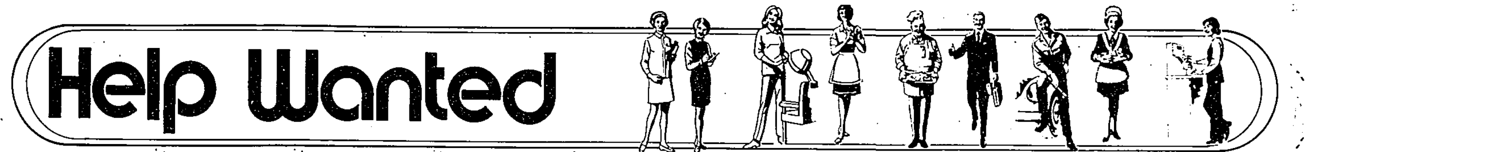

504 Help Wanted Office-Clerical

CLERK TYPIST with bookkeeping experience, Royal Oak, Call Ann, 544-3350

CLERK TYPIST wanted in Redford area, typing 50 WPM, filing & telephone experience, good benefits, 8-5 Mon. thru Fri. Call Pat Mon thru Fri. 8-5 937-8700

CREDIT CORRESPONDENT
Leading national company in dealer & consumer credit is offering an excellent career opportunity for a person with good typing skills, good figure aptitude and pleasant phone personality. Applicants should be able to type a minimum of 45 w p m Office hours: 8:30AM-5PM, 5 days per week.
We offer the following benefits: Profit Sharing, Paid Vacations, Paid Holidays, Retirement Program, Hospitalization, Free Parking, Modern Office Facilities.
Our policy has always been promotion from within.
FOR APPOINTMENT CALL
525-7800
APPLIANCE BUYERS CREDIT CORPORATION
35275 INDUSTRIAL
LIVONIA, MICH. 48150
-subsidiary of Whirlpool Corp.-

DATA ENTRY Clerk with growth to computer operations. Experienced or education in accounting and/or data processing. For appt call. Sue Wood, Magnetic Video Corp. Farmington Hills. 477-6066

DESK CLERK needed immediately. 3PM-11PM on Thurs and Fri, 7AM-3PM, Sat-Sun Apply in person, The Red Roof Inn, 39700 Ann Arbor Rd, Plymouth 459-3300

DIRECT THE DIRECTOR
Fantastic chance to direct priority activities on a divisional scale., Assertive Organizer earns to $14,000 with executive benefit package.
Call 562-8900.
Your New Boss Pays our Fee.
HARRIET SORGE PERSONNEL

DIRECT THE DIRECTOR
Fantastic chance to direct priority activities on a divisional scale. Assertive Organizer earns to $14,000 with executive benefit package.
Call 562-8900.
Your New Boss Pays our Fee.
HARRIET SORGE PERSONNEL

DISTRICT MANAGER'S Secretary for busy sales office of large national company, Southfield area. Duties varied; typing 60 WPM, shorthand essential. Good benefits, excellent working conditions. For appointment 569-6710
An Equal Opportunity Employer

DO YOU LIKE TO TYPE
and would you like to learn to be a legal secretary?
Full or part time. 358-0270

EMPLOYMENT COUNSELOR
for rapidly expanding west area agency. Preferred proven sales background but will train. Excellent working conditions and first year salary potential. No fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

EXECUTIVE SECRETARY
position available at insurance agency in Troy, Call Ann Houser 879-9000

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-2757

EXECUTIVE SECRETARY
Beautiful Ren Cen location. Excellent firm will pay the fee for your good skills and experience. Hurry. This won't last! $11,400. Call Joanne Headley.
353-2090
SNELLING & SNELLING PERSONNEL

Executive Secretary
Seeking bright self-starter with excellent Typing & Shorthand skills. If you can compose Letters, Work well with people & enjoy a variety of duties.
Apply In Person
BONWIT TELLER
2701 BIG BEAVER-TROY
(Somerset Mall)

EXECUTIVE SECRETARY
To organize sales office of major company. Must have resume, long term temporary assignment.
KELLY SERVICES
"The Kelly Girl Poeple"
29449 6 Mile Rd., Livonia
ASK FOR GUYLA AT
522-4020

EXECUTIVE SECRETARY - $14,400
large rapidly expanding suburban corporation offering complete benefit package which include paid 1 week christmas break plus standard vacation plan. Full dental and medical coverage. Qualified candidate will have minimum 3 years previous secretarial experience with typing 65WPM and light shorthand. No fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

EXECUTIVE SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a prestigious office with diversified duties. Must have neat appearance and poise to handle a great deal of contact with employees, air line executives and the general public. Salary commensurate with experience. Full range of benefits and free meals. Apply in person to the Airport Hotel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3029.
Host International Metro Airport
An Equal Opportunity Employer

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing & dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-9500

EXPERIENCED LEGAL secretary for pleasant medium sized Bloomfield Hills law firm. Excellent typing & shorthand required. Salary commensurate with experience. Call Anita 647-6860

