504 Help Wanted Office-Clerical

CLERICAL - great opportunity to advance with Fortune 100 Company. Type 55. 313-206-3000
ENGLING & ENGLING
Royal Oak

CLERICAL - Part time, 25 hours a week, minimum wage. Typing, phone, detail work. Call for appointment.
478-8200

CLERICAL POSITION
Assessment your business in a rapidly expanding beautiful office. We seek a qualified individual for order processing department. Excellent typing & calculator experience with accuracy a must. Data entry experience helpful. Excellent benefits. Call before 11am.
313-8334

CLERK

Clerk for Customer Service Department, must be organizational and detail skills. Will follow-up on factory orders, summary reports, claims and file. A self-starter looking for an entry level position. 44 hour workweek. Call Jerry at 614-8200, or send resume to: Pally Wholesale Door, 2800 Haggerty Rd., W. Bloomfield, Mi. 48033

CLERK FOR BIRMINGHAM LAW OFFICE. Excellent typing skills. Real Estate and/or probate experience preferred. Intelligent and dependable.
646-7781

CLERK TYPIST
Learn and earn. Bright future at a firm that needs a strong typist with high clerical experience. Cheerful office, great benefits and easy to get to. Pay open. Please call for interview.
PEDIATRICS PLUS
17145 Farmington Rd., Livonia
477-4110

CLERK-TYPIST wanted for small manufacturing firm in Farmington Hills. Light typing, good math aptitude, benefits. Send resume stating salary requirements to 31115 Grand River, Farmington, Mich. 48024

CLERK/TYPIST. Mature person for Northland area office. 9AM-3:30PM Monday thru Friday. Must type 35 WPM. $300 per month.
647-0280

ICE CAPADES TICKET WINNER

Marianne Centers
20180 Westmore
Livonia

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, March 13, 1984, to claim your two FREE ICE CAPADES TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

CLOSING OFFICER
Real estate closing experience necessary. 14 Mile, Middlebelt Rd. area. 40 hour week. Closing experience with title company preferred as a benefit plus must. Shorthand preferred. Pay commensurate with skills and experience. Resume helpful.

CENTURY 21
Vincent R. Lay
Executive Transfer Sales
626-3900

COMPUTER DATA Preparation - Part time only. Office experience preferred as special. $4.50 per hour. Immediate opening. Call Nancy, Mr. Jones, 18100 W. 12 Mile, Southfield, MI 48076

Contingency Clerk Typist

Canton Center is seeking an experienced text processor with typing skills of 50 wpm. Please apply in person, Monday-Friday, 8 AM - 1:30 PM to the Personnel Department.

OAKWOOD HOSPITAL
18101 Oakwood Blvd.
Dearborn, Mich.
An Equal Opportunity Employer

CRT OPERATOR
Experience preferred.
Call Miss Eastman
557-1430

CRT OPERATORS

We need good, accurate typists for long-term assignments in Southfield. We offer good pay for good skills. Take a an alternate shift with occasional Sat. & Sun. mornings.

Please apply at once
You're needed now!

Manpower
TEMPORARY SERVICES
478-1130

CUSTOMER SERVICE REPRESENTATIVE
WE are looking for a professional self-motivated individual to work full or part time in our Livonia office. If you have sales or public contact experience, typing & feel confident your skills can contribute to our dynamic company. We want to talk to you. Send a resume with written cover letter listing salary requirements to: Customer Service, Box #182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERICAL TYPIST
$5 WPM, Southfield insurance agency. Contact Sandy
355-2456

CLERICAL - TYPING. Experienced Preferred. 4 hours per week. Computer experience helpful. Advertising organization. Flexible working hours. Reply to P.O. Box 32915, Redford, Mi. 48239
478-8200

CUSTOMER SERVICE SECRETARY
$14,000. FEE PAID

Beautiful, congenial sales office. "Big Three" related company and benefits. Career opportunity. Call Fay.
ENGLING & ENGLING
356-7080

DATA ADMINISTRATIVE CLERK
We are a leading direct marketing and information services company powered by automobile manufacturers and dealers by creating and managing information and communication programs for our clients. We have an immediate opening for a full time position for a Data Control Administrative Clerk. A candidate will be responsible for accurate data typing and clerical services pertaining to sales and marketing programs provided to the customers. We are looking for a self-starter who is dependable, level headed, organized and detail oriented. Experience in data preparation of source documents preferred. We will provide appropriate compensation and benefits to a full time candidate. Forward resumes in confidence to:
Personnel Department
Automated Marketing Systems Inc.
Travelers Tower 1
26111 Evergreen Rd.
Southfield, MI 48076
An Equal Opportunity Employer

