502 Help Wanted Dental-Medical

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
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. Contact Nursing Director between 9AM-3PM, at:
CAMBRIDGE NURSING HOME, W. 18633 Beech Daley, 255-1010
An Equal Opportunity Employer

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit. 531-4001, Ext. 38.

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

X-RAY TECHNICIAN. Registered, full time for radiology clinic. Salary based on experience, liberal fringe benefits. Redford area. 937-8155

X-RAY TECHNICIAN, registered. Full time position available at large Northwest Detroit Clinic. For appointment call Ron 538-4700, Ext. 270

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS- Established firm is opening new office in Livonia. Accounting clerks needed. Positions in various accounting functions available. Previous experience helpful. Excellent wage & benefits package. Send resume and wage requirements to: Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
FERNDALE AREA
1 Yr. minimum experience in Accounting Dep't., time-card background preferred, bookkeeping schooling, figure aptitude. Mature only. Salary $850 minimum, full benefits including dental, optical and tuition refund. Fee Paid.

ACCOUNTS PAYABLE - ROYAL OAK
Experience required. Good typing, penmanship, familiar with manual systems, volume on invoice processing and checks, debits and credits. $200 minimum or commensurate salary. Full benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

ACCOUNTING
Highway contractor located in Novi, has immediate opening for accounts payable clerk with computer experience. Excellent salary, fringe benefits and working conditions. Send resume to P. O. Box 633, Novi, MI 48050 or call
348-2800
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Farmington area. Good typing skills required. Excellent working conditions and benefits. Apply to Box #866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounts Payable Clerk
Detail minded individual with experience in all phases of A/P function for busy office in Novi. Full benefits. Call Mr. Malek between 10 AM and 2 PM. Monday thru Friday.
349-5000

ACCOUNTS PAYABLE
Southfield property management company, Northland area is seeking person with recent experience in multi-payables and payrolls. Typing necessary. Eligible person will be trained on computer, pleasant surroundings. Call Marion
569-5555

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:
Cherie Robertson
Desmond & Associates, Inc.
20700 Greenfield Rd.
Oak Park, Mi 48237
967-1313

ADMINISTRATIVE SECRETARY
Mayors office
The City of Wixom is seeking a qualified person to assist the Administrative offices by performing highly responsible executive secretarial duties. Interested person must have excellent typing, grammatical, and communication skills. Shorthand. Experience in transcribing and composing meeting minutes, and ability to work independently on research and preparation of reports. This person must be capable of dealing with the general public and city personnel. Excellent salary and fringe benefits. Please send complete resume to: Stephen Bonczek, City Administrator, 49045 Pontiac Trail, Wixom, Michigan, 48096.

ADVERTISING AGENCY has opening for typist in creative department. Must type 60WPM. Must fill immediately. Good benefits. Call Heidi. 827-8343
Equal Opportunity Employer M/F

ASSISTANT BOOKKEEPER - Experience in accounts payable, receivable, bank reconciliation, schedules, etc. Call Kathy. 355-1050

ASSISTANT BOOKKEEPER - Experience in accounts payable, receivable, bank reconciliation, schedules, etc. Call Kathy. 355-1050

APPLY NOW
Statistical Typist
We need your speed and skills now for a temporary assignment in Livonia. Call for appointment.
Somebody Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

Are You An Experienced:
SECRETARY OR TYPIST
We have long and short term assignments close to your home - call now.

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

WITT SERVICES
The Temporary Help People

Automobile Dealer
Chevrolet dealership needs a person with experience for accounts receivable position. This individual also needs experience in billing and typing. Call 855-9700. Ask for Steve Lathrop.
JACK CAULEY CHEVROLET
7020 Orchard Lake Rd.
W. Bloomfield

BEGINNER VARIETY SPOT
Prominent West suburban international company has an excellent position for a friendly person with good typing and figure aptitude working in beautiful publications department. Good starting salary, full benefits including dental & tuition and company pays our fee. CALL TODAY for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Bookkeeper, 29200 Vassar, Suite 224, Livonia, Mi. 48152

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Bookkeeper, 29200 Vassar, Suite 224, Livonia, Mi. 48152

BOOKKEEPER, Part Time
Wanted 2-3 days per week. Woodward - Long Lake area. Call 644-3040

BOOKKEEPER
Strong accounting background needed. location in Northwest area. Call Martin Waller. 645-6310

