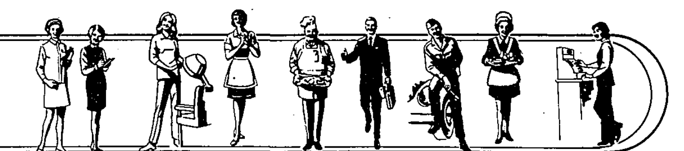
Help Wanted



504 Help Wanted Office-Clerical

Accounting Clerk
Friendly Livonia company needs pleasant person with good typing, math aptitude, and 1 yr. related experience for diversified position in accounting department. Excellent starting salary to $750, full benefits, room for advancement, and company pays our fee.
PERMANENT STAFF
LIVONIA 522-4210

ACCOUNTING CLERK TRAINEE, $800
Excellent opportunity for someone taking college accounting or has aptitude for figures. type 40, handle phones & greet visitors, excellent advancement potential. Full benefits with dental, 3 weeks paid vacation & tuition assistance. Company paid fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

ACCOUNTING ENTRY POSITION
Mail, invoice verification, banking, misc. projects. Competitive wages & benefits. Apply 23600 Telegraph Rd., Southfield. Mr. G.L. Saunders.

ACCOUNTS PAYABLE
Manufacturing company seeks individual to assume responsibility for computerized accounts payable function. Minimum 2 years experience or educational equivilent. Excellent benefits and pleasant working conditions.
IPE CHESTON
32201 N. Avis Drive
Madison Heights
585-9393

Accounts Payable
We need individual to take charge of accounts payable, system 34 expeience helpful but not necessary. We will train. For interview call:
588-0982

ACCOUNTS PAYABLE and BILLING CLERK
Automotive supplier has immediate openings for the above positions. Experience helpful but not necessary. Excellent Benefits & working conditions. Apply in person or send resume to:
WASHERS INC.
33375 Glendale
Livonia, Michigan, 48150.
An Equal Opportunity Employer

ACCOUNTS PAYABLE and Payroll familiar with peg board system. Requires light typing. Northville. 349-8400

ACCOUNTS PAYABLE & PAYROLL
Property management in Northland area is seeking an experienced person to train on computer, pleasant working conditions, typing skills a must.
Call Sylvia
569-5555

Accounts Payable Clerk
Experienced person needed for Accounting Staff to assist in all phases of accounts payable functions. Must have good math skills, detail orientated and data processing exposure. Novi area. Call weekdays between 10 AM and 3 PM.
349-5000

Accounts Receivable Clerk
Experienced Accounts Receivable Clerk needed for Livonia based company. 10 key adding machine experience required.
Call for appointment
427-2000, Ext. 207

~~ACCT'S PAYABLE~~
Troy firm seeks mature, thorough individual having good judgement and numerical aptitude. Duties include payables, payroll, inventory costing, CRT entry, and normal office functions. Company paid benefits. Call Mr. Kanar.
280-0101

ADMINISTRATIVE Secretary, Dearborn Heights area, experience necessary, dynamic individual willing to exert leadership, serious applicants only, call for appointment, 381-8827

ADMINISTRATIVE SECRETARY
to one of the top producing insurance salesman in the U.S.. Excellent skills required. Competitive salary and benefits. Send resume to K. Edwards, 1570 American Center, Southfield, 48034.

ADMINISTRATIVE SECRETARY TO $16,000
For vice president of employee relations department of major suburban corporation, arrange departmental meetings, assist with policy making decisions, schedule flight & travel itinerary & handle confidential correspondence. Type 65, some shorthand, excellent advancement potential & full benefits with Master Medical coverage & dental. No fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

ADVANCEMENT!
FEE PAID. Variety, raises, great coworkers, nice benefits, rapid advancement, and much, much more, come with super opportunities! Type 50 wpm. Hurry!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

ADVERTISING AGENCY has immediate opening for experienced receptionist with good typing skills. Must be well groomed, dependable, able to handle busy lobby. Benefits. E.O.E. Call Addie: 353-2000

A NEW CAREER $9,600
Enjoy lots of phone work, variety, people contact. Your perky personality and office skills will lead you to an exciting opportunity. Don't wait! Call Dee.
649-5900
Snelling & Snelling PERSONNEL

BOOKKEEPER
Full charge thru financial statement. Residential builder, Farmington. 478-4333

BOOKKEEPER-full time position, experienced thru Trial balance. Excellent benefits. Pontiac area 332-1415

ARE YOU AN EXPERIENCED
Shorthand/Typist?
KEYPUNCH
MAG CARD 1 & 2
Word Processors
BOOKKEEPER
If so why not become part of the temporary
SOS STAFF
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

ATTENTION
WITT
The "Temporary Help" People
WE HAVE MOVED TO LARGER QUARTERS IN THE:
LWL Executive Offices
29865 W. 6 Mile
525-0330
We are looking for:
SECRETARIES
JR. & SR. TYPISTS
DATA ENTRY
ALL OTHER OFFICE SKILLS
Come in and have a cup of coffee and find out what we can do for you.
Other offices to help you:
WEST BLOOMFIELD 681-7685
OAK PARK 967-0336

ATTRACTIVE EXECUTIVE Secretary, Birmingham office, hours 12-5PM. Excellent typist, shorthand preferred but not required, salary open. 644-1950

AUTO DEALER
Experienced Service Cashier for large volume Southfield Dealer. Dealership Experience a Must. Excellent Benefits & Pay. Call Lois at: Tamaroff Buick, Southfield 353-1300

AUTOMOTIVE manufacturers rep. located in Southfield needs office Secretary. Typing, adding machine, & phone work essential. Please call 358-5200 for details.

