Help Wanted

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY IN ADVERTISING DEPARTMENT OF BUSY REAL ESTATE COMPANY 15 MILE ORCHARD LAKE ROAD AREA. TYPING REQUIRED. CALL SUE MCNUTT 851-1980

ARE YOU EXPERIENCED?
VARIETY JOB requires previous office experience and skilled typing (May 11 a plus) Find out what working in a nice location can be like.
PERMANENT STAFF
642-3050

ASSISTANT - office manager for nice Troy law firm, degree preferred. Do payroll, some bookkeeping, general office. Salary $830 plus benefits & fee paid.

TWO PART TIME - clericals to alternate for nice Southfield financial planning consulting company. Typing required. Perfect position for mothers returning to work. Salary $5 per hr. plus monthly bonus. Company pays fee.

LEGAL - secretary - no shorthand, for Troy firm in impressive location. 3-5 years experience. Salary $500 plus benefits and 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

ASSISTANT TO SALES MANAGER
Accounts receivable, general office skills required. Room for advancement. Mature individual, references required. Salary commensurate with experience. Fringe benefits. Birmingham area. Call between 10:30AM-1PM. Ask for Ms. Victor.
642-8833

A SUPER CAREER!
FEE PAID. Excellent career opportunity in offered by World Wide firm. Your desire to advance and some Real Estate experience are all that's required.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BALONEY!!!!
We can not believe there IS not one skilled typist out there who wouldn't want this career opportunity with top company. What are you waiting for? Call now!
524-1750
PERMANENT STAFF TROY

BALONEY!!!!
We can not believe there IS not one skilled typist out there who wouldn't want this career opportunity with top company. What are you waiting for? Call now!
524-1750
PERMANENT STAFF TROY

Beginner Typist
Variety Job with large W. Bloomfield company for well organized person with good typing. Nice offices, excellent starting salary to $850 per month. Full benefits, great advancement potential and company pays our fee. Hurry!
PERMANENT STAFF
Livonia 522-4210

BILLING/ INVENTORY CLERK
For medium size company. Recent High School grad with good figure aptitude and typing ideal. Call from 8:30 - 4:30PM
Ambur Electronics
Farmington Hills
477-8670

BOOKKEEPER - Complete books thru Financial Statement and Payroll Taxes, for various clients in a Southfield CPA office. Full-time, experienced. 557-5527

504 Help Wanted Office-Clerical

BILLING/ACCOUNTING CLERK
Mature person for distributors office to work with computer and pegboard system.
Michigan Welders Service
11757 Globe Rd., Livonia
591-3033
An Equal Opportunity Employer

BOOKKEEPER - experienced in payroll, accounts payable and general office procedures. Birmingham area.
644-6500

BOOKKEEPER, experienced, good typing skills, payroll, small office, full or part time, Birmingham area.
645-3220

BOOKKEEPER for accounts receivable & payable. Located just off Southfield & Jefferies X-Way. Town Steel Service, 12311 Mark Twain. 838-9010

BOOKKEEPER
For Southfield Ad Agency
Good Typing Skills Necessary
Excellent Benefits
Experience helpful but will train recent High School/College Graduate.
356-4800 ext. 201

BOOKKEEPER - PAYROLL, small accounting office, Livonia area, mature person.
478-8230

BOOKKEEPER-Real Estate Management. Experienced in apartment rentals, ledger, bookkeeping.
559-4505

BOOKKEEPER/RECEPTIONIST to run front desk of Optometric office in Madison Heights. Mounds of work. Eager & energetic gals only. 661-2434

BOOKKEEPER SECRETARY - permanent full time position with major Southfield real estate firm. General bookkeeping and secretarial experience required. Call
559-2000 ext 153

BOOKKEEPER/SECRETARY. Permanent position with good pay, 30 hours a week. Ideal for working mother. Contact Lynn
655-6330

BOOKKEEPER- SMALL company needs person to take complete charge of books through trial balance. Paid holidays, vacation and Blue Cross. Apply 32929 Industrial Rd. Between Plymouth and Schoolcraft E. of Farmington Rd. Livonia.