BUILDING Managment firm seeking receptionist typist, full time, good phone personality. Troy. 362-2000

BUILDING Managment firm seeking receptionist typist, full time, good phone personality. Troy. 362-2000

CAREER SPOT!!
TO $11,500 FEE PAID
Use your friendly smile to greet clients in this plush office. Generous boss with lots of professional and personal advancement. Super benefits include dental. Some office experience and good typing required. Don't delay. Call Sue!
SNELLING & SNELLING
478-3500

CLERICAL PERSON - with Auto Billing & State work experience. Please send resume to: Avis Rent-a-Car, Detroit Metro Airport, P.O. Box 42335, Detroit, Mi. 48242. Attn Connie Brown.

Clerical
We have immediate openings for individuals to assume clerical positions in our Collection department. To qualify you should have accurate typing ability of 40 plus wpm, strong Math aptitude and good communications skills. Ability to work under pressure a must. A complete benefit package is offered. Interested aplicants should CALL during the following hours:
Tues. 9-11 AM OR 1-3 PM
661-7145
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.
Equal Opportunity Employer M/F/H

DATA ENTRY Operators on PM shift needed. CMC key to disc. Only experienced need apply. For interview call Ms. Williams. 525-8210, ext. 329

DREAM JOB
$10,800 FEE PAID
A unique company based in Southfield needs a sharp Secretary. Typing 50 wpm., shorthand, or dictaphone, and light bookkeeping. Exceptional opportunity. Hours: 9-5 PM., paid benefits. Call Nancy.
SNELLING & SNELLING
478-3500

CLERK TYPIST
Individual should have typing skills of 55 wpm, previous office experience and enjoy statistical typing.
We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact
Sue Cebalt at:
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 253
An Equal Opportunity Employer

CLERK TYPIST
Life insurance company located in Plymouth has opening for clerk typist. Figure aptitude & light typing required. Excellent benefit package. Contact Mr. Love. 453-8500

COLLECTION DEPARTMENT
Mortgage Co. in Southfield is in need of an experienced Mortgage Counselor. Must have knowledge of FHA, VA and Conventional regulations. Salary open. Call Mrs. Demorest. 355-9513

CONSTRUCTION COMPANY needs self motivated person for office. Must have strong accounting and secretarial skills. Send resume to P. O. box 35-351, Detroit, Mich. 48235

EAGER & responsible person that has a bookkeeping background (pegboard system) & can type minimum 60 WPM. Complete responsibility of everyday office procedure. Applications in person. 19045 Farmington Rd., Livonia.

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly, Livonia area. Reply to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly, Livonia area. Reply to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENJOY VARIETY?
Major West suburban company will train friendly person with good typing and figure aptitude for diversified position in beautiful office. $750 to start, full benefits, good advancement potential & company pays our fee. Hurry! Call today, interview tomorrow.

PERMANENT STAFF
LIVONIA 522-4210

ENTRY LEVEL SECRETARY
$8,500 PLUS
Just breaking into the working world? If so, and if you have good typing skills, this company wants to meet you. Suburban location. Call Carol Lee and begin your new career.
SNELLING & SNELLING
649-5900

EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position serving top executives. Call for appointment 557-2757

EXECUTIVE SECRETARY, challenging position available for mature person with good typing & shorthand skills. Bloomfield Hills area. Send resume to: Peter Christiano, 710 N. Woodward, Bloomfield Hills, Mi 48013.

EXECUTIVE SECRETARY
For diversified Real Estate investment firm in Southfield. Must be personable person, experienced in dictaphone use and correspondence/financial typing. Salary and benefits commensurate with experience. Call: 569-4545

EXECUTIVE SECRETARY to the president, Poly Blends Inc., Livonia firm offers a challenging opportunity for a competent organized individual, must have typing skills of 70 WPM minimum & take shorthand. Experience and references required. Call Pam Corridor. 591-6200

EXECUTIVE SECRETARY
Super busy department needs an energetic secretary to keep things under control. Excellent typing and executive secretarial experience required. Generous compensation package. Send confidential resume to: Mr. Vinton, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXPANDING SOUTHFIELD Law firm, experienced legal secretary for new office. Call Vicki. 353-6506

EXPERIENCED accounts receivable person with heavy collection experience to manage all phases of accounts receivable for mfg co in Troy. Ask for Tom Hanson. 649-6670

EXPERIENCED SECRETARY
Must be thoroughly knowledgeable in construction-type office work. Insurance office claims dept. experience desirable. Typing essential. Small one-girl office. Must be self-starter, take-charge person. Minimum 5 years experience necessary in this field. Hours 9AM-5:30PM daily; 10AM-1PM Saturdays. Salary $900-$1,200 month. Our employees are aware of this ad. Send resume to P. O. Box 2004, Farmington Hills, Mi. 48018.