DATA ENTRY CLERK

Growing company in a suburban hi-rise offers unlimited potential! Good typing, friendly phone, good math aptitude. Pay to $13,000 to start. Call Nita at 313-538-2266.
ENGLING & ENGLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48075

DISPLAY WRITER/OPERATOR needed for Farmington Hills Corporate Law Firm. Good typing & dictaphone skills required. Excellent benefits. Salary commensurate. Call Ms. Gaines
30816 Northwestern Hwy., Suite 300,
Farmington Hills, MI. 48018

EVENING RECEPTIONIST, 4-8 eves. a week. Typing required, telephone & personal contact with Public. Gracious surroundings, downtown Birmingham. The Community House.
645-3252

EXECUTIVE ASSISTANT
Executive Assistant to work afternoons (not evenings) for busy corporate law firm. Duties include clerical functions and accounting practice when needed. Potential for advancement. Please send resume to: P. O. Box 300, Southfield, MI 48037. Attention: T. M.

EXECUTIVE LEGAL SECRETARY - Career opportunity! Promotional firm, Farmington location. Top skills to qualify. $17,000 Fee paid.
ENGLING - ENGLING
Royal Oak
399-3450

EXECUTIVE SECRETARY
Experienced secretary for entire president of small, rapidly growing Birmingham financial firm. Typing, shorthand, Dictaphone and general office abilities required. Please send resume to Mr. Creighton Huber, Martin Ross Co., Inc., 30200 Telegraph Rd., Suite 150, Birmingham, MI 48010

EXECUTIVE SECRETARY

To one doctor in plush medical facility. Excellent working environment and benefits. Salary commensurate with experience. $17,000 and up. Call Kathy.
ENGLING & ENGLING
356-7080

EXECUTIVE SECRETARY
$16,000

Nice new office. Exciting new company! Deal with international clients in the fascinating world of finance. Top skills and experience for this. Call Bernice at 353-2092.
ENGLING & ENGLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48075

EXECUTIVE - secretary, administrative assistant, poised, polished with excellent communication skills. Typing 55 WPM, shorthand 90-100, for large Fortune 500 company in Troy. This position will go permanent & pay $16,000 to $20,000 with good benefits.

KEYPUNCHERS - 3 shifts available in Bloomfield & Troy areas. Needed immediately for long term assignments.

CLERKS - typing 55 WPM, accounting & filing clerks with good telephone manner.

RECEPTIONIST - for Troy firm. Dictaphone or Roim experience helpful. Good management.

SHARP - organized individuals with management & multability, type 50-55 WPM & good telephone communication for order dept. of large Bloomfield Hills firm. Assignment may last to 3 months.

NEVER A FEE

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
640-7660

EXPERIENCED & DEPENDABLE
aggressive person needed. Excellent typing, filing letter writing & phone skills required. Salary open, commensurate with ability based on skills, references.
352-5890

EXPERIENCED LEGAL Secretary needed for Farmington Hills Litigation Law Firm. Good typing & dictaphone skills required. Excellent benefits.
30816 Northwestern Hwy., Suite 300,
Farmington Hills, MI. 48018

FILE CLERK, full time. Apply in person 825 Electronics, 34444 Schoolcraft, Livonia.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

FILE CLERK

Our corporation is seeking a conscientious individual to sort and file incoming documents in preparation for microfilming. Individual must possess good organizational skills. Previous filing experience preferred. Some overtime may be required. Individual must be able to lift 15 pounds. Salary range of $150-$160 per week to being of hired. Company benefit package included. Qualified candidates should apply Mon. thru Fri. 8-11AM or 1-4PM.

Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
37515 Farmington Road
corner of 12 Mile Rd.
Farmington Hills, MI 48018

Equal Opportunity/Affirmative Action Employer M/F

FULL TIME administrative assistant/secretary. Dependable individual with initiative, positive attitude, telephone manner is vital. Office is located in Birmingham/Bloomfield location. Real Estate background helpful.
Call Carole between 9am-4pm
HANNETT, INC.
REALTORS
646-6200

GENERAL OFFICE. Excellent typing skills and good mathematics important. Good benefits. Farmington location.
478-8200

GENERAL OFFICE - typing & good telephone manners essential. Pick up application at: 25515 Glendale, Redford.

GENERAL OFFICE, recent high school graduate, typing & calculator required, good aptitude with numbers, also good on phone. Next area. Ask for Sheila.
476-4200

GENERAL OFFICE - good math skills, typing, light bookkeeping. Experience preferred. Hours negotiable for 20-40 hour week. 27550 Southfield Rd, Suite 200, ½ block N. of 12 Mile. Apply in person, Mon.-Fri., 10am-1pm. $3.75 per hour.