BRIGHT PERSON needed to work full time in Woodward & Big Beaver Area for NYSE Member Firm. Excellent H.S. grades and accurate typing a must. No experience necessary. Hrs. 9 to 5, Monday thru Friday. Call Bob Vogler
963-8900

CAN'T WAIT!
Suburban Co. needs you now!
Pleasant outgoing personality. Phone, typing, shorthand helpful. $850 a Mo. Fee Paid. Call Gina, 644-6600
644-4600
SNELLING & SNELLING AGENCY

CASHIER
Service Cashier, for auto dealership. Good starting wage plus excellent fringe benefits. Opportunity to advance into accounting. Call W. H. Hadley, Dexter Chevrolet, Detroit. 534-1400

CHECK TYPIST
Position in Typing Checks for the Claim Department. Accurate Typing required. Call for interview at
MICHIGAN LIFE Insurance Co.
28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

CLERICAL HELP needed immediately for retail store. Part time. Northland Center. Call Edith, 569-5885

CLERICAL TEMPORARY Job openings in all Metropolitan areas. Call Temporary Staff, Inc. 261-4739

504 Help Wanted Office-Clerical

CLERICAL
No Experience necessary. District office of major insurance company has need of a clerk/typist for its business sales department. Applicant must type with speed and accuracy and possess good clerical skills.
Excellent benefits and promotional opportunities. Call Ginny LaJoase at 443-2700, ext. 224, for further information.
LIBERTY MUTUAL INSURANCE COMPANY
Telegraph Rd. at 12½ Mile
An Equal Opportunity Employer

CLERK-ACCOUNTING Handle accounts receivable and collections for insurance agency. American Center Bldg. Call Mrs. Wick 354-0400

CLERK for Hospital Physical Therapy Department in Livonia. Full time position. Answering phone, Schedule patients, billing and typing. Call Mrs. Weil, 353-0950

CLERK, FULL Time to staff the Troy office of Central Michigan University's External Degree Program. At least 2 years qualifying experience or training beyond high school. Ability to type accurately. Salary range $3.45-$4.34 per hour, plus full fringe benefit package. Send resume to: CMU, 3075 W. Big Beaver Road, Suite 15, Troy, MI. 48084. Application deadline July 7. CMU is a non-discriminatory employer.

CLERK - good with figures for accounting work. Excellent working conditions. Wayne Area. Thunderline Corp.
728-2400

CLERK TYPIST
Full time, experienced. Typing Min. 60WPM, Full Benefits. $9,000 to start. Ask for Kim
756-4280

CLERK - TYPIST for busy Livonia law firm. Must be excellent typist, some office experience helpful but will train a qualified applicant. Call Carla for appointment at 427-3200

CLERK TYPIST
FTD is looking for an individual who possesses typing of 55 wpm, strong organizational ability, and who enjoys working with people. For more information, contact Jean Kendall:
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, MI 48037
355-9300, ext. 284
An Equal Opportunity Employer

CLERK TYPIST
Must have knowledge of bookkeeping to handle a portion of accounts payable. Accurate typing. Hours 8:30am-5pm. Hospitalization, paid vacation.
Wolverine Tractor & Equipment Co.
25090 W. 8 Mile.
An Equal Opportunity Employer

CLERK TYPIST
One year experience, minimum. Typing, filing, posting. $550 month. Good benefits. Apply at :
MICHIGAN DYNAMICS DIV.
32400 Ford Rd.
Garden City, MI 48135

CLERK with excellent typing skills to work in busy office of national corporation taking customer telephone service calls. Located at 9 Mile & Telegraph in Southfield. This is a full time, full time position requires a flexible, congenial individual with good general office experience. Call Phyllis 355-5330
An Equal Opportunity Employer

COMPUTER TYPIST TRAINEE
Friendly W. Suburban company will train good typist for data entry into computer. Diversified and permotable position in nice office. Excellent starting salary to $866 per month. Benefits and company pays our fee. Hurry!
PERMANENT STAFF
Livonia 522-4210

CRT OPERATORS
Southfield firm has a need for accurate typists to train as CRT operators. Good benefits and pleasant working conditions. National Account Systems. Call Mr. Baldwin 353-2685
An Equal Opportunity Employer

Customer Service/Telephone Sales Rep
For growing Farmington Hills Mail Order Company. Detail oriented, pleasant phone personality, light typing. One year office experience preferred. Call Miss Ratchford. 348-3965

DON'T LET YOUR SKILLS GO TO WASTE!
Use your typing and shorthand skills to put this excellent position with suburban law firm. Plush office and good benefits. Company pays fee.
PERMANENT STAFF
642-3050

EXECUTIVE SECRETARY
Southfield service organization is seeking a highly skilled individual to perform demanding secretarial duties. Maturity and dependability are essential in this position. Call for appointment:
353-3299

504 Help Wanted Office-Clerical

EXEC SEC'Y
Major W. Suburban company needs responsible person with good typing and shorthand for challenging position working for Vice Pres. of Research. Nice offices, $12,000. Excellent benefits and company pays our fee.
PERMANENT STAFF
Livonia 522-4210

EXECUTIVE SECRETARY
For Big Medical Directors Southfield office. Typing 75 plus, transcription, shorthand helpful. Medical terminology preferred. Contact Mrs. Sinclair
559-5144 ext. 238

