502 Help Wanted Dental-Medical

MEDICAL TYPIST. Monday thru Friday; 1 PM - 5 PM. Non-smoker, fitness oriented. Dictaphone experience. Resume: Ruth Lewis, 1551 W. Big Beaver Rd., Troy, Mi. 48084

SECRETARY - Part time now - Full time later - Hours of 20 WPM. Oral Surgery office, Birmingham Area. Call between 10am-4:30pm 647-7336

RN'S - LPN'S - AIDES
Relieve other Nurses on vacations, days off and holidays. Earn double time Labor Day.
A M C HEALTH CARE I
Southfield Pontiac
569-3505 338-6080
Owned by Nurses for Nurses

CHAIRSIDE Dental Assistant, in Bloomfield Hills office, 4 days, experience helpful, excellent benefits. Call 645-9753

MEDICAL OFFICE
Ophthalmologist needs person to supplement present staff, must be eager to learn, salary commensurate with capabilities, send resume to Suite No. 1, 2700 North Woodward, Bloomfield Hills, 48013

DENTAL ASSISTANT, experienced. Modern progressive office in Westland. 5 day week. 425-3560

CMA
Part time and full time per diem pay. Malpractice insurance paid for, no OB. Wayne County General Hospital. Contact Elizabeth Szatanek, 722-2500, ext 6644

MEDICAL RECEPTIONIST - Experience preferred. Monday, Wednesday, Friday, 2 to 9PM. Knowledge of peg board, appointments, and insurance form. 544-8810

DENTAL ASSISTANT, FRONT OFFICE,
Enthusiastic, Efficient, Neat individual. Busy professional Rochester office needs take charge assistant for business office. Applicants should have prior experience in appointment control, insurance and dental terminology. Must like personal & telephone contacts with patients. No Evenings or Saturdays. Fringe benefits. For interview, send resume stating experience and educational background to: Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN'S
needed at Northville Regional Psychiatric Hospital. $14,720 to $15,597. Michigan Civil Service benefits. Please contact Mrs. Dixon,
349-1400, ext. 231
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

NEW OFFICE OPENING

Become a Tiffany Temporary with MANPOWER. All office skills needed - Typists, Steno, Clerks, Keypunch Oprs. Bookkeepers, Demos and much more.

Interviewing Mon. thru Fri. 9-3 pm.

26075 Woodward, Suite 305
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

GENERAL OFFICE
Fast growing Southfield Corporation now has exciting full and part time positions available to utilize your excellent clerical skills. Convenient location, pleasant working conditions, competitive starting salaries, generous benefit program. Call Mr. Roper at 642-4200 for details.

Accounting Clerk
We have an opening for an individual who is ambitious and quick to learn. Must like working with numbers and have typing abilities. Starting salary from $550 per month with regular performance reviews, attractive benefit package. Apply in person or call: MR. PASTERNAK at 642-4200 for appointment.
SILHOUETTE AMERICAN HEALTH SPAS
Southfield, Michigan

504 Help Wanted Office-Clerical

Office Girl
To enter data to computer from terminal. Typing required. Southfield area. Ask for Mr. Bremer.
557-0770

Office Services Clerk
VLASIC FOODS, INC. has an immediate opening for a conscientious and energetic office services clerk to learn office functions and develop within a growing and progressive food company. Responsibilities include corporate mail handling, typing (50WPM) and filing, switchboard relief and other miscellaneous office duties. Apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

KEYPUNCH OPERATOR
Permanent, full time day position available for Keypunch Operator. Minimum experience required is 6 months on IBM 3742 Data Entry Equipment. Apply at:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

MUST HAVE ABILITY FOR VARIED OFFICE DUTIES:

Knowledge of Inventory Control helpful.

Knowledge of Accounts Receivable helpful.

Telephone efficiency with good speaking voice.

Legible handwriting.
INTERVIEWS ONLY
Tues., Aug 8th, 10 AM - 12 NOON
TOWN & COUNTRY FURNITURE
23660 Michigan Ave., between Outer Drive & Telegraph, Dearborn.

