504 Help Wanted Office-Clerical

FIGURE CLERK
Friendly Redford Company needs dependable person with good typing and math aptitude for diversified position in plush office. Good starting salary full benefits, room for advancement & company pays our Feel Call Now! PERMANENT STAFF
522-4210

SOUTHFIELD
Law firm needs full time file clerk. Pleasant atmosphere. Call Vicki.
353-6500

FULL AND PART TIME positions available, office & clerical. Ask for Miss Frances at 569-1144

FULL TIME BOOKKEEPER
Banking experience preferred. Security Bank of Novi
41325 10 Mile Road
Novi, Michigan
Call for appointment
478-4000
An Equal Opportunity Employer

FULL TIME HELP wanted, male or female, knowledge of office machines helpful. Will train. Apply in person. Interfaith Inc. 3600 Middlebelt, Inkster.

FULL TIME supervisory position on afternoon shift in private lab for mature individual. Will train. Call between 12-3 pm 557-8880

General Accounting Clerk
Capable of handling all payable functions including analytical reports. Also assist with payroll and general accounting. Contact personnel office,
KINGSWOOD HOSPITAL
FERNDALE
398-3200, ext 207

GENERAL OFFICE, with Key Punch. Michigan's largest wine distributor has an opening for a person with general office plus key punch experience. Must also be able to keep inventory control of office supplies. Excellent salary. Excellent fringe benefits including paid Hospitalization and Dental Plan. Westside Detroit area near I-96 expressway. Free parking. 5 day. Send resume J. Lewis Cooper Company, 18200 Scathmoor, Detroit, Michigan, 48227. Attention D. J. Praet.

Executive Accountant Assistant
Upbeat personality with good phone manner& personal appearance needed by Southfield firm. Will be following up on accounts & meeting clients. Good typing & Greg shorthand a must. Excellent flexible hours and benefits. Fee paid Call Helen
PLACEMENT PLUS
PERSONNEL 358-3250

EXECUTIVE SECRETARY
For Sales VP of stable Birmingham financial institution, experienced, responsible attitude and shorthand required. Working conditions, fringe benefits and pay all excellent. Mail resume to Box 339 Birmingham, 48012.

EXECUTIVE Secretary, 40ish, Grand area, Redford. Shorthand. Bookkeeping experience. 5 day week. For appointment, call 255-4810

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Pleasant working conditions, excellent benefits. For appointment call 353-3209

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Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Pleasant working conditions, excellent benefits. For appointment call 353-3209

EXPERIENCED ACCOUNTS Payable clerk for computerized system. No keypunching necessary. Paid Blue Cross and other benefits 261-4160

EXPERIENCED SECRETARY-with dictation skills with minimum of 80wpm, for executive of electrical power supply manufacturer. Excellent starting wage and full range/all company paid fringe benefits, including pension plan. Full time 40 hour week. Pleasant working conditions. Apply at Dynapower Corp., 29199 Orchard Lake, Farmington Hills.

505 Help Wanted Food & Beverage

LOUNGE MANAGER
WE ARE LOOKING FOR AN EXPERIENCED MANAGER FOR THE BUSIEST LOUNGE IN THIS AREA. EXCELLENT OPPORTUNITY FOR AN ENTHUSIASTIC EXTROVERTED INDIVIDUAL WHO WISHES TO WORK FOR THE LEADING HOTEL CHAIN. LIMITLESS OPPORTUNITY FOR ADVANCEMENT; EXCELLENT BENEFITS. BRING RESUME TO:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

McDonald's
ATTENTION
Mothers, Housewives & Students
McDonald's is looking for day help. The hours are flexible so you can earn extra money while children are in school or earn extra money while going to school. Start $3.10 per hour.
Apply in person at McDonald's
38400 10 Mile Road
Near Grand River
Farmington Hills
Equal Opportunity Employer