EXECUTIVE SECRETARY - Self motivated, excellent English and typing speed with shorthand required. 1 to 2 man office. Secretary required to handle office during travel. Call between 10AM-12noon & 2-5PM. 352-4366

EXECUTIVE SECRETARY
Dearborn area office needs mature secretary. Typing 60 + wpm. Shorthand 80-100 wpm a must. Diversified position. Good benefits. $10,500 to $12,000. Our fee is employer paid. Call Lois Lawson. TLC PERSONNEL
552-6320

EXECUTIVE SECRETARY
Fee Paid
Super position in a plush office. Interesting variety of duties for a self starter. Great future. $11,700 - Hurry!
Call Kathy now!
353-2590
SNELLING & SNELLING PERSONNEL

EXECUTIVE - secretary Birmingham firm, excellent typing, no shorthand required, excellent benefits , $11,400, fee paid.

PROOF READER - ad agency , English major, benefits, $750, fee paid.

SECRETARY - Troy, work for VP of steel company, 65 WPM typing, 80 shorthand, good figure aptitude, excellent benefits $11,700

HIGH SCHOOL - grad with typing 50 WPM, opportunity to learn promotional company, $600.

LOIS RAY PERSONNEL
559-0560

EXPERIENCED Legal Secretary wanted for Ken Cen law firm. Excellent typing skills required. Shorthand and word processing experience helpful.
Call Anita 647-0850

EXPERIENCED LEGAL Secretary needed for Farmington Hills law firm. Excellent typing and dictaphone skills required. Excellent benefits Call Linda Widrig.
851-8500

EXPERIENCED LEGAL secretary with excellent skills for growing Southfield law firm. Good benefits & sharp office for bright, self-motivated person.
353-8100

FILE CLERK - Typist, full time for Southfield insurance agency, contact Cindy 353-5850

FINANCE CLERK
With Accounting background for growing Farmington Hills Mail Order Company. Duties include credit card transactions, purchasing, inventory control. Call Miss Ratchford. 348-3965

FORTUNE 100 Company, currently based in Southfield but relocating to Northern Oakland County. Excellent, excellent starting salary and company benefits. Contact Sheryl Berkey 352-3220

FULL TIME - Minimum 2 years experience, typing, filing, order follow-up. Salary commensurate experienced need apply. Call before 10AM, 352-5300
An Equal Opportunity Employer

GEARING UP
Hiring experienced Bookkeeper, Clerical & Receptionist. Brief resume in own handwriting to Dave's Inc. P. O. Box 505, Garden City, Mich. 48135.

GENERAL OFFICE & TYPING
Must have good Eyesight and good typing background. Also needed, Women good in Hand Skills. Nice Mile - Middlebelt area. Full time only. 474-9100

GENERAL office work, some typing, East Bloomfield area. A.C. Lawrence Co. 647-6020

GENERAL OFFICE
Reliable help needed for various office duties. Experience necessary. Apply between 10 AM - 4 PM, Vic Tanny Executive Office, 15 Mile at Big Beaver in Birmingham.

GENERAL OFFICE
Friendly office in Southfield's Town Center Bldg. has opening for an intelligent individual with knowledge of office procedures, accurate typing skills, ability to handle busy phones. Light bookkeeping helpful. Excellent working conditions. Great opportunity for woman re-entering job market. Call 9 AM - 5 PM: 352-9555. Eves: 626-6363

GENERAL OFFICE - Filing and light typing required for full time secretary/employment. Redford area. 535-3636

GENERAL OFFICE work, Farmington area. Typing essential, filing, phone, and errands. Hours flexible. $3 per hour to start. 553-2112

504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Some knowledge of figures
Southfield area.
557-2736

GENERAL OFFICE. Must type, have good phone answering ability. If interested please come in and fill out an application at 27708 W. Eight Mile Rd., east of Farmington Rd.

GENERAL OFFICE for busy rep in Farmington Hills area. Typing & phone experience a 'must'. 8:30AM-5PM, Mon. - Fri. Please reply to Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE:
Typist with related duties
Livonia Area
Call 591-0544

GENERAL OFFICE
Birmingham area. Permanent. Typing 45WPM, answer Phone, Filing, ability with Figures. All benefits. 40 hour week. Call 644-5970

GENERAL Office Career opportunity for mature, experienced person capable of handling diversified responsibilities. Good typing & phone manner essential. Impressive opening in Bird area. Excellent pay & benefits. Call between 8AM-5PM. 349-6500

GENERAL OFFICE/CLERICAL
Full Time. Some experience required. Good typing skills. Excellent fringe benefits. Apply in Person 10 AM to 2 PM.
Gratiot Auto Supply
31435 Stephenson Hwy.
Madison Heights - (Upper Level)

GEN'L OFFICE
Pleasant offices, Farmington Hills with interesting people contacts. Must be well to people, handle phones, record keeping & typing skills. Should have pleasant personality. Fee paid.

Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 553-2100

GIRL FRIDAY for law office in Bloomfield Hills. Duties include light typing. Call Mrs. Herrala between 9 AM. and 5 PM. 642-5770

GIRL FRIDAY
For One Girl Office. Prefer over 30, W. Suburban Area. For small Welding Shop. 422-2772

GIRL FRIDAY
Immediate opening for experienced gal with outgoing personality, to handle front office duties. Livonia area.
525-7747

GIRL FRIDAY
Immediate opening for experienced gal with outgoing personality, to handle front office duties. Livonia area.
525-7747

GLAMOUR SPOT
If you can type 60 wpm this plush advertising agency can use your services. Company pays your fee. $9000 a year.
PERMANENT STAFF
535-0505

GO-GETTER
Ambitious Self Starter can more ahead in this Medical service area. The combination of in person and phone duties is designed to express your own people handling skills. 559-9600.
Call 649-4146.

GOOD STORAGE PERSONNEL
Your New Boss Pays Our Fee.

GREENHOUSE OFFICE needs mature individual to keep records and handle various office responsibilities. Secretarial experience and ability to organize and learn quickly very helpful. Full time permanent position. Apply in person at the greenhouse office, Monday through Friday, 8 AM - 5 PM. ask for Lorraine. Burdine Florist & Greenhouses, 1985 So. Rochester Rd., Rochester.

GROWING SOUTHFIELD Insurance agency requires general office help typing, phones, light bookkeeping, etc. Experience helpful but not necessary.
559-2060

IF YOU ARE MAKING LESS THAN
$300
per week
READ THIS AD!
• 2-New Electronic Filing clerks
• 1-Computer operator and tape processing
• 1-General Office person
• 1-STATISTICAL TYPIST
WE OFFER...
• Highest Wages
• Excellent Fringe Benefits
• Super Facilities
• Chance For High Advancement
CALL...474-3837
BOB SAKS OLDSMOBILE
Grand River at Drake Road
Farmington Hills

IMMEDIATE OPENING
Looking for Secretary and Dispatcher. Good pay and benefits. Ask for Mr. Mobley.
Redford Area.
533-5700

IMPRESSIVE SPOT
Lots of public contact for this executive secretary. Typing and shorthand required for this exciting public-liaison position. Southfield area. $12,000 fee paid.
PERMANENT STAFF
535-0505

INSURANCE AGENCY, Downtown Northville, full time, typing required. Experience preferred. Good wages, pleasant surroundings. 349-1122

INSURANCE experienced commercial lines personnel for Southfield agency. Excellent opportunity. Call Mr. Lewis 357-4500

INSURANCE office relocating to Bloomfield area seeking secretary. Experience in personal lines helpful. Must be prepared to assume responsibility. Salary commensurate with experience. For appointment call Karen. 353-1150

INTELLIGENT ENERGETIC woman for optometrist's office in Livonia. Will train. 421-5740

JOB HOTLINE
Call 524-1750 to find out about our top paying secretarial position.
524-1750
PERMANENT STAFF TROY

JOB HOTLINE
Call 524-1750 to find out about our top paying secretarial position.
524-1750
PERMANENT STAFF TROY

KEYPUNCH OPERATOR
for IBM #3741. Retired area
Full or part time, days
637-1189

KEYPUNCH OPERATOR for day shift, part time. Apply at Wickes Furniture, 29635 7 Mile Rd. Livonia.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

KEYPUNCH OPERATOR
Needed full time position in progressive Southfield Firm. Experience necessary. Pleasant working conditions, excellent benefits. For appointment call 353-3239

KEYPUNCH $10,800
For rapidly expanding manufacturing firm. Prefer 1 yr. experience on IBM or Honeywell, excellent benefit package including dental plan & 3 weeks paid vacation. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

KEYPUNCH
1 year experience, call Rena
642-9560

LARGE INSURANCE AGENCY has an opening for a group health claims analyst. Minimum of 3 years experience required. A & S and dental background helpful. Call 355-2783

LEGAL RECEPTIONIST - for Southfield Law firm, American Center. Opportunities for advancement. Excellent benefits. Some experience required. Excellent pay & benefits. Call between 8AM-5PM. 349-6500

LEGAL SECRETARY
Needed for Troy Law Firm. Personal injury experience and shorthand required.
649-2828