CLERICAL TYPIST-RECEPTIONIST
Southfield City office, good salary. Benefits. Office experience desirable, but not necessary. Parker, Wittus & Co., 24555 Evergreen Road, Suite 315, Traveler's Tower, Southfield. Call Ms. Yolen 354-4060

SALES CLERICAL
Old established tool and supply company is looking for energetic person to work in sales and inventory control. Experience not necessary. Opportunity for advancement. Mechanically inclined with good Math. Call Mr. Sarkesian after 5 PM. 543-1557

SECRETARY
Bright girl, shorthand, typing & sales back-up required. Ask for Dee. Redford Area. 255-7550 ext. 4

TROY-BASED construction firm looking for a talented, career-minded individual with exceptional shorthand and typing skills. Excellent opportunity for right person interested in becoming an active member of management team at Andrew, Stone & Heyman Co., 399 West Big Beaver, Troy, Mich. 48084. 362-3000

SECRETARY - Typing, light shorthand, excellent benefits. 10 Mile, Evergreen. Call 354-8655

RUNAWAY Shelter is in need of secretary-bookkeeper, some crisis intervention involved. Contact Jan at Sanctuary. 547-2260

DENTAL ASSISTANT and Secretary (2 persons needed). Experience preferred but will train right persons. Modern office, Greenfield/9 Mile near Providence Hospital. Monday thru Friday, 8:45AM-5:30PM. Call anytime 968-3344 or 548-9783

Keydisc/Keypunch
Experienced operators accepted for top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Southfield 569-2220
Utica 254-1910

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Position with rapidly growing Southfield Computer Company. Applicant must have contract administration experience, good typing and communication skills, be well organized, and willing accept challenge and responsibility. Salary based on experience. Excellent benefits. Call for interview.
569-2220, Ext. 202

TYPISTS
WE HAVE TEMPORARY JOBS IN
FARMINGTON
LIVONIA
SOUTHFIELD
TROY
ROCHESTER
NO FEE
SUBURBAN OFFICE SERVICES
ROCHESTER 651-1500
FARMINGTON 477-9042

ACCOUNTING CLERK
One to two years college level accounting background and prior experience in monitoring and controlling computerized files. Familiarity with automated accounting systems and procedure desirable. New building in downtown Detroit, Woodward & Congress. Subsidized fringes. Nearby paved parking.
Detroit Federal Savings
961-7600, ext. 14
Equal Opportunity Employer M/F

SECRETARY
Large advertising firm. Automotive account group, type 50 - 60, Dictaphone experience necessary. Fee paid. $9,260. Hurry before it's gone.
PERMANENT STAFF
353-0505

PAYROLL CLERK-SOUTHFIELD
Must like detailed figure work, bookkeeping, and posting of sales. Some payroll experience is preferred. Type 50 for invoicing and letters. Benefits. 356-1818

SUBURBAN BASED Insurance Company
Has immediate openings for CLERK-TYPISTS and KEY PUNCH OPERATORS with experience on IBM 5496 or IBM 129 or decision data 9610. Includes 4½ day work week, excellent fringe benefits and advancement potential for the right person. Call: 433-2000.

STATISTICAL typist, general office, part time, for N. suburban CPA firm, mature lady preferred. Please call Miss Reese, after 10 am, for an appointment 559-0707

KEYPUNCH - operator for Troy company. Day shift. Salary $600 plus full benefits and agency fee paid.

EQUAL - Opportunity Employer needs experienced secretary for company accountant. Outstanding national firm is located in beautiful new Troy offices and offers outstanding benefits. Salary $10,800. Fee paid.

TROY - auto related sales office needs secretary able to assume responsibility. Good benefits, salary $10,400; fee paid.

SELF - Starter who wants a challenge needs to fast growing Birmingham firm. Key position requires ability to work unsupervised. Average typing. Salary $650 to $700 with benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

DIAL A JOB
24 Hr. service to hear about our most recent openings. 668-8780

TELLERS - Full and part time, experienced preferred. Security Bank of Novi, 41255 10 Mile Rd. Novi. Call for appointment 478-4000
An Equal Opportunity Employer

PLYMOUTH TRAINEE
FEE PAID. Exciting job with friendly attorney who is willing to train? Good typing is a must. Hurry!

UVONIA $700 PLUS
FEE PAID. This nice boss needs your good clerical skills to help run busy office!

TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

STATISTICAL TYPIST & General office for Southfield CPA Firm. 569-5431

CREDIT TRAINEE
Telephone & General Credit work. Will train for retail operation. Large volume, busy office. Company benefits. Call between 10 AM-5 PM. Mon. thru Fri. 534-4322

SECRETARY - receptionist, Farmington Hills, accurate typing, dictaphone, busy phones, 2 years experience, $696.

BOOKKEEPER -full charge to P & L, Southfield firm, excellent opportunity, salary commensurate with experience, fee paid.

LOIS RAY PERSONNEL
559-0560

HELP WANTED for light office work, full or part time, apply at front door, 12690 Farmington Rd. Livonia. Before 11:30 PM and after 1:30 PM.