COOKS
We are presently looking for 2 persons with at least 1 year experience in cooking. Morning shift, weekends included.
PANTRY PERSON
We also need 1 pantry person. Previous food handling experience preferred. Varied shift, weekends included. Please apply:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

Restaurant
Cooks·Hostesses Hosts·Waitresses Waiters·Bus Help Dishwashers
There's a new Denny's in Bloomfield Hills and that means long term family eating fun and new full time and part-time jobs!
- INTERVIEWING NOW
- EXPERIENCED & INEXPERIENCED
- TOP PAY
- FREE INSURANCE
- PAID VACATIONS
- PAID HOLIDAYS
- PROFIT SHARING

We offer cooks $4.50 per hour and up depending on experience and top rates for all openings. Day, evening and night shifts are open. You'll enjoy the attractive "at home" atmosphere and the pleasant working conditions in our popular family restaurant. Applicants must be 18 and above.
Apply at once from 2-5 p.m. and 8-10 p.m.
1500 No. Woodward Ave.
(1 blk. so. of Long Lake Rd.),
Bloomfield Hills
IF YOU LIKE PEOPLE, YOU'LL LOVE Denny's
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

EXCELLENT TYPIST
2-3 days per week
12 Mile & Northwestern
353-4466

EXCELLENT TYPIST - with marketing- sales background, beautiful Birmingham company, set up department, word processing experience helpful. $10,500. Fee paid.

SECRETARY - run office, set up filing system for manufacturer's rep, good typing, some shorthand required, $10,000. Fee paid.

LOIS RAY PERSONNEL
559-0560

Executive Account Assistant
Upbeat personality with good phone manner & personal appearance needed by Southfield firm. Will be following up on accounts & meeting clients. Good typing & Greg shorthand a must. Excellent flexible hours and benefits. Fee paid. Call Helen
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PERSONNEL 358-3250

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GENERAL Office help needed Farmington Hills area, full time. Experience preferred. Typing and shorthand necessary. 553-2230

GENERAL OFFICE
Career opportunities. Full time positions now available in expanding Southfield corporation. Good salary and benefit package, convenient office location. Experience desired, but will train right person. Ask for Jean at 642-6200

GENERAL OFFICE CLERICAL
Payroll, 10 key adding machine. Light bookkeeping and typing experience necessary. Must be pleasant and dependable. Call Darlene 642-9500
KAY BAUM, INC.

GENERAL OFFICE
Typing, clerical, telephoning and customer contact. Full time, small office Northwest employer. Call week days or Saturdays.
532-3812

GENERAL OFFICE
Excellent salary to qualified person. Must have knowledge of bookkeeping, accounts payable and be accurate typist. Company is a well established property management concern.
Bloomfield Management Company
1100 Ovendale, Troy.
524-2211

IMMEDIATE OPENING, typist in Troy area. Small office. 35 hours a week. National organization with usual fringe benefits. Phone for appointment
362-2446

504 Help Wanted Office-Clerical

EXPERIENCED accounts receivable clerk, small congenial company located in Oak Park. Is seeking a dependable person to assume all accounts receivable duties, responsibilities include posting, credit work, light typing. Blue Cross, Blue Shield, paid holidays, call 399-5232. After 5 pm 477-7284

EXPERIENCED
EDIT CLERK
o work in Data Processing Dept of suburban manufacturing company. Good aptitude for figures necessary. Diversified paper work. Opportunity to learn Data Entry work. Liberal employee benefits. Apply immediately!
S. M. C.
800 Junction, Plymouth
425-5600

EXPERIENCED secretary wanted. Good typing & office skills. Some light bookkeeping. Pleasant working conditions. 424-9189

EXPERIENCED TELLER for Credit Union. At least 6 months experience. Phone Mr Smith at 474-7100

EXPERIENCED typist for court reporter, preferably have own equipment, can type at home. 558-8097 or 661-2576

