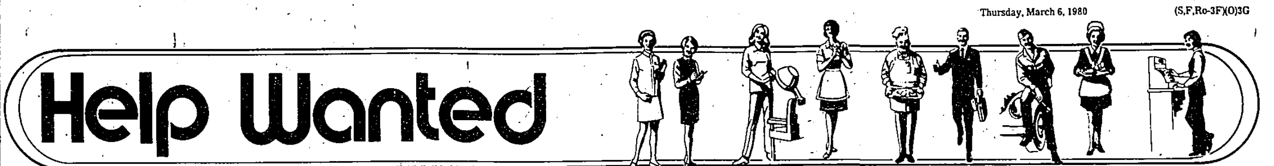

502 Help Wanted Dental-Medical

PART TIME. Large medical office in Livonia-Plymouth area seeks Assistant with blood drawing experience. Approximate 15-20 hours per week. Hours ideal for housewife. Call Mr. Muir, 464-9200

Pediatric Telephone Receptionist
4 day week including Sat.,
8am-5:30pm.
Ask for Mrs. Ward. 477-0851

DENTAL RECEPTIONIST, experienced, with assisting background. Must have knowledge of insurance, pegboard & front office control. Excellent benefits. Salary open. Birmingham. 647-7739

RECEPTIONIST/assistant for orthodontic office. Negotiable hours. Basic experience necessary. Southfield, Birmingham, Bloomfield area. 879-6200

RECEPTIONIST
Full time for modern Dental practice, experience preferred. Westland area. Call: 422-5560

RECEPTIONIST WANTED
Experience necessary. Dental knowledge preferred. Westland-Canton area. Call. 326-2010

RECEPTIONIST part time, Monday 12:30PM-6PM, Wednesday 9AM-6PM, Saturday 9:30AM-1PM. Some assisting. Podiatry office. Livonia 261-2130

REGISTERED NURSE
Part time
We have an immediate opening for a Registered Nurse in our small suburban hospital. The requirement for this position is a minimum of one year experience in Medical-Surgical Nursing. This position is 20 hrs per week, afternoon shift, for our in-patient department. We offer an excellent salary which includes cost of living, fringe benefit package and a congenial work environment. For more information, call personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

REGISTERED NURSES
Are you available for 2-3 afternoon shifts per week and Hemodialysis qualified with current skills? If so...
WE NEED YOU!
Call Us now!
MEDICAL PERSONNEL POOL
569-1950

REWARDING JOB OPPORTUNITIES
NURSE AIDES
Become a needed and special individual caring for the elderly. Afternoon and midnight shifts available with flexible schedules. $3.40 hour to start. Apply in person.
Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield

RN-LPN
Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN - LPN
Full time afternoon shift.
Part time midnight shift for 184 bed skilled care facility. Contact Alice Haeggi
University Convalescent Home
28550 Five Mile, Livonia
Middlebelt - 5 Mile area
Livonia 427-8270

RN - LPN
Part time, day, afternoon and midnights.
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN'S - LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Blmfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S & LPN'S
Needed at:
Northville Regional
Psychiatric Hospital
RN's-$18,144 and up
Based on experience
LPN's-$13,133 to start
Michigan Civil Service benefits
Contact Mrs. Dixon at 349-1800 ext. 231
An Equal Opportunity Employer

RNs or LPNs
Full & part time, afternoon & midnight shifts. Apply
Williamsburg
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

R.N.'S
For midnights & afternoon shift, full & part time. Hendry Convalescent Center, Plymouth 455-0510

STAFF NURSE - $19,000
Intensive care unit all shifts now available. Employer pays fee. Excellent benefits. Employment Center Inc. 659-1636

SURGICAL ASSISTANT, experienced, part time. Oral surgeon's office in Plymouth. For Interview call 455-0710

WESTLAND CONVALESCENT CENTER
Facility Of The Year!
Nursing attendants positions available. Male and female, Midnight shift. Full or part time. Training program provided. Apply in person, 9-4 PM., Mon. - Fri., Westland Convalescent Center, 36137 W. Warren, Westland.

X-RAY TECH
Full time, Downriver. Certification preferred. 879-6849 after 6 PM, ask for Norm.

$11 PER HOUR
RN'S, ICU-CCU needed for special project in Farmington. Full or part time, midnights. Start immediately. Apply in person, 9am-5pm, 16415 W. 8 Mile, just west of Lodge.