504 Help Wanted Office-Clerical

SECRETARY $8,000
Your sunny personality and business sense will land you this dynamite job using your typing and shorthand skills. Call Kathy.
SNELLING & SNELLING
478-3500

SECRETARY $8500
Run the office for this successful firm. Good typing and organizational skills are a must for this responsible spot. Call Tina.
SNELLING & SNELLING
478-3500

SECRETARY for Troy corporation, requires typing & shorthand. Nice new office building. $750 Fee Paid.

BOOKKEEPER-FULL CHARGE RESPONSIBILITIES. For Pontiac company. Supervisory experience required. $14,000. Fee Paid.

GENERAL OFFICE for Birmingham publisher. Requires typing, plus phones. $650 Fee Paid.

LEGAL SECRETARY-for general practice to work for one partner. Requires 70wpm typing & shorthand 60wpm. Mag Card too, helpful. $850 - Fee Paid.

Accuracy Personnel
643-3050 358-2010

CALL OUR
CAREER HOT LINE
642-4234

ADVERTISING FIRM
Is looking for your dictaphone skills today. Now is your chance to learn the ins and outs of this dynamic field $800. Call Sharon.
SNELLING & SNELLING
478-3500

SECRETARY, STENOGRAPHER. Northwestern High, Lahser area. 1 Girl office, prefer 2 skills and references required. $150 per week. 355-7700

Word Processor
If you -
• Can type a minimum of 70 WPM.
• Have good language and spelling skills.
• Have 1 year experience typing and transcribing from dictation.
• Enjoy typing on sophisticated equipment.
We offer -
• Training opportunity on advanced text-editing systems.
• Starting salary from $8580 to $9658.
• Excellent benefits.
• Pleasant, modern surroundings.
Call our Personnel Office for appointment.
CPHA
1968 Green Rd.
Ann Arbor, Mich. 48105
769-6511
Equal Opportunity Employer M/F

AUTO DEALERSHIP
Needs person to assist bookkeeper. Must know typing, some bookkeeping knowledge required, dealership experience preferred. See or call Louisa Wright.
LOU LaRICHE CHEVROLET
40875 Plymouth Rd.
Plymouth
453-4600

GENERAL OFFICE, Southfield Mortgage Company needs recent H.S. grad to do filing and help in accounting department. Call 559-9200

LEGAL Secretary, shorthand, useful, dictaphone, varied background, minimum 3 years experience, pay and benefits commensurate with ability and experience, pleasant surroundings. Southfield. 557-7100

SECRETARY - No shorthand, type 55 WPM, good figure aptitude. $700, all benefits. Fee paid. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

SUBURBAN OPPORTUNITIES
FULL CHARGE BOOKKEEPER - To $12,000. Thru trial balance. Posting to general ledger. Residential building experience helpful. Rochester.
ENTRY LEVEL POSITION - Math aptitude and light typing. Southfield.
ENTRY LEVEL CLERK-TYPIST - $3.25 per hour. Farmington.
SECRETARY - Real Estate law. $185. Southfield.
EMPLOYERS PAY ALL FEES
SUBURBAN OFFICE SERVICES
ROCHESTER 651-1500
FARMINGTON 477-9040

RECEPTIONIST-Light typing & misc. duties for Troy law firm. Monday through Friday, 12 noon-5:30 PM. Call 362-1300

PART TIME TYPIST, mature individual with typing speed of 60 wpm. Flexibility in scheduling, 13 & Northwestern. 851-4456

RECEPTIONIST
Part time
Answer phones, and type in real estate office. Hours: every other evening and 1 day on weekend. Call:
522-8000

CLERKYPIST, for Southfield accounting office to run mini computer. Typing helpful, will train. 559-7960

GENERAL OFFICE - experience preferred. Typing, filing, phone answering, good with figures. Call for appointment. 273-5800

GENERAL OFFICE. Part time. Must type. Variable hours including some weekends. Apply Mon. thru Fri. 8 AM-4 PM. Arnold Home, 18520 W. 7 Mile.

ACCOUNTANT-BOOKKEEPER
Excellent position for responsible individual with ability to keep accurate accounting records. Must be familiar with office procedures and all facets of bookkeeping. Salary open. Send resume to Pat Grace, C.P.U. Inc., 16015 Northland Drive, Southfield, Mi. 48075. Or call 557-5577

SECRETARY, Architectural office, experienced only. Good at telephone & IBM typewriter. Bookkeeping and overall office management required. 427-3310

504 Help Wanted Office-Clerical

CLERK/TYPIST. No experience necessary. Meet the public. Interesting, varied work. Good salary, regular increases based on merit. Learn to operate computer terminal. See Mr. Richard, General Finance Corp., 22036 Grand River, Detroit. 534-1205

OFFICE CLERK
For general office work. Must be excellent typist. Some bookeeping helpful. Will train the right person. Apply with Irene Hammers. Livonia VW. 34501 Plymouth Rd. 425-5400

FULL TIME SECRETARIAL POSITION IN RELOCATION DEPARTMENT OF FARMINGTON HILLS REAL ESTATE COMPANY. TYPING AND GOOD PHONE MANNER REQUIRED. PHONE MS. PARDONNET AT 851-1900.