GENERAL OFFICE - Childrens agency has immediate opening for immediate full time position, excellent typing skills required, good phone manners. $4.50 per hour. Call & ask for Beverly.
352-6146
An Equal Opportunity Employer

GENERAL OFFICE work. Typing, 10-key, phone, light bookkeeping. Calculator helpful. Hours negotiable for 20-40 hour week. 27550 Southfield Rd, Suite 200, ½ block N. of 12 Mile. Apply in person, Mon.-Fri., 10am-1pm. $3.75 per hour.

GENERAL OFFICE - Childrens agency has immediate opening for immediate full time position, excellent typing skills required, good phone manners. $4.50 per hour. Call & ask for Beverly.
352-6146
An Equal Opportunity Employer

GENERAL OFFICE work. Typing, 10-key, phone, light bookkeeping. Calculator helpful. Hours negotiable for 20-40 hour week. 27550 Southfield Rd, Suite 200, ½ block N. of 12 Mile. Apply in person, Mon.-Fri., 10am-1pm. $3.75 per hour.

GENERAL OFFICE
Bookkeeping, typing, filing, etc. Some experience & skills necessary. Call Janet. Can begin immediately.
547-0162

GENERAL OFFICE - part time. Must have legible handwriting and be fast & accurate on adding machine. Light typing. Area. Please call Donna, between 10am - 2pm
352-4499

GENERAL OFFICE. Small Southfield business needs mature person. Organizational & phone skills mandatory. Light typing. Call Mon. thru Fri. 1PM-5PM.
559-8112

GENERAL OFFICE
ENTRY LEVEL POSITION
Must type 65wpm, excellent salary & benefits. Call Mr. Ellis. Mon-Fri 10am-3pm.
837-9010

GENERAL OFFICE
FEE PAID

Fun fast-paced environment. Will train you on Computer. Super opportunity to learn & variety of duties and advancement. $150 a week to start.
Call Maryann
ENGLING & ENGLING
356-7080

IMMEDIATE
TEMPORARY ASSIGNMENTS AVAILABLE

TRANSCRIBERS
MEDICAL
(6 Months Experience Required)
SECRETARIES
SENIOR TYPISTS
SWITCHBOARD OPERATORS
Knowledge of
WORD PROCESSORS
(all models)
FOR APPOINTMENT CALL:

DEARBORN	565-8060
LIVONIA	525-0330
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

INSIDE SALES - Must have pricing and quotation procedures. No cold calls. Good suburban firm. $13,000. Terrific benefits.
ENGLING & ENGLING
Royal Oak
399-3450

INSURANCE AGENCY
Birmingham. Commercial lines person needed to rating, underwriting & billing 2 yrs. agency experience preferred. Salary open.
644-8437

INSURANCE AGENCY desires Clerical person for entry level position. Some insurance background helpful. Approximately 30 hours per week. Southfield.
352-8119

INSURANCE

Experienced Personal Lines person wanted for all line independent agency in Troy. Call Mr. Elliott.
649-6424

INTERNATIONAL big 8 CPA firm located in Southfield, Michigan is looking for an experienced word processor, or will consider training a good typist with at least 2 years of office experience. Qualified & interested applicants should send their resume in confidence to: Box 148 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY, part time afternoons, approximately 20 hours a week per week. Birmingham-Southfield area. Typing test. Lawyer word processing experience preferred.
644-6133

504 Help Wanted Office-Clerical

GENERAL OFFICE
Small manufacturing firm located in Northwestern suburban area seeking individual for our general office/customer service area. This job requires excellent math, typing, communication and organizational skills plus a thorough knowledge of office procedures. Send resume and salary requirements to Box 148, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL SECRETARY with Bookkeeping background. Familiar with Payboard systems/property management accounts. 10-15 hours per week. Prefer morning work schedule. Hours flexible. Long term. Starting at $4.50 per hour. Bethel resource, J.R. Management, 1113 W. Long Lake Rd., Bloomfield Hills, MI 48013.