EXPERIENCED SECRETARY. Property managment and builders office. Northwestern 13 Mile area. Shorthand, typing and references required. General office duties. Mon. thru. Fri. 9 to 5. Call 9:30 am to 4:30 pm. 626-5595

EXPOSE
FEE PAID $$ OPEN
Consulting group offers opportunity to use initiative and personal skills as well as shorthand. Help motivate others.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

Financial Secretary
VP of major firm seeking career oriented person with typing, shorthand or dictaphone. Exciting position. Salary and benefits.
SUBURBAN OFFICE SERVICES
651-1500

GENERAL OFFICE/ORDER DESK
60wpm typing required. Self starter. Non smoking office. Southfield/Schoolcraft area. 836-1003

FULL CHARGE Bookkeeper - must be able to handle all accounting records thru trial balance. Construction experience necessary. Computer experience helpful. Interviewing Sat. & eves. only, call Carol 642-8876

FULL TIME FILE CLERK/SECRETARY for law office in Southfield. Legal experience not necessary. Pleasant phone personality required. Please call Mr. Zumeck. 559-9200

GENERAL OFFICE
Pegboard bookkeeping. 9am-5pm Mon thru Fri. $160 per week. Phone 624-2115

GENERAL OFFICE
Part time. Experienced for furniture store. Evenings and weekends. 357-1380

GENERAL OFFICE - in Birmingham, challarging job requiring knowledge of most office procedures. Good pay & fringe benefits. 649-4860

GENERAL OFFICE. Permanent part time for landscape supplier, order taking, filing, light typing & record keeping. Southfield area. 444-8740

GENERAL OFFICE, Part time, 1-4 days week. Accurate Typist, good telephone manner. 29200 Vassar, Suite 718, Livonia. N.E. of 7 Mile & Middlebelt.

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location and full benefits. Call 353-3209

GENERAL OFFICE
Helper, must be NON-SMOKER, part time (develop into full time) position. Approx. 1-5 PM, minimum wage, $3.35 hr. Typing, filing, record keeping, accounts payable and receivable, telephone answering.
Call Maryann Hansen,
476-1735

GENERAL SECRETARY
$10,400, FEE PAID
If you are looking for a position where all of your good office skills are needed this is the company for you. This firm offers great location and benefit package. Call Carol Lee.
SNELLING & SNELLING
649-5900

GOOD TYPIST
Small busy office in Birmingham needs good typist to handle all company correspondence, mailings, press releases, etc. Must have experience or willingness & ability to learn word processing. General office background helpful. Pleasant telephone personality a necessity. For interview call,
646-7900

IF - you are a legal secretary with good litigation background, you will love working in these beautiful, plush Bloomfield law offices. Great location & free parking. $13,000 with benefits & fee paid

SECRETARY - receptionist for regional office of national company in Southfield. No shorthand required. You will answer phones, type proposals & keep appointments for sales staff. Good typing. $850 to $900 mo. plus good benefits with fee paid.

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

IMMEDIATE OPENING for Staff Assistant in successful insurance agency. Neat appearance, typing and shorthand a must. Benefits available. Southfield area. 559-0600

IMMEDIATE OPENING for Staff Assistant in successful insurance agency. Neat appearance, typing and shorthand a must. Benefits available. Southfield area. 559-0600

IMMEDIATE OPENINGS
TYPISTS - 50 WPM.
STENOS
CRT OPERATORS
Temporary assignments in your area. Apply 10 to 11:30 AM. or 1 to 3:30 PM.
29200 VASSAR, No 145
(Near 7 & Middlebelt)
PERSONNEL POOL NO FEE

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

INSURANCE
Agency adding to staff, positions open for a commercial underwiter & rater. American Center Bldg., Southfield. Call Mrs. Wick 354-0400