FARMINGTON TYPIST
$700 PLUS
FEE PAID. Super friendly firm needs an individual who loves to type! Opportunity for advancement if qualified.
PRESTIGE OPPORTUNITY
TO $11,500
FEE PAID. Your good typing and flair for organization is needed by nationwide firm. Real estate experience a must.
LIVONIA, $750 PLUS
Great close to home spot with well known firm. Type 55.
SUPER OPPORTUNITY
$700
Nice company needs your good typing and eagerness to learn new things!
TWIN COUNTY
EMPLOYMENT CENTER
474-1717

FAST GROWING Detroit manufacturer is looking for office personnel with accounting and varied office experience for its north suburban office. Top salary and fringe benefits. 398-0262

GENERAL OFFICE experience in typing helpful but not necessary. Will train. Pleasant office, Southfield area. 569-0390

GENERAL OFFICE help needed Farmington Hills area, full time. Experience preferred. Typing and shorthand necessary. 553-2230

GENERAL OFFICE
Career opportunities. Full time positions now available in expanding Southfield corporation. Good salary and benefit package, convenient office location. Experience desired, but will train right person. Ask for Jean at 642-6200

GENERAL OFFICE & KEYPUNCH girl needed for large distributor. This also includes working with office supply control. Keypunching a must. Excellent salary, complete hospitalization plus dental. Excellent other fringes. Free parking. 5 days. Please send resume to the Attention of Mrs. D. J. Praet, c/ J. Lewis Cooper, 12400 Strathmoor, Detroit, Mi. 48227

GENERAL OFFICE HELP
For busy Rochester area Insurance office. Commercial experience helpful. Typing a must. Days, 652-4100, Evenings 651-6488

GENERAL OFFICE/Accounting. Small firm located in northwest suburbs, needs person with accounting background who can handle diversity. Must have a minimum of 5 years office experience and possess above-average typing skills and accuracy in working with figures. Call for interview appointment. 525-5645

INSURANCE AGENCY Farmington Hills, clerical, typing required, filing and general office duties. Call for appointment. 851-6608

INSURANCE OFFICE needs good typist. Starting salary $850 per month. 569-1090

INSURANCE POSITION available in Southfield agency. Must be able to type. Experience preferred, good advancement with good benefits. Salary open 557-5525

505 Help Wanted Food-Beverage

JCPENNEY
NORTHLAND
Is now interviewing for the position of:
ASSISTANT RESTAURANT MANAGER
To help supervise all aspects of our food service. Must have thorough knowledge of food preparation and presentation, strong leadership qualities and ability to work well with people. Our excellent benefit program includes, discount on purchases, paid vacation and holidays, hospital and medical insurance, life insurance, profit sharing and more. Apply immediately at JCPenney Personnel Office, Northland Center only, Monday thru Friday 9:30 A.M. to 4 P.M., Saturday 9:30 A.M. to 1 P.M.
An Equal Opportunity Employer M/F

WAITER/WAITRESS
WE ARE LOOKING FOR AN EXPERIENCED PERSON TO WORK THE BUSY LUNCH RUSH. PLEASE APPLY:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD, MICHIGAN
EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER

Wendy's
PEOPLE NEEDED
Day Positions Available
(also evenings)
Flexible Hours for Housewives and Students at our Restaurant on
TELEGRAPH
at 8½ MILE in SOUTHFIELD
CALL ANYTIME
352-7216
WENDY'S INTERNATIONAL
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.
Alexander Hamilton Life Insurance Co.
Of America
12 Mile & Farmington Rd.
553-2000

GENERAL OFFICE RECEPTIONIST
SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging and interesting.
Good voice, aptitude for figures and spelling. Typing 50 wpm.
We offer a good starting salary with proficiency increases, salary reviews, progress evaluations and career counseling. Free parking, employee-family medical, hospital, income and life insurance protection. Paid vacation Retirement. We will train.
ANN SMARTH
569-2333
An Equal Opportunity Employer

GIRL FRIDAY
For One Girl Office. W. Suburban Area. For small Welding Shop. 472-2772

