504 Help Wanted Office-Clerical

ESCROW ASSISTANT

Must have Escrow or Deed Escrow experience. Call Personnel

353-0900

AMERICAN TITLE INSURANCE CO.

SOUTHFIELD
An Equal Opportunity Employer

FRONT DESK RECEPTIONIST, PBX experience, day shift. Botsford Inn, 28000 Grand River, Farmington.

BOOKKEEPER SECRETARY. Southfield area. Medium size office. Typing, filing, phone, accurate, payable and pay-roll. Call for appointment. 569-2223

SECRETARY, automotive sales office. Lahser, 11 Mile area. 354-4310

BOOKKEEPER. Full charge, full time. Typing required. Only experienced need to apply. Southfield area. 569-3299

SECRETARY GOOD Shorthand and typing skills, phone, accurate, attractive and congenial office. Telegraph & 8 Mile Southfield. Excellent fringe benefits. To schedule interview call 354-7220

Equal Opportunity Employer M/F

SECRETARY

Architectural Engineering Firm has opening for experienced Secretary with Typing & Shorthand Skills. Permanent position with full fringe benefits

WOLF, NEWMAN & ASSOC.
17570 W. 12 MILE RD.,SFLD.
559-6750

GENERAL office work, must type, some experience required, Livonia area. 35 hr. week. Call for appointment 261-7818

TYPIST - experienced and general office. Oak Park area, call Mrs. Newman 398-7404

TYPING AND CLERICAL
Small company full time help 8 AM - 4 PM. Mon. thru Fri. 933-8975

PART TIME General Office. Afternoons. Medical office, primarily typing and filing. Redford area. Apply at 14824 Telegraph Rd. mornings. 531-1254

SECRETARY, 4 hours a day, 5 days a week. Pleasant location, some typing, filing and some accounting. Advance Engineering, 12155 Woodbine, Redford.

JUNIOR BOOKKEEPER-Experienced & Typing. Typing skills required. Consulting Engineering firm in Southfield. Salary commensurate with experience and ability. Call Mrs. Mae Mills Bennore at. 569-1430

An Equal Opportunity Employer

SECRETARY/CLERK

Automotive related Fortune 100 Company. Southfield location pleasant working conditions. Must possess typing and clerical skills must be well organized, and be able to handle telephone inquiries. Experience preferred. Good salary and benefits package. Send resume with work and salary history to Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Equal Opportunity Employer M/F

General office - Part time - typing necessary. Hours 5 P.M. to 9 P.M. Monday thru Thursday. Saturday 8 A.M. to 5 P.M., Sunday 11 A.M. to 3 P.M. Call 851-7711.

Century 21

ROBEC PROPERTIES

851-7711

DEPENDABLE, MATURE, Pleasant telephone manner. Accurate typist for diversified duties. Southfield Insurance Agency. No experience needed. Will train right person. 642-7031

CHURCH SECRETARY, part time, 9 AM-12 Noon daily. Typing and light shorthand. 532-7280

PART TIME General Office experienced. Flexible hours, one girl office, needs to become 1½ girl office. Call to 11 AM. 557-4782

PART TIME general office, for insurance agency, 1-5 pm. 5 days, will train, mature person with good typing skills, interest in varied clerical position. Pleasant working conditions. Livonia area. 422-8963

EXECUTIVE SECRETARY

Position available in the Health Care field for a Medical Center in Livonia. Applicants should have at least 5 years secretarial experience. Prefer medical experience in office procedures and letter composition. Must be an accurate typist and familiar with dictaphone. Salary commensurate with experience. Call business and personal experiences with your resume to Box 723, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY - for pleasant Southfield law office, experience preferred, but will train if basic skills are good. 559-3800

MIDDLEAGED PERSON, General office duties include: light bookkeeping, typing required. Part or Full time. Novi Area. After 5PM. 478-6961

IMMEDIATE OPENING
AD PLACEMENT CLERK

Part-time position available in Livonia. Hours are 1:00 - 4:30 w.p.m., learn quickly and have a good memory. Ability to meet deadlines and work well with others is a must. Only serious, hard workers need apply. $3.25 per hour to start. Pleasant working conditions.

Call Mary Schoch for an interview appointment: 591-2300, ext. 284.

OBSERVER & ECCENTRIC NEWSPAPERS

Immediate Opening SENIOR CLERK

Full time position with excellent benefits and working conditions. Must type 60WPM. Have experience with General Office equipment. $3.75 per hour to start. Only Serious applicants seeking a steady job will be considered.

Call Mary Schoch for an interview appointment. 591-2300 Ext. 284.

Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PURCHASING CLERK - must type 40 WPM, able to handle telephone work, assist buyers and inventory staff and general office duties. Paid Blue Cross, Blue Shield, located in Livonia area. Apply. Send resume to P.O. Box 216, Southfield, Mi. 48037.