EXPERIENCED legal secretary for established Southfield law firm, excellent typing & light shorthand required. 354-3200 ext. 21

EXPERIENCED personable self-starter for Insurance proposal desk. Good typing and math skills, some computer knowledge helpful, but not necessary. Interesting position with public contact. Pleasant Southfield office. Good salary, excellent benefits. 352-1155

EXPERIENCED to work with court reporter in Rochester area. 373-7332

FARMINGTON LEGAL
FEE PAID. Prestigious suburban law firm offers great potential! Excellent salary, plus beautiful offices! Typing of 70 wpm., and some legal experience is all that's necessary.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

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

FILE GIRL for Southfield legal firm desired, full time, must be dependable. Call Kim 557-1155

FILM FANTASY
Great chance to join this group offering both excitement and responsibility. Personality, skills and business knowledge. Marks your future success $11-$13,000. Start. Call 649-4144.
Your new boss pays our Fee.
Harriet Sorge Personnel.

FINANCIAL SECRETARY
Bloomfield Hills ad agency currently has a secretarial opening in our financial department. Candidate will be handling extremely confidential information and dealing with top level executives. Requirements are: accurate typing of 60wpm, shorthand or dictaphone, some statistical typing and a good math ability. Call personnel dept. 646-1000
Equal Opportunity Employer M/F/H

FULL CHARGE Bookkeeper/Office Manager. Must be familiar with accounts payable, receivable, payroll, taxes. Knowledge of pegboard system an asset. John 4-14 Mile area. Call Mrs. Williams 585-8220

FULL & PART TIME Receptionists for busy doctors office in Garden City area. Must type. 422-7800

GENERAL OFFCIE for merchandising dept., full time, 37½ hour week, starting salary $120. Must be detail minded, no typing. 12 Mile & Southfield Rd. Phone Mrs Sever. 557-6113

GENERAL OFFICE, 13 mile Northwestern, Farm Hills area. Real estate or mortgage experience desired but not necessary. $175 per week to start. Miss Martin 855-2111

GENERAL OFFICE WORK
Clerical & typing duties, must type 60 wpm minimum, busy industrial distributor, Wixom area. Company benefits, phone for interview 349-4200

GENERAL OFFICE
National Firm in Southfield needs ambitious and detail minded individual to handle varied duties. Excellent starting salary & benefits. Call Mr. Baldwin 353-2685. National Account Systems.
An Equal Opportunity Employer

GENERAL OFFICE
Office experience and typing necessary. Good benefits.
Novi area
476-8058

GENERAL OFFICE
Office experience and typing necessary. Good benefits.
Novi area
476-8058

GENERAL OFFICE position for Bloomfield Hills lawfirm, light typing. 644-2213

GENERAL OFFICE - filing, typing, switchboard, large Southfield insurance agency, 8:30-5, 5 days, previous experience helpful, Mrs. Robins 353-2200

GENERAL OFFICE DUTIES: form typing - 45WPM, phone work. Contact Miss Morrison, Wausau Insurance Companies, Southfield, Mi. 352-1500
An Equal Opportunity Employer

GENERAL OFFICE
Redford area. Good typing & filing skills. Recent office experience helpful but not required. Call Mrs. Owen, J. & L. Industrial. 532-8700

GENERAL OFFICE - Duties include light typing, switchboard, filing, xeroxing, and other miscellaneous duties including some errands. Good benefits. Southfield location. Call 569-4800

GENERAL OFFICE
Person needed to do miscellaneous duties in rapidly growing Southfield firm. Typing required. Excellent benefits and opportunity for advancement. Pleasant working conditions. For appointment call 353-3209

GIRL FRIDAY, for custom builders office, in Bloomfield Hills. Must have typing and bookkeeping skills, own transportation. Full time, salary open, experienced only. Call Marla. 851-4888

GIRL FRIDAY to work in an 8 man contractors office. Previous office experience desired. Fill out application in person at Terrehaute Industries, Inc., 13311 Stark Rd., Livonia, Mich. 48150

HEAD BOOKKEEPER
Ability thru month end financial statement. 3 years manufacturing experience required. To learn our business; a willingness to begin at entry level duties & accept rapid advancement to full charge responsibilities a pre-requisite. Good benefits. Forward resume to 1770 Marie St., Westland, MI 48185. or phone for application 728-2100

HELP!
We need secretaries for large company in Farmington area. Good typing required, shorthand nice but not necessary. If you qualify, pay rate $5.00 per hour. Apply now.
Somebody Sometime
Southfield 272-8500

HERE'S A CHANCE TO JOIN "The Good Hands People"
All State Ins. Co. has 6 immediate openings for experienced keypunch operators. Applicants should be familiar with alphanumeric keyboard or an IBM Selectric typing machine. 10 - 14,000 strokes per hour preferred. We offer an excellent benefit package including paid vacations, group life, group health, Sears profit sharing & much more.
Please contact Ross Carnes
ext.354, 354-2161
ALL STATE INSURANCE
26801 Northwestern Hwy., Southfield
Equal Opportunity Employer M/F