LEGAL SECRETARY
For Southfield Law Firm.
Experience required
353-4811

LEGAL SECRETARY
Part time position for downtown Birmingham law office. 642-9692

LEGAL SECRETARY with some experience and ability to handle receptionist duties. Bloomfield Hills area. Ask for Mr. Hanson 334-0582

LEGAL SECRETARY, full or flexitime, must have excellent skills & experience. Birmingham. Salary open.
645-1900, 644-4309

LEGAL SECRETARY
Experienced for Southfield Law Office near 10 Mile- Evergreen area. Full time.
353-3600

LEGAL SECRETARY. For Northville firm. Experience preferred. Please call for interview: 348-2992

LEGAL SECRETARY
For Southfield law firm. Salary commensurate with experience. Call
426-8844

LEGAL SECRETARY, Downtown, some experience preferred, general practice with personal injury emphasis. Salary open. 962-1492

LEGAL SECY-RECEPTIONIST
Full time. Some typing necessary. Canton area.
459-5300

LOCAL wallcovering distributor requires experienced person for sales office. Duties include typing, filing, billing & general office work. Must have office procedure experience. For interview contact Gordon Muir 525-7884

MARKETING SECRETARY
No shorthand! Step into a new career in this beautiful suburban Hightite. Your good typing and experience are the keys. To $11,700.
Call Joanne Heardley today!
353-2590
SNELLING & SNELLING PERSONNEL

MATURE SECRETARY needed for 2-man office. Some typing. Near Bloomfield. Must be able to work well under pressure. Call Jackie: 362-4900

MATURE SECRETARY with excellent office skills for Birmingham law office. Excellent fringe benefits. Age No Barrier. Call mornings. 649-1650
An Equal Opportunity Employer

MATURE WOMAN for general office work, aptitude for figures. Call Rose 8.30 to 3 PM 831-6000

MEDICAL RECEPTIONIST needed for doctors office, full time. Experience helpful, some Saturdays. 7 Mile - Middlebelt area. 477-7022

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for afternoon shift. Excellent benefits and incentive pay.
Livonia 427-2000
Utica 254-1910

KEYDISC
KEYPUNCH
Experienced operators, top pay, excellent benefits and incentive pay. Immediate openings. Day and After Shift. Full time and part time.
AMERICAN GENERAL SERVICE
DEARBORN
581-5152

KEYPUNCH/CRT OPERATOR
10,000-15,000 strokes per hour must. Good opportunity. Call Steve Walinsky, 569-5144

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 months experience, full & part time, days, afternoons & midnights.
522-1710

MEDICAL TRANSCRIPTIONIST
Take your pick! Work days and have your evenings free or work nights and enjoy the summer sun. Nice offices in suburban clinic and company pays fee. If you have typing of 60 wpm and know medical terminology call now.
PERMANENT STAFF
642-3050

OFFICE ASSISTANT NEEDED
Secretarial experience, male or female. Apply in person, 9-5 PM. Auto City Chemical Co., 16515 Plymouth Rd. Detroit.

OFFICE CLERICAL
Full time permanent position for CPA office. Telephone experience, filing and some typing. Pay commensurate with experience 559-6665

OFFICE CLERK
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 and 6 PM
355-2530

OFFICE MANAGER. Able to supervise 4-6 employees, light bookkeeping & typing. Start $165 a week plus hospitalization & pension. Send resume to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Suburban firm needs career person to deal with media and clients. Basic bookkeeping and excellent secretarial skills a must. Excellent salary, fee paid. Call Helen.
PLACEMENT PLUS
PERSONNEL 358-3250

Office Position
Permanent full time position with Thybony wall coverings distribution. Phone order. Clerical, light typing, mailing. Benefits: Medical, Dental, Life Insurance, paid vacations and Holidays. Apply in person.
THYBONY WALLCOVERINGS
11874 Mack
Plymouth Rd. E. of Newburgh

504 Help Wanted Office-Clerical

OFFICE SERVICES
Fast growing Complete Service Company in Southfield needs reliable person to data and supervise report distribution, Shipping, Inventory Control, and Purchasing. Will use and maintain Photo Coping & Micro Film equipment. Excellent opportunity for Bright, Ambitious High School Graduate.
Call Pamela Smith
557-4104

OFFICE SKILLS?
Let Kelly Services help you put those skills to work. Work as much or as often as you like. We have over 100 different classifications of jobs. Let us evaluate your skills and find what kind of work is right for you

We offer top pay rates, top assignments, merit raises, bonus referral plan and paid vacations. Make a move in the right direction ... call the KELLY office nearest you today.

EXTRA BONUS
CONTACT YOUR NEAREST KELLY SERVICES OFFICE FOR DISCOUNT TICKET FOR JULY 4TH DETROIT EXPRESS SOCCER GAME.