504 Help Wanted Office-Clerical

BOOKKEEPER
Full Charge. Insurance bookkeeping helpful. Northville area. 348-1270

ACCOUNTS PAYABLE
Position requires individual who can handle detailed work in an organized and accurate manner with little supervision. Light typing and 10 key required. Troy location. Excellent fringes, $150 per week. Contact A. Henderson, Ext. 216. 588-2970
An Equal Opportunity Employer

Administrative Assistant
Top executive needs experienced Administrative Assistant to help him. If you have excellent secretarial skills and years of experience and want additional prestige, responsibility and income, this may be your next job. So, if you enjoy being in on the action and don't mind a busy pace of a successful dynamic firm, send confidential resume to Mr. Sheere, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/SECRETARY
We are looking for a self starter with above average skills, including shorthand, for an administrative/secretarial position with our marketing staff. A person with a pleasant, positive attitude and some marketing & sales experience would have an excellent opportunity for career growth. Please send resume to:
P.O. Box 576
Farmington Hills, Mich. 48018
An Equal Opportunity Employer

ADVERTISING AGENCY
Diversified secretary - reception duties with small Southfield agency. Accurate typing, no shorthand, some college. Ability to follow procedure, 2 yrs. office experience necessary. Salary commensurate with experience. Blue Cross. Great for person who likes to keep busy,
CALL WEEKDAYS
358-5460

ARE YOU AN EXPERIENCED
BOOKKEEPER
SHORTHAND TYPIST
SWITCHBOARD OPR.
We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.
SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ASST. MEDICAL/Receptionist. Experienced only. Dearborn Heights. 274-0641

AUTO DEALERSHIP BOOKEEPER
GM experience preferred, salary open, liberal benefits including medical, dental, life insurance, pension, etc.
For An Appointment Call Bonnie
TENNYSON CHEVROLET
32570 Plymouth Road, Livonia
425-6500

AUTOMOTIVE MANAGER'S ASST.
Manufacturer & distributor of parts for imported cars needs person to assist manager in all aspects of warehouse operation. Experience in foreign cars helpful. Excellent benefits & working conditions. Salary negotiable. Send resume and salary history to T. Tully, Lucas Industries, 1760 Maplelawn, Troy, Mi. 48084.

AVAILABLE-TRAINING
SECRETARY training for residents of Oakland Cty with High School diploma or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County CETA. Equal employment opportunity. Training will be held in Livonia & Troy. For more information, Ms Smith 382-3991

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK
We need:
SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS
Long and short term assignments available. Ask about our BONUS PLAN.
NO FEE NO CONTRACT
ALSO
We are pleased to announce the opening of our new WIXOM OFFICE.
For more information call:
LIVONIA 525-0330
DEARBORN 565-8060
REN CEN 259-7788
WIXOM 669-2409
SOUTHFIELD 569-7500
Witt Services
The Temporary Help People

BE AT THE RENAISSANCE
Positions now available for Telephone Operators, Legal Secretaries and Assistant Manager. Type 70 WPM. Shorthand and/or dictaphone essential. Good growth opportunity. Please call: 259-5422

BOOKKEEPER - Accounting Office. High school graduate, 2 years bookkeeping experience. Competence in business machines, knowledge of data processing procedures. Farmington Public Schools. Call 477-1300 ext 40

BOOKKEEPER
A Southfield CPA firm seeks full-charge Bookkeeper. Must be able to handle all payroll Tax Returns & post to General Ledger. Prior CPA office experience helpful. Full-time, permanent position. Call 647-6364

BOOKKEEPER - experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time. 557-5257

BOOKKEEPER FARMINGTON
FEE PAID. Ideal situation with rapidly growing company! Experience thru trial balance a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

BOOKKEEPER, full charge. Retail experience necessary. Birmingham area. Salary open. Please submit resume, include salary history, to Box 578 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full Charge
Super opportunity for a Sharp Bookkeeper. Must have done an unionized payroll and trial balance. Some supervisory skills helpful. Send confidential resume to Mr. Martin, P. O. Box 691, Southfield, MI 48037.
Plante & Moran, CPA firm, recruiting for an equal opportunity employer.

BOOKKEEPER
Full Charge. Pegboard system. Full benefits. Welduction Inc., 8468 Ronda Drive, Canton. 459-8350

BOOKKEEPER
Full charge thru trial balance. Good salary. Excellent fringe benefits. W. Bloomfield area. 661-1000

BOOKKEEPER
Full Charge, Apartment Management Company, Southfield office. General ledger, subsidiary ledger management, statements, payroll tax reports. Experience required, small office. Excellent opportunity for conscientious person. CPA interviewing for client. Send resume to box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
If you have a fancy for figures and want to work in a popular suburban area, call Ann. She has 2 choice spots open with liberal benefits. Call Ann today for details
353-2090
SNELLING & SNELLING
PERSONNEL

BOOKKEEPER-part time, thru Trial Balance. Assist office manager end of month and fiscal year and vacations. Franklin Michigan, call for appointment. 626-8829

BOOKKEEPER. Experienced, accurate typing. General accounting duties. Good salary and benefits. Send resume to R. Bowden, 6755 Telegraph Rd. Birmingham Mich. 48010

BOOKKEEPER. PART TIME, approximately 4 hours daily. Mon.-Fri. Typing required. Brokerage House experience helpful. Birmingham area. 644-4514

BUSINESS TEACHER CMA, or equally qualified person to teach medical secretarial program at private vocational school in Livonia, part time. 478-8170

BUSY TROY LAW FIRM needs experienced Legal Secretary with minimum of 5 years litigation experience & excellent skills. Salary begins at $13,500. Insurance benefits. Call Nancy 649-3200

CASHIER
North Brothers Ford, Westland
Call Norm Augustine for interview.
421-1300