IMMEDIATE OPENING Typist Clerical
Familiar with accounting office procedures. Must be experienced in typing statements and tax returns. Livonia location. Fringe benefits. Ambitious, permanent, full time persons need only apply. Applications are now being accepted.
Professional Food Service
15449 Middlebelt Rd.
Livonia, Mich. 48154
(located N. of 5 Mile, on 2nd floor, same building as Red Cross & Social Security)

IMMEDIATE OPENING
for mature receptionist in a doctor's office. Northland area. 646-5103

IMMEDIATE OPENING with an expanding company in Troy for an individual with payroll experience & general accounting skills. Send resume to Box 638 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Industrial Engineering Clerk
Must have good skills in Math & Statistical typing and have general knowledge of office machines & telephones, filing & record keeping. Good fringes. Apply 8am - 4pm, 33106 W. 8 Mile, Farmington, Michigan, 48024
Equal Opportunity Employer M/F

INSURANCE AGENCY
Clerk Typist to assist in Claims Department. Filing and other clerical duties. Benefits. Farmington Hills. 553-4800

Keydisc/Keypunch
Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
Livonia 427-2000
Utica 254-1910

KEYPUNCH OPERATOR, minimum 1 year experience with IBM keypunch varification equipment required, please call Denise at The Taubman Co in Troy 649-5079

LARGE APARTMENT PROJECT
In Oak Park
seeks person as Rental Agent & to run project office. Light office duties with some figure work. Mature young woman preferred who has pleasing personality & able to deal with public in person & on the phone. Full time permanent position with good salary.
Please Call 9 AM-5 PM
557-2500

Legal Secretary
TEMPORARY ASSIGNMENTS
Turn your leisure hours to $$. We have TEMPORARY ASSIGNMENTS for qualified legal secretaries to fit your schedules. Call Marie at 626-8188.
HILLSTROM & ROSS AGENCY

LEGAL SECRETARY 1-3 years experience with shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions with salary open. 557-8300, Ext 52

LEGAL SECRETARY wanted for Bloomfield Hills law firm, mag experience desireable. 644-6970

LEGAL SECRETARY wanted for Southfield law firm. Experience in workmans compensation & negligence work preferred. Salary & benefits commensurate with experience. Call Mr. Weiss 354-5990

LEGAL SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional service. Isn't it time you called Personnel at Law?
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARY, experienced, salary open. Northland area. Mr. Willis. 864-3211

LEGAL SECRETARY - experienced only. Must have shorthand. For law office located in Farmington Hills. Call Mrs. Stewart. 626-4300

LEGAL SECRETARY, mag card experience, shorthand, salary commensurate with ability. Southfield law firm. Contact Terry 353-1611

LEGAL SECRETARY
Full time employment in growing Southfield law firm. Must have mag card experience. Ask for Kate at: 353-3890

LEGAL SECRETARY for Southfield Law Office, with good shorthand and typing skills. Wages commensurate with experience and ability. Call Diane 559-4411

LEGAL SECRETARY, experienced needed for 1 attorney in a Bloomfield Hills firm. Must be well versed in court procedures and forms. Friendly atmosphere and understanding boss. Call Mrs. Craig. 338-9645

LEGAL SECRETARIES - Southfield & Bloomfield Firms (also Ren Cen) need experienced people with good skills to work in Real Estate, domestic relations, etc. Companys pay full benefits. Salary $10,800. Agency fee paid.

BANKING PRO with mortgage experience for manager's position in suburbs. Degree preferred. Salary $15,000 to $19,000 plus full benefits and fee paid.

SECRETARY/BOOKKEEPER for financier-investor. Work in luxury surroundings, handling personal financial affairs and social functions. Flexible hours. Salary $12,000 to $13,000, agency fee paid.
ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

LEGAL TRAINEE
Large W. Suburban company needs responsible person with good typing to work with legal cases. Diversified and promotable position in pleasant office. Good starting salary, benefits, and company pays our fee. Call now!
PERMANENT STAFF
LIVONIA 522-4210

LIGHT BOOKKEEPING & Cash control
A pleasent restaurant surrounding
Call Paula 644-0050

LIVONIA BOOKKEEPER
FEE PAID. Excellent opportunity for the experienced Bookkeeper. Super location and salary!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LIVONIA ·$11,000 PLUS
FEE PAID. A top notch individual for well known organization. Good typng and shorthand a must!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LOOKING FOR A CHALLENGE?
Entry level position available in the Licensing Department of a young and growing firm. Must type accurately, be organized and good with details. Excellent benefits and working conditions. If interested call 353-3209

MACHINE & TOOL Office Clerical
Clerical for machine shop with figure aptitude & typing ability. 30 to 40 hours per week. Benefits. K J Law Engineers, 23660 Research Dr., Farmington Hills. 478-3150
An Equal Opportunity Employer

MAJOR MOTION PICTURE CO.
Has immediate opening due to promotion. We are looking for someone with broad office experience with the following a Must: Typing, figure aptitude and good telephone skills. To arrange for interview call: 557-5770 and ask for Carol Gruber.

