

Female Help Wanted 3-2E Office/Clerical

BOOKKEEPER up to trial balance, voice, light typing, congenial office atmosphere, ask for Mr. BOON. \$37-170
SECRETARY-TYPISTS
 INTERESTING
 ASSIGNMENTS
STUDENTS WELCOME
SEE ADDIE KIMBLE
 Apply 26049 West 5 Mile
 Bloom Beach, Mich.

MANPOWER, INC.
SWITCHBOARD Operator, permanent 30-35 hours, afternoons must be able to work weekends and holiday. Experience preferred. For interview call 425-2116

KEYPUNCH OPERATOR

mediate opening, day shift.
in 1 year experience, Pittsburgh area. Call
455-1400

MACHINE TOOL REBUILDING
COMPANY
NEEDS EXCELLENT SECY
(Male or Female)
quotations and letters must be
accurate and presentable. Must
be accurate with numbers and

Office Clerical
Woman over 30 for clerical
position with rental office.

WOMEN NEEDED
to do LIGHT ASSEMBLY
WORK. Day, afternoon and
mid-nights. Apply
29449 W. 6 MILE RD.

**KELLY LABOR
DIV., INC.**
SECRETARY to \$500, fee paid
take charge of office for m
farming company. Know
dize of German helpful. C
Mrs. Evans, Suburban Pers
477-9

more an evening for a few hours work. Demonstrate and gifts for C & B Toy Clinic. No investment, collection or delivery!

Call 423-6282 or 427-3432. L

and Gift Kit, absolutely free!

WESTLAND CENTER AREA
We need mover and shaker
of our doctors' office. Must
be charming intelligent and energetic
in your work. This is a full time
and. This is a full time
and. This is a full time

**ACCOUNTING
CLERK**
Large national company doing business in the Minneapolis-St. Paul area, must have bookkeeping ability plus good typing. \$350+. Zeida.

PERSONNEL
352-3000

CUSTOMER Service to \$
Fee paid. Mature individ
for responsible position.
Southfield sales office.
Mrs. Evans, Suburban Ferr
nel, 477-4

CURRENT
OPENINGS

Computer Oprs.	To \$77
Secys., exec. dict. jr.	To 6
General Office	To 6
Claims Processor	5
Key punch Oprs.	459
Billing	4
PBX Bookkeeper	4
F/C Bookkeeper	Op
Clerical, no exp.	3

Many other positions available
most employers pay fee.

replies confidential. Open
until 4:30, Saturday to noon
ALLIS JOHNSON PERSONNEL
15195 Farmington Rd. 425-
SECRETARY, \$550 plus,
paid. Shorthand and typ-
Experience with employee
insurance plans helpful. See
field. Call Mrs. Evans, Sul-
ban Personnel, 477-
Busy

Real estate office needs mature woman with good typewriting and shorthand skills. Experience helpful. For interview call Carol Higley
476-8700

**EXPANDING
REAL ESTATE OFFICE**
Seeking experienced closing
secretary or girl with
estate experience to train
a closing secretary. For in-
view call Carol Higley.
476-8700

TEMPORARY Assignments
now available in all areas
Select-A-Temp, 559-1111

Clerk, Typist
Typing and filing assignments
in busy marketing department.
Applicant should have 1 year
typing skills, 55-70 wpm. 1
business experience not neces-
sary. Apply in person, 8
to 5 p.m. Mon.-Friday.

ITT Industrial
Automation Systems

41225 Plymouth R
Equal opportunity employer
CLERK Typist, \$475, fee
Accurate typist, needed
Southfield job with diverse
activities. Call Mrs. Evans,
urban Personnel, 477

SECRETARY
\$145 weekly, fee paid for
notch secretary with
shorthand and recent ex-
perience. Good benefits.

Permanent Staff
CLERK Typist, \$400 plus.
paid. Good typing, figure
stude. Southfield. Call
Evans, Suburban Personnel
477