LEGAL SECRETARY - Opportunity for experienced Legal Secretary as Personal Secretary, in 3 lawyer office. Evergreen-10 Mile location. Opportunity involving diversity of legal and office administration responsibilities. 3 years experience and excellent skills necessary. Top salary. Call David L. Smith. 353-0237

LEGAL SECRETARY for prestigious Bloomfield Hills firm. Minimum 5 years experience. Heavy corporate estate planning. Excellent typing and organizational skills required. Benefits. Contact Connie 642-0333

LEGAL SECRETARY
For downtown Detroit. Negligence Defence firm. Good typing, no shorthand. Some legal experience. Pleasant, private office across from RenCen. Salary based on experience. Pat Patterson. 962-5180

LEGAL SECRETARY - general practice, experience required, full time, W. Bloomfield area. 855-4333 or 474-5570

KELLY IS BUSY
KELLY SERVICES has immediate temporary assignments available for TYPISTS, DICTAPHONE & SHORTHAND SECRETARIES, & WORD PROCESSORS. We offer top assignments, merit increases, and paid vacation. If interested, call for appointment Mon. thru Fri. between 9 AM. and 3 PM. at the office nearest you.
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center (suite 1225)
Southfield
352-7490
999 W. Big Beaver, Troy (suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEY-TO-DISK OPERATOR
National Company with corporate offices in Troy, Michigan, has an immediate opening for a Key-to-Disk Operator/TWX Operator. 2-3 years experience in IV Phase Systems desirable but not essential. Western Union TWX-Telex experience is essential. Will consider other experience on comparable systems. This opening is on the first shift with a 37½ hour work week. Excellent starting salary with complete benefit program. Send resume and salary history to:
Personnel Department
P.O. Box 501
Birmingham, MI 48012
Equal Opportunity Employer M/F

LEGAL SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to law firms who each feel are just right for each other. We have been effectively doing that for several years now. Our list of satisfied clients is long.

In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are representing that fit your background and desires. You decide who you would like to meet with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.

Call, come in or drop us a note. After hours and weekend appointments are available. There is never a charge to you for our corteous and professional placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	522-3140
Renaissance Center	567-0141
Troy	649-2042

LEGAL SECRETARY for Birmingham law office. Experience preferred. 647-5666

LEGAL SECRETARY - Southfield Town Center. Experience required. Smaller office, litigation & personal injury. Pleasant. Salary negotiable, fringes 354-2500

LEGAL SECRETARY
$15,000 PLUS
Position open with established firm for sharp Secretary. Great benefits and fee paid. Ask for Brigid.
Snelling & Snelling
336-7400

LEGAL SECRETARY
TO $15,600 FEE PAID
Word Processors!
Call Mark.
SNELLING & SNELLING
649-5900

Legal Secretary
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and law office management personnel.

Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
MANSFIELD & ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, Mi. 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

Marketing Secretary
ITT Business Communications Systems, a leading electronic manufacturer located in Southfield, has an immediate opening for a Marketing Secretary. To qualify, you must have a High School diploma and be able to type at least 60 wpm. Secretarial school is preferred. ITT Business Communications Systems offers an outstanding benefits package and salary commensurate with experience. Please call Robert Fairbanks, District Manager at (313) 358-3090 or send your resume to Mr. Fairbanks at The American Center Building, Suite 950, 27777 Franklin Road, Southfield, Michigan 48034.
Equal Opportunity Employer M/F/H

MATURE PERSON for part time Monday and Friday typing. Must be proficient in machine transcription. Lathrup Village. 557-6655

NEEDED NOW
CRT OPERATOR
(Regent 25)
We have a temporary 2 to 3 month assignment available now. Call for appointment.
Somebody Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

NEEDED
Stat typists, Sr. typists, word processors. We need reliable people who have good skills and are quality performers. Short & long term assignments for Livonia, Farmington & Southfield areas.
Call For Appt.
MANPOWER
TERMPORARY SERVICES

Livonia	478-1130
Troy	585-5595

OFFICE ASSISTANT & Runner needed for busy office. Must have car with insurance. Varied duties. Good benefits. Southfield area. Call 9am-5pm 569-4800

OFFICE help. Filing, Payroll, light Typing, minor Accounting. Mature woman preferred. 8 Mile-Farmington area. call absolutely after 6PM 476-0012