CLERICAL HELP
Our small suburban hospital is currently seeking clerical help for the following areas: Accounting Clerk 1-on call and Receptionist-4 hours on Saturdays. For more information, please call the personnel department.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fischer
355-0500
Or apply directly at;
GRAHAM MORTGAGE CORP.
3000 Town Center Suite 300
Southfield Mi.
An Equal Opportunity Employer

CLERICAL & TYPING
Minimum 60wpm, handle busy phone in industrial distributor sales office. Dictaphone, must have apptitude for figures, cost, profits, etc. Minimum 3 years experience. Challenging job for mature person. Wixom area. Company benefits. Send resume with salary requirements to Box 602,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL, 2-3 years general office experience, preferably manufacturing shop. Must have good typing and figure aptitude ability. 2 girl office, excellent pay & fringe benefits. Please send resume and expected starting salary to P.O. Box 207, Northville, Mi. 48167.

CLERK - PART TIME
We need an Accounts Receivable Clerk - help us on a part time, on call basis, at our west side office, located at Greenfield and Jefferies Expressway. Should have some accounts receivable experience and be available from 8:30am-5pm, several days a week as needed. Please call 961-2242, ext 243
Equal Opportunity Employer M/F

CLERK TYPIST
Full time, Southfield law office. Excellent typing skills and plesant personality required. 352-1945

CLERK TYPIST I, general office experience - mail, filing, typing. Excellent fringe benefits. Salary commensurate with experience. Call Laura for appointment interview. 559-2253

CLERK TYPIST, permanant part time position, Mon. to Fri. 1 PM - 5 PM for 1 girl office in Southfield Insurance Agency. For appointment, 559-4100

CLERK - TYPIST - PERSONNEL
Township of W. Bloomfield seeks a confidential clerk - typist to work for Personnel Director. Applicants must possess extensive experience & knowledge of personnel practices & procedures, business English, commercial subjects, report writing; excellent typing & ability to transcribe dictation; Ability to prepare & maintain accurate records. Ability to maintain confidentiality & to work effectively with employees & general public. Graduation from business college desired. Liberal fringe benefits. Apply W. Bloomfield Twp. Clerks Office, 4460 Orchard Lake Rd. Mon. thru Fri. 9-4;30.

CLERK TYPIST
We have a full time opening for a clerk-typist. Applicants must have good typing (50-60 wpm) & clerical skills. This position includes typing, posting, filing, clerical & other duties primarily pertaining to the preparation of routine office duties & maintenance of files & records. Excellent fringe benefit program & good starting rate of pay. If interested please call Hardinge Bros. Inc., Clawson, 8:30 AM to 5 PM for appointment. Office number is 435-0060.
Equal Opportunity Employer M/F

COMMUNITY HOUSE in Birmingham is seeking a woman to work on a permanent, part-time basis in our mimeo office. Must have good typing skills. Knowledge of mimeograph machine helpful, but not required. Lunch furnished. Apply to Ms. Mader 644-5832

ENGINEERING SALES Secretary, Mature with good typing and shorthand skills, word processing a plus or will train, benefits include dental insurance, Dependable Fordath Inc., Phone 464-4250 9AM-4PM.

Equipment Secretary
Secretary for northwest area contractor's equipment maintenance department. Typing, filing, light purchasing, permits, maintain equipment records, etc. Prior experience a plus. Good salary and fringe benefits. Call Monday through Friday, 8 AM to 5 PM.
348-2800
An Equal Opportunity Employer

EXECUTIVE Secretarial position open with Ann Arbor based entreprenurial company. Mature, flexible person with excellent skills, extensive experience, & excellent references. This is a challenging position which requires poise, intelligence, & a very secure personality. Top salary will be paid for the right person. Please send resume to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY - Well qualified in shorthand & typing, some flexibility in working hours. Downtown Detroit location. Send resume & salary requirements to: Q. M., 25240 Lahser - Suite 3, Southfield, Mi. 48034.

EXECUTIVE SECRETARY
Real Estate Development firm needs experienced, self starter to assist Vice President. $11,700 plus Dental. Fee Paid! Call Suburban Office Service. 477-9840

EXPERIENCED BOOKKEEPER
Accounts receivable duties for property management department of busy development firm. Good benefits. Southfield location. Call 569-4800

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand, a must. Position demands perfection and responsibility. Call for more information. 353-3209

• EXECUTIVE SECRETARY •
For the Superintendent of the School District of the City of Pontiac. Requirements: applicants must have minimum of 5 years working experience, type 75 WPM, shorthand - 100 WPM, High School education. Excellent benefits.
Apply in person at: Personnel Office, 350 Wide Track Dr., Pontiac, Mi.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Farmington Hills Mfr. - V. P. of sales requires a sales oriented person with above average skills. Good shorthand and typing a must. Prefer a self-starter who can handle detail work. Excellent pay. Benefit package includes pension and profit sharing. Good working conditions. Call D. Springer, 478-1200.

