EMPLOYMENT

500 Help Wanted

INTERNATIONAL AIRFREIGHT FORWARDER

needs experienced person for export operations. Please send resume stating qualifications & salary desired to:
Mr. H. Surzal, 30440 Highland
Romulus, Michigan 48174

LADY who needs home to live with 58 year old widow, must be able to drive, and assist with housework & cooking. Birmingham Area.
Reply to Box 838
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

LANDSCAPE AND Lawn Maintenance. Must be at least 18 and available full time. Driver's license required. 356-0611

LANDSCAPE MAINTENANCE. Helpmachine operators & bed crews, full time, 5 days a week. Experience preferred. No calls after 6PM 437-1266

LOAN COUNSELOR

Our Collection Department is offering a challenging opportunity for a self-motivated individual. Responsibilities will include working on delinquent mortgage accounts and the preparation of foreclosure documents. Opening requires Qualified candidate will possess strong communication and organizational skills. Mortgage collection background helpful. A complete benefit package is offered.
Interested applicants should CALL during the following hours:
Tuesday only 9-11 AM and 1-3 PM.

661-7142

MANUFACTURERS HANOVER MORTGAGE CORPORATION
37555 Farmington Rd.
Farmington Hills, Michigan

Equal Opportunity Employer M/F/H

MACHINIST - All Around. Must be able to work from prints and make own set ups on Bridgeport Mill & south bend lathe. Some overtime. Opening on 2nd shift. Apply Photon Sources, 12163 Globe, Livonia.

MAINTENANCE - CUSTODIAL - Janitorial position. Experienced individual to operate and supervise operations of a church, hall, school, convent and rectory. Newburgh-5 Mile area. Call for application. 464-1222

MAINTENANCE SUPERINTENDENT

Small metal fabricating plant producing agricultural products located in Farmington Hills. Experience should include mechanical, hydraulics, air conditioning, electronics with NC and CNC, and machining PM programs. Send resume including salary history to:

Diamond International Corp.
Personnel Manager
23400 Haggerty Rd.
Farmington, MI 48024
Equal Opportunity Employer M/F

MANAGER - For luxury apt. community, Northville area, supervisory experience essential. Salary commensurate with experience. Send resumes to: Mrs. Kathleen Hobbs, CPM, Burns Mgt. 55 Wood Lake Rd. North, Albany, NY, 12203

Manager Trainee
$9,000 to $15,000
Guaranteed salary plus benefits. Paid training plus benefits. National food service chain.
Call Bill or Betty.

PERSONNEL RECRUITERS
358-3300

MAN, over 30, to pump gas, Midnight shift, 12 to 6AM, $4 per hour. Good references in handling money. No other need apply. 31415 Plymouth Rd. Livonia. Clark station.

MARKETING REP TRAINEE
$250 TO $500 WEEK
Recruiting and managing new Corporate accounts. No overnight travel.
Call Dave or Bill.

PERSONNEL RECRUITERS
358-3300

MATURE WOMAN preferred to work in Tuxedo Rental Warehouse. Stock control. Livonia area. 525-0020

MECHANICAL DRAFTSMAN
Manufacturer of Pneumatic Assembly equipment requires person with drafting experience to do detail engineering drawings & do light shop-out work. Good pay, fringe benefits, Overtime, Advancement potential. Send resume to Alan Cook, 24414 Indoplex Circle, Farmington Hills, MI. 48018 -
Attention: A. Mullings.

or call: 478-5330

MECHANICAL JUNIOR Draft person. 2 years experience or equivalent schooling Apply in person
29850 Beech Daly, Garden City

MECHANIC for mailing equipment. Must be experienced on Cheshire & Wheelbinding equipment. Call for appointment. 355-3300

MECHANIC
Industrial and agricultural tractors, engines and hydraulics. Minimum 5 years experience. Tools necessary. 478-5300

MECHANICS WANTED - Must be ASE Certified. Will work on Yamaha & Suzuki motorcycles. Salary requires. Please call between 9:30AM-7PM, Mon. thru Fri. 455-7550

PART TIME INSTRUCTOR
Business Subject
Pontiac Business Institute-Farmington Branch. 476-3145

PERSONNEL EMPLOYMENT COUNSELOR

Do you have ability to influence people and the confidence in yourself to earn unlimited income from your own efforts? We will train you and support you with the #1 national placement organization. Selling & Selling. If you have it, call Bernice Payne, 353-2990.