GLAMOUR GALORE-Looking to work in a plush regional office, duties of a front office person with light dictation, play hostess at the executive company meeting. Fee Paid. We need you to call us now.
ACCURACY
Personnel Service
642-3050

GOOD TYPIST, 60 wpm minimum, dictaphone, busy engineering sales office. Wixom area. 349-4200

HELP WANTED EXPERIENCED
Secretary with advanced typing and shorthand skills. Good organizational skills and effective PR contact required
Apply in person at
PERSONNEL OFFICE
MADONNA COLLEGE
36600 Schoolcraft
Livonia, Michigan 48150
Equal Opportunity Employer M/F

HOSPITAL RECEPTIONIST $190
For X-Ray department of major medical center, greet patients, schedule appointments, accept pull files for doctors. Type 45WPM full benefits with dental plan and years of losing.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

GENERAL OFFICE & KEYPUNCH girl needed for large distributor. This also includes working with office supply control. Keypunching a must. Excellent salary, complete hospitalization plus dental. Excellent other fringes. Free parking. 5 days. Please send resume to the Attention of Mrs. D. J. Praet, c/ J. Lewis Cooper, 12400 Strathmoor, Detroit, Mi. 48227

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505 Help Wanted Food-Beverage

NON-TYPISTS
CLERKS - GENERAL OFFICE
Immediate openings. Apply at:
19500 Middlebelt Suite 310E
Livonia
476-1130
26075 Woodward Suite 305
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

NORTHVILLE FIRM seeks Accounts Receivable, Payable Bookkeeper, able to do payroll and payroll tax return. Apply: 424 North Center St.

OFFICE ASSISTANT
Schedule and direct the flow of people and projects with this suburban Corporation. $750 start. Needs organizational skills but no shorthand. Call 562-8900. Your new boss pays our fee!
HARRIET SORGE
PERSONNEL

OFFICE Clerical positions available in Southfield area. File clerk and desk positions. Fringe benefits. Call between 3am-4pm. 354-3750

OFFICE MANGER
For 1 girl office. V-Line Precision Products, Redford, Mich. 537-3663

OPPORTUNITY for a personable Secretary to work for 3 Field Sales Engineers in a large sales office located in Southfield. Products are of a technical nature. Applicants must be able to deal with customers and order follow-ups. Typing 60 wpm, Dictaphone, opportunity for advancement. Regular 6 month pay review. Dianna, 353-0830

PART TIME
CLERICAL ASSISTANT
Will work with employee health insurance and pension benefits. Will report to Manager of Benefits. Qualified applicant will type 50 wpm, communicate well personally, and over the telephone, emphasize accuracy and be a self-starter. Office is located in an office plaza near Crooks & 175, in Troy. Pleasant working surroundings. If interested and qualified, call Dr. L. Johnson, Manager of Benefits.
MICRODOT FASTENER GROUP
879-7700

PART TIME
Flexible hours for general office work in Southfield. Light typing, good appearance. Fee paid. Call Helen
PLACEMENT PLUS
PERSONNEL 358-3250

PART TIME GIRL - needed for general office work, apply at: North American Manufacturing, 20975 Telegraph, Southfield, 1 block N. of 8 Mile.

PRIVATE SECRETARY with accounting experience. Call for appointment. 261-0721

PROOFREADER, experience preferred but not necessary to work in typesetting shop, full time days.
525-3960

PSYCHOLOGIST needs permanent, part time bookkeeping and secretarial person. 647-0030

504 Help Wanted Office-Clerical

INSURANCE
Southfield agency looking for individual experienced in personal lines. Call Mrs. Valentino,
357-4500

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

LEGAL SECRETARY needed for Farmington Hills law firm, good typing, dictaphone required, excellent benefits. Call Linda Wirtig 851-9580

LEGAL SECRETARY immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential Salary commensurate. For appointment 626-9722

LEGAL SECRETARY wanted. Experience required. Salary commensurate with experience. Southfield area. Call Sue 354-3780