Part time Clerical
No typing required.
Apply in peron
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

PART TIME - clerical typist for Birmingham law firm. 645-0100

MISC. TYPING
Invoicing, and telephone answering, fringe benefits, Southfield location.
352-7350

MOTHER Children Back In SCHOOL?
- come back-to work. Call for appointment to discuss an opportunity to maintain your office skills, have some fun, and earn extra cash as a S.O.S.temporary employee at:
SUBURBAN Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

NATIONAL TITLE COMPANY
has openings at 2 of it's branch offices for escrow secretarial work. Individual must have real estate closing or related experience. Typing skills important. Great opportunity, excellent benefits. Call Mr. Forster 569-3100
An Equal Opportunity Employer

OFFICE CLERICAL full time for Southfield firm. For information call 358-5705

OFFICE CLERK
Full time position. Must have experience in typing and general office skills. Novi area. Call. weekdays between 10 AM and Noon.
349-5000

OFFICE CLERK TYPIST for residential girls facility. Salary competitive. Call Natalie Burns for appointment. 271-3050
An Equal Opportunity Employer

OFFICE HELP wanted for our central office. Mature responsible person with general office skills. Good starting pay and fringes. Apply in person at Jax Kar Wash, Inc. 28845 Telegraph rd. just S. of 12 Mile, Southfield.

OFFICE SALES Person needed, full time days. Must be dependable and able to work with public. Good employment opportunity for right person. Salary and benefits 532-2282

OFFICE Work to done in my West Bloomfield house in combination with babysitting a couple nights a week. Full or part-time. 661-2434

ONE Girl office. Receptionist & light bookkeeping duties. Some light typing preferred. Salary depending on experience. 255-4100

ORDER ENTRY - Farmington Hills company has immediate opening for qualified person in order entry dept. Position requires phone contact with customers in addition to typing & filing, work in great location with a growing company, benefits, apply between 1:30-3:30 pm daily, Mold Ex Rubber Co 23847 Industrial Park Dr. Farmington Industrial Park, Grand River - 10 Mile Rd 474-0124

PART TIME clerical assistant needed 20 hours per week with hours adjustable to your schedule excellent typing skills a must. contact PMH, Inc. for applications. 644-8000

Part-Time Clerical
Approximately 20 hours, Monday thru Friday, hours 9 to 1. Varied and responsible work assignments, telephone work, credit checking, light typing and filing. No experience necessary.
MERCHANTS BANK OF DETROIT
15544 W. McNichols
Detroit, Mich. 48235
273-6500, Mrs O'Connell
An Equal Opportunity Employer

PART TIME data entry. Livonia based bookkeeping management service seeking part time data entry employee to work evenings on Burroughs B-80. Approximate 20 hours per week, wage commensurate with system experience. Call between 1PM-5PM. 591-1242

PART TIME RECEPTIONIST/TYPIST. Mornings and 1 full day per week. Bloomfield hills location. Call Mrs Johnston 642-2330

PART TIME Secretary - Gal Friday, 9-3 PM, Farmington Hills. Send resume at once to Box 612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME SECRETARY needed for sales office in W. Bloomfield. Shorthand and typing essential. 2½ days per week. Call between 9 and 4:30PM 661-5240

PART TIME
Secretary Bookkeeper
Approx 30 hours per week
Plymouth area. 459-2160

PART TIME weekdays, and Saturdays Filing and secretarial work for real estate office in West Bloomfield
Snyder, Kinney & Bennett. 851-7000

PAYROLL CLERK wanted, minimum 1 year experience in computer inputting of payrolls required. Light typing and some of general accounting procedures required. Knowledge of insurance procedure helpful. Good salary and fringe benefits. 729-5400 ext. 31 or apply in person 4401 Fletcher St. Wayne. An Equal Opportunity Employer

PAYROLL CLERK
We need responsible person to train in Accounting Department of progressive Southfield firm. Associate degree or prior bookkeeping experience necessary. Payroll experience preferred. For appointment call 353-3209

PAYROLL
Experienced Payroll person needed full time for growing Livonia Computer Company. Excellent benefits. Call for appointment.
427-2000, Ext. 214

PEOPLE CONTACT
Superb diversified company needs sharp personnel secretary. Use your expertise and marketable skills to secure this career opportunity of a lifetime Call now for more information and personal interview.
524-1750
PERMANENT STAFF TROY

PERSON NEEDED to do clerical duties in growing Southfield Insurance Agency. Typing required. Good benefits & working conditions. For appointment. call 557-0870

PERSONNEL CLERK - opportunity for a person with previous training or experience with personnel work. Typing of 45WPM accurately required. Send resume or request for interview to box 658, Observer & Eccentric Newspapers. 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

PHOTOGRAPHIC SALES receptionist needed. Very pleasant work within the Bill William Studio. Will train, benefits Call 548-7663

PRINTING/OFFICE person with experience in print shop procedures. General office, Bkkpr. & order. 547-8580