AVAILABLE NOW
SECRETARIES - several with top notch companies. Southfield area, plush offices, no shorthand, good appearance, communicate with people. Starting salary to $16,000. Also office of conglomerate working for engineers to $11,400. Other openings in Farmington area.

TYPIST - learn Word Processing, excellent benefits. N.W. Suburbs. Several Clerk Typist openings in Southfield. Also starting positions. Salaries to $8,650.

ACCTS REC CLERK - cash receipts, dispersements, etc. With good figure aptitude, can train. Starting salary to $10,800. Also need part time figure person for Farmington.

Allis-Johnson Personnel
Quakertown Plaza, 32969 Hamilton
Farmington Hills 353-3100

A VARIETY SPOT
Career with a well established suburban company. People ability a must. Moderate typing, fee paid. $700 month. Call Polley.
644-4600
SNELLING & SNELLING AGENCY

BEGINNER TYPIST
Excellent opportunity at W. suburban branch of international company for friendly person with good typing. Diversified and promotable position in beautiful office. Good starting salary, full benefits and company pays our fee. Hurry!!
PERMANENT STAFF
LIVONIA 522-4210

BEGINNING POSITION in busy Southfield Office for individual with good Typing skills (45WPM +), must be eager to work & possess good grammar, spelling habits & be willing to be trained on word processing & Telex equipment. Call 353-8675

BILLING CLERK
Middle age lady preferred, full time. Ask for Miss Naser 897-7380

BOOKKEEPER-experienced, over 30 preferred, for payroll: financial statements thru trial balance. Salary open. Minimum 40 hrs. per week. Grand lawn Cemetary. 531-2050

BOOKKEEPER
Experienced-$200 week.
Hours 8:30am-2:30pm.
Call between 9am-2pm weekly
559-8040

BOOKKEEPER needed for landscape company, Rochester area, must be able to do complete set of books, accounts receivable, balance sheet, payroll, accounts payable, journal entries, etc. Mon.-Fri., $5 hourly. Call Mr. Crawford, 9-5pm 354-4114

BOOKKEEPER - Part time, 6 to 8 hours per week, ladies apparel shop.Small payroll & accounts payable & othersmall items. Kaye North, 574 N. Woodward, Birmingham. Call Mr. G., 647-6969

BOOKKEEPER-SECRETARY
Full charge, Livonia area. 40 hours. 478-2820

BOOKKEEPER
Southfield CPA firm. Prepare Payroll and Sales Tax reports, enter all journals. 557-3728

BOOKKEEPING and Computer experience. Good working conditions. Fringes. Wayne Area. Thunderline Corp. 728-2400

CLERK-TYPIST
For Catering Office
Pleasant atmosphere. Free meals. If you like meeting people and can organize a busy office, give us a call at 569-4700, ext. 345
Monday thru Friday, 9am-4pm.

504 Help Wanted Office-Clerical

ENGINEERING CLERK

Rapidly expanding national printing ink manufacturer, headquartered near Schoolcraft and Telegraph requires Engineering Clerk with one year experience. Candidates should have good communications skills and basic typing skills.

Send resume, call 538-6800,ext 10 for application or apply in person between 9AM-4PM.

Flint Ink CORPORATION
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

BOOKKEEPING thru trial balance for CPA office, inhouse computer. Permanent position. Fringe benefits. 12 Mile-Southfield area. Call 645-0676

BUSINESS OFFICE
General Office/Customer Service
Must be good with figures. Full time permanent position.
Apply In Person
BONWIT TELLER
2701 BIG BEAVER-TROY
(Sommerset Mall)

BUSINESS OFFICE SUPERVISOR
Accounting & bookkeeping training and experience required. Knowledge of data processing preferred, IBM-3780 terminal used for payroll & general ledger. Must be able to relate well with staff. School system with 15 Million budget. Excellent salary & fringe benefits. Send resume to: Van Buren Public Schools, 555 West Columbia, Belleville, Mich. 48111, Attn: Business Office 697-0174

CITY OF LIVONIA CLERICAL POSITIONS
All positions require Livonia residency, high school diploma or equivalent, plus: CLERK I: $9,838 - $13,083 plus COLA. Must have 1 year full time paid relevant work experience. CLERK II: $11,648 - $13,727 plus COLA. Must have at least 2 years full time paid clerical experience in last 5 years; prefer at least 1 year full time paid experience in senior citizen's programs. CLERK - TYPIST I: $10,088 - $13,426 plus COLA. A minimum 1 year full time paid typist experience (45 WPM). CLERK - STENOGRAPHER I: $11,856 - $13,956 plus COLA. 1 year full time paid secretarial experience or associate degree in Secretarial Science or similar degree (typing 45 WPM, shorthand 80 WPM).
Apply no later than Monday, August 6, 1979. Civil Service Commission, 32625 7 Mile.
An Equal Opportunity Employer