An Equal Opportunity Employer

ADMITTING, consultations, young adult, full time, retail sales, typing, filing, general office duties. Full Benefits. Farmington. Ask for Ray. 478-8850

PART TIME, 8 month program with nationally known insurance underwriter, downtown Detroit. Previous office experience required. Must type 50 wpm with Dictaphone, Secretarial, 25 hours per week, 5 days. Excellent salary. Call Mrs. McHenry for appointment. Chubb & Son, Inc. 963-3889

An Equal Opportunity Employer

RECEPTIONIST - needed for very active Birmingham law firm. Experienced preferred, but typing, contact Bonnie, 8-5. 647-3020

EXPERIENCED BOOKKEEPING machine operator. Southfield management company. 434-8535

LEGAL SECRETARY wanted, legal secretary for our pleasant Bloomfield Hills law firm, excellent skills required, experience preferred, salary commensurate with ability, benefits and experience. Anita 647-0866

504 Help Wanted Office-Clerical

MAILROOM SUPERVISOR - Aggressive individual to supervise mailroom and messenger services of a major Southfield Real Estate Company. Responsibilities include mail handling, filing, switchboard relief, printing services and inventory control. Excellent opportunity and competitive salary. Call 559-2000 ext 18

An Equal Opportunity Employer

GENERAL Office - light typing, filing, experienced with customer contact, full time. Redford area. Call between 8 - 5 P. M. 538-0068

GENERAL OFFICE - Youngsters needed for 2 girl office in Farmington. Pleasant working conditions & variety of duties. Must type at least 50 WPM. Nonsmoker preferred. $130-$150 per week to start, depending upon experience & qualifications. Butler Publications, Inc. 477-4180

BOOKKEEPER - Young aggressive firm changing from Pegboard system to computer, wants person adaptable to growth - full books, government reports, payroll, job costing and inventories. Send resume with salary requirement, Westronics, 23660 Industrial Park Drive, Farmington Hills, Michigan, 48024

X-SECRETARIES interested in working temporary jobs for one day, one week or many weeks. $3.50 and up per hour. Suburban Secretarial Service. Carol, 424-5327

SOUTHFIELD MORTGAGE Co. has a junior position available for applicant who has record keeping & typing experience. Call Mrs. Ward for appointment 355-4000

Bookkeeper

need "Girl Friday", do simple bookkeeping - record keeping - good salary - 3 days a week.

SHANDELS

154 SOUTH WOODWARD
Birmingham 642-6150

FULL CHARGE BOOKKEEPER for well-established distributor in Oakland Mall vicinity. Good wages, benefits & working conditions. Opportunity to grow into controller position. Phone Mr. Bader, 585-2300

FILE CLERK/PROOF READER
Responsible, mature person for Troy CPA firm. Person should have good concentration and ability to recognize errors in typed material. Call 649-2510

SOUTHFIELD CONSTRUCTION Firm, general clerical skills required. Transportation necessary. Call between 9 & 5 daily. 557-1511

CLERK-TYPIST

Good Math Skills required
Call For Interview

MICHIGAN LIFE Insurance Company

28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

SECRETARY

Typing & Shorthand Required
Call For Interview

MICHIGAN LIFE Insurance Company

28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

SECRETARY, general office, typing, filing, good with phones. Immediate opening. West Bloomfield, 626-2832, 626-7687

RECEPTIONIST with light typing for busy law firm. Experience not necessary. Southfield area.

RECEPTIONIST for Southfield law firm, hours 8:30AM-5:30PM. Typing required. Call Mr. Kay Wilson for appointment. 353-2890

PART TIME SECRETARY - typing, dictation, general office work. Southfield. 642-5146

PACKAGING Materials company in Madison Hts. seeks experienced clerk typist for correspondence and general office duties, opportunity for advancement. Good starting salary plus benefits, phone for an appointment 585-3200

NEEDED BY
Visiting Nurse Association's, East Oakland office, 307 W. 6th St., Royal Oak, Mich. To do Typing, Filing & Answering Phones 50WPM required & 1 year previous office experience. Starting Salary $7.380-Starting Salary increase in Bi-Mo. Contact Audrey Brannon, 833-7227. An Equal Opportunity Employer.