LEGAL Secretary for downtown office. Experienced or will train. Neat appearance and good typing. 963-7755

LEGAL SECRETARY, experienced for small Detroit firm. Salary commensurate with experience and ability. 615-0702

LEGAL SECRETARY
Experience in Real Estate and Corporate helpful. Good typing and shorthand skills required. Excellent salary and benefits. Call 559-7600, Ext. 154

LEGAL SECRETARY
Experience in Business Relations and Real Estate helpful. Good typing and shorthand skills required
559-7600 Ext. 154

LEGAL SECRETARY
TRAINEE, $875
Beautiful office. Great opportunity to use your good skills. Entry for this choice fee paid position.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIES
WELL KNOWN Southfield practice needs a poised, polished, and well grammatured Legal Secretary with solid office skills. No Fee. Salary to $12,000.
THE LOCATION is the beautiful Fisher Bldg. The work revolves around real estate land development. Should be a fast and accurate typist. No fee. Salary to $13,800
WORK IN TROY. Practice is engaged in much litigation concerning corporate matters. Solid benefit package. No Fee. Salary to $11,500.
MANY FINE openings now exist for candidates seeking permanent, part time or temporary positions. Confidential interviews can be arranged by appointment.
PERSONNEL AT LAW
1000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SEC'Y
West Suburban Legal firm needs experienced person with good typing and shorthand. Beautiful offices, full benefits. $11,700 FEE PAID. PERMANENT STAFF
522-4210

MANUFACTURER'S REP. 11 Mile-Greenfield area, has opening for sharp person with 3-5 years general office experience and good typing skills. Computer background helpful. Many benefits including bonus and profit sharing plan. Starting salary $850 per month. Call Dianne 399-5500

MORTGAGE SERVICING TRAINEE
Excellent opportunity for young person to learn all facets of the operation of mortgage banking. Must have typing ability and aptitude for figures. Call Ms. Mohamed 353-5700

NATIONAL Conversion Automotive company located in Rochester-Utica area requires part time clerical assistant for accounting department. Approximately 20 hours per week, some bookkeeping and typing experience necessary. Call Mr. William 739-5035

NON-TYPISTS
CLERKS - GENERAL OFFICE
Immediate openings. Apply at:
19500 Middlebelt Suite 310E
Livonia
476-1130
26075 Woodward Suite 305
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

REAL ESTATE OFFICE HELP
Mature person, part time, should live in Garden City. Good typist. Accuracy more important than speed. Call Jan Earl Kevin West. 522-2101

RECEPTIONIST
2-4 half days per week, Redford Area, 533-4880

RECEPTIONIST-PERSON FRIDAY
Birmingham Heat Treating office. Good typing skills and telephone voice. Immediate opening. By appointment. Mr. Cheyne. 642-8100

RECEPTIONIST-TYPIST
Livonia area hair replacement clinic. Must have neat appearance, good phone personality, shorthand, general office duties, paid vacation, hospitalization. Hours 9am-3pm 478-6300

RECEPTIONIST for Livonia Chiropractor, must have good typing skills and have experience in dealing with the public. Sharp self-starters only, hours 2PM-6PM Monday through Friday, $3.25 to start. Bonus, incentives, apply in person 24014 West 5 Mile, Livonia

RECEPTIONIST
Experienced receptionist for company in Pontiac area. Mon. thru Fri. 7:30AM to 4:30PM. Must be able to answer telephone, greet customers, and possess excellent math aptitude. Light typing required, busy position in fascinating field. Good fringe benefits. Please call Maggie, between 8AM and 5PM, to arrange for interview.
666-3500

RECEPTIONIST/SECRETARY with people ability. This job requires initiative & flexibility. Located in Birmingham. 644-2852, Professional Placement Partners.