YOUNG WOMAN
To assist in the Parts Department and be willing to move with dealership in November to West Bloomfield, Michigan. Apply in person: Jack Cauley Chevrolet. 22346 Woodward, Ferndale.

INSURANCE GIRL
Experienced in Claims for Fire & Casualty Agency. Highest Wages. Southfield Area. Call 9-4 PM. 557-9066

PERMANENT PART TIME-Southfield real estate investor office, bookkeeping, light typing, management, mature woman, experienced. 569-2580

FRONT DESK SECRETARY
A beautiful position with a Fortune 500 Company. Your good skills and professional manner will be appreciated here! $775. Call Mrs. Headley now.
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY, part time, for Regional Manager, 9 AM - 3 PM; Monday through Friday, 1-girl office. $4.50 per hour. Dictating, phone answering, filing, record keeping, typing. Birmingham. 626-3524

SECRETARY/TYPIST
Pleasant Southfield Law Office
Experience Preferred
559-3850

TRANSAMERICA Title Insurance Company, Birmingham-W. Bloomfield. Immediate openings for escrow officer positions, must be capable of preparing closing statements and close all types of transactions. Call for interview appt., Ask for Tony Alcala or Mike McMenaghan. 569-3100
An Equal Opportunity Employer

LEGAL Secretary, shorthand required. Southfield office. 354-3300

CLERK-TYPIST for busy manufacturers rep. Diversified duties, experience necessary. 1 Mile - Coolidge area. 549-6222

College Students
Teachers
Home for the summer? Restless? If you have ANY office skills, we invite you to join forces with our year 'round staff.

We have a variety of assignments. Work a day, a week, or all summer.

BRING YOUR FRIENDS
REGISTER NOW!

For interview call the office nearest you. Mon. thru Fri., 9 Am. to 2 Pm.

Dearborn 563-8060
Detroit 963-0880
Clawson (Tues. Wed. Thurs.) 585-6287
Oak Park 967-0336
Wyandotte 284-9040
Livonia (10 Am.-3 Pm.) 525-0230
Farmington (10 Am.-3 Pm.) 478-8080p
WITT SERVICES

SECRETARY
Challenging part time position for competent secretary with good experience. Accurate typing and shorthand required. Must be able to work independently and enjoy public contact. Pleasant working conditions at convenient Birmingham location. Call 9 Am. to 5 Pm. 647-7960; after 6 Pm. 647-0814

LEGAL SECRETARIES
The demand for legal secretaries throughout the Tri-County area is phenomenal! We are actively seeking Junior through Senior experienced secretaries interested in permanent part time or temporary positions. Many outstanding legal practices as well as solid corporate positions are available. If you are seeking a change for whatever reason, the time is act is now! Never a charge to you for our professional and confidential placement service. Contact the office most convenient to you.
PERSONNEL AT LAW
Southfield 358-0060
Troy 649-2060
Dearborn 336-5777

BOOKKEEPER
Full charge bookkeeper needed. Experienced thru trial balance and ability to do payroll and quarterly reports required. Should know computer helpful but not required. 35 hour week with good salary and fringe benefits. N. W. Detroit.
Troy ext. 50
SECRETARY, general office, telephone, filing, typing. Southfield area. Call Debbie 353-4305

CLERK/TYPIST, typing 50WPM, good with phone, some pegboard experience preferred. $645 month. Send resume to: Troy Steel Corp., P. O. Box 318, Troy, Michigan. 48099. Attn: Gayle.

CLERK-TYPIST - Farmington area. Expanding sales department needs competent person to handle telephones, typing, and filing for 2 person staff. Must have pleasant phone personality, and average typing speed. 45-50 wpm. Shorthand helpful, but not necessary. Call for interview. 477-6066

BOOKKEEPER, experienced for varied clientele of suburban CPA Firm. Excellent opportunity, reply to Box 810, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER, administrative assistant. For C.P.A. firm, Birmingham area. Must be experienced accounts receivable, billing, bank rec, time controls, statistical typing. Business college courses helpful. Opportunity for advancement in growing firm. Salary open. 644-5028