EXPERIENCED LEGAL Secretary
For Law firm in Farmington hills. Salary commensurate with experience and ability. 626-3148

EXPERIENCED Legal Secretary. Good typing skills, friendly atmosphere, good opportunity. Full time position. Southfield area. Salary open. 569-5559

EXPERIENCED SECRETARY
Needed for Financial V.P. Type 75 WPM, shorthand 90WPM. Must be well organized, neat in appearance, bookkeeping experience helpful. Send resume to Box 558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE GIRL WANTED - For Southfield Law Firm. Full-time employment. Call Ms. Dollar, in AM or after 4PM, 557-1155

FULL CHARGE BOOKKEEPER
needed for a fast growing Birmingham CPA firm. Minimum of 3 years experience in all phases through trail balance. Excellent benefits including dental coverage. 644-4913

FULL - TIME, entry level position for mature person with good office experience and typing skills, 60 - wpm. Farmington/Novi area. Call Mr Farrell between 9 am and 5 pm. 478-8220

FULL TIME Real Estate Secretary, experience preferred. Typing essential, shorthand desirable. 14 Mile, Middlebelt area. 851-4990

GAL FRIDAY INVESTIGATOR
Northland area security company needs attractive & outgoing gal with good secretarial skills who also is capable of accomplishing investigation work. Must be able to type at least 45 WPM & be able to work flexible schedule. Call 10am-4pm Mon thru Fri
837-8733

GENERAL OFFICE
Must be experienced in general office and be good typist for 2 girl office, computer experience helpful but will train, salary open. Southfield area. 353-7444

GENERAL OFFICE
Part time/full time. We are seeking a gal interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call 353-3209

GENERAL OFFICE
Super chance to enjoy comfort, no pressure schedule, great Dicta Secy earns $220-$240 Start to handle update on customer files & make new contats count.
CALL 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

GENERAL OFFICE
$160 WEEK
Ad agency wants you!
Snelling & Snelling
336-7400

GENERAL OFFICE CLERK
Opening now exists for a General Office Clerk. The individual most qualified will have general office experience to include: Bookkeeping, knowledge of a 10-key adding machine, filing and light typing. This position offers an excellent salary and full benefit package. Please send resume to Box 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL - office person for Troy medical company, peg board, bookkeeping & secretarial duties, but no shorthand required. Salary $750 to $800. Agency fee paid...

DIVERSIFIED - duties as secretary handling sales order desk for national company in Bloomfield. Customer contact, some dictaphone. No shorthand. Salary $10,980 plus benefits & fee paid.

EXECUTIVE - secretary to corporate vice president of Bloomfield financial company. Position requires good skills and experience. Salary $12,000 to $13,000 plus outstanding benefits and fee paid.

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

GOOD NEWS
Large company with suburban office has immediate openings. Misc. duties, moderate typing. $700 a month. Fee paid. Call Polley.
644-4600
SNELLING & SNELLING
AGENCY

HIGHLY Organized person needed for general office work, full time from April 1 to November 1. Farmington Hills Area. 851-1510

IF...
You type 65 WPM, take shorthand at at least 80 WPM, have light bookkeeping and dictaphone experience and good communication and organizational skills, the Sales office of a major company in Livonia area needs you. Must have resume. Long term assignment. Ask for Guyla.
Not an Agency-Never a Fee.
KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

INSURANCE
Commercial rater for insurance agency in Southfield. Experience in rating of liability & commercial auto policies preferred. Salary commensurate with experience. 355-4400

KELLY TOPS IN TEMPS
KELLY SERVICES is tops in the temporary help field. We offer - top pay rates, top assignments, merit increases, paid vacation and bonus referal plan. We need: BOOKKEEPERS, SECRETARIES, TYPISTS, CLERKS, and more for top Temporary Assignments. If you're tops too - come in and apply at the office nearest your home.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
Suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

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

• KEY-DISK OPERATORS •
Full-time, afternoon shift. Must key 10,000 keys an hour - minimum. Write or call: Kim Steele, DATACO, 32500 Concord Dr. North, Madison Hts., Mi. 48071.. 585-5660

SMALL BUSINESS - TROY
Girl with CRT and Keypunch experience. Send resume with work experience to Box #608, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

KEYPUNCH operator, temporary part time. 4 hours per evening. Call between 8:30AM-5PM. 349-3990

KEY PUNCH OPERATOR
Immediate opening on day shift for an individual with a minimum of 2 years keypunch experience. Honeywell Keytape or Decision Data keypunch experience is a 'plus'. Excellent salary and fringe benefits. Apply in person at Personnel Office:
EDWARD C. LEVY CO.
8800 DIX AVENUE
DETROIT, MICH. 48209
An Equal Opportunity Employer

LARGE Brokerage firm is on the move from Southfield to Bingham Farms. In order to keep us growing, we need experienced operations help. If you have recent brokerage back office experience, please call for an application today. 569-3200

LAW FIRM
Troy office needs Receptionist. Good typing skills. Will train to be legal Secretary. Good benefits. Call Joan. 362-3707

LEGAL ASSISTANT
Advertising agency seeking Para-legal graduate to assist attorney in legal research and reviewing advertising copy. Must have good oral and written communications skills and be able to work with minimum supervision. Phone Personnel department, 646-1000, ext. 575.
D'Arcy-MacManus & Masius
Equal Opportunity Employer M/F/H