GOOD TYPING SKILL & pleasant phone voice are a must for general office work with a greater number of general operating fire in Southfield. Full time position. full benefits. Send resume only: Lewco Diagnostics, 21101 Bridge St. Southfield Mich. 48033 Att: Personnel

LEGAL SECRETARIES
PERMANENT
TEMPORARY

Tremendous demand exists throughout the metropolitan area for legal secretaries seeking full time, permanent positions or temporary assignments. Permanent positions are offering starting salaries between $12,000 and $20,000. Temporary assignments offer a variable rate per day depending on experience. A wide variety of assignments and salary positions are available to those with word processing experience. Telephone this week for details on these opportunities.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 1540
SOUTHFIELD, MICH. 48075
356-0060

LEGAL SECRETARY - Birmingham. Extremely bright, well qualified, highly motivated, litigation oriented, experienced on word processing equipment. Only talented people should apply by resume to Box 779, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES

Experienced legal secretaries needed for permanent & temporary assignments in Troy, metro & suburban areas. Call now or send your resume.
ALL FEES EMPLOYER PAID

JOANNE MANSFIELD LEGAL PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-3430

LEGAL SECRETARY
Part time, experienced, real typist for Southfield office. Mrs. Chase 355-1720

LEGAL SECRETARY - Experience helpful. A 2 attorney office near Beaver April 2, 1984.
425-7030

LEGAL SECRETARY wanted. General practice with collections emphasis. Prefer Southfield Town Center office. Call Marshal.
354-3515

LEGAL SECRETARY - Min. 5 years experience. Civil litigation, District and Circuit Court. Salary commensurate with experience.
355-4600

LEGAL SECRETARY. Mag card experience preferred. Salary negotiable. Salary based on ability & experience. Southfield.
355-1181

LEGAL SECRETARY, part time, for Southfield law firm. Minimum 5 years office experience required. Ask for Cheryl.
557-8580

LEGAL SECRETARY
With a least 1 yr. personal injury experience. Southfield area. Immediate opening. Fringes.
354-3300

LEGAL SECRETARY - Birmingham area law firm has immediate opening. Excellent typing skills & grammar. Submit resume with salary requirements to Office Manager, 245 E. Lamed, Detroit, Mi. 48226.
474-5

LEGAL SECRETARY

Non-smoking preferred. Rochester area. Call Linda
852-8100

LEGAL SECRETARY - Experienced Word Processing and/or Xerox 800 helpful. Salary commensurate with experience. Call
852-7440

LEGAL SECRETARY
Troy firm needs secretary with work experience in probate. Must be proficient with dictaphone and typewriter. Good fringe benefits. Salary open.
478-8150, Ex.119

LEGAL SECRETARY for career spot in promotional Fee firm.
$18-$18,000 for top skills, plus excellent benefits. Fee paid.
ENGLING & ENGLING
Royal Oak
399-3450

LEGAL SECRETARY with at least 3 years experience needed for Livonia firm. Malpractice & Products Liability. Firm is looking for a competent, personable individual with experience. Benefits if you are a go-getter with a positive attitude, call Jan.
353-1550

LEGAL SECRETARY
With experience wanted by busy Birmingham law firm. Word processing. Dictaphone a must. Excellent benefits. Salary commensurate with experience. Contact Pat between 9am-3pm only
645-6560

LEGAL SECRETARY

We have some excellent positions with prestigious firms that offer competitive salaries and fringes plus pay our agency service charge. Call now!
SHARROW & ASSOC.
759-6910

LEGAL SECRETARIES

Experience in P.I. litigation, workmens comp or trial insurance experience in demand. Excellent fringes, working conditions and top salary. Fee Paid
SHARROW & ASSOC.
759-6910

LEGAL SECRETARY

We have some excellent positions with prestigious firms that offer competitive salaries and fringes plus pay our agency service charge. Call now!
SHARROW & ASSOC.
759-6910

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced legal secretaries needed for temporary & permanent positions in the Southfield area. Call now or send resume. All fees employer paid. Search Associates, 26261 Evergreen Rd. Ste. 101, Southfield, Michigan 48075
557-1004

LIGHT OFFICE, WORK & phone answering. Full time position.
425-8223

LOCAL health care service has opening for accounting clerk, experienced in billing, accounts receivable, collections, medicare billing & insurance research. Please call between 9-4 Mon. thru Fri.
277-6227

LOOKING for friendly organized person 4 to 8 hours per week to help secretary. Typing experience with paper work. Hamm wage.
415-1955

MATURE responsible people needed for part time work in our Southfield office. Light typing, filing, telephone. Pleasant working environment. Call Mrs. Ross
557-8280

NORTH WOODWARD area, looking for Office Manager. Must have skills required. Knowledge of computers helpful.
398-8181

OFFICE ASSISTANT, part time Southfield office. Days, evenings, weekends, 20-25 hours per week. Applicant should have: excellent communication skills, college background. Previous office & bookkeeping experience helpful. Willing to deal with the public. Ideal for college or high school student. Call Pat & Mac, 9am-5pm.
948-5231

OFFICE CLERICAL
30-40 hours per week to perform, general office, accounts payable, accounts receivable, payroll, typing skills. A well-rounded individual. Must be reliable. Rochester area.
852-0032

OFFICE MANAGER/BOOKKEEPER
Small auto dealer requires full charge bookkeeper with experience in handling all aspects of office. Must have supervisory responsibilities. A ground floor opportunity with a growth oriented firm. Send resume to: David Cheslin, 3866 W. 31 Mile, Berkley, MI. 48072.