GENERAL OFFICE Help. Typing & 10 key calculator necessary. Southfield area. 559-3800

SALES OFFICE needs Girl Friday for general office work. 8-5 PM, 5 days, benefits. Southfield. 423-8510

PURCHASING CLERK, full time. Job needs good detail person. Benefits, opportunity for advancement. B. Harlon 545-0043

ACCOUNTS RECEIVABLE Clerk, full time. Looking for the right person, good with figures, adding machine, and some filing experience helpful. If you are aggressive, neat, well organized and willing to learn, call Mary at 569-7010

SECRETARY - for general office, some typing, phone work. Pembroke area. Call Mrs. Mead between 9 and 4PM. 398-8122

SECRETARY - various tasks, half time, $3.85 hr. for non profit ar. citizens's advocacy group, Coalition for Better Care, Farmington Hills 478-3040

RECEPTIONIST-SECRETARY, Southfield firm needs person to answer busy phone. Type, some shorthand a must. Fringe benefits. 354-6200

CLERK TYPIST. Commercial Insurance company located in Southfield. For interview appointment call Mrs. Jagger at: 353-8069

SECRETARY To Southfield firm. Good typing, shorthand skills and experience required. 353-2300

SECRETARY for hot air balloon company. Wages minimum, excitement maximum. Rochester area. For information call. 852-8666

CLERK TYPIST needed for general office. Full time or part-time. Requirements, typing, filing, dictaphone, shorthand, miscellaneous. 557-3560

FULL time secretary for general office work, will train on computer, good typing a must, $140 per week and benefits. Interested applicants apply between 1-4PM at Midwest Skate, 31470 Indoplex Circle, Farmington Hills. 477-4250

PART TIME TYPIST
Nice, pleasant Redford Township location. Morning hours. Phone 255-9755

TYPIST-Must type 45-55 WPM. Some filing and general office work. Call Fred. 255-9753

HELP WANTED - Full time secretary for busy real estate office in Livonia. Experience in general real estate procedures preferred. Call Rosemary at: 261-5080

FARMINGTON Hills area law firm needs legal secretary experienced in insurance defense. Dictaphone required. Excellent benefits. Call Linda Widrig. 851-8600

MAG card operator needed for Farmington Hills area law firm. Excellent benefits. Call Linda Widrig, 851-8600

TYPING A Must, Bookkeeping helpful for small Insurance Agency in Rochester area. Days 652-4100, Evenings 852-8860 month. Fee paid. Benefits. Call Linda Neely.

644-4600
SNELLING & SNELLING AGENCY
CLIENT CONTACT
FEE PAID

Secretary, no shorthand. Computer company offers variety and challenge for your good typing and flexible ability. $800, benefits. Call Kyle.

353-2090
SNELLING & SNELLING PERSONNEL

504 Help Wanted Office-Clerical

PERSONNEL SECRETARY
Interesting position with a top company. Meet people and handle confidential matters. Fee paid. $985. Call Joann Headley.

353-2090
SNELLING & SNELLING PERSONNEL

TELLER

Immediate full-time position available for work at our soon to be opened Lathrup Village office on Southfield Rd. north of 11 Mile. Requires ability to meet the public and be accurate with figures. Apply in person at our Southfield Office, west of Telegraph at 24624 W. 10 Mile from 9:30 AM to 4 PM.

1st Federal Savings of Detroit
An Equal Opportunity Employer

SECRETARY for Psychiatrist office. Half time, should be available for 2 evenings and some Saturdays. Prefer experience in billing, typing reports and making appointments. Call 262-0888

PAYROLL CLERK, 3 years experience, computerized job cost system, batch balance, Northland location, company benefits. For appointment, contact John Grossman, Wilding Division, Bell & Howell Co. 18000 W. 8 Mile, Southfield, Mi. 48075. 569-2900

An Equal Opportunity Employer

INSURANCE AGENCY, Fire & Homeowners Underwriter. Must be able to rate and issue policies. Agency will be moving to 11 Mile & Orchard Lake area in Oct. Call Mrs. Mohr 661-0200

EXECUTIVE SECRETARY & ASSISTANT to marketing sales V.P. Shorthand & typing necessary. New Farmington Hills office. Excellent working conditions & benefits. 478-1200

TYPIST

Large company will train you for legal secretary position if you type 50 accurately. Lots of advancement possibilities, $602. Fee paid. Call now!

PERMANENT STAFF 353-0505

PAYROLL CLERK

Part time position, Mon. & Fri., some experience necessary, Roger Penske Chevrolet, 28111 Telegraph, Southfield.

355-1000

General Office

Mature woman with management company, experience preferred, for general office work. Pleasant telephone manner. Southfield area.

358-3777

MANAGEMENT SECRETARY - Ambitious individual needed for one girl builder's office. Typing, filing, phone experience required. Southfield area. Salary commensurate with experience.

GENERAL OFFICE
Full Time, 4 days per week. Redford Twp. Area. Apply at: Mayer Janitorial Supplies Co., 25743 W. 7 Mile At Beech.

CLERK
Pleasant Southfield location. Desire person able to type 50WPM, operate 10 key & file. Experience is as important as ambition. Excellent advancement potential in a fast growing company. Call Miss Blake,

353-6700

CLERICAL PEOPLE NEEDED

A variety of temporary long or short term clerical assignments available for clerks, typists, secretaries, receptionists and keypunchers.