CLERICAL
For property management office in Southfield. Experience with rental applications and leases, posting rents, typing and general office procedures. Excellent fringe benefits. References. Call Mon. thru Fri. 9 to 5. 352-2013

CLERICAL/Phone, weekends only, answering phones, dispatching and very light clerical duties, $3.66 per hour. Shifts available. Consolidated Security, 3000 Town Center, Suite 690, Southfield. 358-4880

CLERICAL - steady, part time, for Tel Twelve area, flexible hours, no Sat. must like filing. Send age, phone number & qualifications to T. Francis. PO Box 36355, Grosse Pt. Mich. 48236

CLERICAL. CPA firm seeking above average experienced responsible self starter for Secretarial-General Office-Administration. Send resume in confidence to: Schmaltz & Co., 470 American Center, Southfield, Mich. 48034

CLERK-COMPUTER
Permanent full time position available for someone who can input data on a CRT or someone who works well with a 10-key adding machine. This is a unique entry level position in which you will be trained into the exciting world of computers, pleasant working conditions in our Southfield area offices. Call Mr. D'Agostino after 10am 548-3203, ext. 51

CLERK FOR telephone answering and filing. Leo Adler Datsun, 28001 Grand River. See Mr Bayci. 476-5710

CLERK TYPIST
Entry level position for accurate typist. Must type 50 wpm. Room to advance. Please call ext. 203, 357-4800.
MACCABEES MUTUAL LIFE INSURANCE CO.
25800 Northwestern Hwy.
Southfield, Mi 48037
An Equal Opportunity Employer

CLERK TYPIST for insurance agency, Novi area. 348-1270

CLERK TYPIST, immediate opening, no experience necessary, Title Insurance Co., 19 Mile & Crooks, call for appointment, Sherry, 879-9650

CLERK TYPIST, no experience necessary. Meet the public, interesting work centering around operation of our computer terminal. Good salary, regular increases based on merit. Please apply within: General Finance, 896 So. Wayne Rd., Westland, Mich. 326-3010

CLERK/TYPIST Responsibilities include answering telephone, inventory control & minor accounting functions. Accurate typing required. Experience preferred but not necessary. Walled Lake building materials distributor. Excellent benefits. Call Pat 963-2777 or 669-2323

CLERK TYPIST
Typing, filing, good phone manner, some bookkeeping helpful
355-1335

CLERK TYPIST
TEMPORARY
Variable hours to work for approximately 6 months. Typing required.
MICHIGAN LIFE Insurance Company
28333 TELEGRAPH
355-5500 Ext.215
An Equal Opportunity Employer

CLERK TYPIST
Trained to assume a variety of duties in the underwriting department. Typing & Math Skills required. Coding experience helpful.
MICHIGAN LIFE Insurance Company
28333 TELEGRAPH
355-5500 Ext. 215
An Equal Opportunity Employer

CLERK TYPIST. Girls experience with finance company or bank desired but not necessary. High school grad, paid insurance among benefits. Call Mr. R. S. Sims. 474-2904
An Equal Opportunity Employer

CLERK TYPIST, 55 w.p.m., needed for full time position in Loan Dept. Apply between 9:30 AM - 12:30 PM at First Citizens Bank, 3001 W. Big Beaver, Troy.

Computer Operator
Immediate opening available for systems 34 operator in the Troy area. For interview phone:
588-0982

COMPUTER OPERATOR
With some RPG programming experience helpful. Northland area. Call Laura. 968-2400

Cost Accounting Clerk
VLASIC FOODS, INC. has an immediate opening for Cost Accounting Clerk who will be responsible for auditing, adjusting and coordinating produce cost data from production plants.
Minimum requirements include a high school education and 2 years college level accounting and experience in a manufacturing cost area. Desired traits would also include maturity and analytical ability. Apply or send resume to:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, Mich. 48033
An Equal Opportunity Employer

EXPERIENCED accurate typist Lahser - 7 Mile area. Ask for Velda, 531-7850

EXPERIENCED INSURANCE
Billing Clerk
7 Mile-Lahser area.
Ask for Velda 531-7850

CRT OPERATOR
Large suburban company, nice area needs CRT operators to work on a long term temporary assignment. Wages excellent, call pat.
TEMPORARY STAFF
353-0505

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

CRT ORDER DESK
Ideal Troy location offers challenge and advancement for responsible hard worker. Some operating experience. $700 minimum. Call Sue.
649-5900
Snelling & Snelling PERSONNEL

CURRENTLY INTERVIEWING FOR permanent position in our purchasing, accounting & production control department. Apply in person: Eagle Packaging Corp., 12680 Burt Rd., Detroit, Mich. between Schoolcraft & Plymouth Rd.