29449 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield Hl
642-9620
999 W. Big Beaver
Suite 190, Troy
362-1260
23777 Greenfield
Suite 122, Southfield
424-9100

Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

OFFICE WORK
Full Time for busy Doctors office in Garden City Area. 422-7800

OPPORTUNITY
Southfield office desires a person who can use office maintenance figures and is interested in a realistic opportunity for advancement. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits, periodic raises after 6 months and 12 months. Starting salary at $120. Call Ms. Maguire, 557-8444

An Equal Opportunity Employer

ORDER CLERK
Order entry clerk needed for Troy based franchising firm. Position will relocate to Redford Twp. within 6 months. Must have good telephone manner, ability to learn processes, keypunch experience helpful, some light typing required.Call during business hours 588-4100, ext232

ORDER TAKER. Taking phone orders for wholesale company located in Oak Park. No selling required. Salary open, salary $180 weekly. 543-0040

PART TIME Bookkeeper needed for medical office. 20-30 hours - 3 days a week. Call Monday thru Wednesday 9-2:30. Southfield/Livonia area. 559-6850

PART TIME office help, Mornings, typing, filing, light bookkeeping, pleasant phone voice, call 642-6880

JOHN P. CARROLL COMPANY

PART TIME office help needed. Hours 9 AM - 2 PM. Monday - Friday. Typing, filing, phones. 2 years experience required. Located in Sterling Heights, planning move to Troy area. 939-9410

PART TIME OFFICE HELP NEEDED
Experience helpful in handling busy phones & light typing. Apply in person. Art Van Furniture, 4331 N. Woodward, Royal Oak.

PART TIME PERMANENT office position. 1-5PM. Southfield area. Typing 55 WPM, good phone manner.
557-4420

PART TIME RECEPTIONIST
National insurance/service firm has excellent opportunity for individual with a pleasant voice and telephone personality. The ability to type 40 wpm, is a must. The hours are from 8:15am-12:45pm., Monday thru Friday. We offer an excellent starting salary and working conditions. Please call 524-1590 for an appointment.
TOP, INC.
Troy, Michigan
Equal Opportunity Employer M/F

PART TIME Secretary for Legal office. Good typing skills required. Flexible days. American Center Building, Southfield. 352-4700

PART TIME Year around. Mature person for General office and light typing. Northwestern-13 Mile Road area. Afternoons, mornings. 855-2500

PAYROLL-Accounts Payable Clerk
Experience not necessary, however you must be ambitious, accurate, able to work independently and have a good aptitude for figures. Ability to use a 10-key adding machine is essential. Non-smoker preferred. Long Lake and Telegraph.
642-0600

PAYROLL CLERK
Looking for person with good aptitude to work in pleasant office and assume charge of payroll processing. Experience a plus but not required. For further information contact the Personnel Office, West Bloomfield School District.
682-3555

PAYROLL SUPERVISOR
Full payroll responsibility for a 5 person department, duties include journal entries, tax returns & group insurance. Computerized system, experience a must. Salary commensurate with experience. Call Helen:
355-9200, ext. 261

PLYMOUTH PRESTIGE
$10,000 PLUS
FEE PAID. Be key individual for friendly President of well established firm! Much variety and responsibility! Excellent clerical skills a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

POSITION AVAILABLE for experienced legal secretary with Bloomfield Hills law firm. Good benefits. Call Margie. 332-9256

POSTING CLERK
Responsibilities required, accurate figure skills as well as strong typing & telephone skills. Previous experience necessary. Prefer western Wayne County residence. Salary negotiable. Call Linda Clark, after 9am at 522-6688

PRESENTLY in Livonia, moving to Westland, knowledge of typing, filing, 10 key calculator . Pleasant phone voice. Schedule is flexible, will discuss at interview. Apply in person Target Party Sales, 13150 Wayne Rd. Livonia.

PROPERTY and Casualty Insurance Agency needs lady to handle all facets of accounting and bookkeeping. Some Commercial Insurance knowledge desired. Salary commensurate with experience. Minimum of 3/ Years. Southfield area. 559-5877

RECENT High School Graduate for Secretarial position. Typing and general office skills, shorthand helpful. Southfield location. Ask for Mr. Arcanjo. 353-0770

RECEPTIONIST - day shift at suburban country club. Must work weekends-holidays. Excellent wages-benefits. Call Tues. thru Fri. after 10am , 851-2200

RECEPTIONIST TRAINEE
For busy Legal office in Southfield. $3 per hour. 354-6644

504 Help Wanted Office-Clerical

PURCHASING CLERK
The selected candidate will assume duties of district purchasing for the West Bloomfield School District. Will handle county bids, processing of purchase orders, etc. Some typing required. Experience desirable but will train. For further information contact the Personnel Office, West Bloomfield School District. 682-3555

RECEPTIONIST-TYPIST
Experience necessary, 45wpm. Monday thru Friday, 8:30am-5:30pm.
Amarican Rental System 644-6500.