PERSONS with own transportation to be independent carriers for early morning home delivery of New York Times. For interview call 552-9600

500 Help Wanted

MODELING

Women 5' & over men 5'8" & over needed for fashion & photo. Agency Rep.
Michigan Modeling Agency.
626-9244

MOTORCYCLE mechanic wanted. Must be experienced & State Certified. Will work on Yamaha & Suzuki motorcycles & safety requires. Please call between 9:30AM-7PM, Mon. thru Fri. 455-7550

NO EXPERIENCE NECESSARY
Outside sales trainee calling on retail stores. Must have good driving record & dependable car. Salary, car allowance & bonus.
Call 478-5330

OPENERS-CLOSERS. Days & nights. Part time. Must be over 18 years. Apply in person between 2-5, Arby's, 25115 Southfield Road, Southfield. 559-4739

OPTICAL DISPENSER trainee needed part time days in Birmingham area. Experience preferred but also willing to train the right individual in this field. Call for interview Pearle Vision Center 644-4440

An Equal Opportunity Employer

ORDER WRITE-UP CLERK
Light typing preferred. Must be able to work evening and some Saturdays during busy season. Starting pay $3.65 per hour. Apply Tuesday thru Fri. 10am-6pm, North American Photo, 27451 Schoolcraft, Livonia

PHONE ROOM SUPERVISOR
Nation wide Marketing Corporation requires the services of an experienced phone room supervisor. We will train fully, but the successful applicant must be a self starter who is quick to learn. This is a salary position in the $175-$200 week range Plymouth area.
Mrs. Jacobs 459-3100

PHONE SOLICITORS
Construction oriented. Please call
642-4408

POLLUTION CONTROLLERS
$9.25 per hour Hourly Rate
Or Profitsharing
Needed immediately for business in Livonia Sales background, must be neat, have auto & willing to learn a new trade. Full or part time, no layoffs. Call now for interview. 352-5460

PRINTED CIRCUIT manufacturer needs a few good people for factory work starting rate $4 hr., after 90 days $4.40 Hospitalization insurance, life insurance, holiday pay & vacation pay. Apply at front door, 31000 Plymouth Rd. Livonia between 11:30 am & after 1:30 pm

PRINTER - part time, for Sat. and Sun. only. Must be experienced on A B Dick 360 557-4515

PRODUCTION COORDINATOR
For direct mail company. Must be experienced & ready to accept fast paced assignment with growing company. Call for appointment. 255-3300

PROFESSIONAL PHOTO FINISHING

Enjoy a career in photo finishing. We are accepting applications for printing, color inspection and film processing. This is a challenging job opportunity. Starting wage $3.65 per hour. Wage adjustments are made according to performance. No experience necessary. Apply Tuesday thru Friday, North American Photo, 27451 Schoolcraft, Livonia.

PROOF MACHINE OPERATOR -

Wanted for Livonia Branch, Security Bank. Federal Home Loan Bank in Southfield. Checking account experience preferred. Balancing desirable. For appointment, call Sylvia

- 352-8836 -

RADIAL DRILL OPERATORS
Fringe benefits UAW 157, holidays, Blue Cross/Blue Shield, life insurance, sickness & accident, pension plan, bereavement pay, job security.

Apply at:
Custom Fabricators Inc.
15700 Date
Telegraph/Five Mile area

RECEPTIONIST

Downtown Detroit finest apartment has 2 openings for mature relief clerk. Must be able to work all 3 shifts.
P. W. Richards 10 AM. - 3 PM. 962-0674.

RELIEF COOK for residential home for the aged, 32 Hrs. per week. Experience preferred. Call Monday thru Friday, 8 AM to 5 PM. 851-9640

RESPONSIBLE INDIVIDUAL to perform light maintenance work & miscellaneous duties. Hours 9am-5pm daily. Apply in person at Garmin, Northland.