DATA PROCESSING SUPERVISION
Immediate opening for an ambitious individual seeking a career in a fast growing field. College education or 3 years experience in Data Processing preferred. Excellent fringe benefits.
SPARTAN STORES, INC.
9075 Haggerty
Plymouth, Michigan
455-1400

ENTRY LEVEL ACCOUNTANTS
for local CPA firm. Must have Bachelor's degree & transportation. Send resume & transcript to R.J. Dickshott & Co., 19500 Middlebelt Road, Suite 101, Livonia, 48152

EXECUTIVE SECRTARY
Management firm looking for qualified person to assist administrative secretary. Skills must include accurate typing, experience with payables & receivables, good telephone manner. Good benefits, salary commensurate with experience. Apply Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY BLOOMFIELD HILLS
Consulting engineering firm needs experienced person to manage small office. Send resume including salary requirements, Browne Associates, 525 Woodward, Bloomfield Hills, Mi. 48013

EXECUTIVE SECRETARY
North suburban office seeks person to handle secretarial & some administrative support for executive staff. Applicants must have two years experience, excellent typing & secretarial skills, be a self-starter, some college background preferred.
Congenial personality & regard for appearance is essential. Full fringe benefits, accompany excellent salary program. Apply in resume format to: Box312, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
For Troy firm. experienced self starter, 70-80 wpm, 80-100 shorthand. Salary to $12,000/good benefits.
PLACEMENT PLUS PERSONNEL 358-3250

EXECUTIVE SECRETARY $13,500
To Vice President of Sales for rapidly expanding suburban corporation. Book travel & flight arrangements, assist customers, arrange promotional dinners & meetings, excellent advancement potential & benefits which include Master Medical & dental plan, type 65, some shorthand, no fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

EXECUTIVE SECRETARIES
Major international organization opening new corporate offices in W. Suburban area. Excellent opportunity to land top notch position, as this prestigious firm hires complete new secretarial staff.
Many positions available with and without shorthand.Generous starting salary to $14,400. fantastic fringes, plush new offices, good advancement potential, and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXEPERIENCED legal secretary needed for small Birmingham law office, with corporate & real estate practice, salary commensurate with experience, 644-4433

EXPERIENCED
LEGAL SECRETARY. Needed for Farmington Hills law firm. Good typing and dictaphone. Mag card experience preferred. Excellent benefits. Call Linda Widrig. 851-9500

EXPERIENCED LEGAL Secretary wanted for Southfield Law Firm. General practice with personal injury emphasis. 569-5131

EXPERIENCED SECRETARY with Shorthand skills wanted for Southfield corporate law firm. Pleasant working conditions with salary open. Ext. 57,557-8300

EXPERIENCED SECRETARY
Construction & Management office, 13Mile-Northwestern Area. Shorthand, typing & references required. Monday through Friday 9-5PM, Call between 10AM-4PM 851-4464

FILING CLERK - full time for large Medical Clinic, northwest suburb. Please reply to Box 290. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GAL FRIDAY, to run office of large Coin Machine Distributing Firm. Should have some knowledge of bookkeeping, typing, shorthand helpful. Pleasant working conditions, in brand new facilities. Livonia Area. Company benefits, salary open. Interviewing after Aug. 6, Call for appointment 368-8500

GENERAL LEDGER Accountant. Growing Madison Heights Company, located 12 Mile & Dequindre, requires experienced bookkeeper to assist in month end closing, prepare monthly financial statements & to monitor accounts receivable. Good opportunity for dependable person seeking steady employment. Send resume including salary history & references to: Trans - Continental Bolt Co., 28091 Dequindre, Madison Heights, Mich., 48071.

GENERAL OFFICE
Full and part time help needed immediately for general office and typing. Apply in person, 1500 N. Woodward, 16 Mile & Big Beaver, between 10-4 PM. Vic Tanny International.

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

GENERAL OFFICE
Duties include typing, switchboard relief, filing, Xeroxing, and other misc. office duties including some errands. Southfield location. Call 569-4800

GENERAL OFFICE WORK
Experienced only for steel corporation in Downtown Detroit. 259-1313

GROWING Southfield law firm seeking experienced legal secretary. Call Vicky. 353-6505

HOME TYPISTS
Typing for court reporters-dictaphone experience and accuracy a must. Full time preferred. 961-5560

GENERAL OFFICE HELP
Some bookkeeping experience, good figure aptitude, good benefits, Plymouth area. 455-1888

GENERAL OFFICE - Immediate part time opening for 2 pleasent hard working girls. Apply in person only at: Art Van Furniture, 21201 W. 8 Mile Rd. Detorit Mi. 48219

GENERAL OFFICE
Must be good typist, use dictaphone, handle phones, good figure aptitude. Close to home. Fringe benefits. K J Law Engineers, 23660 Research Drive, Farmington Hills, 476-3150

GENERAL OFFICE work for bookkeeping firm in Redford. High school graduate, no experience necessary. 534-9004

GENERAL OFFICE
8:30AM-3PM, 5 days. 15 Mile-Telegraph area. Call after 3PM, 642-2100

GENERAL OFFICE
Primarily for Reception and telephone answering. Filing and some typing. Accuracy more important than speed. Full time, good benefits. Apply at 9260 General Dr., Plymouth.