RECEPTIONIST/TELEPHONE CONSOLE OPERATOR, experienced switchboard operator with adding machine and typing skills. Good pay and fringe benefits. Call Mrs. Jones, Birmingham Public Schools 644-9300 ext. 248

RECEPTIONIST
Busy Southfield office needs Receptionist/Phone Operator. Diversified duties including light typing. Must be neat and interested in working with people. Excellent hours and benefits. Please call Edna Fields for an appointment.
357-1600
An Equal Opportunity Employer

RESPONSIBLE INDIVIDUAL needed for part time office help. Saturdays and 2 or 3 evenings per week required.
644-7370

RUSH!
$9200
Dynamic young company needs an energetic typist today, lots of Receptionist duties also. Great career starts here. Call Tina now.
SNELLING & SNELLING
478-3500

SECRETARY
For law office in Farmington Hills. Legal and dictaphone experience preferred. Call after 1 PM 626-3448

SECRETARY-for 2 man law firm in Troy, good skills required, call after 1 pm 362-4222

SECRETARY
For Southfield law office, legal experience preferred, but not necessary. Call Carol at: 353-0180

SECRETARY FOR downtown detroit lawfirm. Good typing and secretarial skills required. Send qualifications and references to Box 340, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

PART TIME
No experience necessary.
WRIGHT KAY JEWELERS
12 OAKS MALL
348-0080

PART TIME
REAL ESTATE
SECRETARY
Experience definitely required. Please reply to Box 336, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PART TIME, receptionist - secretary, good typing essential, ideal position for woman wanting 2½ days per week. 15 Mile, Southfield Rd 557-5050

PART TIME work for the Farmington area. Must be filing. Flexible hours, weekends. Send phone number & qualifications to T. Francis, P.O. Box 36355, Detroit, Mich. 48236.

PERMANENT part time employee needed to work Monday thru Friday, 1PM-5PM. Knowledge in typing, filing & other clerical duties. Pleasant downtown Birmingham location. Phone for appointment 642-8700

PERSON Friday. Shorthand, good composition, typing, bookkeeping, business background. Self starter and organizer. People contact. Excellent opportunity. 835-2280

PERSON FRIDAY. Must be able to work without supervision. Ability to retain knowledge and follow-up orders, typing, shorthand. Northwestern bank helpful. Must work on Sat which may vary in hours, will be 40 hour week. Contact Robert Zimmerman. 535-0380

PERSONNEL - secretary for company moving to Troy, some experience and good skills required to work in theses new offices. Salary $900 or better, plus full benefits and agency fee paid.

ACCOUNTING CLERK - with some college to work with computers for Troy company. Some experience preferred. Company will pay $9000 to $11,000. Plus full benefits including dental. Fee paid.

BILLING TYPIST - for nice Woodward company, typing required, plus some experience. Salary $500 to $750 plus benefits and fee paid

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

POSTING CLERK
Will consider Advanced Accounting student. 8:30 - 5, 5 days. Thurs. and Fri. off. Good salary. Call Mrs. Valentino at Chart Mr. Zack at.
255-7100

PURCHASING DEPARTMENT
Secretary/Receptionist
Mature secretary needed for purchasing department of Southfield company. Two to five years experience in purchasing or bookkeeping a must. Typing 60 words a minute, good communication skills. To $700 per month, excellent benefits.
Our Fee is Employer Paid
Call Ann Jakowski
T.L.C. PERSONNEL
522-4330

REAL ESTATE
MORTGAGE PROC. & CLOSING DEPARTMENT
Permanent position for a top level secretary. Good typing skills - experience or similar background necessary. Pleasant working conditions and favorable hours. Salary commensurate with experience and ability - plus profit sharing and a liberal bonus. Call Don Wolle 421-5660.
HARRY S. WOLFE CO.
32398 Five Mile Livonia

REAL ESTATE OFFICE HELP
Mature person, part time, should live in Garden City. Good typist. Accuracy more important than speed. Call Jan Earl Kevin West. 522-2101

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2-4 half days per week, Redford Area, 533-4880

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357-1600
An Equal Opportunity Employer