PROOFREADER for advertising publication, part time, day and/or evening hours available. Livonia area. Ask for Sandy. Call 261-8300

PURCHASING CLERK
Redford Area. Good Typing & Filing skills, shorthand helpful, but not required. Call Mr. Owen, J. & L. Industrial Supply. 532-8700

RECEPTIONIST
For Mechanical contractor in Southfield. General office duties, full time position. Call ask for Barb. 569-7353

RECEPTIONIST wanted for Southfield law firm. 355-1727

RECEPTIONIST, legal office. Must have pleasant telephone voice. Full time, Southfield area. Benefits Call Marilyn for appointment. 358-0100

RECEPTIONIST, full time. Needed for construction office in Livonia area Hours 8AM-4:30PM. Typing a must Call Joan 478-7730

RECEPTIONIST/TYPIST, Southfield Well Groomed, Excellent Phone Manner. Type 60wpm, Good Starting salary call Paula for appointment 559-0300

RECEPTIONIST - TYPIST
To work for Southfield CPA firm, full time permanent position, telephone experience & good typing skills required Call Judy at 559-6666

RECEPTIONIST
Small Law firm in Southfield, typing required. Salary commensurate with experience. Benefits. Call Mrs. Pullan 353-8100

RECEPTIONIST/TYPIST
Full time for busy Livonia-Plymouth area engineering firm, Must type in access of 70 WPM and use dictaphone Call for appt.
591-2271

RECEPTIONIST - to work at the Renaissance Center, experience not necessary, good growth opportunity with new company. High school graduates welcome. type 60 WPM, send resume to Renaissance Business & Law Center Inc. 400 Renaissance Center, Suite 500 Detroit, Mi. 48243 or call 259-5422

RECEPTIONIST TYPIST
For Troy CPA firm. Good telephone presence essential, excellent working conditions & benefits. Call
649-2510

RECEPTIONIST
Light typing, excellent telephone voice and professional attitude required. Hours: 8AM-5PM 5 days a week. Southfield area. Please call Jean Johnston, Office Manager for appt. 569-7500

RECEPTIONIST - File clerk. Busy Southfied Law office. Light typing, 9am-5:30pm 354-6644

RECEPTIONIST - Executive Secretary for CPA Office. Experienced and Sharp! Top pay - Southfield. Please call 352-2292

RECEPTIONIST, Up front position. Good personality to work in an exciting atmosphere of furs. Full time. Oak Park area. Benefits 968-8070

RECEPTIONIST - Dearborn. Afternoons & Evenings, 1-9PM. Varied clerical duties, light typing. Call Dorothy, 336-9110

RECEPTIONIST/SECRETARIAL POSITION. Pleasant working conditions. International Insurance Agency. Troy. Call Bob Kuhn at 879-9000

RECEPTIONIST
Phone & typing experience required. Pleasant office in Troy. Blue Cross. Call Cindy. 362-0110

RECEPTIONIST/SECRETARY
For management company located in Southfield. Good skills & experience required. Typing 60-70wpm. Call for Appointment. 559-7793

RECEPTIONIST/Secretary - beginner/returning to work? Company will train mature individual. Typing/figure aptitude required for Southfield Insurance Agency. Diversified duties, good benefits. 354-2111

RECEPTIONIST SOUTHFIELD
Love people? Here's your dream job. You'll handle phones and greet clients. Accurate typing of 50 wpm. Busy reception desk will be your new home. Excellent benefits. Place your call to
PERMANENT STAFF
SOUTHFIELD 353-0505

RECEPTIONIST - $785
Rapidly expanding manufacturing firm handles small switchboard, screen visitors and assist in scheduling flight in hotel accomodations for sales department. Light typing, excellent benefits which include complete dental plan and 2 weeks paid vacation plus 1 week paid christmas break. No fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

RECEPTIONIST
Typing 65wpm, switchboard. Southfield firm. Benefits. $866. Fee paid.

CLERK/TYPIST
Work with salesmen ordering supplies, record keeping. 65wpm required. Southfield firm. $800 Fee paid.

SECRETARY
Work for department head. Typing 65wpm, shorthand 80. Good compositional ability. $11,000. Fee Paid.
LOIS RAY PERSONNEL
559-0560

Receptionist

SALES RECEPTIONIST
Nordson Corporation, a world leader in the Finishing Industry, is searching for a Sales Receptionist in one of their busy regional offices. Duties include processing sales orders, greeting visitors to the office, filing, answering phones and typing sales forms.
If you get along well with people, are a good typist and have had past experience in a sales office or processing orders, you would be a viable candidate for this position.
We offer ideal working conditions, an excellent salary, an opportunity to grow and an attractive benefit package which includes a dental expense plan.
If you are qualified, please call our office to set an interview time.
NORDSON CORPORATION
32615 Folsom Road
Farmington, Michigan
477-5700
Equal Opportunity Employer M/F/H

SALES SECRETARY
Full time, secretarial experience required. IBM memory typewriter. Good comunication skills. Please apply in person at the Troy Hilton Inn. 1455 Stephenson Hwy., Troy.