General Office
Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield.
355-2424

GIRL FRIDAY
For one Girl Office. Prefer over 30. W. Suburban Area. Small Welding Shop. 422-2772

GIRL FRIDAY, full time, must type accurately, be responsible & have transportation. Medical background helpful. 273-0322. After 6PM 538-8362

'GIRL FRIDAY' Position in Administrative office- Leader Dog School, Call for appointment, Between 8:30-4:30PM, Ext. 22, 651-9011

GIRL WANTED for general office work, Must have good typing skills, good phone manner and good with figures. Some experience necessary. For interview call Dorothy 591-6116

GOOD NEWS
KELLY SERVICES has opened (2) special interviewing centers for your convenience. Apply for temporary office and clerical work between 8:30 AM and 3 PM. at the center nearest you.
233 S. MAIN, PLYMOUTH
(across from the Dairy Queen)
32669 W. WARREN GARDEN CITY
(Warren & Venoy Plaza in the Mall)
522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

GOOD OPPORTUNITY, mature Secretary for small sales office, Livonia area, good benefits. 478-8400

GOOD TYPIST
Full or part time in law office. Good starting wage. Raises negotiable.
Phone 569-1499
Or after 6PM
478-8982

INSURANCE AGENCY in Southfield needs mature file and mail person with experience. Comprehensive benefits. Call Pam Rinas at 353-5800
An Equal Opportunity Employer

INSURANCE OPENINGS
Personal Lines
Clerk & Representatives
Secretary & Typist
Commercial Lines
Clerk & Secretary
Account Executive
Underwriter & Processing Mgr
A growing agency looking for experienced people. We have good clients, good facilities with modern equipment. Excellent employee fringe benefits.
Hempstead, Barrett & Assoc. Inc.
1681 S. Telegraph
Bloomfield Hills
642-3494 334-4724

INSURANCE
Position open for full time file clerk, and full or part time stock & mail room clerk.
American Center Building, Southfield.
Call Mrs. Wick 354-0400

INSURANCE RATER
Troy Insurance Agency seeking person with personal lines, rating experience Full time, full benefits.
Wilkerson Agency, Inc. 362-2020

INVOICE ACCOUNTING CLERK
Immediate opening for experienced Invoicing Clerk in Novi. Good figure aptitude and light typing. Excellent benefits. 349-9300

JOBS GALORE
If you need summer work, we want you. We have temporary OFFICE AND CLERICAL ASSIGNMENTS available in your area. Following, are just a few of the skills needed:
TYPIST
STENOS
CRT OPERATORS
KEY PUNCHERS
MAG CARD II
In addition to top assignments, we offer top pay rates, merit raises, bonus referal plan and paid vacations. Call or visit your local KELLY OFFICE today.
29449 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 122, Southfield
424-9100
Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

LEGAL SECRETARY
Part time, some experience necessary. Shorthand required. 6 Mile-Telegraph area. Call 537-1455

LEGAL SECRETARY - Southfield office, good typing & shorthand, knowledge of general & labor law, good salary, insurance paid, 424-8000

JR. ADMINISTRATIVE - assistant, for Royal Oak sales incentive company, some office experience & average typing required. Salary $736 plus benefits.

EXECUTIVE - secretary for Southfield based national company. Work for director of publications. Variety job. Salary $11,300 plus full benefits & fee paid.

LEARN LEGAL - nice Troy law firm will train someone with good typing. Benefits, salary $866 & fee paid.

ACCOUNTS - receivable & payroll clerks needed for suburban Pontiac company. Good math aptitude. Salary $780 plus benefits & fee paid.

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

JR. SECRETARY, $10,500
Challenging position with rapidly expanding suburban corporation. Will accept recent grad or someone with limited recent experience, varied diverse duties, excellent opportunity to assume more responsibility, type 60, light shorthand, full benefits with Master Medical, dental, & tuition assistance. Company paid fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

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

LAW OFFICE $14,000
Needs your expertise to work for the Sr. partner of this large and successful firm. Challenge and responsibility waits for you here. Call Tina for details.
SNELLING & SNELLING
478-3500

LEGAL CAREER
FEE PAID. Exciting opportunity is offered by suburban law firm. Super, super, location! Type 70 wpm., with 1 year legal experience!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LEGAL SECRETARY
Downtown law firm. Negligence and Workmen's Compensation experience required. Good typing necessary. Excellent benefits. Salary commensurate with ability.
961-0130

LEGAL SECRETARY, experienced, shorthand, 1 man office. 10 Mile-Evergreen, benefits. Call for appt. 355-1720

LEGAL SECRETARY - Experienced for downtown Birmingham law firm, mag card experience helpful. Salary based on experience & ability. 642-9692

LEGAL SECRETARY
Fun, congenial, small law firm. general practice, shorthand required, Birmingham location. Ask for Mrs. Maxwell. 645-1100

LEGAL SECRETARY - 3 or 4 days per week. Southfield law office. Experience in shorthand preferred. Good typing and dictaphone skills required. 424-9090

LEGAL SECRETARY, experienced, needed for 2 man Law office in Oak Park. Salary commensurate with ability. 9 to 5: 968-2510. After 6: 357-1399.

LEGAL SECRETARY needed for Southfield Law Firm. Good typing skills and dictating machine experience a must. Legal experience preferred but not necessary. 559-4210

LEGAL SECRETARY
An opportunity to be of real help to people. Will be manager of 1 girl office in Livonia. Accurate typing: shorthand preferred. For appt call. 425-6350

LEGAL SECRETARIES
DOWNTOWN
2 years corporate or general litigation for commercial law. Dictaphone - Lanier. Salary to $12,000. Benefits.
BLOOMFIELD HILLS
1 year minimum corporate floater, Mag A, II and Memory. Type 70, Dictaphone. Salary to $10,800. Benefits.
SOUTHFIELD
5 years negligence. Shorthand 100 daily, light books. Salary to $15,000.
All Fees Paid by Employers
Please Call or Send Resume to:
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARY - 3 years defense & litigation experience. Typing 70 WPM, dictaphone, Southfield office, $11,700, fee paid.