TYPIST, experienced, good phone personality, for Southfield CPA office. 559-7515

GENERAL OFFICE
Filing, switchboard, cashiering. Full time. Must be neat in appearance and willing to learn. Some experience preferred. Call Sandi:
TAMAROFF BUICK OPEL
353-1300

SALES REP needs mature woman for general office work including some bookkeeping. Hours flexible. Rochester Area. 375-0420

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced In Real Estate
Good typing, shorthand skills required. Excellent salary and benefits. Monday thru Friday, 9AM to 5 PM. Southfield Law Firm.
559-7500

RECEPTIONIST-TYPIST
For a building company in Southfield. Minimum 5 years experience. 55 wpm. Call Bernice. 559-0905

SECRETARY
Large regional shopping center needs person with secretarial and bookkeeping skills to work in management office. Salary commensurate with experience. Apply in person at the Management Office, Fairlane Town Center, Dearborn, Michigan.

GENERAL OFFICE, good typing, full time. 1 year experience. Southfield area. Call 354-2231

WANTED-Telephone Claim representative. Would like at least one year experience in handling Worker's compensation claims. Contact either Dick Weiss or Cindy at 353-5800

INSURANCE
Birmingham agency has openings for insurance trainee position. Typing required and some insurance experience would be helpful (Automobile and Homeowners). William. Call Mrs. Jones 644-5818

TYPIST/RECEPTIONIST needed in Purchasing Department of private educational institution. Good typing ability required. Excellent fringe benefits. Bloomfield area. Send resume to Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY. Good typist with math aptitude. Diversified duties, experience preferred. Company benefits. Southfield location call 559-2300

ASSISTANT BOOKKEEPER - Growing Southfield insurance agency. 5 days, good salary & fringes. 559-9157

GIRL FRIDAY needed for small printing company. Will train. 18 years. No typing necessary. Birmingham area. 642-4488

TYPIST
With some Bookkeeping knowledge to work in a pleasant office 5 days a week. Call Mrs. Garnett or apply in person. 36137 W. Warren, Westland. 728-8100

GENERAL OFFICE clerk, good with figures, typing, filing and phone work, 1 block off I-96 Expressway. 628-9010

LEGAL SECRETARY with shorthand for senior partner. Southfield law office. Typing 50 wpm. 557-5600

GENERAL OFFICE. Varied duties for printer in Birmingham. Must have knowledge of bookkeeping. 644-4250

SECRETARY
Southfield $870
Architectural engineering firm needs experienced all-around secretary. Minimum 10 years office experience with typing & shorthand skills. Permanent position with full fringe benefits.
WOLF, WINEMAN & ASSOCIATES
17570 W. 13 Mile, Southfield
559-0750

TEMPORARY EXECUTIVE Secretary needed to work from Aug. 21 thru Jan. 1. Present secretary taking maternity leave. Excellent typing and shorthand required. 4 to 5 years experience desired. Call Denise at The Taubman Co. 569-5000 ext. 222

GENERAL INSURANCE AGENCY Dearborn location looking for a Junior Secretary with shorthand and typing skills. Must have some knowledge of the general insurance business. Excellent working conditions and fringe benefits. Salary commensurate with experience, and ability. P.O. Box 1068, Dearborn, Mich. 48121.

SECRETARY-Excellent opportunity for Secretary possessing one or more years experience. Requirements include 60wpm typing, 80wpm shorthand, good telephone technique. Competitive salary and excellent employee benefits. If you can qualify and are interested in a challenging position, please apply or call Picker Corporation, 22340 W. 7 Mile Road, Detroit, 48219. Attn: Mr. M. Mashal.
An Equal Opportunity Employer

RCA SERVICE CO.
General Office work, typing, filing, telephone. Monday thru Friday, 8:30 AM - 5 PM. Full benefits. Call Chris Monday thru Friday 8:30AM-5PM. 522-4800

CLERICAL HELP needed, experience in bookkeeping required. Good typing skills, small computer experience helpful. Apply 1pm-4pm. No calls. Aerolite, 1000 W. Maple Lake Road, W. Bloomfield, east of Orchard Lake between 15 Mile & Pontiac Trail.