RECEPTIONIST - typist, general office work, must be 18, apply Fox Photo, 775 Davis, Plymouth.
An Equal Opportunity Employer

RECEPTIONIST-general office, filing, typing. Full time. Apply between 8am-4pm. Great Lakes Wholesale Drugs. 11731 Lyons Rd., Livonia.

RECEPTIONIST/SECRETARY
Duties will include: Phone, some filing, secretary to the President. Excellent typing skills required. Note, no calls.
348-6000

RECEPTIONIST/TYPIST
Pleasant office in Southfield near Evergreen area needs high school graduate. Call H. C. Lappena 533-7503, Capitol Financial Services.
An Equal Opportunity Employer

RECEPTIONIST TYPIST
Busy sales office in Southfield needs person with good phone techniques and typing skills. Previous experience desirable. Excellent fringe benefits.
Call Elaine Steffes
WANG LABORATORIES
353-9933
An Equal Opportunity Employer

RECEPTIONIST
For Pediatrician's office, 15 Mile-Woodward area. Two to three day a week Peg board, experienced 355-0736

RECEPTIONIST/SECRETARY
For Southfield Office. Sharp dependable person with public business experience for telephone and general office duties. Call Susan, 569-4545

RECEPTIONIST-SECRETARY-SALES. Presentable girl with basic office skills to work in the above areas for a dating service & law firm. 9 Mile & Woodward, Ferndale. Base salary plus commission. Must be mature & stable. Call Ms. Bob 541-0300

RECEPTIONIST
Experienced typist, other duties include general bookkeeping, ordering office forms & supplies, typing phone orders. For further information, call
Chuck Keeler, Sentry Drug Stores,728-

RECEPTIONIST - SECRETARY $700
For advertising department of rapidly expanding suburban corporation. Type copy, contact newspapers & schedule meetings. Excellent promotional opportunities, type job, full benefits which include Master Medical, dental plan and employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES SECRETARY
For expanding Birmingham office. Pleasant, congenial atmosphere. Shorthand optional. 645-2803

SALES SECRETARY. Experienced, personal, mature person. Good typing skills, shorthand preferred, pleasant telephone skills. Farmington Hills.
478-8776

SECRETARIAL OPENING
For Bright individual with good skills. Must be organized, able to handle 4 days a week. Call Monday thru Wednesday 9-2:30. Southfield/Livonia area. 559-6850

Secretarial Positions
Available in Real Estate firm. Clawson, Farmington and Birmingham areas. Call Mrs. Sanders, 541-1559 for appointment.
HITCHCOCK
GALLERY OF HOMES

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 533-5170
Southfield 272-8500
Sterling Heights 545-1700
Dearborn 565-3500

SECRETARY
AD AGENCY
D'ARCY, MCMANUS & MASIUS
Has an immediate opening for a Secretary to our Broadcast Manager. Position requires typing at 60 wpm and shorthand 80 wpm. Must be a quick study and good at follow through. Call Personnel department.
646-1000
Equal Opportunity Employer M/F

SECRETARY
ARA, the unique service management company is seeking a bright and competent Secretary for our Southfield Headquarters.

We desire a personable individual having 3-5 years secretarial experience. Good typing and shorthand skills are a MUST.

We offer an attractive starting salary with a comprehensive benefit package and the potential for career growth in a fascinating business.

For an appointment please contact Denise Petricati
313)644-7500
An Affirmative Action
Equal Opportunity Employer

SECRETARY, experienced, with shorthand skills, for Southfield Law firm. Salary commensurate with experience. 557-8300, Ext. 52

SECRETARY
Farmington Hills-based shopping center developer is seeking an experienced individual to perform secretarial duties with light bookkeeping and receptionist responsibilities. Good shorthand and typing skills necessary. Excellent working conditions and good benefits. 830-3090.