RESTAURANT CAREER - restaurant or business management experience, 5 years, 50 hrs $318 to $1000.
Ray Greene Personnel 399-1428

RESTAURANT CAREER - restaurant management experience, $11,000 to $15,000
Ray Greene Personnel 399-1428

RETAIL SALES MGMT.
$12-$15,000. Previous sales experience desired.
Employment Center 324-6910

RUG CLEANING PLANT
Opening for mature man to work as helper in team located operation and make pick-ups and deliveries. Neat appearance, personable and must have good driving record. Excellent pay with benefits. Call Steve Hagopian & Co. 353-1843

RUNNER/Office person. Southfield firm. Must run errands, process mail, do small office jobs. Good driving record required. Neat appearance, good manners. 30 plus, hours per week. Ideal for student or senior citizen. Call Mary 557-7700

RUSTPROOFERS, experienced, with management potential. Must have desire to grow with company and work overtime. 478-6700

R.G.I.S.
Leader in inventory control is now hiring 30 permanent part time, day & weekend employees for Detroit & suburban locations. Hours 8am-5pm daily. Apply in person at Garmin, Northland.

SALES ASSOCIATE wanted Part time for wholesale business Some retail preselling. Training provided without, distributing present job Mr. Baron between 1-7PM 476-6422

SECURITY GUARDS

Permanent part time & full time evenings & weekends. Able to work with youths & need control or social assistance business. Includes control & parking lot as well. Ideal for off duty police officers. Send resume & salary requirements to: Box 723, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

SERVICE STATION HELP - Large Standard Service Center has opening for 3 people to pump gas, attendant work. Full or part time. High School and college students preferred. Apply: Telegraph Car Care, corner Telegraph & Maple, Birmingham. 644-2910

SERVICE STATION MANAGER
Seeking an experienced person with mechanical background for high volume service station. Salary/commission/bonus. Benefits after 6 mos. 8AM-5 PM., Mobil Oil Corp., 910 N. Hunter, Birmingham.

Equal Opportunity Employer M/F

SHERWOOD FOREST Lawn Spray Co needs lawn spray applicators. Must be dependable. Full-time work. Rochester area.
Call 852-4922 during busy season. Starting pay $3.65 per hour. Apply Tuesday thru Fri. 10am-6pm, North American Photo, 27451 Schoolcraft, Livonia

SHIPPING & RECEIVING FOREMAN
Automotive supplier of injection molded parts is interviewing for shift foreman. Excellent salary and benefit. Please apply in person. 28840 Grand River, Farmington Hills

SLIMMERY SNACK BAR
needs a lifetime weight watcher for a self starter who is quick to learn. This is a salary position in the $175-$200 week range Plymouth area.
Mrs. Jacobs 459-3100

SMALL KITCHEN needs person to help prepare sandwiches and slice meat. 10:30am-3pm. Evergreen-Southfield area. Please call between 12 noon-2pm only for appointment. 352-0170

SPANISH TEACHERS WANTED
...of latin background. No degree necessary, will train. Part-time days. Above average pay. Speak Easy Languages, Call Pat between 9 AM and 5 PM.
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STOCKMAN NEEDED for Material Handling. No experience necessary.

STORE DISPLAY SERVICING

APRIL TO JUNE
FULL & PART TIME

Will call on retail stores to service garden seed displays, full time employment will involve some overnight travel. No selling involved. Knowledge of gardening helpful. Salary & expenses paid. Send short resume with travel availability & phone number to:
CUSTOMER SERVICE MANAGER
FREDONIA SEED CO.
183 MAIN ST.
FREDONIA, NEW YORK 14063

SURFACE GRINDER, must have gage experience, minimum of 8 years, close tolerance work, paid Holidays, full benefits, top wages. Farmington area. Call Mr. Minjoe. 478-8565

SURFACE GRINDER
OPPORTUNITY
35 year old firm seeks experienced operator. We offer Blue Cross, Blue Shield, dental, year-end bonus and overtime. Excellent long terms opportunity for the right man.
O. KELLER TOOL
12701 Inkster Rd.
Livonia 425-4500

TEACHER - SPANISH Private school invites applications for a full time Spanish teacher beginning September, 1981. Must be able to also teach French program. Forward letter and resume to Family Camping Center, P.O. Box 329, Bloomfield Hills, Mich., 48013. Attention: Humanities Chair Person.

TOOL ROOM
- Lathe hand, days only.
5 years experience.
656-7070

UPHOLSTERER, capable of sewing van seats, 3 years experience. Apply 15310 Telegraph Road, Redford.
3 blocks N. of 5 Mile Rd.