FULL TIME Clerical Worker needed, switchboard experience helpful, must be able to work some weekends, typing 50 WPM. 322-7112

CLERK-TYPIST
Individual needed for position as clerk typist for Detroit District Sales office Southfield Area. Applicants must possess excellent typing & telephone skills as well as knowledge of general offices tasks. Qualified candidates should apply by contacting: Detroit Strip Division, Cyclops Corporation, 356-5600
Equal Opportunity Employer M/F

ASSISTANT BOOKKEEPER, experienced with accounts payable on pegboard system. Busy Builder's office, Birmingham. Beachum & Roeser Homes. 646-2222

FAST GROWING Troy Firm looking for sharp on the ball Gal with good accurate Typing Skills & Pleasant Phone Voice. Must like to Type, this is for you. Call 9 AM-5 PM. 649-6649

TYPING a must, bookkeeping helpful for small Insurance Agency in Rochester area. 652-4100

RECEPTIONIST-MANAGER for Health Club. Must be personable and physically fit. Flexible hours. Established company. 545-9791

LIVONIA FIRM needs self-starter with light typing, good figure aptitude, for appointment call 591-1171

RECEPTIONIST, part time, 1 PM - 5 PM Monday through Friday. Typing, good phone skills. Birmingham area.

SECRETARIAL help. Main St., Plymouth Law Office. After Labor Day. Typing, dictaphone, reception. 459-8300

RECEPT. - GEN'L. OFFICE
Help needed for busy Troy real estate office. 9-5 Mon. thru Fri. $125 per week. Call Chris Milne at 649-3100

FULL TIME Office position available. Must be 18. Call Don 721-3700

GENERAL OFFICE HELP - shorthand, typing and bookkeeping experience. Intro trial balance. Must be sharp. Wages commensurate with ability. Small job shop with 3 girl office. Farmington. 474-7200

Clerk-Typist
START OFF RIGHT
. . . with this interesting, entry-level opening at one of America's leading progressive insurance companies. We are seeking someone with good typing skills and the ability to handle a variety of important responsibilities. We offer a good starting salary and excellent company benefits in our convenient, attractive office. Please call Mary Connell at (313) 358-1200, for an interview appointment.
Mutual Benefit Life
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

WE NEED YOU
Rapidly expanding Southfield firm has several immediate full time openings in:
PROMOTIONAL CONTESTS - need math aptitude necessary, typing minimum 50 WPM.
SALES SECRETARY - Fast accurate typing 60 WPM. Shorthand 80 WPM.
PERSONNEL - Public work, need pleasant phone voice, typing minimum 50 WPM.
AUDITING - Responsible person with good math aptitude.
LICENSING - Detail work, typing 55 WPM accurately, Shorthand helpful.
ACCOUNTING - Bookkeeping experience necessary, 50 WPM typing.
Excellent benefits with fast advancement opportunities.
For appointment call
353-3209

EXPERIENCED SECRETARY, good typing and shorthand. Assistant Dispatche/records clerk. Salary commensurate with experience. Livonia. 425-9030

GENERAL OFFICE - part time 5 to 9 Pm. Registrar's office. Lawrence Institute of Technology. Call for interview. 356-0200 ext 91

MATURE WOMAN for full or part time general office work for life insurance company, typing 50 wpm. Shorthand desired but not essential. North Woodward area. 542-6814

RECEPTIONIST
Full time position with a Real Estate Firm in Bloomfield. Available for someone with typing & phone answering skills. Call Joyce Tobiassen for an interview.
647-6036
TYPIST
Southfield Office
559-1494

POSTING CLERK
Posting to and balancing of general and subsidiary ledger. Monthly/quarterly reports. Send resume to business manager, Madonna College, 36600 Schoolcraft Road, Livonia, Mi., 48150.
Equal Opportunity Employer M/F

RESPONSIBLE WELL Adjusted person needed for small OFFICE MANAGEMENT & SECRETARIAL WORK in new Troy Area. Light Typing. Bookkeeping & Sales Experience Preferred. Inquire thru Linda. 879-2222

GENERAL OFFICE-SALES TRAINEE
District Sales Office has opening in Southfield. Excellent Medical Plan & other fringe benefits. Call Florkote for Details. 557-2230

OFFICE SECRETARY. Must be able to answer telephone, knowledge of running a computer and general bookkeeping. Good pay & full benefits. Call ask for T. Caldwell or W. C. Teasel. 528-1500

BOOKKEEPER full books, all government reports, payroll, job costing, and inventories already. Full time employment, send resume and salary requirement to Westmount, 23660 Industrial Ct., Dr., Farmington Hills, Mi. 48024.