SALES SECRETARY $10,400
FEE PAID. Dynamic growing firm needs your typing and shorthand skills for their lively office. Career spot with client contact. Call Kathleen today for details.
SNELLING & SNELLING
478-3500

SECRETARIAL - Protestant Church in Southfield seeks mature woman for office secretary. Typing & general office experience required, varied responsibilities 356-1660

SECRETARIAL POSITION
Insurance agency, Troy, professional atmosphere, to arrange for interview call Pete Kehoe 879-9000

SECRETARIAL Teacher Assistant
Plymouth Canton Community Schools is seeking a part time teacher assistant for the Vocational Secretarial Class Qualifications 2 years work experience Contact: Linda Buclow
453-3100, ext. 360

SECRETARIES TYPISTS KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.
SOMEBODY SOMETIME
Temporary Help
Livonia 525-5170
Southfield 272-8500
Madison Heights 545-1700
Dearborn 565-3500

Secretaries Typists Bookkeepers
Needed for jobs
Southfield - Warren
Matchmakers
Office Services
SUBURBS - 398-4390
DETROIT - 963-5026

SECRETARY-Bright, accurate with excellent clerical & organizational skills to train for legal work in large Southfield Law office at American Center. Mr. Bornstein, 355-5000

SECRETARY - Challenging position with Southfield based corporation. Position requires pleasant phone personality with sound judgment, typing and spelling skills, and time management capability. Salary commensurate with experience. 354-1100

SECRETARY
Experience working in Insurance office Full time, 5 days, 9-5. Northville. 349-5015

SECRETARY
Experienced secretary needed for busy hotel catering office. 55-60 wpm. excellent benefit package. Contact Wanda Wiggins. 559-3316

Secretary
Farmington Real Estate. Skills required: answer phones, typing, letter construction, Bookkeeping, apartment rental agent. Must be well organized. Salary position.
PERRY
478-7640

SECRETARY
For Law Firm in Troy. No legal experience necessary. Full time position 643-4774

SECRETARY
For Law Office. Good Typing. Southfield Area. 353-4940

SECRETARY for General Contractor in Farmington Hills, good telephone personality, must be excellent typist, shorthand helpful, applicant must have logical thinking ability and be able to adapt to various work assignments. Permanent work in an attractive area. $150-$175 per week. Call Sandra After 5:30PM 356-1822

SECRETARY for Troy law office, 2 days per week. Excellent typing & grammatical skills required. Shorthand not necessary. 362-1170

SECRETARY for Birmingham CPA office. Statistical typing necessary. Salary commensurate with experience. Call 8:30am-5pm 645-1189

SECRETARY For Attorney in Southfield. No experience necessary for good typist. Start at $3.35 per hour. Please call: 557-4413

SECRETARY for downtown law firm specializing in negligence. Good typing and shorhand required. Salary commensurate iwth ability. 963-8700

SECRETARY for Insurance related organization located in Southfield. 2 Years experience with transcription from dictating equipment. Good spelling and typing ability. Excellent benefit package. Hours 9 to 5 daily. Call Marty Green for interview at 557-8510

SECRETARY GIRL FRIDAY
Need 2 sharp individuals for sales promotion in new home subdivisions located in Canton, Plymouth Twp & Livonia. Hours 1-8 PM including weekends. Call
DEMBS
Building Co.
626-4050

SECRETARY
Immedate opening for mature, responsible person with good office skills. Typing 60 +, shorthand, 80 + for excellent suburban firm. Good benefits and atmosphere. Company pays fee. Call now to explore this outstanding opportunity.
PERMANENT STAFF
SOUTHFIELD 353-0505

- SECRETARY -
Interesting position in Insurance Agency. Good Shorthand & Typing skills needed. Full or part-time. No experience necessary.
- 353-1760 -

SECRETARY
Manufacture Rep looking for responsible individual with typing and shorthand skills required. Call for appointment. 553-2910

SECRETARY NEEDED for Troy law office, experience with mag card and/or experience as legal secretary helpful. Apply for interview with C Keller from 9-5PM. 362-1610

SECRETARY needed for growing Bloomfield Hills company, excellent typing skills, pleasant personality, office experience necessary. Benefits, salary negotiable, call Cathy 647-3040

SECRETARY
Needed by the external affairs department of a private educational community located in Bloomfield Hills. Please send resume to Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-3209

SECRETARY part time, 4 day week, recent experience preferred, fast accurate typing, dictaphone, record keeping. W. Maple and Telegraph, Call Doris. 9-4PM 645-2660

SECRETARY
Part-time or full-time. Must be able to communicate via the telephone and type accurately. 729-0800

SECRETARY
One girl office in Birmingham for regional office. General office work experience 642-7333

SECRETARY
One girl sales office, full time. Must have strong office skills. Typing 60, shorthand a plus. Able to work independently, immediate opening. NW Detroit area. Call Mrs. Vesch, between 9-3 PM 835-0930

SECRETARY - part time for manufacturer's rep office. Shorthand, typing, office duties, approx 25 hours per week. $3.50 per hour plus. Southfield area 353-7377 or Eves 681-7545

