

504 Help Wanted Office-Clerical

Dial-A-Number
If you want to work temporarily and earn extra money, call 800-451-1000 for a complete listing of temporary employment opportunities.

SENIOR TYPISTS-60 WPM
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OP.
Short and long term assignments available in DOWNTOWN & SUBURBAN AREAS.

Don't Delay Dial Now
LIVONIA 525-0330
DEARBORN 565-8000
SOUTHFIELD 569-7000
WARREN 977-8600

WITT SERVICES
The Temporary Help Firm

DICTAPHONE - word processor, minimum 3 mos. actual work experience. 1000's Rochester Call 525-0330

SECRETARY - with good telephone and word processing skills. Immediate opening in possible long term assignment.

UNIFORMS
TEMPORARY SERVICES
1000's Rochester Call 525-0330

DOWNTOWN BIRMINGHAM - secretaries, word processors, typists, etc. low rates. typ. 50 wpm. 1000's Rochester Call 525-0330

EXECUTIVE SECRETARY needed for 1000's Rochester Call 525-0330

EXECUTIVE SECRETARY

Your good secretarial and legal organization skills plus good telephone skills are needed for an executive secretary position. Call today for a personal interview. Permanent to hire this week and pay over \$1000.

PERMANENT STAFF
SOUTHFIELD 553-9505

EXPERIENCED general legal secretary. Southfield. 553-9505

EXPERIENCED general legal secretary. Southfield. 553-9505

GENERAL BOOKKEEPER with typ. skills. Southfield. 553-9505

GENERAL OFFICE - typ. skills. Southfield. 553-9505

ATLAS CONDO INDUSTRIAL TRNGS
478-5330

GENERAL OFFICE - typ. skills. Southfield. 553-9505

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ACCOUNTING CLERK

Accounting Clerk desired for worldwide headquarters in Southfield. The position requires an individual with a knowledge of accounting principles and basic accounting courses as an educational minimum. Also required is one year of accounting related work experience, a candidate's resume and present financial information and the ability to follow an audit trail. The individual must be available to work overtime whenever necessary.

The qualified candidate will have both the knowledge and experience to:

- Prepare and maintain monthly journal entries.
- Prepare or assist in the preparation of various monthly, quarterly and annual schedules.
- Assist in the year-end and association closing.
- Assist in the review and processing of various expense reports.
- Perform other duties as directed.

We offer a competitive starting salary and an excellent fringe benefit package.

If interested, please send your resume to:

Box 524
Observer & Executive Newspapers
36251 Schoolcraft
Livonia, MI 48150

An Equal Opportunity Employer

Secretary

Put your experience to work in an exciting field with...

Travel Service
You'll become the secretary to the Manager of our new Dearborn Business Travel Office. This is a great opportunity to gain all aspects of the business travel field. And you'll have ample opportunity to advance your career in a stable, expanding worldwide organization.

Box 494
Equal Opportunity Employer, M/F

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LEGAL SECRETARIES
If you would like to benefit a new position, call 525-0330. It's all yours. Call today!

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SALES SECRETARY - busy office in Southfield. Good salary. Call 525-0330.

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508 Help Wanted Sales

AMWAY Distributors WANTED
455-9132
ARE YOU AGGRESSIVE?
CAN YOU CLOSE A SALE?

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508 Help Wanted Domestic

ACTIVE FAMILY - Franklin area. Seeking for compatible live-in person to manage school children, housework, laundry, etc. Call 525-0330.

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510 Help Wanted Couples

OPENING FOR RIGHT COUPLE
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