SOMEBODY-SOMETIME
545-1700 525-5170

LIFE INSURANCE agency has opening for experienced insurance clerk, prefer mature woman. Salary open, depending on experience, Farmington Hills area, many benefits. 598-1818

GENERAL OFFICE

An hourly incentive complements start to $200. Bright typist with the ability to organize all around projects can start hourly $3.50-$4.164

HARRIET SORGE PERSONNEL

FULL CHARGE Bookkeeper with knowledge needed for multi store operation located in Southfield. Compensation commensurate with experience. Call Blue Cross, Life Insurance and profit sharing. Send resume to P. O. Box 719, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY, part time, local church. For interviews, call after 6 PM. 420-0250

SECRETARY

to work in corporate office of large Most Manufacturing firm located in Southfield. To qualify, you must have at least 2 years general business experience, good math aptitude, proficient use of adding machine and calculator, and typing skills of 50 WPM. Pleasant working conditions and good benefits. If you qualify, contact;

MS. WHITE
Personnel Assistant
355-1100, Ext. 314
Equal Opportunity Employer M/F

TYPIST - Good typing & good spelling for advertising publication. Varied duties. Oak Park area. Limited hours. Must have own transportation. Call Betsy: 281-8300

Yellow Pages Dept.

National service corporation has permanent opening in our Yellow Pages Dept. Telephone company or related background in white or yellow pages advertising required. Must enjoy telephone and personal contact with people and have the ability to type.

Benefits provided.

If interested please send resume with salary requirements to: Personnel Dept., P.O. Box 1179, Detroit, 48288.

Equal Opportunity Employer M/F

EXPERIENCED SECRETARY needed in sales office located in Southfield area. Excellent opportunity. Call for appointment 559-2277

SECRETARY

With good business machine experience needed to run computer & handle diversified office duties for Royal Oak manufacturer. Full time, good benefits including profit sharing & pension plan. Send resume, including salary history to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

General Office

Diversified duties, good typist, shorthand helpful. Apply in person.

Ardmore Acres Hospital

19810 Farmington, Livonia

COMMAND POSITION
Suburban division of nationwide firm has to fill a special spot. No shorthand necessary. Salary month. Fee paid. Benefits. Call Linda Neely.

644-4600
SNELLING & SNELLING AGENCY
CLIENT CONTACT
FEE PAID

Secretary, no shorthand. Computer company offers variety and challenge for your good typing and flexible ability. $800, benefits. Call Kyle.

353-2090
SNELLING & SNELLING PERSONNEL

504 Help Wanted Office-Clerical

CLERK TYPIST

Immediate opening for Typist to work at our Mortgage office located at 12 Mile & Farmington Rds. Must type at least 45 WPM accurately, previous office experience desirable. Apply in person from 9 AM to 4 PM, Monday through Friday.

1st Federal Savings of Detroit
33333 W 12 Mile Rd.
Farmington Hills
An Equal Opportunity Employer

SECRETARY ADMINISTRATOR - Subsidiary of Major Michigan financial institution needs an individual with basic bookkeeping knowledge and general office experience for the position of contract administrator. We require an organized individual with detail orientation, initiative and accuracy. Farmington Hills location. You will find the work environment very enjoyable with excellent benefits. Salary commensurate with ability. Reply Box 658, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CASHIERS

Come join the fun-filled world of Hadley's. Retail experience helpful but not necessary. Full time and part time. Please call Mrs. Schugar, for interview, 464-6044.

HADLEY'S
27209 W. 6 Mile, Livonia

OFFICE CLERICAL

Permanent full time position for mature woman who is good with figures to work in Accounting office of large retail chain located 8 Mile, Lahser area. Mrs. Meadows.

353-0160

BEGINNERS STENO-FERNDALE 50 WPM Typing, shorthand schoolmice but will see student. 9-5 hours. Full benefits including sick days. $550. Monthly Minimum. No agency fees.

TRAINEE
Associate Degree or experience - COBOL. $950 minimum monthly Fully paid benefits. No agency fees.

TYPIST-PAYROLL EXP.
45 WPM typing. Computer or business machine experience. System III Single Disc Drive computer. Hours 9-5. Salary $9,000 absolute minimum. Fully paid benefits. No agency fees.

RECEPTIONIST-BHM
Prefer experience insurance field. Excellent typing. Will train on computer. 9-5 hours. Salary $600 minimum range. Fully paid benefits. No agency fees.

GENERAL OFFICE-R.O.
Bookkeeping experience, accurate 50 wpm typing. Attention individual needed for one girl builder's office. Typing, filing, phone experience required. Southfield area. Salary commensurate with experience.

TYPIST- PART TIME
Southfield location. Expert ability to construct letters, good accuracy, good with phones. MATURE preferred. Could go full time in October. Open minimum salary. No agency fees.

/FULL CHARGE BOOKKEEPER-PBM
Financial statement experience thru trial balance. Excellent open salary depending on experience. $15,000-up. Full benefits. No Agency Fees.

ACCOUNTS RECEIVABLE
BEG. BOOKKEEPER
Must have Bookkeeping, Adding, 40 wpm typing, ROYAL OAK Manufacturing firm. Salary open $550-$650 minimum range. Fully paid benefit No agency fee.

BEG. TYPIST-STFIL
Good figure aptitude. 5-9 wpm. Will train as Jr. Secretary. Salary $600 open. Fully paid benefits. No agency fees.

TYPIST-SOUTHFIELD
Beginners acceptable. 45-50 wpm typing. Will learn processing of invoices, also computer. Salary $600 open, depending on experience. No agency fee.

FULL CHARGE BOOKKEEPER-BHM
3 sets of books-checkbooks, investments, CONSTRUCTION COST. Must have construction bookkeeping experience. Will handle all phases including taxes. $15,000 absolute minimum much higher if required. Paid benefits. Company pays all agency fees.

ACCOUNTS RECEIVABLE-BOOKKEEPER
3rd PARTY BILLING EXP.
Able to delve into a mess desk. Salary $14,000 minimum. Fully paid Full benefits. No agency fees.

ACCOUNTS RECEIVABLE TYPIST
Good typing ability. Learn posting. Salary $700. minimum. Fully paid benefits. No agency fee.

STAT-TYPIST
PLEASANT RIDGE
50 wpm typing accurate. Answer phones. Salary range $3.50-$4.50 per hour. Paid benefits. Agency fee reimbursed after 90 days.

BOOKKEEPER - TROY
Experience required. $10,000 range. Full benefits. No agency fee.

SECRETARY-OUTEST FOR SALES MANAGER
7 Mile Woodward area. Good figure aptitude. Customers-phone factory. Experience preferred. 60 wpm typing. $10,000 range. Paid benefits. No agency fee.

ACCOUNTS PAYABLE NOVI
Good background, light typing, accurate. Salary depending on experience. Paid benefits.

ACCOUNTS RECEIVABLE CREDIT & COLLECTION
Good typing ability. Manufacturing experience. Salary $900 range, full auto benefits. No agency fee.

GENERAL ACCOUNTING CLERK
10 Key calculator experience. Accurate typing. Salary open. Full benefits. Including dental. No agency fees.

TYPIST TROY
Good typing for customer division. International mfg. firm. Excellent typing. Able to compose letters. Salary range. Full benefits. Including dental. No agency fees.

BETTY HAMILL PERSONNEL
424-8470

Going Back To School?

EARN EXTRA CASH

TEMPORARY ASSIGNMENTS

ALL Office Skills

For interview call the office nearest you, Monday thru Friday 9 Am. to 2 Pm.

DEARBORN 565-6060
DETROIT 963-0808
CLAWSON 435-5577
(Tues.,Wed.,Thurs.)
LIVONIA 525-0330
(10 a.m. - 3 pm)
FARMINGTON 478-8088
(10 a.m. - 3 pm)
WYANDOTTE 284-9086
OAK PARK 967-0336

WITT SERVICES

PURCHASING DEPARTMENT
Needs experienced girl to do General Office work in the Purchasing Department, Southfield. Qualified resume to Purchasing Manager, 29 P. O. Box 88, Southfield, Mi. 48037

RECEPTIONIST-SECRETARY
Busy Office in Troy desires detail oriented person to work for promotional director. Good typing, dictaphone, bookkeeping experience preferred. Send resume to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

TELLER

Full time position is open for work at our Westland Office located on Cherry Hill at Merriman Rd. Requires ability to meet the public and be accurate with figures. Call Manager for interview at

728-6550

1st Federal Savings of Detroit
An Equal Opportunity Employer

SECRETARY
MAJOR CORPORATION
Light shorthand and typing skills are fine if your typing is good. Hurry for this. Choice fee paid position. $800 plus to start. Call Judy today!

353-2090
SNELLING & SNELLING PERSONNEL

TELLER

Full time position is open for work in our office located on Middlebelt, north of 7 Mile Rd. in Livonia. Requires ability to meet the public and be accurate with figures. Call Manager for interview at

474-4643

1st Federal Savings of Detroit
An Equal Opportunity Employer

LEGAL SECRETARY
TO $950
Immediate opportunity with suburban law firm. Real estate and corporate law a plus. Beautiful high rise offices with a view of the city. Hurry for this!

353-2090
SNELLING & SNELLING PERSONNEL

FILE CLERK
For attractive office in Southfield. Excellent benefits and opportunities. Good benefits. Call NAS Creditors Service, Inc. 353-9000

Equal Opportunity Employer M/F

Customer Service

Livonia office has an opening for a CUSTOMER SERVICE CLERK. If you enjoy people, type 45-50 WPM and enjoy diversified work; if you have had 2 years of office experience, you could qualify for this most interesting spot.

Good salary, excellent benefits including dental. Call TANYA TERRY, 937-1850.

MICHIGAN MUTUAL INSURANCE
Affirmative Action Employer

JR. CLERK TYPIST - Applicants must have at least 1 year of full time paid clerical experience within the last 3 years. Position involves working with figures, clerical, typing and other related office work. Liberal benefits. Salary $8,825. Apply in person: West Bloomfield Twp Clerk's Office, 4460 Orchard Lake Rd., West Bloomfield. Saturday thru Friday 8:30 Am. to 4 Pm.

RECEPTIONIST/ SECRETARY

Must type 50 WPM, 2 years recent general office experience. Good salary and excellent benefits.

WAYNE COUNTY ASSOCIATIONS FOR THE RETARDED
565-4666

An Equal Opportunity Employer

FULL TIME Receptionist typist-phone, and some general office for DPA located in Livonia. Reply to Box 707, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY NEEDED who is willing to work hard and learn the skills needed to become a key member of our staff. General office knowledge. 453-2222

PERSONNEL CONSULTANT

If you're a well organized person who enjoys talking to people, here's the job for you! Personnel or sales experience helpful. Beautiful new office in Livonia. Call Carol 522-4210

VARIETY JOB

If you can type 50, you will have your choice of several diversified positions. We have typing, filing, Excellent starting salaries, great benefits. Call today. CALL NOW.

PERMANENT STAFF 522-4210

GENERAL OFFICE
Good typing, full time. 1 year experience. Southfield area.

SECRETARIES TYPISTS KEYPUNCHERS BOOKKEEPERS ACCT CLERKS

WE NEED YOUR SKILLS!

Many immediate openings in all areas. Work as little or as often as you like on various temporary assignments while earning good money. If interested apply at:

Kelly Services Inc

"The Right People"
29449 6 Mile, Livonia
522-4030

2229 S. Telegraph, Bloomfield Hills
642-9650

23777 Greenfield, Southfield
(suite 122-
424-9100

27629 John R, Madison Hts.
585-6220

NOT AN AGENCY
THEREFORE NO FEE
Equal Opportunity Employer M/F

TYPIST
Accuracy more than speed. Good fringes. For appointment call:

LEGAL SECRETARY - no shorthand, dictaphone a necessity, must be an organized person, salary commensurate with experience, experience required. Call after 5 pm 864-8171

MESSENGER - Reliable individual desired by major Southfield real estate company, for messenger and general office work. Dependable car necessary. 559-2000 ext. 118.

An Equal Opportunity Employer

MAG II TYPIST

Permanent opening at corporate offices of international organization presently headquartered in Southfield but opening soon in Troy. Experience on the Mag typewriters required as well as good clerical skills. Dictaphone would be helpful. Call 569-5700 ext. 296 for an interview appointment.

Equal Opportunity Employer M/F

Accounts Payable Clerk

Permanent position available at corporate office of national organization headquartered in Southfield with moving soon to Troy.

Requires good math aptitude and the ability to type, some experience preferred.

Call 569-5700 ext 296 for an interview appointment.

Equal Opportunity Employer M/F

BOOKKEEPER wanted part time, good pay, flexible hours. 542-0025

LEGAL SECRETARY for Bloomfield Hills firm. Experienced or will train. Excellent typing skills a must. Salary commensurate with ability. Benefits. Cheri. 644-1840

504 Help Wanted Office-Clerical

Full-time/Part-time

ACCOUNTING PERSONNEL
Local division of Fortune 500 Company has a part time position available for a mature individual to assist in its accounting & personnel clerical functions. Candidates must have adequate typing skills & be available for 25-35 hours per week. Some experience in accounts payable would be helpful.

Please send letters of introduction or apply in person to:

Personnel Department
SELASTOMER DETROIT
A Microdot Company
23800 Research Dr.,
Farmington, Michigan 48024

Equal Opportunity Employer M/F

LAW FIRM - Excellent position for sharp person in exciting law firm. Must type 65 WPM. 963-2500

SECRETARY-Full charge, experienced in property management. Salary commensurate with experience. Send resume to: Box 646, Observer & Eccentric Newspapers.

SECRETARY, Permanent, part time, Southfield manufacturer needs permanent part time secretary. 4 hours per week, 4 hours per day. Duties include general office work, typing, some telephone. Office located in Coolidge-Big Beaver area. Phone Mr. Hoffman, Wednesday, Thursday August 23,24. 649-5512

CLERICAL

Good typist to work in insurance dept. in Southfield corporation. Knowledge of, or interest in learning corporate insurance and risk management. Will be moving from Southfield to Troy within the next few months.

If interested, call 569-5700 ext. 296 for an interview appointment.

Equal Opportunity Employer M/F

CLERICAL

National service corporation has immediate opening for GENERAL OFFICE CLERKS at the beginning level. Will be moving from Southfield to Troy within the next few months.

Requires good math aptitude and typing ability. Benefits are provided.

If interested, call 569-5700 ext. 296 for an interview appointment.

Equal Opportunity Employer M/F

CLERK

Data Entry/Accts. Payable
Permanent position, international service company, moving soon to Troy.

Requires good typing and clerical skills. Will train on Data Entry Equipment.

If interested, call 569-5700 ext 296 for an interview appointment.

Equal Opportunity Employer M/F

CLERICAL

International corporation presently located in Southfield but moving soon to Troy has permanent opening. Requires good clerical skills and typing ability, experience in other areas helpful.

If interested call 569-5700 ext. 296 for an interview appointment.

Equal Opportunity Employer M/F

#CEPTIONIST

PART TIME - Receptionist for Century 21 Real Estate office. Hours include weekends and evenings. For more information, call LARRY FREY at:

537-6808

PERSONAL SECRETARY, 358-3550

PART TIME evenings and weekends. Call for appointment, Art Van Furniture, 4231 North Woodward, Royal Oak.

CLERK TYPIST, experience in moving and storage business preferred. Good typing. Bekins Van Lines, 28720 Lorna, Warren, Mich 48092.

BOOKKEEPER, experienced, responsible, conscientious with strong math aptitude. Computer system in large Southfield law firm. Salary open.

TYPIST for large Southfield law firm to train as a street typesetter. Able to handle responsibilities. Call Barb. 355-5000

GENERAL OFFICE/ Cashiers, mature woman to do typing, keep stock records and cash register. Must be accurate with figures, neat writer and have some bookkeeping experience. Blount Sales Office, 30 Cabot Ct. Farmington. 425-3120

SECRETARY wanted for Attorney for beauty salon, good telephone manner. Ask for Sandra, Clawson, 435-3120

SECRETARY

Growing major medical lab has career opportunity for experienced applicant, good salary and benefits, good typing, shorthand and general office skills required. Must be neat and personable. Call Marketing Manager, 9AM-3PM. Monday through Friday.

353-7840

SECRETARY - Excellent opportunity for Secretary interested in a more years experience. Requirements include 60 WPM typing, 80 WPM shorthand, knowledge of technique. Competitive salary and excellent employee benefits. If you can qualify and are interested in a challenging position contact Carol Pinker Corporation, 22340 W. 7 Mile, Detroit, 48219. Attn: Mr. M. Michael 532-5440

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
40-50 WPM, 8:30am-5:00pm Monday-Friday. Paid Vacation, pay, fringe benefits. Apply Collection Management, Inc., 23777 Greenfield, Southfield

INSURANCE COMPANY
Lead Receptionist-Typist-receptionist - excellent typist-salary open.

644-2100
Equal Opportunity Employer M/F

RECEPTIONIST

WANTED
FOR SOUTHFIELD OFFICE. Must have good typing skills. Excellent fringe benefits. Call JOYCE LUXON 559-2828

EXCELLENT OPPORTUNITY for experienced woman, 18-30, knowledge of typing, able to handle public, concert promotion & secretarial services. Now taking interviews: Call Full Moon Productions for appointment, 11 AM - 5:30 PM: 542-7758

SECRETARY- 1 girl office, some typing, bookkeeping, pleasant voice. Salary commensurate with ability. Call 9:30 am-4:00 pm. 557-2660

INSURANCE Claims Typists

Full & part time positions available, 50 WPM minimum. Attractive benefit package. Southfield location. Contact Scott Wexler from 8-4 for appointment. 557-4500

An Equal Opportunity Employer

PART TIME OFFICE HELP
Part time. Mornings 12 to 20 hours per week. Reply to: Box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXCELLENT HOURS for part time employment. Seeking Unit Clerk. Prefer mature person with mathematical ability to do weekly accounting. Located near Telegraph & 8 Mile. Call for appointment and interview. 538-1153 ext.

An Equal Opportunity Employer

TYPISTS to train as Keypunchers. Must type 55 WPM minimum. 2 years typing in school or 1 year work experience. Also Inform Data Entry Operators with minimum 1 year work experience. Average key strokes of 10,000 to 11,000 strokes per hour. Afternoon shift, 4:30 PM to 1 AM. Full time work. Good benefits, incentive pay. Call first between 8 AM and 5 PM. 478-7447 or 478-7448. Manatron Inc. Livonia.

GENERAL OFFICE trainee, to learn switchboard. Type 50 wpm. Occasional overtime. Immediate opening. Call for appointment, 548-2000 780 W. 8 Mile- Ferndale.

504 Help Wanted Office-Clerical

GROWING Nationwide Credit Union has openings for accounting and loan clerks. We are located in the Wayne State area and offer excellent benefits including indoor parking. Call Dennis Degenhardt at 872-7547

Burroughs Employees Credit Union

NEED PART TIME help for office help immediately for food broker. Age from 18 to Farmington, Good salary, good fringe benefits. Call Mrs. Curtis 477-7185

SECRETARY, experience necessary. Accuracy and neat work a must. If you feel further qualified please call 8AM to 12. 537-0577

COM OPERATOR - wanted, experienced or will train. Apply in person from 9-5 at 18350 Northland Dr. Suite 245, Southfield, Mi.

BOOKKEEPER

Challenging position for full charge bookkeeper capable of initiating and administering a bookkeeping system. Pay rate commensurate. Must be experienced in all facets of bookkeeping thru trial balance. Please send resume, with salary requirements to:

Waterbed World
4241 E. 8 Mile Rd.
Detroit, Mich. 48234

BOOKKEEPER full charge, computer experience, fringe benefits. Oak Park location. Send resume, call Mrs. Sweet. 548-4600

EXPERIENCED Legal Secretary for expanding Troy Firm near Somerset. Excellent salary, insurance, tax, and estate, need good typing, shorthand and dictaphone skills and would prefer bachelor of arts or card II. Excellent working conditions and benefits. For appt. call Mr. Stark 643-4610

DICTAPHONE-Typist and general office clerk, 6 years of office experience with electric typewriter, 50wpm, good speller. Birmingham area, must have own transportation, 40 hours per week, $4.25 per hour. Call 646-0992

GOOD TYPIST wanted, interest in art a plus.

CLERK TYPIST - Phone, experience helpful. N. Woodward area. 298-1700

SECRETARY. Bright girl, shorthand, typing and solid background. Redford area. Ask for Lee 255-7500

OFFICE GIRL, full time, Southfield area. Call for an appointment 644-6258

CAN YOU TYPE at least 50 wpm, take dictation, do light bookkeeping and handle the telephone for a building business in Southfield. A wonderful opportunity awaits the gal who can fill this bill. Call Pat Weber at 569-8222

ROCHESTER, part time, general office duties for property management firm. After 5PM 541-5858

COLLECTION CLERK

A Progressive Expanding Hospital has an immediate opening for an aggressive individual with retail, public, or hospital credit or collection experience. Excellent salary and fringe benefits.

Contact PERSONNEL DEPT:

PONTIAC OSTEOPATHIC HOSPITAL

50 PERRY ST., PONTIAC
338-7271 Ext. 262
An Equal Opportunity Employer

SECRETARY 1 yr. experience, general office duties, small office, Southfield Area.

FULL TIME Position, light clerical duties, pleasant phone manner essential. Starting pay $3 hour, full benefits. Miss Daly 569-6730

SECRETARY with minimum 2 years experience in construction related projects. Must be very organized. Good salary and benefits. Please send resume to P.O. Box 2808, Livonia, Mich. 48150. Attn: R. Archer.

TRANSAMERICA Title Insurance Company, Birmingham-W. Bloomfield. Immediate openings for escrow officer positions. Must be detail oriented, enjoy closing statements and close all types of transactions, & all for interest accounting. Ask for Tony Alcala or Mike Mc Mahon 258-3100

An Equal Opportunity Employer

CLERK TYPIST

Excellent opportunity for mature individual with excellent typing skills. Office experience preferred. For further information contact Personnel Dept.

ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.

553-2000

LIGHT BOOKKEEPING, about 8 hours per week, some at home, $5 per week. Contact Mr. Beardsley 9 Am.-12 noon 626-4446

RECEPTIONIST, typing, filing and telephone voice, good typing skills, starting pay range $125 to $150 week depending on experience. Location, Campbell Services, 21700 Northwestern Hwy. Southfield 559-5955

GIRL FRIDAY, part time, 25 years, 20 to 35 hours per week. Must know typing and filing skills, bookkeeping experience helpful. $3 per hour. Call 362-3373

SECRETARY, interesting job opening, Suburban N. W. Flyer. Good typing, shorthand, thinking essential. Call for appointment 626-9722

SWITCHBOARD/CASHIER - Experience preferred. Blue Cross fully paid for company. 10 Mile and Woodward. Ask for Irene 548-4000

RECEPTIONIST MANAGER $180 per week full time. Experience not physically fit and reliable. Will train. 545-9793

CLERK/MESSENGER. Typing, phones, filing. Must have car. Medical office. Good pay for high school grad or working mother. Call Sandy, 9AM-3PM. 559-9200

TYPISTS STENOS SECY'S OFFICE CLERKS

If you are planning to return to work in the fall - now is the time to register for work. We have openings in all the above classifications.

Apply 9am-