SECRETARY - Birmingham company, typing 60 WPM, shorthand 90, telex, phone & follow up work, $11,000. Fee paid

STENO - SECRETARY - beautiful Southfield company, good typing & shorthand required, benefits, $800, fee paid.

RECEPTIONIST - 50 WPM, cheery personality for phone & greeting people, $750 , fee paid.

LOIS RAY PERSONNEL
559-0560

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. Interested call 353-3209

LOOK!
We need sharp full time person to handle incoming calls 8-5 PM, Mon. - Fri. plus every fourth Saturday. Some service/sales experience helpful, but we will train. Hourly rate plus incentive and excellent benefits for this busy interesting spot. Call and ask for Marie. 399-2333

MATURE full time office help needed for Birmingham area. Light bookkeeping and typing. Call 939-6300 for appointment.

MATURE Secretary experienced on dictating equipment and good typing skills necessary. Accounting firm located in Southfield. Call Miss Jay, Mon., Tues., or Wed. between 11 AM and 3 PM. 569-4118

MATURE WOMAN needed for clerical work in Used Car Department at Bob Saks Olds. Dealership experience helpful but not necessary. Blue Cross, Dental and many other benefits. Call Jere Law. 478-0500

MATURE WOMEN for small business in Troy, typing & office skills necessary, phone for interview 528-1414

MORTGAGE LOAN TYPIST/ WAREHOUSING DEPT
Southfield mortgage company seeks an aggressive & intelligent individual with accurate typing. Mortgage closing, title company or real estate experience helpful. Call Mary Kay at 353-6700

MOTHERS - Who have bookkeeping experience, light typing and a pleasant phone manner. Please call 557-3047. Will schedule around school hours.

MOTION PICUTRE distribution company seeks clerical trainee. Minimum typing 45 wpm. to handle diversified duties, such as filing, phone calls, general acct. duties, etc. This may be an excellent opportunity for someone with limited experience or someone just starting out. There is definite growth potential with this salaried position. Please contact Ms. Songer for interview. 968-3352

NATIONAL DISTRIBUTOR of small business computers has positions available for Programmers and Customer Relations.
PROGRAMMER
Solid Applications Programmer. Assembler classes and/or experienced desired. Salary open.
CUSTOMER RELATIONS
Person to teach Computer Operations and Applications. Will train. Prefer accounting background with minimum one computer class.
255-3000

NEED CLERK Typist for General office position. Excellent fringe benefits call Gail at 967-1640

OFFICE CLERICAL
Various Duties
In 2 girl Sales Office
Heavy Phone & light Typing
Good Salary & Benefits
Orchard Lake Rd. & 13 Mile area
ASK FOR JOAN
851-6340

Office Clerk
Full time position. Must have experience in typing and general office skills, Novi area. Call weekdays between 10 AM and 3 PM
349-5000

OFFICE GIRL - experience not necessary, will train interview Mon. thru Fri. 9-3 at Heath Energy, 28541 Reynolds, Inkster. Ask for Deb 729-9041

OFFICE MANAGER
for small & growing packaging company in Plymouth. Must have excellent office & organizational skills, accounting background, some customer service experience. 459-4200

OUR SOUTHFIELD office has a number of openings for Clerical personnel who have good office skills, such as typing, math ability, knowledge of office procedures and proficiency in use of office machines. We prefer those with experience but we will train the right persons. Positions now open include:
CONTROL CLERKS
FILE CLERKS
POLICY RATERS
POLICY TYPISTS
TRANSCRIPTION TYPISTS
If interested, call Francesca Purgatori, 354-3400, ext. 383.
Continental Insurance Co.
Equal Opportunity Employer M/F

PACKAGERS NEEDED
For Temporary assignments in Plymouth area. All shifts available. Call now for appointment.
Must be 18 and have car.
522-4210
TEMPORARY STAFF

PART TIME help-general office-some typing. (Approximately 20 hour week). Salary commensurate with experience. Grand Lawn Cemetary 531-2050

PART-TIME secretary needed for Bloomfield Hills office. Pleasant personality and good clerical skills necessary. 652-7041

PART TIME secretary for Southfield office, flexible hours, knowledge of peg board helpful, Abcare 424-8377

PAYROLL CLERK
Detroit area hospital has an immediate full time opening for an experienced Payroll Clerk. Must have experience in processing BC/BS insurance and have 2 - 3 years of experience with a computerized system. We offer a competive wage rate and a fully paid benefit program. Interested applicants reply in confidence to Box 346, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL RECEPTIONIST
We need a bright individual to take care of our busy front office. Good telephone skills and light typing. $563. Contact: G & S Personnel 557-6090

PHONE ORDER/ CRT OPERATORS
We have 2 positions open for phone order/CRT operators. Position involves taking incoming phone orders and processing them on a CRT terminal. CRT experience preferred or good typing (50 to 55 wpm) required. Troy location. Excellent fringes and working environment. $135 per week plus commissions on selected products. Contact A. Henderson at 588-2970 ext. 216
An Equal Opportunity Employer