OFFICE MANAGER for medium size Troy law firm. CPA or strong accounting background required. Send resume to: Box 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/SECRETARY
For Legal Psychology Office. Good typing skills, some bookkeeping knowledge required. Will train. Southfield area. Call for appointment. 358-0730

OFFICE SERVICES CLERK
Manufacturer with Corporate offices in Troy, Michigan, has an immediate opening for an Office Services Clerk. This position is responsible for performing all manners of mail and general office services, operating a telephone switchboard and acting as receptionist. A pleasant telephone manner is essential. This is an entry level position with an opportunity for promotion. Send resume and salary history to:
PERSONNEL DEPARTMENT
P.O. BOX 501
BIRMINGHAM, MI 48012
Equal Opportunity Employer M/F

ONE PERSON office looking for applicants with good bookkeeping or accounting background. Must be able to do all phases of office work. Busy office with excellent pay & excellent fringe benefits. Reply to Box 860, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Bookkeeper and General office experience through trial balance. Livonia. Call 8 AM to 4:30 PM. 427-4343

PART TIME Filing and Office Work for medical laboratory. 15-20 hours, experience not necessary. 353-8488

PART TIME Possible full time receptionist typist for Professional firm in Southfield must type 65WPM, excellent fringe benefits, call Debra 356-8181

PROPOSAL SECRETARY
Sales department requires alert, capable responsible person with good skills. Pleasant offices. Full benefits. Previous experience with manufacturing or engineering companies preferred. Salary commensurate with experience & ability.
Cargill Detroit Corp., 1250 Crooks Rd. Clawson, Michigan.
An Equal Opportunity Employer

PURCHASING ASSISTANT
Typing required, knowledge of computer helpful. Experience helpful but not necessary. Farmington Hills area. Contact Ron Alderson. 477-2700

REAL ESTATE SECRETARY, full time for busy West Bloomfield office. 3 years real estate office experience or related experience in title insurance, escrow closing, etc. Good typing skills a must. Shorthand preferred. Reply to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Switchboard - looking for someone that enjoys talking to people. Pleasant phone voice & ability to handle a busy board. Typing minimum 50WPM. Previous switchboard experience necessary. 559-0650

RECEPTIONIST
Full time position. Good telephone etiquette with good typing skills required. Ability to meet and greet people a must. Excellent salary and fringe benefit package. Qualified individuals are encouraged to call 326-9550, ext. 271 for appointment.
FEDERAL MOGUL CORP.
8111 Middlebelt Rd., Romulus Mi 48174
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY - for large real estate office in Birmingham Bloomfield area. Some real estate experience preferred. Salary $175 weekly, please send resume to; Receptionist Job, 130 Habrand, Troy, Mi. 48098

RECEPTIONIST/GENERAL OFFICE
Progressive engineering firm in Rochester looking for conscientious worker with general office skills, typing a must. Dictation skills a plus but not necessary. Excellent work environment. Call 852-0050

RECEPTIONIST/SECRETARY, part time. Must have prior phone experience and type 40 WPM accurately for medium size residential building company. Office in 10 Mile/Telegraph area. Hours Mon. thru Fri. 4-6PM & Sat. 8AM-Noon. 352-0952

RECEPTIONIST
ROYAL OAK
2 or 3 years medical office experience necessary for physicians group. Typing insurance forms, bookkeeping, appointments. Mature person preferred. Hours: 8-4:30 PM. Start at $4.50 an hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

SECRETARY /GAL FRIDAY
More than a job - a challenge. Busy W. Bloomfield Realtor needs dynamic Gal Friday to organize & run office. Good skills & pleasant phone voice a must. Professional appearance & capacity to deal with public essential. Duties varied. Phone 626-4000 between 8:30am - 11am Mon. thru Fri.