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644-7370

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$9200
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SNELLING & SNELLING
478-3500

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SECRETARY-for 2 man law firm in Troy, good skills required, call after 1 pm 362-4222

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For Southfield law office, legal experience preferred, but not necessary. Call Carol at: 353-0180

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504 Help Wanted Office-Clerical

SECRETARIES
TYPISTS
STENOS
Temporary work, available at:
19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
Experienced Secretary needed to handle busy sales office. Good skills, no shorthand. Southfield area.
353-0920

SECRETARY for busy Southfield real estate office. Will train Call Audrey 357-1998

SECRETARY
For law office, in Farmington Hills. Legal and dictaphone experience preferred Call after 1 PM. 626-3448

SECRETARY - Knowledge in bookkeeping and payroll taxes. Write to Suite 201, 17550 W. 12 Mile Rd., Southfield, Mich., 48076, Att. Mr. Garmo.

SECRETARY - prefer legal and word-processing skills. New Center area, parking, benefits. Salary commensurate to ability, send resume to box 348 Observer Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-RECEPTIONIST
New Troy Hi-Rise. Excellent hours. If you have good typing, light bookkeeping, general office skills and enjoy a people oriented 1 girl office atmosphere call.
SECRETARY
RECEPTIONIST
Quality close knit office seeks capable multivariate person with excellent typing and shorthand skills. Pleasing phone personality. A MUST. Bookkeeping experience helpful but not mandatory. Job contains variety and requires a willingness to accept challenges as they occur. Excellent working conditions, good benefits. Farmington Hills area. 8:30 to 5PM. 851-8800

SECRETARY
SALES COORDINATOR
Must be alert, have good skills including shorthand and ability to handle details. Excellent opportunity for the right person. Send resume to: P.O. Box 576, Farmington Hills, Mi. 48018
An Equal Opportunity Employer

SECRETARY to property manager. Experienced in typing, filing, and general office procedures for Townhouse Development. Salary open. Call for appointment 9 - 12, and 2 - 5 PM. 476-3181

SECRETARY, Southfield firm. Typing, light bookkeeping. Salary plus benefits. Call Office manager. 355-5454

SECRETARY, 45 accurate typing, no shorthand. Will handle phones-filing, some light bookkeeping. General office experience. Salary $750. No agency fee.
STAT TYPIST, 60-70 WPM, must have purchase order and invoice typing experience. Salary to $750. No Agency fee.

BETTY HAMIL PERSONNEL
424-8470

SELF-STARTER needed for a short-term, challenging position working for chief financial officer in Southfield. Full benefits plus bonus Call Debbie Kaul. 352-1493

SEMINAR ASSISTANT
SOUTHFIELD AREA
Process registrations for professional societies' educational seminars. Involves typing, personal & telephone contact with members & on-sight coordination of seminars at hotels/motels in the Metro Detroit area. Salary based on training & experience. Send brief resume of work experience & salary history to Box 380, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

SERVICE REPRESENTATIVE for an international finance company. Duties include typing, answering phones, some handling of cash. Full benefit program & paid vacations. 425-5750

SHARP SECRETARY needed for downtown Detroit law firm. Legal experience preferred but not necessary. Good typing skills, shorthand a must. Blue Cross, paid vacations, salary minimum $950. Ask for Mrs. Powell 963-3600

SOUTHFIELD- Attorney needs secretary with typing and dictaphone skills. Some legal office experience. Good opportunity. Call Mon. thru Fri., 9AM-5PM. 358-0090

STUDENT WITH EARLY HOURS for filing and typing after school. Must type 50WPM. Northland area 275-5052

SUBURBAN RECEPTIONIST $150
For well established corporation. Greet clients at front desk, screen appointments, and type correspondence, excellent benefit package, with dental plan. Call Jackie
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SUPER POTENTIAL
Great spot as administrative assistant in progressive suburban firm. Great level contact needs sharp type interested in $11,000-$13,000 start. Call 649-4144
Your new boss pays our fee.
HARRIET SORGE
PERSONNEL