SECRETARY - Pleasent office. Town Center, Southfield. Typing, shorthand or speedwriting, light bookkeeping, salary open, Hospitalization & Life Insurance. Send resume to. Community Theatres, 3000 Town Center, Suite 1780, Southfield, Mi 48075

SECRETARY-RECEPTIONIST
Wanted for small Ad Agency. Must have good typing and shorthand. Salary and benefits. Call 352-8770

SECRETARY RECEPTIONIST
Opportunity for responsible individual with good typing, mathematical, and verbal skills. Troy 362-3676

SECRETARY-RECEPTIONIST
PART TIME
Work for President of firm, good typing and telephone personality desirable. Farmington Hills location
The Garrison Co.,
Designers-Engineers-Builders
478-3000

SECRETARYS
Partial Listing of Current Openings
LEGAL SEC.
For Southfield office, general practice, 65WPM, dictaphone, no shorthand $15-$16,000 Yr
ASSIT TO PRESIDENT
10 Years Min. Experience, 70WPM, shorthand 90, 2 years college in Science or Math for Product Evaluation Firm $13-$16,000 /Yr.
MEDIA SECRETARY
1-2 years office experience, Shorthand 90, 60WPM, good benefits, $8-9,000 Yr
ALL FEES PAID
Call Kay
PlacementPlus PERSONNEL
358-3250

SECRETARY - to work at the Renaissance Center, 3 years experience required, type 70 WPM, excellent growth opportunity with new company, send resume to Renaissance Business & Law Center Inc 400 Renaissance Center, Suite 500, Detroit, Mi 48243

SECRETARY TOWN CENTER
We need a secretary possessing solid typing skills, a pleasant telephone voice, good appearance and a cheerful personality, we offer a pleasant work environment, benefits and a starting salary commensurate with your experience. Call for details
E.S.P.
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
353-5580

SECRETARY TYPIST needed for 1 girl law office & Import-Export business. Good typing skills a must. Southfield area. Call during business hours. 353-2722

SECRETARY WANTED
for prominent real estate firm in Birmingham. Call Marilyn Sanders for appointment
541-1520

SECRETARY.
Interesting and varied work in office of chief Executive of N. W. Detroit firm. Excellent pay and benefits, 37½ hour work week. Requires 3-4 yrs. secretarial experience, typing min 55 wpm. Excellent spellig and grammer. Must work well with people and be able to travel 2 weeks per year to attend conventions
532-2600 ext 61

SECRETARY, 1 PM - 5 PM, Monday through Friday. Birmingham office. No shorthand. Write Box 624, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SKILLED office clerk for busy Southfield office, must have at least 2 yrs. experience, good organizational abilities and typing skills, good benefits Call 353-9770

SOUTHFIELD consulting firm requires experienced typist, pleasant surroundings, good fringe benefits, please call 569-4118

SWBD OPERATOR
Large firm in Farmington area needs switchboard receptionist with good typing skills for long term temporary assignment. Please apply now.
Somebody Sometime
Southfield 272-8500

SWITCHBOARD TYPIST
Dependable to work 11 AM to 8 PM. Monday thru Friday. Bookkeeping necessary. Mrs Cole. 835-8255

TELLER
Full time position is open for work at our Birmingham Office located at Cranbrook and Maple. Requires ability to meet the public and be accurate with figures. Call manager for interview at
647-3806
1st Federal Savings of Detroit
An Equal Opportunity Employer

TRAINEE $700!
FEE PAID. Advance rapidly with nationwide firm! Good typing is all you'll need. Super benefits include tuition reimbursement!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

TYPIST - general office & phone work, 5 days week, Southfield area 559-6265

TYPIST
Livonia firm has full time position for experienced Typist. 60 WPM required; Mag card and dictaphone experience helpful. Excellent benefits. Call for appointment
427-2000, Ext 214

TYPIST NEEDED in busy Southfield office. Minimum 1 year clerical experience, must type 55-60 WPM. Call Pat. 352-0910

WE ARE LOOKING for a full time cashier & ass't bookkeeper with 1 year minimum experience. Some Sundays & some evenings. Excellent benefits & working conditions. Call Ms. Floyd,
DEROY RINGSMITHS
Fairlane Town Center
593-3890

TYPIST TYPIST & MORE TYPIST
NEED NOW for temporary work. We need CLERK TYPIST, SR. TYPIST DICTAPHONE TYPIST and many other office skills. Please apply between the hours 9 Am and 3 PM Mon day thru Friday at the following locations
233 S. MAIN, PLYMOUTH
(across from the Dairy King)
32669 W. WARREN GARDEN CITY
(Warren & Venoy Plaza in the Mall)
29449 W. 6 MILE, LIVONIA
(west of Middlebelt)
522-4025
KELLY SERVICES
The Kelly Girl People"
Equal Opportunity Employer M F