SECRETARY - Girl Friday. Immediate opening. 1 girl office. Neat, dependable, must be a good typist and organizer, experience desired but not a must. 592-0533

SECRETARY-GIRL FRIDAY
Excellent opportunity for mature, dynamic individual seeking the satisfaction of a one girl office. The successful candidate will possess excellent communication skills, good typing ability and appreciation of a highly varied work day. The position offers excellent benefits package, competitive salary, desirable Birmingham location, affiliation with large national corporation. Experience a PLUS. 642-7333
An Equal Opportunity Employer

SECRETARY-GIRL FRIDAY
Excellent opportunity for mature, dynamic individual seeking the satisfaction of a one girl office. The successful candidate will possess excellent communication skills, good typing ability and appreciation of a highly varied work day. The position offers excellent benefits package, competitive salary, desirable Birmingham location, affiliation with large national corporation. Experience a PLUS. 642-7333
An Equal Opportunity Employer

SECRETARY
Immediate opening in a Southfield CPA firm. Position includes statistical typing and general secretarial duties. Minimum 2 years experience. We offer liberal salary, fringes, and a pleasant working atmosphere.
Call for an appointment:
Shore & Azimov Co.
358-4448

SECRETARY - mature person for Sales Rep's office. Good typist with light shorthand. $250, fee paid. Beryl Personnel, 26661 Coolidge, Oak Park. 548-3055

SECRETARY
Mfg representative selling engineered products needs full time, reliable, personable, individual who can effectively deal with customers by phone. Good typing skills & shorthand required. Call between 7-10pm. 649-4058

RECEPTIONIST
$8,000 PER YEAR
Major advertising firm will train! Excellent suburban location and benefits. Call Brenda.
Snelling & Snelling
336-7400

Sales Secretary
$11,000
Assist General Sales Manager with customer service and correspondence for firm located in North suburbs. Excellent advancement potential, full benefit package. Type 50 WPM, shorthand or speedwriting helps. Fee Paid.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

Sales Secretary
Southfield (8 Mile - Telegraph) Sales office needs experienced Secretary with good skills. Extensive phone contact with existing customers. Must be well organized and willing to learn all aspects of our business. Shorthand desirable. Salary based on experience. Good benefits. Excellent working conditions.
COMTEL CORP.
21223 Hilltop
Southfield, Michigan
358-2505

SALES SECRETARY
LOOK NO FURTHER... Established West suburban company has a unique opportunity for your good secretarial skills & experience. No dull routine here, your outgoing and professional personality will be appreciated by this growing progressively managed computer corporation. This leading comp any offers good starting salary to $12,000, excellent promotions, full benefits including dental and tuition plus company pays our fee. CALL TODAY, company anxious to hire this week.

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARIES
WORD PROCESSORS
Applications now being taken by appt.
UNIFORCE
TEMPORARY SERVICES
CALL NANCY 646-7660

SECRETARY
Excellent opportunity at growing company for experienced person with excellent typing. Diversified position in beautiful suburban high-rise. Generous starting salary, full benefits including profit sharing, good advancement possibilities and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

SECRETARY, experienced for Real Estate office in Southfield. Excellent typing & organizational skills required. 559-7430

SECRETARY, experienced. Diversified duties. Excellent typing and grammar. Southfield area. Call Maryann. 559-0300

SECRETARY
Experienced Secretary with advanced typing skills, shorthand. Good organizational skills, & effective PR contact required. Apply in person at Personnel office,
Madonna College
36600 Schoolcraft, Livonia, Mich 48150.
An Equal Opportunity Employer

SECRETARY for busy Southfield office. Excellent typing, dictaphone experience & very strong english skills required. Call Kathy. 355-1050

SECRETARY for busy Southfield office. Excellent typing, dictaphone experience & very strong english skills required. Call Kathy. 355-1050

SECRETARY NEEDED - light typing, previous office experience helpful but will train the right person. Call Peggy between 9 and 4 PM. 548-4500

SECRETARY NEEDED - light typing, previous office experience helpful but will train the right person. Call Peggy between 9 and 4 PM. 548-4500

SECRETARY
Needed for busy Southfield office. Good typing a must! 569-2288

SECRETARY/RECEPTIONIST
needed for busy Real Estate development company in Bloomfield Hills. Shorthand & word processing experience. Interviewing Sat. & eves. only. Call Carol 642-8876

SECRETARY-RECEPTIONIST
Are you bored with life? Would you like to earn good money, meet new people, do a little traveling abroad, and put some excitement in your life? Then this may be your chance of a lifetime. All you need to qualify is to type 60 wpm plus. Call Don Michael at 569-4370

SECRETARY RECEPTIONIST
Your warm personality and good skills are needed at the front desk of this outstanding firm. Terrific promotional opportunities and benefits. Fee paid. To $11,500. Call Jo today!
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY - Southfield ad agency, typing 60 WPM, work for merchandising/sales promotional dept. Benefits, $800, fee paid

RECEPTIONIST - Bloomfield Hills, good secretarial skills & word processing experience, $10,400.