RECEPTIONIST - CLERK, immediate opening for all around girl with light typing, pleasant working conditions. 543-6757

RECEPTIONIST WANTED: Daily hours. 355-0080

CONTRACTOR will pay $100 per week plus use of a room home furnished to active or retired secretary. Must be honest, neat, able to drive car, care for home, full time job, fringe benefits, no objection to 1 child. 425-9721

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 626-8188

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Legal Secretaries - Typists - Commercial & Personal Lines girls - Bookkeepers.
E. M. SPEARS & ASSOC
1044 Buhl Bldg., Det. Mi. 48226
963-0810

Statistical Typist
TAX DEPARTMENT
Permanent position, corporate offices of international organization presently headquartered in Southfield but moving soon to Troy.
Requires good typing skills. Some general office experience required.
Call 549-5700 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 Southfield but moving soon to Troy.
Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful.
Call 549-5700 ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

KEYPUNCH
National service corporation has several permanent openings on the afternoon shift.
Will be moving from Southfield to Troy within the next few months.
Requires keypunch working experience.
Call 549-5700, Ext. 240 for an interview appointment.
Equal Opportunity Employer M/F

TYPIST
National service corporation has permanent opening. Will be moving from Southfield to Troy within a few months.
Must have the ability to type 50 WPM. Will train on the Data Entry Machine.
Call 549-5700, Ext. 296 for an interview appointment.
Equal Opportunity Employer M/F

LEGAL SECRETARIES
Experienced legal secretaries needed immediately for temporary assignments in the suburbs & downtown Detroit. We will work around your available days. Full time candidates also needed. Top wages paid. Call.
PERSONNEL AT LAW
358-0060

GENERAL OFFICE
Applicants must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information contact Personnel Department.
Alexander Hamilton Life Insurance Co. Of America
553-2000

LEGAL SECRETARY for Senior Partner: shorthand, mag card experience preferred, excellent working conditions, and good benefits. Ask for Mr. Reagan. 643-6410

504 Help Wanted Office-Clerical

CLERK - TYPIST
Excellent opportunity for a mature individual with excellent typing skills, for busy personnel office. Office experience required. Knowledge of group insurance helpful. For further information contact personnel dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

EXECUTIVE SECRETARY
A growing corporation located in N.W suburbs is seeking a qualified secretary to a top ranking executive. The successful candidate should have excellent shorthand and typing skills. 2-3 years experience - marketing background desirable. For further information please contact Personnel Dept.
Alexander Hamilton Life Insurance Co. Of America
12 Mile & Farmington Rd.
553-2000

SUMMER OFFICE JOBS
While you are home from school, earn all you a can. Work when you want, get paid weekly. We have openings now for;
SECRETARIES
TYPISTS
KEYPUNCHERS
CLERKS
Apply 9am-3:30pm Mon thru Fri.
24755 S Mi. W. of Telegraph
29236 Ryan Rd. at 12 Mile
26075 Woodward, Suite 305
Huntington Woods
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Position with rapidly growing Southfield Computer Company. Applicant must have contract administration experience, good typing and communication skills, be well organized, and willing accept challenge and responsibility. International manufacturing firm. Excellent benefits. Call for interview.
569-2220, Ext. 202

EXPERIENCED SECRETARY
For Construction and Management offices. Shorthand, typing, and references required.
Hours - Friday, 9-5. Call, 9-30 -4:30.
626-5595

KEY PUNCH OPERATORS
Afternoons shifts only. Experienced on video 2277. Apply in person between 8-10:30 AM or 1-2:30 PM.
K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

RECEPTIONIST-TYPIST
For fast paced position. Recent High School grad o.k. Experienced preferred. Good typing skills and phone personality important. Excellent working conditions and opportunity for advancement. Phone 644-8000
Equal Opportunity Employer M/F

PERMANENT POSITION
for bright individual who is good with figures. 8 Mile-Lahser area. Mr. Pearlman. 353-0160

GENERAL OFFICE
Combine secretarial and general office duties at $700 start in Southfield. Professional firm needs your skill in handling projects and people. Call 542-8900.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

PERSON FRIDAY
Terrific chance in Birmingham to combine your phone personality with the fast paced expansion this firm offers. $700 - $850 start when you call 645-4144.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

KEYPUNCHERS
Immediate temporary / permanent openings in Troy area for Keypunchers. Day, afternoon or evening shift. After 90 days, positions become permanent. Good pay plus and no fee. Please call 967-0070.
STAFF BUILDERS
Temporary Service
20700 Greenfield
New Center Bldg.
8 Mile-Greenfield Area

CLERK TYPIST
ART DEPARTMENT
Permanent position, corporate art department. Present location Southfield, but moving soon to Troy.
Requires excellent typing and clerical skills. Excellent benefits.
Call 569-5700, ext. 296, for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL
Good typist to work in insurance department of international corporation. Knowledge of, or interest in learning corporate insurance and risk management.
Will be moving from Southfield to Troy shortly.
If interested call 549-5700 ext 296 for an interview appointment.
Equal Opportunity Employer M/F

NEW CAR Buyer wanted - familiar with Licensing and Titling of new and used cars. Must have Auto Dealership experience. Contact Ralph Roejer at Stella Buick. 537-0200