LEGAL SECRETARY
Experienced in Personal injury, Divorce & General practice. Salary commensurate with experience. Southfield law firm, 649-2828

• LEGAL SECRETARY •
EXPERIENCED. Prime location in Travelers Towers, Southfield. Ask for Mr. Ambrose, 356-7800

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train woman with college education & desire to be a lawyer or paralegal. 645-0750

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford (easy access to Jeffries X-way), many benefits, salary commensurate with experience. 255-4720

LEGAL SECRETARY
FEE PAID
No shorthand needed for this fine law firm located in suburban hi-rise. An excellent opportunity to use your skills and experience. To $11,700. Call Joanne Headley.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
FEE PAID
Would you like to enter a challenging field in one of worlds largest firms? Good skills and organizational abilities needed. No shorthand! Great benefits and advancement. Hurry, don't hesitate! To $11,700. Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL

IMMEDIATE OPENING
Invoice Clerk
Person with ability to operate office machines, basic typing skills, and accounting knowledge. Excellent insurance package with pleasant working conditions located in new office building in Farmington Hills. Call Steve Paszek at: 851-7700.

IMMEDIATE OPENING for secretary needed for manufacturers rep. Looking for a literate individual with good typing skills, with accuracy more important than speed. Pleasant telephone manner is necessary. Shorthand is a plus. Excellent salary and benefits. A. Blummenberg Assoc Inc, 25900 Greenfield, Suite 222, Oak Park. For interview call. 968-3230

LEGAL SECRETARIES
Major financial institution needs 2 bright, hard-working professionals with 1-3 years legal experience. Word processing experience a 'plus'. Excellent benefits. 6 months review. Salary $10,800 - $15,500 to start.
Prestigious Southfield law firm heavily engaged in foreign and domestic patent law would like a career legal secretary. 3 months review. Salary $13,00 - $15,600 to start.
Call for the details on these and dozens of other outstanding opportunities.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 533-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Diane 557-8300

LEGAL Secretary for partner in small Troy law firm. Mag Card II, bookkeeping. Experience required. Pleasant working conditions. Salary commensurate with ability. 649-1100

OPENINGS AVAILABLE AT SOUTHFIELD TITLE COMPANY. GOOD TYPING SKILLS REQUIRED. CALL JERRY STAUB. 353-1800

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LIVONIA!
FEE PAID. Accurate typing and an aptitude for figures are the key to career opportunity with nationwide firm!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717.

MATURE & COMPASSIONATE PERSON
to answer phones & light office work. Senior citizens apartments, Tuesday, Wednesday & Thursday; 8:30-4:30.
Franklin Club Apts
28301 Franklin Rd., Southfield
CALL SUZIE
353-2810

MEDIUM SIZED law firm, mag card. Practice consists of business & real estate matters primarily. Modern equipmnt and pleasant office in Troy. No smoking on job. Hours: 8.30AM-3PM, 4PM or 5PM. 362-1304

NATIONAL title company has immediate opening for an escrow secretary, must be well organized, able to work with figures, typing skills necessary. Great opportunity for career minded individual, good benefits, real estate or title experience preferred, contact Mr. Forster 569-3100
An Equal Opportunity Employer

NEED $$
We need Secretaries, Typists and other office skills for temporary and permanent jobs.
NO FEES
SCOTT GROUP
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9232

PART TIME Receptionist, two openings, 9am-1pm, 1pm-5pm, 5 days per week, phone Mr. Bolger or Mr. Bennett 352-4822

PART-TIME SECRETARY - excellent typing & secretarial skills needed. Bloomfield Hills area. 646-5030

PERSON with accounting and tax preparations skills, payroll taxes and able to work on many different types of company books. For Southfield CPA firm. Good salary for right person. 557-0440

PHARMACY RECEPTIONIST/Assistant.No experience, full time., Quakertown, Farmington Hills. Call 12-5PM 553-9393, mornings 553-8030

PHONE GIRL
Part time. Responsible, mature person needed to work on telephone. Reliability, good phone voice, interest in people mandatory. Hours Mon. thru Thurs. 3-7PM. Call Ms. Turner at 569-1300

Product Development Engineer
For automotive parts & accessories manufacturer. Full or part time. Send resume with salary (weekly or hour) expected to Personnel Director, Perfection Automotive, 12445 Levan, Livonia, 48150

PURCHASING
Responsible individual to perform Ordering, Receiving, Inspecting & Storing of machinery components. Phone & typing skills helpful. Possible growth position. Novi Firm. 349-5550

RECEPTIONIST, part-time, noon to 5:30 PM for Southfield office. Phone answering, typing and general office duties. Ask for Sue Johnson, 358-4600

RECEPTIONIST: Fine opportunity for mature high school graduate with phone, light bookkeeping and typing skills. If your like people and want a clean, happy work environment, join our team. Salary and benefits. 453-6848

RECEPTIONIST for busy Law firm. Must be personable, have a pleasant telephone manner & a neat appearance, must also be able to type 50wpm. Good spelling & punctuation essential. Call Diane 559-4411

RECEPTIONIST- TYPIST
Experienced well groomed person with good telephone skills needed for modern Southfield office, position will require accurate typing of technical material, excellent benefits.
Call Mrs. Bessesen 424-8860
Equal Opportunity Employer M/F

RECEPTIONIST
How would you like to work for a good company like Pitney Bowes? We have an opening for Receptionist, and if you have telephone experience, good typing skills, the ability to work well with people, and enjoy a fast pace in an office, we would like to hear from you. Please call and set up an interview with Miss Shirley Heintz at 353-2830
PITNEY BOWES
An Equal Opportunity Employer

RECEPTIONIST
required for Southfield firm. 50WPM typing, filing & misc duties. Call Mon thru Fri, 9am-5pm, 424-8770

RECEPTIONIST. Some typing required answering phones etc. Good benefits and working conditions. Farmington area. Ask for Mr. Magcalas. 478-1700
An Equal Opportunity Employer

RECEPTIONIST
We are a Plymouth/Canton based manufacturing company currently seeking an experienced Receptionist. Duties include answering the company switchboard, sorting incoming mail and assisting in office related typing.
We offer an excellent starting salary plus full company benefits. If interested send resume to Box 606, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RESALE COORDINATOR
Coordinate the move-in and move-out activity for Westland Cooperative. Must be able to communicate effectively with public in addition to typing, filing and other office skills. Good benefits. Salary commensurate with experience.
425-3091

SALES SECRETARY
We are seeking a dynamic person interested in a challenging secretarial position involving public relations work. Accurate typing 60 WPM and shorthand a must. Pleasant working atmosphere and full benefits. For more info call 353-3209

SECRETARY/ADMINISTRATIVE Assistant; for very busy 1 girl National Sales office in Livonia, excellent Secretarial skills including Shorthand required, Experienced in Bookkeeping and Inventory Control desirable. CompAir Tools & Controls, 27505 A- Schoolcraft Rd., Livonia. 427-1550

SECRETARY
AUTO RELATED COMPANY
Ideal position for a take-charge secretary who enjoys resonsibility. Really gorgeous Troy manufacturers rep office offers ground floor opportunity. To $900, fee paid. Hurry!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY BOOKKEEPER
Minimum 2 years experience
Southfield advertising agency
569-9820

SECRETARY-EXECUTIVE
For president of firm. Shorthand & letter composition. Experience required. Call Monday thru Friday 9am-5pm for appointment. 424-8770

SALES SECRETARY - Self-starting, enthusiastic gal for challanging one girl sales promotion office. Phone personality, follow-up & dictaphone. 544-2801

SALES SECRETARY
An International company needs motivated secretary/typist(50WPM) for our regional sales office in Southfield. Casual atmosphere working for regional manager/sales rep. - Phone work with customers, typing, and general office skills. Norelco dictation equipment. Part time now-full time/ benefits later. Negotiate pay. Call Walt or Mike, 557-6473

SECRETARY
FLEXIBLE individual needed for central office of health care related company. This is a trainee position since the duties and responsibilities will be varied. Minimum 50WPM typing and dictaphone experience preferred. Excellent telephone techniques also a plus. Please send-resume and salary requirements to Maureen McDonald, Personnel director, Central office, 23900 Orchard Lake Rd. Farmington Hills. 48024

SECRETARY for real estate office, full time, experienced only. Good typing and shorthand required. Southfield area. Ask for Mr. Berris, 358-5333

SECRETARY
For growing Southfield law firm, accurate typing and spelling a must. Contact Paula at 354-3207

SECRETARY for Birmingham office. Must have good shorthand and typing. Call Donna at 642-9393

SECRETARY for 1 girl office in Troy. Light bookkeeping experience helpful. Must have initiative and be able to take responsibility. Call between 1-3 PM 689-8052

SECRETARY
For busy office. Attractive, Dependable, Personable, Woman. Typing, Bookkeeping, and some Shorthand. Experience necessary. Call Dale Young 642-1225

SECRETARY for Manufacturers Rep. Bloofield area. 4 man office, experienced in automotive field. Typing, no shorthand, pleasant personality, salary open. Reply to box 588, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For one mans Sales office. Located in Southfield. Shorthand required. Prefer mature person interested in long term employment. Will consider suitable person desiring to re-enter job market.Write Box 610 An Equal Opportunity Employer

SECRETARY for Farmington Hills Corporate Office. Good inter-personal skills as well as typing & shorthand necessary. Competitive salary & fringe benefits. Pleasant work environment. Send resume, in confidence, to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For Troy sales office. Typing, shorthand and pleasant phone personality required. 5 years working experience. Salary commensurate with skills and experience, good benefits and beautiful surroundings. Send your written resume to Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - full-time, with bookkeeping skills, capable of manageing office of small company in Ypsilanti. Must possess good typing & shorthand skills. Responsible, organized & able to handle a variety of duties. Call between 9AM & 5PM 483-7118

SECRETARY-GIRL Friday
For prestigious Southfield firm, must have typing skills & be well organized. Salary commensurate with ability & experience. Call Mr Lewis. 557-4550

Secretary Jr.
A prestigious ad agency desires entry level secretary. Good typing & shorthand skills. Advancement.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