SALES - secretary, Southfield, typing 60 WPM, shorthand 80, good experience, benefits, $10,740, fee paid

LOIS RAY PERSONNEL
559-0560

SECRETARY
Secretary with minimum 65 WPM typing skills (word processing experience helpful) to be responsible for preparation of sales quotations, handling department telephone calls, & managing records. Must be able to work effectively to meet scheduled deadlines. Starting salary $850-$900. per month plus excellent medical & dental benefits. Call Monday thru Wednesday for an interview appointment. 858-7400
BABCOCK & WILCOX
2550 S. TELEGRAPH
BLOOMFIELD HILLS, MICH
Equal Opportunity Employer M/F

SECRETARY/STATISTICAL TYPIST
Experienced - for small Troy CPA firm. Call between 9-11AM. 362-1133

SECRETARY TRAINEE SPOTS
CAREER OPPORTUNITIES... Several openings with expanding firm for your good typing, dictaphone and office experience. If you want an exciting career in a luxurious office, top salary, quick advancement, liberal benefits, call today for a personal interview. Company pays our fee.

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY. Mature person preferred with experience in typing, telephones, filing, other general office duties. Ability to deal effectively with our professional clientele important. Full benefits. Southfield area. Please send resume to Mr. Hal Strandskov, Commerce Clearing House, Inc., 3000 Town Center, Suite 680, Southfield, Mi. 48075
Equal Opportunity Employer M/F

SECRETARY, 18 hours a week, flexible hours. Excellent skills required. Southfield. Ask for Mr. Garner. 313-352-0850

SEC'Y./ADMINISTRATOR
Do you have typing skills, keypunch or D.P. terminal experience? Can you maintain a complete set of office files? We are a downtown Detroit office of a fast growing, high technology service company in need of a sharp person with these skills. Good opportunity for the right person. Good pay, excellent benefits, and great people to work with. Please send resumes to Box #888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD MANUFACTURERS Agency. Seeking mature secretary (some bookkeeping) Neat appearance a must. Salary commensurate with experience and ability. Benefits, send resume to box #864 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD, CASHIER, Bookkeeper. Automotive experience preferred. Bob Jeanotte Pontiac Inc. 14949 Sheldon Rd, Plymouth. 453-2500

SWITCHBOARD, CASHIER, Bookkeeper. Automotive experience preferred. Bob Jeanotte Pontiac Inc. 14949 Sheldon Rd, Plymouth. 453-2500

TELEPHONE RECEPTIONIST
For prestigious commercial real estate office. Must have experience in handling busy 12 line phone, light filing & typing. Pleasant voice, attitude, personality & good spelling, handwriting a must. $775 month. Blue Cross, profit sharing & paid vacation. Send handwritten resume to (no telephone calls please) William Levitt,
Carl Rosman & Co.,
717 Travelers Towers, 26555 Evergreen Road, Southfield, Michigan 48076.

Temporary Assignments Close To Home
SR. TYPISTS
LEGAL SECRETARIES
WORD PROCESSORS
Call For Appointment
Suburban Office Services

ROCHESTER	651-1500
FARMINGTON	477-9840

TYPING, BOOKKEEPING, collecting rents, also be able to handle renting of units, experience necessary, also live where you work. Mature preferred. Write to P.O. Box 181, Farmington, Mi. 48024

TYPIST - BILLING clerk, full time steady work good at figures, accurate typist, fringe benefits, Livonia area. Call after 3pm 522-9310

TYPIST - BILLING clerk, full time steady work good at figures, accurate typist, fringe benefits, Livonia area. Call after 3pm 522-9310

TYPIST/DICTAPHONE, 55 WPM minimum, accurate, permanent fast pace position. Apply Feedmatic Detroit Co., 21400 Telegraph Rd., N. of 8 Mile.

TYPISTS STAT TYPISTS SECRETARIES
SOUTHFIELD AREA
Long & short term jobs. Good wages, no fees.
Matchmakers
Office Services Inc.