SWITCHBOARD OPERATOR
Large manufacturing firm in the Farmington area has an opening for a front desk position. You must have switchboard experience, type 50WPM and possess an ability to greet the public. This is a long term assignment and an excellent opportunity for employment at one of Farmingtons finest manufacturing firms. If you are interested in this position, please call:
Somebody-Sometime
TEMPORARY HELP
17322 Farmington Rd. Livonia
(in the Burton Executive Park.)
525-5170
16415 W. 8 Mile Rd., Detroit
272-8500

SWITCHBOARD RECEPTIONIST, 40 hour week, fringes, call Monday thru Friday between 9AM-5 PM. Plymouth. 453-8200

TELEPHONE ANSWERING TYPIST-Receptionist. Must have pleasant personality. Located in W. Bloomfield. 851-1880

TYPIST-fast and accurate for variety of duties in large Southfield Law firm at American Center. Responsibilities include preparing manuscripts for new text book and permanent relief on switchboard. Call Mr. Bernstein 355-5000

TYPIST
Must type 60 wpm accurately. Pleasant surroundings, excellent hours and benefits. Please call Edna Fields for appointment 357-1600
An Equal Opportunity Employer.

504 Help Wanted Office-Clerical

Teller
Part time position is open for work at our office in Birmingham at Cranbrook & 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

Temporary Clerical Help Needed In:
FARMINGTON
SOUTHFIELD - LIVONIA
Birmingham - Bloomfield
ROCHESTER - TROY
Call our
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

THREE GIRL office, tool & gage shop in Livonia, full time, 4 am-5 pm. Affordable rate, good typing skills, telephone answering, daily time & invoice posting, some knowledge of Shaw Walker payroll system helpful. Salary commensurate with experience and abilities. Excellent benefit package. Call & ask for Elaine or Roxanne 425-9075

TOP NOTCH Legal secretary wanted for Beverly Hills firm, legal experience required. Excellent typing and good shorthand required, word processing experience helpful. Call for details 647-6260

TWELVE MILE and Greenfield area. General office, light bookkeeping, for manufacturers' rep. Part time, good hours 626-0110

TWO POSITIONS available with rapidly growing title insurance company located in Southfield. Title Examiner, must have experience with previous title insurance company in examining title reports. Title Clerk, no experience necessary. Call David Laramie,
569-3100
An Equal Opportunity Employer

TYPING work at home. Excellent pay, flexible hours. Dictaphone experience helpful but not necessary. 644-0670

TYPIST
Progressive Southfield firm looking for person who types 60 WPM. First quality office machines, pleasant working conditions and excellent benefits offered. For appointment call 353-3209

Typist/Receptionist
For computer service bureau located in Southfield. Must have good typing skills and be willing to accept responsibility. Excellent benefits and opportunity for growth. Call for appointment 569-7144

TYPIST/RECEPTIONIST
Shorthand required. Full time. One girl office
355-2218

TYPIST- TELETYPE , will train, excellent fringe benefits and working conditions. Troy, call Margaret 588-2121

VARIETY JOB
Rapidly expanding Livonia Company needs friendly person with good typing and math aptitude for challenging position. Good starting salary. Exceptional benefits including Dental, Optical & company car! Great opportunity to grow with company!
PERMANENT STAFF
522-4210

505 Help Wanted Food-Beverage

COOK & BUS BOY WAITRESS
FULL TIME
Day Shift. Paid vacation and meals.
Apply in person
Wonderland Big Boy
WONDERLAND SHOPPING CENTER
(Plymouth & Middlebelt Rds.)
522-5544

HOSTESS
FULL TIME & NIGHT POSITIONS.
NO EXPERIENCE NECESSARY.
APPLY IN PERSON
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

HOST PEOPLE
WAIT PEOPLE
BUS PEOPLE
GENERAL UTILITY
COOKS