PLUSH OFFICE
Excellent opportunity for a career minded executive secretary with solid working experience. Excellent benefits, pleasant surroundings, fee paid.
PERMANENT STAFF
BIRMINGHAM
642-3050

RADIO STATION WNIC
Needs a Bright and Organized person to work with our Program Director, this person should have good Typing Skills, Music Knowledge, the ability to meet people & aspire management. Send resume to: Ms. Sharman Stewart Station Manager, WNIC 15001 Michigan Ave. Dearborn Mich. 48126. Please state salary requirements, WNIC is a An Equal Opportunity Employer

RECEPTIONIST
BUSY SOUTHFIELD based office is looking for a sharp Receptionist with pleasant voice and good typing skills. For interview call Mr. Pelloni at: 353-3750

RECEPTIONIST TYPIST, law office. Southfield location. No legal experience necessary. 353-1242

RECEPTIONIST for Southfield law firm, must have previous experience with exceptionally busy multi-line phones, Light typing required. 358-4660

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing & filing also required, work in great location, with growing company, good benefits. Apply Farmington Industrial Park, Grand River - 10 Mile Rd. Mold-Ex Rubber Company between 1:30-3:30. 23847 Industrial Park 474-0124

RECEPTIONIST
Fine retail store has permanent position for well groomed, mature person with experience in meeting the public, pleasant attitude required to greet customers & answer phone. Typing & general office background helpful. Troy area. References required.
362-4509

RECEPTIONIST/SECRETARY - position for insurance agency in Troy. Call Ann Houser 879-9000

RECEPTIONIST - BILLING CLERK, Bloomfield Hills law office. Experience desireable. 333-7931

RECEPTIONIST/TYPIST
For Bloomfield Hills Law Firm
Will Train
644-2213

RECEPTIONIST/SECRETARY
Position available in law office. 12 & Greenfield area. Excellent typing skills required. $700 monthly. Fringes. Call Joyce Luxon 559-2828

RECEPTIONIST
REAL ESTATE OFFICE Receptionist - to answer phones, and good Typist. Hours 9-5 PM., Mon. - Fri. Call: 522-8000

RECEPTIONIST - SECRETARY for a medium sized CPA firm in Farmington Hills, fast and accurate typing skills, at least 60 wpm, bookkeeping experience helpful, good personality, top pay & fringes. Reply to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Communications is the coordinating factor in this Front Desk position. Loads of Public contact for personable typist with a career in mind. Troy. Start to $750.
CALL 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

RECEPTIONIST
High School grad, neat appearance, some typing, 5 day week. Company benefits. Call for appointment:
Ramshaw Photo
29299 Franklin Rd., Southfield
358-5110

RECEPTIONIST
Accepting applications for full time Receptionist and general office person. Must have pleasant phone manner. Typing skill necessary. Company paid benefits. Apply in person Mon. thru Fri., 10AM-2 PM.
ITEMS GALORE
1111 E. 8 Mile, Rd.
Ferndale, Michigan

RECEPTIONIST
Farmington area company is seeking a dependable person with pleasant telephone personality for receptionist position. Qualified applicant must have excellent typing skills and math aptitude. Excellent company benefits, 40 hour week, salary commensurate with experience. For interview call Mr. Grant
476-5870

RECEPTIONIST/PBX Operator. Branch office of a large corporation seeks friendly, outgoing individual to answer PBX, greet visitors and assist in general clerical duties. Accurate typing skills required, 60WPM and experienced in general office duties helpful. 478-1600 ext 214
HONEYWELL INC
23938 Research Dr
Farmington Hills, Mich
Equal Opportunity Employer M/F

RECEPTIONIST
Madison Heights location
Engineering-Prototype firm has opening for sharp person to handle receptionist-swithchboard functions. This is an important job for customer oriented service company & requires sharp thinking person with good personality. In addition, must be experienced typist & will assist with various bookkeeping & general office functions. Salary is open with excellent beenfits & working conditions.
Call for phone interview.
AUTO DYNAMICS
548-8100

RECEPTIONSIST-part time oral surgery office. Birmingham area. Call between 9am-5pm 647-7336

RECEPTIONST-Typist, very good opportunity for self starting individual who types 50WPM. Excellent benefits including B/C, B/S, Dental Plan. Near metro airport. 292-0920

RIGHT OUT OF VOGUE
SECRETARY
Glamorous position available for top notch administrater with good public contact skills to work in ultra plush surroundings. Exposure unlimited with one of the world's largest companies in their field. Be the one to land this career opportunity. Call Now!
524-1750
PERMANENT STAFF TROY

SALES CORRESPONDENT
Challenging opportunity for growth in the fluid power field. We are seeking an ambitious individual, with experiece in customer service & sales support. Responsibilities include: Preparing Quotations, Customer Correspondence, Overseeing the Order Process, Factory & Salesmen Contact. This position can lead in to either Management or Commission Sales. Please reply by resume or phone to: Darryl Trembath, Racine Hydraulics Of Michigan, 375 Manufacturers Dr., Westland, Michigan 48185.
326-5400

SALES OFFICE RECEPTIONIST
Busy distributor of industrial rubber and plastic products looking for the right person with good phone techniques and experience. Permanent position with a good future for mature, career minded individual. Excellent salary and benefits that include monthly bonus, profit sharming and paid vacation. Send resume with salary history to : Exotic Rubber & Plastics, Box 395, FArmington Hills, Michigan 48024, or call J.F. MARINO at 477-2129 for interview appointment.