851-8800

SECRETARY FOR Southfield law office. Legal experience preferred but not necessary. Call Carol 559-6200

SECRETARY - for Southfield environmental consulting firm. Must be experienced and dependable with good organizational skills. Accurate typing & grammar essential. Call Mrs. Bessesen 424-8860
Equal Opportunity Employer M/F

SECRETARY - for Southfield environmental consulting firm. Must be experienced and dependable with good organizational skills. Accurate typing & grammar essential. Call Mrs. Bessesen 424-8860
Equal Opportunity Employer M/F

SECRETARY FOR Manufacturers rep 13 Mile Northwestern 1 girl office, looking for mature dependable person with good office skills, pleasant atmosphere, excellent benefits, salary range $650-$750 monthly. Phone 353-7800

504 Help Wanted Office-Clerical

SECRETARY
Large national corporation with office in Livonia is seeking a good secretary, 3 days weekly, for area broker manager. Good shorthand and typing skills required. Also must be good at working with figures. Excellent salary and fringe benefits. An equal opportunity employer. Send resume to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Law office. Part time. Legal experience helpful. Troy. Roger Cannon
358-2700

SECRETARY, Livonia, experienced with good typing skills. Bird area, Office, with lots of phone contact, variety of duties 522-5070

SECRETARY
Manufacturers Rep in clothing industry needs Girl Friday. Must know sales, light bookkeeping, & pleasant phone voice. Southfield location. 358-5640

SECRETARY- Mature, experienced for manufacturer's rep in Royal Oak. Shorthand & typing, knowledge of bookkeeping.
546-6620

SECRETARY NEEDED immediately for Main Street Office, Plymouth. Typing, dictaphone, reception. 459-8200

SECRETARY, part-time, 20 hours per week. Car Rental firm located in the Troy area. Good wages. 649-1250
An Equal Opportunity Employer

SECRETARY - permanent full time position with major Southfield real estate firm. Good typing, light shorthand and general office experience necessary. Call
559-2000 ext 153

SECRETARY
PERMANENT FULL TIME
Secretarial position
50 wpm minimum. Accurate, Accurate atmosphere. Benefits of a large company. Perfect for sharp, skilled individual. Call Nancy, 644-4783

647-3300

SECRETARY - RECEPTIONIST
For local Ad agency. Good skills required. Salary negotiable, good benefits 352-8770

SECRETARY-RECEPTIONIST - experience, light bookkeeping, typing and filing. Canton Twp. 459-0400

SECRETARY
RECEPTIONIST
Very choice position with major company. Diversified responsibilities include personnel, purchasing and dictaphone. To $1,000. Call Ms. Hayward.
353-2590
SNELLING & SNELLING PERSONNEL

SECRETARY
Sales Department needs additional help, typing, filing, and general office work. Opportunity for growth, 50 WPM typing required. Call H. Munn
476-7875
GSE INC
23600 Mercurio Dr.
Farmington Hills

SECRETARY
Service department, will train. Recent graduate good benefits. Located in Berkley. Call
543-1666

SECRETARY
Southfield company, dealing in diverse international markets, desires Girl Friday to be able to perform Secretarial duties and act as receptionist. Should be good organizer and be able to accept responsibility for others and assist to sort experience and ability. Call Mr. Lewis 557-4550

SECRETARY
To President of top distributor-ship for industrial accounts. Accurate typing and shorthand. Good telephone manner and organizational ability a must. Bookkeeping knowledge required for backup. Competitive salary and benefits. Maple and Telegraph area.
645-0950

SECRETARY TYPIST needed for Farmington Hills law firm. Excellent typing and dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-8500

SECRETARY wanted for medical office in Troy. No nights or weekends. Excellent salary & fringe benefits. Must be good typist. 362-5228, 647-8308

SECRETARY
We need an experienced, self starter with shorthand 90 wpm and typing 70 wpm. This position is newly created and reports to upper level management. Duties will include clerical work, phone and limited in person pre-screening of prospective applicants. Excellent growth potential and working conditions. If you have at least 2 years secretarial experience and think you might qualify for this diversified position. Call or for an interview at
354-5454 9-5:30 PM.

SEEKING mature person with secretarial skills for busy sales and production office. Must be proficient typist and have good phone voice. Other responsibilities include receptionist, maintain marketing statistics and administrative procedure as backup to executive secretary. If you have the experience required call Pat for interview
646-2266

SENIOR CLERICAL TYPIST needed for out-patient mental health facility in Wayne. Accurate typing of 60 WPM & light shorthand required. Starting salary $8,500. Call Vicky. 721-6100

SOUTHFIELD - full time, challenging position as office manager/secretary in lovley new multi- office suite. Good secretarial skills, thorough knowledge of basics a must. For appt. 353-9767

SOUTHFIELD INSURANCE AGENCY Needs Student for Summer Employment with possibility or part time in future. Typing, Dictaphone & General Office. $3 per hour. 559-3076

STOCKROOM CLERK
Manufacturers Bank's Record Storage Center, located in Troy, has an immediate need for a Storage Clerk. Responsibilities include delivering records from the bank, branches & subsidiaries. Candidates must be able to lift large quantities of weight and obtain a valid State of Michigan chauffeur's license.
We offer a good benefit package which includes dental & medical insurance, competitive salary and tuition refund.
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