AUTO BOOKKEEPER
BUICK DEALERSHIP looking for experienced Bookkeeper to assist Office Manager. Must be familiar with all Journals, G.M., B&K systems. Contact Ralph Richer 537-7000

TYPIST. GOOD PAY. SMALL COMPANY. AFTER HOUR INTERVIEW AVAILABLE. 476-5088

FULL TIME SECRETARY, excellent starting wage and fringe benefit package. Type, 45wpm, must be pleasant and outgoing. Great position for High School grad. Christine, 342-0800, ext. 24

TAX LAWYER needs experienced Legal Secretary. Salary open. Write resume to Frank H. Boyer, 1000 West University, Suite 100, Meadowbrook Professional Plaza, Rochester, Mi. 48063

504 Help Wanted Office-Clerical

TYPIST - SOUTHFLD TV CO.
For Sales Division. 55 wpm accurate typing. Figure aptitude. Light general office background. Starting salary $700 min. Fully paid benefits. 9-5 daily. No agency fee.
EXECUTIVE SECRETARY
For President of Southfield Construction Co. Strong secretarial - construction background required. IBM Memory Typewriter. $12,000 absolute minimum. Fully paid benefits. No agency fee.
SEC'Y TO CHIEF OF NURSING SOCIAL SERVICES, ETC
DETROIT
Able to compose own correspondence, dictaphone experience. $10,500 minimum. Full paid benefits. No agency fee.
SEC'Y TO ADMINISTRATOR OF CLINICAL OPERATIONS
Medical Background required. Secretarial skills, dictaphone, no shorthand. Must be well-organized, self-motivated, etc. Salary $12,000 minimum. Fully paid benefits. No agency fees.
ACCTS. RECEIVABLE-BKKPR
3rd Party Billing Experience
Able to delve into a mess desk. Salary $14,000 minimum range. Full benefits. No agency fee.
RECEPT. CLERK-DETROIT
Prefer switchboard experience for executives. 40 wpm typing, calculator experience. $700 minimum monthly. Full benefits including dental, glasses. No agency fee.
STAT-TYPIST-PLEASANT RIDGE
50 wpm typing accurate. Answer phones. Salary, $3.50-$4.50 per hour. Paid benefits. Agency fee reimbursed after 90 days.
ONE PERSON OFFICE-SFLD
Accurate 60 wpm typing. Dictaphone. Will answer phones. Deal with customer orders. Manufacturer's parts office. Excellent salary range.
ACCTS PAYABLE-SOUTHFLD
Payroll-will train on computer. Hours 9-5. $780 minimum. No agency fee.
ACCOUNTS PAYABLE CLERK
DEBRN AREA
Good Figure experience, light accurate typing. $750 minimum range. Full benefits including Col. No agency fee.
BOOKKEEPING-TROY
Experience required. $10,000 range. full benefits. No agency fee.
SECRETARY OR TYPIST
FOR SALES MANAGER
7 Mile-Woodward Area. Good figure aptitude. Customers phone factory. Experience or background. 60 wpm typing. $10,000 range. Paid benefits. No agency fee.
ACCOUNTS PAYABLE-NOVI
Good background, light typing, commensurate salary depending on experience. Paid benefits.
GENERAL OFFICE-SOUTHFIELD
Telegraph Road Area. PREFER MATURE. 55-60 wpm Typing. Dictaphone, light figure work. Salary $800 range. Full benefits. No agency fees.
ACCOUNTS RECEIVABLE CREDIT & COLLECTION
Good typing in 60's. Manufacturing experience. Salary $900 range, full auto benefits. No agency fee.
GENERAL ACCOUNTING CLERK
10 key calculator experience. Accurate typing. $700 range. Full benefits. Including dental. No agency fees
SECY-PERSONNEL DIRECTOR
Royal Oak Manufacturer. Accurate typing. Prefer personnel experience but will see other. Salary $800 minimum. Full benefits. No agency fee.
TYPIST-TROY
Good typing for export division International manufacturing firm. Excellent typing. Able to compose letters. Salary $700 range. Full benefits including dental. No agency fee.
BETTY HAMIL PERSONNEL
424-8470

MAIL CLERK
HSG - Excellent opportunities. Apply in person from 8-10:30 AM or 1 PM - 2:30 PM
K MART ENTERPRISES
3000 W. 14 Mile Rd.
At Coolidge
Royal Oak
An Equal Opportunity Employer

FULL CHARGE bookkeeper required by medium sized manufacturing concern. Located in Redford Twp. Must be able to do general ledger, payroll taxes, etc. Excellent company benefits. Excellent phone working conditions. Starting salary $12,500 per year. Reply in full confidence to box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEP