People's Com-munity Hospital authority. PCHA, Michigan's largest hospital authority, offers an outstanding salary schedule and fringe package to those individuals able to satisfy the challenges of quality health care.

SECRETARY needed for sall office located in the Southfield-Mile area. Some bookkeepin helpful but not necessary. Plea-send resume to Box 382, Observer

illiy to relate to clients and w your own in suburban compa curate typing, light bookkeep to month. Call Barb. 644-4600 SNELLING & SNELLING AGENCY

644-4600 SNELLING & SNELLING AGENCY

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Listen: That's opportunity knocking
for you with a well known suburban
company. Friendly almosphere,
typing, people ability, \$650 a month
Call Sander.

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this super national compans
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selfits. Ask for Tina.
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r top notch ad agency. Typin
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FULL AND PART TIME DAYS - AFTERNOONS - MIDNIGHTS

you can type 50 you will it choice of several ex-itions. Fee paid, good at aries, good benefits. Hurry! PERMANENT STAFF 522-4210

Statistical Typist

ham. 644-6500
RECEPTIONIST-Typist, must have personality plus good experience typing and figure aplitude for long established company in Soathfield. Good pay & fringe benefits, 353-2111 Good pay & fringe benefits, 333-2111
BOOKKEEPER thru trial balance
and statement preparation for
Consulting Engineering firm in
Troy. Knowledge of payroll, taxes
and office administration necessary. Liberal fringes, salary open.
Send resume to: Box 404, Observer
& Eccentric Newspapers, 18251
Schooleraft, Livonia, Michigan
4150.

**GENERAL OFFICE** 

ORDER FOLLOW UP CLERK
This position involves place centers
this both customers and venters
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