SECRETARY - PART TIME. Typing and shorthand a must. Flexible hours. $4-$5 per hour depending on experience. Northwest area. Contact Mrs. Hinote 9.30 to 3 PM 864-3758

SECRETARY
Part time, work with an author in creating new books. If interested please call 661-0723

SECRETARY - PART TIME
Good typist. Pleasant telephone manner for general office work. Some knowledge of bookkeeping helpful. Reply to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Southfield advertising agency, good typing and figure aptitude, $735, fee paid.
SALES - secretary, typing 65 WPM, dictaphone, capable of running office, $865, fee paid.
LOIS RAY
PERSONNEL
559-0560

SECRETARY
Suburban ad agency seeks experienced Secretary for Account Services staff. Applicant must have excellent typing and accurate organizational skills. Shorthand a plus. Salary commensurate with experience. Call Gail at 967-1313, ext. 142

Secretary/Typist
We have an immediate opening in our Novi office for a SECRETARY/TYPIST. This is a diversified position that includes: handling the secretarial duties for our district Sales Manager, taking messages and typing for his Sales Reps. and operating the teletype. Shorthand ability a definite plus. We offer a competitive salary and excellent fringe benefits. Send resume or call:
Beckman Instrument
41365 Vincenti Ct., Novi 48050
471-0900
An Equal Opportunity Employer

SECRETARY
$14,000
Fee paid. Prestigious company! Benefits!
Snelling & Snelling
336-7400

SECRETARY. Excellent opportunity in Birmingham area. Shorthand is required. No resume will be considered that does not include salary desired, experience, and references. Send to P. O. Box 147, Birmingham Mich. 48012

SHIPPING DEPT. Clerk wanted, light typing or knowledge of keypunch a must. Seasonal overtime and some Sat. work required. Starting pay $3.35 per hr. Apply Tues. thru Fri. 10AM-5:30PM. North American Photo, 27451 Schoolcraft, Livonia.

SOUTHFIELD based investment firm desires person with excellent phone manners and typing of 50 to 60 WPM. Good starting salary and benefits. Please contact Mr. Harry. 557-7068

SOUTHFIELD BUSINESS Consultants require intelligent, accurate Bookkeeper to supervise Internal Record Keeping functions, including payroll & payables & typing statistical reports. Excellent career opportunity. Mail replies to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STAGE FRONT
The prime personal contact in this plush lobby picture. Appearance and personality moves you ahead dicta start to $200.
Call 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

STATISTICAL Typist and General Office. Livonia area CPA firm. Pleasant working conditions. Salary commensurate with ability. Send resume to: Typist, 29200 Vassar, Suite 224, Livonia, Mich., 48152

STENOS - TYPISTS
Urgently Needed In
Suburban & Downtown Areas
Long & Short Term Assignments.
MANPOWER
TEMPORARY SERVICE
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-6511
NO FEE
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Experienced person needed to operate console switchboard for busy office. Light typing required. Excellent working conditions and benefits. Call Mrs. Weinberg. 353-0300
An Equal Opportunity Employer

TELEPHONE SALES
Due to Company expansion, needed additional Telephone Sales Gals. Work from office. 5 days, hours 9 AM-4 PM. Apply at Mayer Janitorial, 25743 W. 7 Mile Rd., corner Beech Daly.

TELLER
Full time position is open at our office located in Lathrup Village on Southfield at Sunset (11½ Mile). Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM
1st Federal Savings
of Detroit
27777 Southfield Rd.
Lathrup Village
An Equal Opportunity Employer

TELLERS
YEAR ROUND full time teller positions available for suburban branches of Detroit area Savings and Loan. Applicants should have some cashier experience, light typing skills and good math ability. Public contact positions requiring well groomed, personable applicants able to work flexible schedules including Saturdays. Own car. Applicants may complete applications at the branch locations shown below - Mon. thru Sat. between 10 AM and 4 PM. Only those seeking full time employment will be considered.
•32800 Southfield Rd., Birmingham
•31550 Northwestern, Farmington Hills
•25555 Coolidge, Oak Park
METROPOLITAN
Savings Association
Equal Opportunity Employer M/F

TERMINAL OPERATION OR WORD PROCESSING EXPERIENCE.
Required for full time position with investment management firm located in Birmingham area. Must be excellent typist and have good telephone manner.
644-4514

TOWNE CENTER secretary for corporate law office, experienced preferred, 'good grammer & spelling a must', competative salary & benefits, reply in confidence stating experience and salary requirements to : Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST
with Shorthand and good clerical skills needed for busy company, 7 Mile, Southfield area. Must be dependable with at least 5 years work experience. Excellent pay and fringe benefits. Contact Evelyn 9AM-5PM Mon. thru Fri.
255-2600

TYPIST. Great for person who is entering or just getting back into working field. 55 wpm typing and good spelling required. Full and part time positions available. Farmington Hills area. 851-4456
An Equal Opportunity Employer

TYPIST. 60 w.p.m. Mature, full time. Established firm. Permanent position. Benefits. Maple/Haggerty. 624-6668

VICTOR
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6404
An Equal Opportunity Employer

WORD PROCESSING Operator for busy but congenial corporate law firm during evening hours. Applicant should have knowledge of word processing equipment or mag card experience. Legal experience is desirable. Excellent transcription skills and minimum typing speed of 70WPM is important. Located in the pleasant surroundings of downtown Birmingham. All benefits including paid covered parking. Excellent salary. For information call Karen. 642-2000

505 Help Wanted Food-Beverage

APPLICATIONS being taken for waitresses, will train if necessary, apply in person at Side Street Pub, 860 Fralick, Plymouth.