TYPIST
Word processing opportunity to learn and advance in a progressive department. If you type 50 wpm or better, we would like to see you. Salary $4 an hour plus excellent benefits. Please apply in person 9 AM to 3 PM, Maccabees Mutual Life Insurance Co., 25800 Northwestern Highway, Southfield, Mi
An Equal Opportunity Employer

We Need Your Help
Secretaries
Typists
All Office Skills
Long & Short Term Assignments
CLOSE TO HOME
BONUS & GOLD CARD Discount Program
CALL THE OFFICE NEAREST YOU
SOUTHFIELD 569-7500
LIVONIA 525-0330
DETROIT 259-7788
WITT
The Temporary Help People

WOMAN for customer service department. Must have a pleasant phone personality, some light typing. Personnal interview only. Apply at Slater Wall Coverings. 31195 Schoolcraft, Livonia between Merriman & Middlebelt

WORD PROCESSING
Zerox 800 systems 6 context application. Good spelling a must. Southfield firm. Fee paid
Durham Personnel 569-1522

99 DAYS Till Christmas
Your CLERICAL SKILLS could start earning you that extra Christmas money NOW. Clerk typists, accounting clerks, Secretaries - trainees or experienced, we need you. 7 Mile-Middlebelt, Livonia.
PERSONNEL POOL
478-8350

TYPIST
Nice Southfield office needs full-time Typist, 45 WPM. Will train for other duties. Call Penny at
559-2591

TYPIST RECEPTIONIST
For Birmingham financial company 642-1106

TYPIST
Speed and accuracy required to work in Quotation & Sales Dept. Good salary and benefits. Apply
H R Krueger
MACHINE TOOL INC.
31506 Grand River
Farmington
477-8400

505 Help Wanted Food-Beverage

ARCHIBALDS RESTAURANT now hiring maintenance dishwashers, day bus boys & hostess-cashier. Full or part time. Apply in person between 2:30-4:30 PM at 555 S. Woodward, Birmingham

ATTRACTIVE WAITRESSES & Waiters needed for restaurant, also banquet waitresses needed & busboys. Call Tina Mon thru Fri 11AM - 4PM 646-8990

BARMAIDS AND WAITRESSES for new establishment. Southfield Detroit area. No experience necessary. Chateau Lounge 534-0303

BARMAIDS AND waitresses wanted. Experienced only 531-0189

BAR MAIDS & WAITRESSES
Bar maids, experience preferred but willing to train, flexible hours. About average starting wage. Waitresses above average wage depending on experience. Apply in person after 4PM Tues. thru Fri. Main Event Night club, Brighton. 25 minutes from Farmington, Livonia area. I-96 E to Pleasant Valley Rd. L to Grand River 227-1444

BARTENDER AND WAITRESSES
Full time Northville - Plymouth area Call 348-3222 for personal interview

BARTENDER
Evenings service bar only. No gratuities. 5 nights. Must be reliable and experienced. Apply The Round Table Club 453-1626

BARTENDER - EXPERIENCED
Immediate opening Player's Lounge Garden City 422-0500

BAR WAITRESSES - full or part time Apply Town & Country Lanes 1100 S Wayne Rd Westland

BLOOMFIELD CHARLEY'S
Now accepting applications full - part time. Night Dishwashers And Receiving Clerk full time days. Apply in person 5656 W. Maple W. Bloomfield
An Equal Opportunity Employer

BUS BOY
Immediate opening. Player's Lounge, Garden City 422-0500

BUSBOYS CASHIER - carry out Must be 16. Apply in person after 2PM Rishaw Inn 6407 Orchard Lake Rd West Bloomfield

BUS BOYS
Days & Nights
Hostesses Nights
Waitresses Days
Full or part time
Now hiring. Apply in person
Between 2:30PM-4:30PM
ARCHIBALD'S RESTAURANT
555 South Woodward,
Birmingham

BUSBOYS
Evenings. Apply in person after 4PM Must be over 18. Clandiggers, 30555 Grand River Farmington

BUS BOYS
FULL & PART TIME
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

505 Help Wanted Food-Beverage

Olga's Kitchen
WESTLAND MALL
Olga's Kitchen, the new and fresh eating experience is looking for:
• Waitresses • Cooks
• Hostesses • Cashiers
• Utility Workers
Full and part-time positions. Days and evenings available. Applications will be accepted on Monday 9-17 thru Friday 9-21 between 9 and 5 P.M. at the information booth located across from Olga's Kitchen at the Westland Mall, Westland.

Nobody Hires A Homemaker. Right?
WRONG, says
Wendy's OLD FASHIONED HAMBURGERS
We need people. ALL PEOPLE, to work DAYS (also evenings) at our restaurant in FARMINGTON HILLS Grand River & 10 Mile
Our flexible hours are ideal for the housewife and student. We have special Homemaker's Hours - 11 a.m. to 2 p.m. - so that you can be home when your children are. And other shifts are available.
Excellent working conditions, good salary, interesting work to take you away from the old routine. We'll give you a whole new outlook on life -- and couldn't you use the extra money in your budget?
Call us ANYTIME:
352-7216
Wendy's International is an equal opportunity employer M F