Sales Secretary
Fast sales office looking for a super sharp typist with shorthand. Lots to do. Answering phones and greeting clients. Much variety here. $950 a month. Company pays fee.
PERMANENT STAFF
353-0505

SECRETARIAL OPPORTUNITY
Position available for recent high school graduate with 3 lawyer office in easily accessible Southfield location. Opportunity for responsibility and diversity of work. If you are bright, intelligent & ambitious no previous experience is necessary. Excellent typing skills required. Call Mrs. Braymer 8:30am-5pm at 353-0237

SECRETARIAL OPPORTUNITIES
ADM. ASST.- heavy typing, phone work, very dependable, $800-$860/mo.
SEC'Y - 60-65 wpm, dictaphone a must, mag II experience desirable, pleasant phone, $800 mo. plus.
SEC'Y - sharp, dependable, good phone, basic office skills with light shorthand. $500-$600/mo.
Partial Listing - All Are Fee Paid
PLACEMENT PLUS PERSONNEL 358-3250

SECRETARIAL POSITION
Anderson Vehicle Sales 478-8200

SECRETARIAL POSITIONS (2)
Open immediately in busy Southfield personnel office. No shorthand necessary. Typing essential at least 65 w.p.m. and ability to work with little or no supervision. Must have excellent telephone etiquette & work well with public. Good benefits including major medical and dental plus profit sharing plan. Call Gloria353-8840 or 353-8339

SECRETARIAL
Secretary highly skilled at typing and shorthand for growing advertising agency. Please call Jerry Abbs for appointment. Baker Abbs & Klepinger, 55 W. Maple, Birmingham, Michigan, 48011. 645-0300

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 GENERAL OFFICE
Work a Little – Rest a Little
Sound great? We can find you positions that leave you free time to pursue your many other interests. Call us today and let us work around your schedule.
SOUTHFIELD 569-6404
TROY 362-4070
VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARIES TYPISTS RECEPTIONISTS CLERICAL TEMPORARY
We have many interesting assignments, both long and short terms in advertising, public relations, manufacturing, marketing, legal, etc. Choose your field. All top companies. Call now for more information and a personal interview.
524-1750
TEMPORARY TROY

Secretaries
With Or Without Shorthand
IMMEDIATE OPENINGS
Must be 18 & have transportation.
19500 Middlebelt - Suite 310E
Livonia
478-1130
26075 Woodward - Suite 305
Huntington Woods
543-1080
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY - active Southfield law firm needs a responsible individual with good skills, legal experience preferred. Pay commensurate with ability. 353-4890

Secretary
All around office duties. Typing, pleasant soft spoken person. Legal or Real Estate experience helpful.
LAVERNE EADY & ASSOCIATES
626-4711 227-4744

Secretary Assistant
Southfield professional firm has opening for beginning Secretary to help with general office duties. Good language skills and attention to detail a must. This is an ideal opportunity for a career-minded individual who demonstrates excellent skills and potential. Good starting salary and benefits. Please send resume in confidence to Mr. Duxoup, P. O. Box 691, Southfield, Mich. 48037.
An Equal Opportunity Employer

SECRETARY
DATAPOINTE CHALLENGES THE BEST SECRETARIES IN DETROIT
Are YOU Datapointe material?
DATAPOINTE has become one of the most successful data processing firm in the world by hiring top quality professionals, and organizing compensation and benefit program worthy of representing our appreciation of their work.
Currently we need a good Secretary for our Detroit office. We are mainly interested in those who have approximately 2 years experience, can type 60 wpm., accurately, and can operate a variety of business machines effectiently. You should also be able to handle business communications, and excerise logical judgement regarding compliance with company policy and procedures.
If you think you've got wwhat it takes to be in DATAPOINTE material, contact us today. You won't find better benefits, salaries, or advancement potential anywhere in the industry. For interview information: send letter/resume or call :
MR. PAUL BARTELS
(313)-851-4622
DATAPOINTE CORPORATION
31275 Northwestern Hwy.
SUITE 243
FARMINGTON HILLS, MICH., 48018
Equal Opportunity Employer M/F

SECRETARY
Excellent opportunity for individual seeking public contact position, good working conditions. Variety of assignments for experienced Secretary. Competitive salary offered along with excellent benefit package. Typing 50 wpm., and shorthand 80 wpm., preferred. Apply at:
MANUFACTURERS BANK OF LIVONIA
37601 Five Mile Rd.
Livonia, Michigan
Mon. - Fri., 10-4 PM.
An Equal Opportunity Employer

SECRETARY
Experienced, mature secretary with good shorthand & typing skills for in-house counsel. Legal/Real Estate experience helpful but not mandatory. Good benefits. Southfield location. Call 569-4800

SECRETARY-Experienced in accounts payable or receivable for office in Troy. 2-5 years experience preferred. Excellent benefits & pleasant surroundings. Send resume to: Sahlin International, Box 289, Birmingham, Mi. 48012.

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 - International Fast food corporation, one girl office, type 60 WPM, shorthand a plus, good opportunity to learn about the franchise business world. Send resume to ADQ, suite 213, 26645 W. 12 Mile, Southfield, Mi. 48034