504 Help Wanted Office-Clerical

Secretary

Bailey Controls Company, major manufacturer of instrumentation and controls, has an immediate opening for an experienced administrative individual.

Your background should include three years secretarial experience in a marketing environment. 60 wpm typing, 80 wpm shorthand and familiarity with dictation equipment.

If qualified, call Mr. Vernon L. Hart at (313) 356-1500 for appointment... or send resume with salary history to

Bailey Controls Company
Babcock & Wilcox
22511 Telegraph Road
Suite 203
Southfield, Michigan 48034

An equal opportunity employer m/f

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for Waitresses to start in April. Days and evenings, 5 day week including weekends. Food and beverage service. Mimimum age 18.
Godwin Glen Golf Club. 437-0178

ACCEPTING APPLICATIONS
for Waitresses to start in April. Days and evenings, 5 day week including weekends Food and beverage service. Minimum age 18.
Salem Hills Golf Club 437-2152

ASSISTANT MANAGER night shift, some waitressing experience helpful, will train Salary & bonus. Apply Canton Big Boy, 45250 Ford Rd. Canton.

ASSISTANT MANAGER
We presently have an opening for night Assistant Manager, pleasant working conditions, competitive starting wage, full fringe benefits including food allowance, insurance & uniform provided. Call for appt. or interviewing in person Fri. from 3-5.
FRIENDLY FAMILY RESTAURANT
24234 Orchard Lake, Farmington Hills
474-5877

BAKER — full time, excellent benefits, immediate opening for experienced person, no phone calls, apply in person after 9 am, ask for Duane Cook, Holiday Inn of Southfield 26555 Telegraph

BARMAID
Experienced - Nights
Livonia Lanes
421-1890

BARMAID - personable & aggressive, grill experience a big help, possible management, $350 hr. Schoolcraft - Evergreen area. 386-5474 837-0965

BARTENDER
Excellent position for bartender with at least 2 yrs. experience, who enjoys public contact and wishes to begin supervisory position. 5 days per week, off Sunday. Total fringe benefit package including Blue Cross & profit sharing
Apply In Person
HILLSIDE INN
41661 Plymouth Rd Plym.

BARTENDER
Immediate opening evening shift. Must be 21 years old and have experience in high volume lounge.
Please apply in person.
PERSONNEL OFFICE
MON THRU FRI
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

BUS BOYS
Clerks & Dishwashers
Apply in person, Cafe Fior, Monday - Friday, 3-5 PM at 29121 Northwestern, Hwy., Southfield.

BUS BOYS
FULL TIME & PART TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30685 W. 12 MILE RD.
FARMINGTON

BUS PERSONS
DISHWASHERS
EXPERIENCED COOKS
Full & Part Time Positions
All Shifts
Apply In Person
jojos Restaurant
29069 Greenfield Rd. Southfield

CAFE FIOR is now hiring experienced Waiters - Waitresses with references only. apply in person, Monday - Friday, 4-5 PM only. 29121 Northwestern Hwy., Southfield.

CLERK AND Stock Help wanted for food store. Full time and part time. Over 18. Westland area. Call 421-8950

COCKTAIL WAITRESS
Weekends - Livonia Area
Monaghan Knights of Columbus
Call Mon.-Fri. 9AM-4PM 476-8385

COCKTAIL WAITRESS
Over 21, nights. Apply in person: Steinhaus, 23619 Farmington Rd., Farmington Hills.

COCKTAIL WAITRESS
25-30 hours per week. Experienced preferred. Apply in person between 1-5 PM., Mon. thru Fri. Hines Park Inn, 36655 Plymouth Rd. in Livonia.

COOK
Experienced, mature. Must have references. Full time evenings.
WAITRESSES
Evenings & weekends to serve elderly residents at senior citizens apt. complex.
Apply in person.
Franklin Club Apts
28301 Franklin Rd., Southfield
OR CALL SUSAN
3532057

COOK - full time, excellent benefits, immediate opening for experienced person, no phone calls, apply in person after 9 am, ask for Duane Cook, Holiday Inn of Southfield 26555 Telegraph

COOK
Looking for young man who desires to learn quality cooking under experienced head chef. Good opportunity for advancement. Pleasant working conditions, 5 day week, off Sunday.
Apply In Person:
HILLSIDE INN
41661 Plymouth Rd, Plym.

COOK - Must be experienced in Italian cooking and broiler work. Farmington area restaurant. Call for interview 851-4094

COOK, short order, for fast food restaurant. Apply in person The Back Stage, 1020 W. 7 Mile Rd., near Woodward (Detroit). 892-9645

DAY DISHWASHER . Farmington Hills restaurant. Call for interview. 851-4094