WELDERS
Experienced on machine bases and heavy plate fabrication. Good benefits
553-5100

WORKERS for adult foster care homes for retarded adults in Livonia, $3.50 hour to start, training and good fringe benefits. Afternoons, weekends and midnight shifts. Brant Homes 542-0311

502 Help Wanted Dental-Medical

LPN's
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview

MED-STAFF
557-2505

ATTENTION: College students & recent graduates. We need ambitious people with past management experience & future management capabilities to help set up & run our business.
568-6263

ATTENTION: Top grade Dental Assistant, experienced in all phases of 4-handed dentistry. Fringe benefits. Best salary. 3-Mile/Beech area. 562-0093

AVAILABLE IMMEDIATELY
MEDICAL ASSISTANTS

Many positions in medical office throughout Metro Detroit. Experience in EKG, Venapuncture & injections.

Other Medical & Dental opportunities available.
CALL KAREN 357-3552
Professional Medical Personnel

CARING NURSES NEEDED
RNS - LPNS
Full time & Part Time
Days, Afternoon & Midnights
Competitive wages. Flexible scheduling. Many benefits. Apply in person or phone for appointment.

552-1444
Ms. Grieve, RN, DON
CAMELOT HALL
35100 Ann Arbor Trail
Livonia, Michigan

CERTIFIED or Registered chairside dental assistant wanted to do 4 handed dentistry, full time position available. Westland area. 326-2010

CO-ORDINATOR NEEDED

If you enjoy talking to people on the phone & feel you can speak with professionals in an organized & competent manner & coordinate their activities call Mrs. Clark,

835-9542
NORTHLAND AREA

DENTAL ASSISTANT
Experienced. Full time. Pleasant office in Farmington.
477-0108

DENTAL ASSISTANT- Immediate opening. General practice, no evenings, experience & references necessary. Northwest area. Call Days 354-4344 or After 7PM 626-2681

DENTAL ASSISTANT - experience a must. Livonia area. Call between 10 and 12 noon. 476-1001

DENTAL ASSISTANT - full-time - for City of Farmington Office. Willing to train right person. No evenings or Saturdays. Call 474-0273

DENTAL ASSISTANT
For busy Birmingham office. Experienced in all phases of chairside assisting including X-Rays and study models. Flexible hours. 647-3109

DIRECTOR OF NURSING-ASSISTANT
Achievement oriented RN with solid clinical skills and goal to be Director of Nursing of skilled nursing facility. Salary outstanding benefits. We will train you for promotion in nursing administration. Contact: Director of Nursing, between 8-4 PM. 477-3000
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL ASSISTANT

Must have current and recent working experience for top dental office. 4½ day week. Good salary, plus excellent benefits. Fee paid

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL HYGENIST
Full time position available for 4 man practice, salary negotiable. Beautiful Westland 722-5130

DENTAL HYGIENIST
Latham Village area
559-2020

DENTAL HYGIENIST, full or part time, for Plymouth practice 3 dental office. Westland-Livonia area. Preventions work. Canines. Begin considering! to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
6 man practice seeking an enthusiastic individual. Dental and clerical experience preferred, room for advancement, salary negotiable, benefits. Westland. 722-5130

DENTAL RECEPTIONIST

Desirable position in Livonia dental office. Must be mature, handle billing, insurance forms and etc. (Dental office experience necessary). 32-34 hours, start $3.13 a week.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

FARMINGTON AREA - outpatient mental health clinic needs experienced full time person with psych nursing background. Salary open. Call 9am-5pm daily. 477-0100

IMMEDIATE OPENING - Dental office needs Lab person, experience and references necessary. All replies confidential. North-west area. Call days 354-4344 or After 7PM 626-2681

LIVONIA Physician seeking a Medical Assistant. Experience with billing. Call 9AM-5PM, 476-6100 or after 5PM. 397-7122

LPN - AFTERNOONS
3-11 PM. Good wages. Apply in person Wedgewood Nursing Home, 520 W. Main St., Northville

LPN OR RN. Saturdays, for family planning clinic in Southfield. 569-7010

LPN'S with
starting wages of $8.50 per hr.
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY PLACE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson
NIGHTINGALE WEST
8360 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT - part time for Troy podiatrist office, will train ambitious, self-starter. Send written resume to Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT must be mature & experienced. Front desk, vena puncture & injections. Call Mon thru Fri 8am-5pm 647-0012