OFFICE RECEPTIONIST

Typing a must. Sunshine Honda.
478-8200

OPTHALMOLOGIST specializing in cataract surgery requires new team member. Ophthalmic transcription & clerical work. Opthalmic background preferred.
Call Jackie
557-1596

PART TIME Office Duties, in Chiropractic office in Westland. Mon., Wed., Fri. 2 to 5 p.m. Light typing.
Call
652-7780

PART TIME OFFICE
Work weekends & evenings. Will train. Cashiering experience helpful. Apply Lady Bug Fashion Furniture, 28795 Plymouth Rd., Livonia.

PART TIME RECEPTIONIST
Highly professional individual 1 week morning, 1 evening. Set-UP, 110 volt similar switchboard. Ability to work under pressure. Some college preferred, typing desirable. Mail resume to Personnel Manager, Walsh College, 3838 Cleveland, Troy, Michigan 48084. No phone calls please.

PAS Data Assistant

CPHA, the leader in health care information systems, is seeking a PAS Data Assistant to fill an entry level opening in our busy hospital services department. Qualified applicant must have hospital work experience and be familiar with PAS. Applicants should have attention to detail and excellent telephone skills. Medical terminology highly desirable.

We offer a competitive salary and company paid benefits. For consideration, apply in person by March 16, 1984.

CPHA
2000 Green Rd. Ann Arbor
An Equal Opportunity Employer
M/F/H/V

POSTING CLERK

For Livonia based business. Must be accurate with numbers. Experience preferred. Benefits. Apply in person at: Guardian Security, 32975 Schoolcraft, Livonia

PROFESSIONAL Person needed for part time, 20 hours per week, must be accurate typing 65 WPM or more. Good math. Call between 9am-4pm. Mon. thru Fri.
532-5620

PROGRAMMER
Experienced RPG programmer for a System 34 Will train on the System 34 a qualified, progressive thinking candidate. Pay is below & salary requirements to Randolph Surgical Supply Co. Inc. 2051 W. 12th, Livonia, MI 48151. Att: Bob O'Brien.

PROPERTY MANAGEMENT OFFICE
Seeking full time person for accounts receivable, typing and general office duties. Must be self starter.
Send resume to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PUBLIC RELATIONS
Part time. 15 hours per week. $4 an hr., plus incentive. Personable. Reliable transportation. Plymouth area. Ask for Jay Anthony
455-3334

RED WING TICKET WINNER

Carol Cairo
858 Haggerty
Canton

Marlene Crossett
12931 Heritage #203
Plymouth

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, March 13, 1984, to claim your two FREE RED WING TICKETS.

591-2300, ext. 244

CONGRATULATIONS!

REAL ESTATE SECRETARY
Real Estate office, Bloomfield area. Receptionist for Lathrup Village office. Mon. thru Fri., 8:30am-5pm. Call Linda
557-7000

CENTURY 21 TODAY
559-4455

RECEPTIONIST
For busy CPA firm. Typing and bookkeeping skills required. Please send resume to Box #133, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST WANTED FOR
A busy office. Must be able to work under pressure. Benefits included. North Redford area. Send resume to
P.O. Box 32041, Detroit, 48232

RECEPTIONIST/TYPIST
Fast, accurate, hardworker sought for busy medical office. Typing, phone manners, 5-1-5pm, 4 days per week. If you like to work in a fast organized manner, looking for several managers, this is the job for you. Non smoker only. Send resume to P. O. Box 796, Troy, MI 48099

RECEPTIONIST TYPIST
Birmingham area insurance firm. Apply to PO Box 11078, Birmingham, Michigan 48012

RECEPTIONIST: Light Secretarial Must be good with phone. Next area. Call 8 30am-7pm:
477-3800

RECEPTIONIST
For a leather in Southfield Town Center. Part time, permanent, very little typing. Ask for Pat.
355-5200

RECEPTIONIST
Part time, 8 to 11:30AM, Monday thru Friday. Bloomfield Hills law firm. Call Charlotte
642-7580

RECEPTIONIST - Birmingham law firm. Typing, legal experience preferred. Start immediately. Call Estelle or Denise.
540-8111

504 Help Wanted Office-Clerical

RECEPTIONIST/Light Bookkeeper
W. Bloomfield Tennis Club hiring is full one part time position. Evenings and parts weekends. Neat appearance. Pleasant personality a plus. No calls after 3 PM. Ask for Lou.
661-3000

RECEPTIONIST - Competent individual with excellent attitude, telephone manner & typing skills. Immediate opening. Real estate experience preferred. Rochester area. Call 8-5pm, Mon. thru Fri.
852-8100

RECEPTIONIST/CLERICAL
$14,000 with guaranteed raise, qualified candidate must have some related background, type 60 WPM, will train word processor. Call Mr. Ellis
Sharrow Personnel Agency
835-7870

RECEPTIONIST
FEE PAID

Marvelous opportunity
Do you have a pleasant attitude and a desire to improve your average skills. Typing 50 WPM. Most this salary position is a professional environment. $13,500 up.
ENGLING & ENGLING
356-7080

RECEPTIONIST/
SWITCHBOARD OPERATOR
Must have excellent communication skills, experience in office procedures, and related business practices, along with light typing. Only qualified applicants with previous switchboard/receptionist experience need apply.
Send resume to: Personnel
P. O. Box 0412
Detroit, Mi 48232
An Equal Opportunity Employer M/F

RECEPTIONIST/
SECRETARY
$10,400 FEE PAID

Front desk position in an exciting Troy company. Light typing, telephone & clerical typing, pleasant phone voice and manners required. Call our Clerical Department after 1:30 at 649-5900.
ENGLING & ENGLING
3270 W. Big Beaver
Troy
649-5900

ROYAL OAK auto & boat dealership looking for 3 secretarial workers. Light typing & phone soliciting work. Must have pleasant phone manner & drive car. Full time. Start immediately.

SALES CLERK

Sales Clerk for branch sales office in Southfield. Must be detail oriented, good math aptitude, good typing. Prior sales experience helpful. Ideal for an entry level position. 18 hour. If interested, telephone Dorothy at 824-0040 or send resume to: Pella Window & Door, 3000 Haggerty Rd., W. Bloomfield, Mi. 48033

SALES SECRETARY
For Top International Sales Team at growing Birmingham Manufacturing firm. Above average and related previous sales experience, knowledge of machinery, computer & shorthand a definite Plus. Salary is 13K + ; Send detailed resume to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL
Light bookkeeping & secretarial work. Minimum wage to start. Send resume & description to Box 783, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES
$8,320-$11,000

Several full time openings in the Southfield area for secretaries. Excellent benefits, good typing ability 55 wpm, shorthand is a big plus. Call Lorrie at 478-3300
ENGLING & ENGLING
29100 Vassar, Suite 404
Livonia, Michigan 48152

SECRETARY

Accurate, dependable, self-starter. Type 60 plus. Prior telephone experience a must. Willing to learn. Flexible hours. Good resume to: Recovery Unlimited, 24901 Northwestern Hwy., Suite 310, Southfield, Mi 48034.

SECRETARY - Birmingham. Fluent typing, shorthand, Dictaphone, general accounting. References. Minimum 2 years experience. Needed to start immediately.
852-6336

SECRETARY - Bloomfield Hills, pleasant environment, prior secretarial experience, bookkeeping, invoicing, accounts receivable, communications skills with a commitment to quality. Some typing & good telephone technique a must.
Call Jackie
557-8280

SECRETARY/BOOKKEEPER needed for small photography sales & supply business in Livonia. Secretarial skills, light bookkeeping. Wordstar word processing a plus. Send resume or letter with salary requirements to P. O. Box 2343 Livonia, MI 48150

SECRETARY
BOOKKEEPER
$11,500 FEE PAID

Established Southfield Manufacturer. Variety and friendly environment. Typing, bookkeeping, and organizational skills required. Call our Clerical Department after 1:30 at 649-5900.
ENGLING & ENGLING
3270 W. Big Beaver
Troy
649-5900

SECRETARY

Career starter position with a famous company. It's in here. Advancement, great benefits, choice location. Your good skills and light experience are the key. Call Linda at 851-7725 or 355-2996.
ENGLING & ENGLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48075

SECRETARY/CLERK
Small office facility, in medium sized plant, Southfield area. Light typing, group insurance & secretarial duties. Somebody work with excellent benefits. Reply to Box 814, Novi, MI 48050.

SECRETARY, excellent typing skills required, mature, reliable, dependable, must possess strong office organization. Send resume to Metalsco Corp., 12124 Woodlawn, Detroit MI 48239.

SECRETARY - fascinating Southfield firm needs 55 WPM, shorthand 80, word processing experience. $13,000, fee paid

SWITCHBOARD - operator, Birming. Light, typing, good personality, $16,000, benefits, fee paid

TEMPORARY - Legal secretary, long term assignment, Southfield area. Full time, Bloomfield Hills, typing, shorthand, legal & word processing experience. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

For CPA firm. Typing, some answering, typing and light bookkeeping. Please send resume or call Box 148 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
MARKETING - SALES

Livonia based division of an established & growing major corporation. Strong typing skills are desired with shorthand a plus. Salary range & fringe benefit package are excellent. Send a brief salary requirement to box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-PART TIME
Permanent position in Southfield. Variety & challenge, 3 or 4 days per week. For mature secretary with good basic skills & word processing experience. "Recall" secretary for Troy & Southfield locations.
Call 352-3963

BUILDING COMPANY needs Secretary/Receptionist. Southfield office. Part time. General office duties, typing, filing. Dictaphone.
559-0884

SECRETARY/RECEPTIONIST FOR
Farmington Hills construction firm. Typing 35 WPM, must have excellent phone voice. By appt. Only.
Call between 8-5PM CST
855-8115

SECRETARY - RECEPTIONIST FOR
Troy office of international firm. Position requires polite phone manner & good typing skills. Excellent benefits. Starting salary $13,500. Call
362-2594

SECRETARY

Redford area, good typing & shorthand skills, to work with sales personnel. Previous experience preferred. Write Mr. J. Shaughnessy, Detroit Chemical Industries, Inc. 15600 Capitol Ave., Redford, MI 48238

Equal Opportunity Employer M/F

SECRETARY - Selectric typewriter; accurate typing & transcribed material. Law office. Honeywell Building, Southfield.
559-3600

504 Help Wanted Office-Clerical

SECRETARY
for busy Promotion Ad Agency. Must have excellent skills, be co-operative, prior experience in promotion agency field work processing experience.
Call Nancy between 2-4 pm.
642-7580

SECRETARY
Southfield based investment advisor needs secretarial help. Type dexpar & shorthand, part time work. Call Dr. Dacrame
356-1080

SECRETARY
Steel depot center in Warren needs part time secretary for standard office operation. Reply to P.O. Box 32038, Detroit, Mich., 48232.

SECRETARY - Suburban location, nice atmosphere. Experience needed. Type 70. $11,000. Benefits.
ENGLING & ENGLING
Royal Oak
399-3450

SECRETARY - TYPIST
wanted for small Southfield plastic Scintilla office. Start immediately.
Call 948-4331

SECRETARY/TYPIST needed for fast-paced advertising and marketing company. Typing speed and accuracy as well as organizational skills are required. This full time position demands a motivated, self-starter and organized individual. Contact Eleanor.
552-5336

SECRETARY - 1 person office, typing, bookkeeping, light typing. Applicant but willing to train if you have good skills.
313-7124

SMART, EXPERIENCED office worker for diverse responsibilities in 3 girl office. Typing, math for advanced level. Experience a MUST.
352-9188

"SUCH A DEAL!"

Call your nearest Permanent Staff office and find a position today for the following opportunities.
Employer paid fees.

Administrative Assistant/shorthand
$17,000
Executive Secretary - $15,500
French Bilingual secretary - open
Legal Secretary - $15,500
Secretary - $12,500
Word Processor - $14,000
Receptionist/Typist - $11,150
Typist - $9,000
Keypunch Operator - $11,000
Billing Clerk - $10,400
Accounts Payable Clerk - $11,000
Full Charge Bookkeeper
$20,000 up

PERMANENT STAFF

TROY 362-4004
SOUTHFIELD 353-0505

SWITCHBOARD OPERATOR-RECEPTIONIST
Experienced operator only. Busy Switchboard. Established Southfield distributor, seeks mature person with good telephone communication skills. Pleasant voice & attitude for greeting customers in person & on phone. Light typing, calculator & miscellaneous office duties. Excellent benefits. Call before 11am
353-6353

TYPIST-GENERAL OFFICE
Full time position in an industrial distribution manufacturer. Must have pleasant phone voice and be capable of typing 50-70 WPM. Full paid benefits including profit sharing. Plymouth-Telegraph area. Send resume to: P. O. Box 35158, Redford, MI 48239

TYPIST - General Office work, 4 or 5 days per week. Contact Mrs. Ross. Light, pleasant telephone voice. Gracious surroundings, downtown Birmingham. The Community House.
644-3252

TYPIST
Immediate opening, full time, temporary/permanent positions available. Desirable. Farmington/Livonia area. Call
334-5707

TYPIST SECRETARY
for busy Southfield office. Real estate experience a plus.
356-7150

TYPIST with Clerical Duties - for industrial distributor. Pleasant environment phone manner & be capable of typing 60 WPM. Company paid benefits. Hypoluxo area.
Mr. J. Hay, 36740 Commerce, Livonia, Farmington Station 9a.

UNDERWRITER CLERK - $13,000
Prestigious firm, nice location. Unlimited advancement opportunity. Pleasant image and excellent skills.
Call Jackie
ENGLING & ENGLING
356-7080

VYDEC TRADITIONAL word processing operator for fast paced Southfield tax law firm in American Center.
Mr. Dornalski
646-3000

Word Processing Operators

KELLY SERVICES has challenging temporary Word Processing assignments in all areas for operators skilled with typing skills of 60-65 wpm and at least 2 months experience on one or more of the following: • IBM Mag Card II • Wang • Olivetti 331, Digital, DEC-MATE, CPT 8000, Xerox 850, Lanier 150, Lexington Problem, Wang NIS 200, Burroughs Sentor III & IV, DEC PDP 11/70 • Internal VT 100. Please call the Kelly office nearest you.

Renaissance Center 259-1120
Ann Arbor 994-7500
Berkley 559-7500
Bloomfield Hills 642-9440
Brighton 227-1625
Dearborn 271-3300
E. Detroit 779-8100
Fairway Village 559-6200
Livonia 425-4020
Mt. Clemens 783-5400
Troy 362-3100
Warren 573-4200
Birmingham 646-3150

KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

WORD PROCESSOR
To work afternoons and evenings for fast paced Southfield tax firm. Must be experienced and trying an WP34 required. Send resume to P. O. Box 300, Southfield, MI 48037. Attention Mary.

505 Help Wanted Food-Beverage

AREA MIGHT CLUB now accepting applications for Waiters/Waitresses & Cocktail Waitresses. Apply in person. Mon. thru Fri., 1:30-4:30pm.
11060 Telegraph Rd at I-96.

BARTENDER a Food Server needed, part time, PM shift, weekend & holiday work required. Apply in person only Mon. thru Fri. 9am-5pm. Apollo Restaurant, Holiday Inn of Livonia 30375 Plymouth Rd Livonia
Affirmative action equal opportunity employer
M/F/H

BARTENDERS, wait persons, bus help, dishwashers, hostess. Apply Bentley Restaurant 37W BPM, Monday thru Friday. Harrows Restaurant, 35441 Plymouth Rd., Redford.

BARTENDERS, WAITRESSES (Waiters) Wages plus commissions. Experienced only. Apply in person 12-6PM, Mon-Sat., Bouldoggers, 23305 Grand River, Farmington.

BARTENDER & WAIT PERSONS, full & part time. Apply in person after 3pm Mon.-Fri. at Farm House Plate, corner Michigan & Trumbull, across from Tiger Stadium, ask for Chris Payne.
963-8634

BIRMINGHAM CAFE
Taking applications for Counter & Kitchen Help, prior experience preferred but not necessary. In person between 8-11 a.m or 2-5 pm. Pickard & Hazel, 273 Pierce.

BROILER COOK
Attractive Starting Wages. Good personal benefits & exciting advancement opportunities in the Career-oriented industry. Apply in person, 4-7 pm.
The Ground Round, 30063 Orchard Lake Rd., Farmington Hills.
An Equal Opportunity Employer

BUS PERSONS/COCKTAIL SERVERS
Experienced only. Apply in person between 2PM-5PM, Monday thru Friday.
FRANCESCO'S
23382 Michigan Ave., Dearborn

CASHIERS & COUNTER HELP
Needed now for restaurant. Days and afternoons available. Apply at the Kitchen on Main St., in the Fal-Twelve Mall, Monday - Friday, 10-5

505 Help Wanted Food-Beverage

BILL KNAPP'S

27825 Orchard Lake Rd., at 13 Mile. Due to increasing business, we are looking for neat, clean, intelligent interviewees for openings for full time Day Grill Cooks & one evening Grill Cook. No experience necessary, we will train. Excellent starting pay, we offer a full program of employee benefits.
Apply in person at the above address between the hours of 2pm - 4pm.
An Equal Opportunity Employer

CASHIERS & sandwich preparers. Full & part time, will train. Restaurant on Main St., Tuesday thru Saturday between 7am-4pm. 344-8147

CHEF - WORKING
Medium size suburban restaurant with complete facilities. Full menu, some baking, some banquet. Full knowledge soups, sauces. Minimum 3 years head chef experience with references. Call Jerry between 2 p.m. and 5 p.m. Monday thru Friday.
Sandwich Factory, 30000 Southfield Rd., W. of 14 Mile.

WAITER WANTED - part time afternoons. Redford area, call after 1pm.
532-6919

WAITPERSON wanted, experienced. Apply in person
Ken