MEDICAL ASSISTANT, part time, for family planning clinic in Southfield. Gyn & vena puncture experience. 569-7010

MEDICAL ASSISTANT
Part Time 30 hours. Some knowledge of X-Ray, EKG, Lab and vena puncture helpful. 561-4548

MEDICAL RECEPTIONIST, experienced, for doctor's office. Northland area. 4 day week. 559-6370

MEDICAL RECEPTIONIST
Experienced, for Livonia Doctor. Salary commensurate with experience. Send resume to Box 741, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full-time. Must have at least 2 years experience -- 12 Mile & Woodward area. 543-2340

MEDICAL SECRETARY
Transcriptionist for pleasant MD's office. Southfield (Evergreen area). Medical experience necessary. Hours 9:30 - 5:00. 5 days, no Saturday. (Part time Transcriptionist opening also available in Westland area, 2 days a week).

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL SECRETARY/ RECEPTIONIST

Needed immediately. Must be reliable, experienced and able to deal with the public. Must type with Dictaphone, shorthand preferred. References required. THIS POSITION OFFERS AN INDIVIDUAL AN EXCITING AND CHALLENGING OPPORTUNITY. Send resumes to Personnel Director
23377 Greenfield Rd. Suite 304
Southfield, MI. 48075

MEDICAL TRANSCRIPTIONIST
Part time for Southfield office - can go to full time. Must be excellent typist. Previous experience in hospital transcription department helpful. Start 5 days. Call 353-0250

NURSE AIDES
FULL TIME - MIDNIGHT SHIFT
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield

NURSES NO FEE

RNs, LPNs
Learn Why Thousands Of Nurses Nationwide Have Joined Staff Builders

At Staff Builders your needs come first. You'll work on challenging assignments ... and always at your own schedule. Have a varied nursing career plus plenty of time for your personal life too. Also:

- Top Hourly Rates
- Paid Vacation Plan
- Health/Life Insurance
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staff builders
Health Care Services
22255 Greenfield, Southfield
(313) 557-6600
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

NURSES

Several Full time & Part time positions available in RN & LPN. Comparable wages, excellent benefits. Applications accepted Mon. Thru Fri., 8am-4pm, 8166 Haven-Ypsilanti, 24 S. Huron

483-8125

OPHTHALMOLOGISTS OFFICE in Southfield needs mature responsible full time. Telephone, pegboard. Medicare, Blue Shield, Medicaid, experience preferred. Reply to Box 766, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICAL ASSISTANT, experienced, Plymouth - Canton area. Send resume to Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0696

PART TIME RECEPTIONIST - Mature woman, pleasant manner, responsible & accurate with figures, needed for family practice in Troy. 362-1360

PART TIME receptionist - doctors office, 12 Mile/Southfield Rd. area. Typing essential. Computer experience desired. Salary based on experience. Send resume to Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PSYCHOLOGICAL assistant needs mature & reliable person for part-time general office duties. Peg board experience helpful. Afternoon and 1 or 2 shift flexible schedule. Contact Cher Mon & Wed evenings after 6 PM. 851-5516

RECEPTIONIST-BOOKKEEPER
For dental office in Canton
Must be experienced. Full time.
455-4070

REGISTERED X-Ray Tech., Bloomfield orthodontic office. Call 626-7577

RN's - Alcohol Treatment Center, located in Westland, has part time openings, all shifts. Call Sherra at 565-7577

An Equal Opportunity Employer

RNS and LPNS
Full and part time. Flexible scheduling. Excellent benefits.

Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RN's, LPN'S, All Shifts.
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible scheduling.

CAMBRIDGE
Nursing Centre South
18200 W. 13 Mile Rd.
647-6500

RNS & LPNS
Full or part time, Afternoon & evening shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home 18350 W. 7 Mile Detroit. 531-4001, Ext. 38

RN's, LPN's
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Openings offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM.

CAMBRIDGE NURSING HOME, W. 10333 Beech Daley 255-0110
An Equal Opportunity Employer

RN's - Psychiatric Intervention Center located in Livonia has openings, all shifts. Call Miss Harris at 565-7577

An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview

MED-STAFF
557-2505

ROCHESTER area - dental secretary, full or part time, some dental experience preferred. Call 8 to 5 PM. 651-8456

R.I.A. TECH
Experienced R.I.A. Tech Certified. Part time edition to existing R.I.A. division in a computerized Southfield lab. Starting hours 2AM. Call between 10-4.
358-6510

SOUTHFIELD AREA
Mature woman, medical billing office, typing necessary, Mon. thru Fri. 8-30-5
559-5300

TYPIST will train for medical transcription, at least 50WPM. Southfield Area. Call Darlene 352-2500

WANTED - experienced office Manager for busy internist's office in Southfield. Knowledge of medical terminology, peg board, bookkeeping, payroll, & all insurance billing. Knowledge of medical assisting also a plus. Must have references Call Jill after 6PM, 569-2273

X-RAY TECH medical assistant, lab experience preferred, positive minded, hard working. Call O'Quinn, DO 274-0561 338-2001

X-Ray TECHNICIAN. Registered, full time for radiology clinic. Salary based on experience, liberal fringe benefits. Call Mrs. Beth at 644-0300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN
Full time in Farmington.
Call Donna 471-0610

X-RAY TECHNICIAN, registered. Full time position available at large Northwest Detroit Clinic. For appointment call Ilen 538-4700, Ext. 370

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Experienced accounting clerk for inventory control and accounts payable. This position requires a person with diverse background. Apply: Twin Pages, 31251 Industrial Rd., Livonia. 522-8400

ACCOUNTING CLERK
FERNDALE AREA
1 year minimum experience in Accounting Department. Some bookkeeping preferred. bookkeeping schooling, figure aptitude. Mature only.

KEY PUNCH
Card system - 129 A & N, $5 range per hour. Full benefits including Dental. Fee Paid.

SECRETARY
MANUFACTURING PLANNING DIVISION
Prefer experience with 3 or 4 bosses, mature age. Good typing, light shorthand preferred. Non-smoker. $12,000 range, outstanding raises. Full benefits including tuition, dental and optical. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

ACCOUNTS PAYABLE
Must have experience or related background. Detail minded. Good salary and fringes. Pleasant working conditions. Troy area. Send resume of experience and salary to Box 810Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACT NOW!!
TO 10,400
FEE PAID
Adaptable individual with good office skills to handle variety of duties. Super boss and paid benefits. Call Sue.
SNELLING & SNELLING
478-3500

ADVERTISING AGENCY requires experienced Secretary. Must have excellent typing skills, dependable, well groomed. Call Addie, 557-7000

ADVERTISING-CLERICAL, TV or newspaper experience needed, full time. 476-6670

504 Help Wanted Office-Clerical

ACTUARY
For Northwest Insurance firm. Degree in Math. Analytical & writing skills. Salary $14,000 Fee Paid. Call
552-8320

Assoc. In Personnel

AD AGENCY
SECRETARY
To provide comprehensive clerical support to Account Services staff. Applicant must have strong typing and clerical talent as well as accurate organization skills. Must be a self-starter. Shorthand a plus. Experience required. Benefits and salary commensurate with experience. Reply in confidence to:
Personnel Director
Desmond & Associates, Inc.
1000 Woodward
Oak Park, MI 48237
967-1313

ADMINISTRATIVE ASSISTANT
Position of interest to Southfield distributor with national coverage needs self starter for managing all customer relations, accounting functions and general correspondence. Applicant should be experienced in all business accounting functions, telephone contact, typing, shorthand and possess strong organizational ability. Job offers responsibility and challenge. Competitive salary plus medical disability. 355-5590

ADVANCE
FEE PAID
$9,000 START
W. suburban location International bookkeeping firm opening in publications training department. Enjoy phone work and general office duties. Flash determ. Rapid advancement into many other interesting fields. Some 1 year of office experience required for this super entry level spot. Benefits include paid dental, eye Call Sue at
SNELLING & SNELLING
478-3500

AMBITIOUS. Hard working, responsible person for general office work. Typing, 10 key adding machine. phone & some computing. Perfect for small parts business Full time only. Apply 8AM-5PM, Mon. thru Fri. 35634 Plymouth Rd., Livonia.

UNIFORCE
TEMPORARY SERVICES
OWNED & OPERATED BY
ADAMS & MARTIN PERSONNEL

Applications are now being taken by appt. in the following areas.

General Office	Typists
Secretarial	Steno
Mag Card	Accounting

Please Call Nancy
646-7660

APPLY NOW
We need your office skills.
Senior Typists
Junior Typists
General Clerks

Many jobs available in your area. Applications taken by appointment only between the hours of 9am-4pm Mon. through Fri. except 12 noon to 1pm.

Somebody Sometime
TEMPORARY HELP
17322 FARMINGTON RD.
(In Burton Executive Park)
525-5170

AUTO DEALER
PBX OPR./CASHIER
Dealership experience required. Farmington Hills area. Call MRS. FRONTIERA for appointment at:
471-0800

BE A WINNER
WITH.WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for!

LIVONIA	525-0330
DEARBORN	565-8060
WIXOM	669-2409
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

BEGINNER VARIETY JOB

Excellent opportunity at West suburban branch in international company for friendly person with good typing and figure aptitude. Entry level position in publications division. Beautiful offices, good starting salary, full benefits, very promotable and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

BOOKKEEPER thru General Ledger. Experienced only. Willing to learn Computer. 4130 Rochester Rd., Royal Oak.

BOOKKEEPER wanted. Full charge-take over person. Must be experienced in accounts receivable, payable and posting journals. Excellent benefits. West Detroit area. Send resume and salary requirements to: Controller, P. O. Box 10139, Detroit, MI 48210.

504 Help Wanted Office-Clerical

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to Bookkeeper, 32900 Vassar, Suite 324, Livonia, MI. 48152

BOOKKEEPER, Part Time
Wanted 3-3 days per week. Woodward - Long Lake area. Call 644-3040

BOOKKEEPER/SECRETARY
For Southfield construction firm. Thru trial balance. Minimum 3 years experience including computer operation. Send resume to P.O. Box 666, 32190 Telegraph, Southfield 48037

CLERICAL - GENERAL OFFICE
4 Day Week - 8 Hour day. Northwestern & 12 Mile. 855-2500

CLERKS
TYPISTS
SECRETARIES
WORD PROCESSORS

Long & short term jobs
Good wages
No Fee
MATCHMAKERS
OFFICE SERVICES, INC.
Southfield 569-8290
Madison Hgts. 398 - 4390
Detroit 963-5026

CLERK-TYPIST. General office. Good with figures for varied assignments. Dependable, experienced person. Apply at 18714 Lacrosse St., Troy.

COMPUTOR PROGRAMMER/Analyst. RPG-2 3 or more years experience with exposure to communications for service bureau environment. Located in City of Plymouth. Send resume and salary requirements to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DEPENDABLE WOMAN for light bookkeeping accurate typing& phones. Start immediately. Salary based on ability. Artech, Inc., 32500 Schoolcraft, Livonia 427-2251

ENTRY LEVEL

Your accurate typing and eye for details are important for this Southfield company. Good starting salary, raises and benefits plus company pays our fee. Call today for a personal interview, company anxious to hire this week.

PERMANENT STAFF
SOUTHFIELD 353-0505

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$9,000 PLUS
Expanding Farmington firm offers exceptional opportunity for sharp person. Good typing and 1 year office experience required. Best hours around. Great benefits. Immediate opening.
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EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position serving top executive. Call for appointment 557-3757

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand skills. Good working conditions. Call 353-3209

EXECUTIVE SECRETARY for pleasant Royal Oak office. Full time. Seeking individual with excellent skills and 1 year experience. Typing and shorthand. Interested persons send resume to Schwegman & Assoc. PO Box 130A, Royal Oak, Mi. 48068

EXECUTIVE SECRETARY
$16,000 FEE PAID
Work in Personnel, handle confidential material, and really be involved in corporate decisions. If you're bored and need a change, this Bloomfield Company provides exceptional benefits, pleasant surroundings and a chance to be appreciated. Call Mark.
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EXECUTIVE SECRETARY

This eager team of young professionals needs an energetic secretary to keep up with them! The person to do this must have good secretarial experience, excellent typing, some shorthand or dictaphone skills, and a sharp figure aptitude. Excellent salary and benefits. Send confidential resume to:
Mr. Sanders. P. O. Box 691, Southfield, MI 48037.

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EXEC. SECRETARY
TO VP/FINANCIAL DIRECTOR
Prominent services company, located in N. Detroit suburb, has an opportunity available for a motivated individual seeking executive secretarial responsibilities. Candidate must have 5 years previous secretarial experience, typing at 60 wpm (non-statistical), shorthand at 80 wpm, adding machine or calculator working. Call O'Quinn, DO at 274-0561 338-2001

EXPANDING - Troy company needs a person for accounting dept. to process invoices, balance accounts & work with CRT. Lots of advancement potential & great benefits, $10,400 yr. Fee paid.

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504 Help Wanted Office-Clerical

RECEPTIONIST

We are a leading producer of automotive fasteners located in the Troy area, in need of an experienced receptionist-switchboard operator. The ability to type 40-50 WPM would be an added plus.
We offer an excellent starting salary and fringe benefit program as well as pleasant working conditions.
Please reply including salary requirements to box 826

The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150

504 Help Wanted Office-Clerical

EXPERIENCED accounts receivable person with heavy collection experience to manage all phases of accounts receivable for mfg co in Troy. Ask for Tom Hanson 619-6670

FULL TIME office help wanted. Must do light typing, filing and be good with calculator. Call 8AM-12noon. 522-1451

GENERAL OFFICE WORK, typing, filing, and other duties. Full benefits, contact in Farmington. J. H. Bennett Co. Dennis Smith. 478-8700

GENERAL OFFICE-ORDER DESK - 876wpm typing required. Self starter. Some accounting. Southfield/Schoolcraft area. 836-1002

GENERAL OFFICE worker includes dictation, typing, billing & answering phones. Burr Rd & Plymouth. Northwest section 535-0194

GENERAL OFFICE. Part time. 1 to 5:30 PM. Monday thru Friday. Mature person with office experience. Apply between 8 and 10 AM only. 38921 Ford Rd W. of Newburgh. Westland.

GENERAL OFFICE for Westland construction co. Accurate typing & bookkeeping experience required. Apply at: 29250 Vassar, Suite 101, Livonia. N.E. of 7 Mile & Middlebelt.

GENERAL OFFICE - mature, responsible person. Experienced typist, some telephone work, filing, material control, etc. Livonia Call Tom between 8am-12 noon. 522-8400

GENERAL OFFICE
$10,400
If you enjoy typing and like a variety of duties, this is the position you have been looking for. Company offers nice location, super boss, and benefits.
Call Carol Lee.
SNELLING & SNELLING
649-5900

INDUSTRIAL DISTRIBUTOR has opening for order desk, general office work & typing. Good phone voice, customer relations, salary commensurate with experience. For appt. call 398-2600

INSURANCE AGENCY in Southfield needs Secretary for Life & Home Owner Policy Rater-Typist. Full-time salaried position 559-5310

INSURANCE AGENCY - Career opportunity for experienced commercial lines rater. Permanent, full time. Salary open, top fringes. Phone Dobson-McOmber, Ann Arbor 973-0105

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$16,000
Suburban location.
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Southfield
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999 W. Big Beaver, Troy
(suite 100)
362-1180

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Bloomfield Hills
642-9650

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LEGAL SECRETARY
Experienced, shorthand necessary, for law firm. Troy location. 362-5960

LEGAL SECRETARY
For downtown Detroit. Negligence Defense firm. Good typing, no shorthand. Some legal experience. Pleasant, private work areas from Penobscot. Salary based on experience. Pat Patterson. 962-5160

LEGAL SECRETARY
some Legal experience. Flexible hours for Bloomfield Law Firm. Willing to learn Word Processing. 644-8350

LEGAL SECRETARY
Royal Oak office
Experience required
543-3467

LEGAL SECRETARY - general practice, experience required, full time, W. Bloomfield area. Zeros 800 preferred. Call 476-5350

504 Help Wanted Office-Clerical

CLERK TYPIST

Girl wanted for full time position in our engineering department. Must be able to handle fast paced environment. Duties will include running and filing of all blueprints. Must have 1-2 years minimum experience in an engineering department. Type 50 wpm accurately. Good benefits including Blue Cross/Blue Shield. Salary $850/month. Plymouth/Livonia area.

Call 455-6000

SECRETARY

The corporate marketing department of a national printing ink