Southfield	569-8290
Madison Heights	398-4390
Detroit	963-5026

WE NEED QUALIFIED LEGAL SECRETARIES
For temporary assignments in Southfield, Birmingham, Bloomfield, Farmington and Troy. Call for interview.
HILLSTROM & ROSS AGENCY
626-8188

WORD PROCESSOR
Get into the exciting world of word processing! This successful firm is willing to train a sharp person with excellent typing skills and statistical experience. Nice Southfield location, generous starting salary and benefits. Send confidential resume to: Mr. Vaspar, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

YOUNG fast-growing company needs ambitious person with some experience in Bookkeeping/Computer for office help in Birmingham area. Call 642-4707

505 Help Wanted Food-Beverage

RESTAURANT MANAGERS
Starting Salaries to $20,000

Burger Chef Systems, Inc., a wholly-owned subsidiary of General Foods Corporation is involved in a major expansion program in the Detroit Metropolitan area.

To keep pace with our expansion program we are seeking Managers and Assistants who have a solid record of achievement. A track record that demonstrates desire to grow, the ability to communicate, motivate...and bring out the very best in a staff.

For qualified individuals we offer the opportunity for advancement to Area Supervisor in less than a year. Just as important, we offer a stable corporate environment and a professional atmosphere geared to help each individual reach his or her potential.

If you have some college and/or related work experience, you may have the skills we need.

Burger Chef's starting salaries range from $11,000 to $20,000 per year, depending on experience. Additionally, we offer a comprehensive benefits package including pension plan, life, medical and major medical benefits, sick days, holidays, and vacations, all company paid. Additionally, we offer a Thrift Investment Plan, Incentive program. 100% Educational Reimbursement and much more.

If you are interested in this outstanding opportunity, please call:
643-7684 or 643-7787

Burger Chef
BURGER CHEF SYSTEMS INC.
Positions available in Oakland County, Especially for the Northern Oakland County Community.
An Equal Opportunity Employer M/F

BONANZA
ASSISTANT MANAGER TRAINEE
FARMINGTON HILLS
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
APPLY MON.-FRI. between 9-11 AM & 2-4 PM
38350 W. 10 MILE RD.
(1 blk. W. of Grand River)
BONANZA RESTAURANT

EXECUTIVE CHEF
REQUIRED FOR
RAMADA INN, SOUTHFIELD
Excellent fringe benefits. Salary according to experience. Send resume to:
GENERAL MANAGER
RAMADA INN
28225 TELEGRAPH ROAD
SOUTHFIELD, MI 48034
Equal Opportunity Employer

ACCEPTING Applications for all positions. Apply in person, between 1-5PM, Village Cafe, 3337 Greenfield, Dearborn, Mich.

APPLICATIONS now being taken for; Waitresses, Barmaids, Busboys, Dishwashers, Cooks & Hostesses. Apply at 38410 Grand River, Farmington.

ATTRACTIVE responsible Bar Maid. Private club, weekend evenings, Livonia area. For interview call between 6-8 PM. 522-7522

BARMAID WAITRESS - experience preferred. Call for interview between 10-2PM only. Westland 455-4140

BAR MAID Wanted - Part-time. Good opportunity for right person. Apply at: Towne Square Pub, 27406 W. 8 Mile, Farmington Hills.

BARTENDER WANTED apply within, Moys Resturant, 16825 Middlebelt, Livonia. Ask for Jerry

BUDDY'S PIZZERIA
Is now accepting applications for; waitresses, oven men, grill cooks, bus boys, hostesses. Excellent wages & tips. Must apply in person only between 4 - 7 pm. 17125 Conant, Detroit.

CAFETERIA help wanted, salad lady, general help, 5 days, 8AM-4PM. Southfield, Travelers Bldg., Ground Floor Restaurant. Call 8AM-4PM 356-0730

CATERING SALES MANAGER.
Experienced preferred. Apply in person. Holiday Inn, Farmington Hills, 38123 W 10 Mile rd. Farmington Hills

COCKTAIL WAITRESSES -
Near RenCen,
Call between 2PM-5PM 259-3273

COOK DISHWASHER
FULL TIME DAYS
Paid vacation. Apply in person:
Wonderland Big Boy
WONDERLAND SHOPPING CENTER
(Plymouth & Middlebelt Rds.)
522-5544

DRIVER AND MAINTENANCE
Richard & Reiss in downtown Birmingham needs a full time driver & maintenance person to work daily from 7AM-3PM, must have own car, mileage paid. For additional information & appointment call 645-9122

EXPERIENCED BARTENDER. 5 nights per week. Apply in person from 11 am to 2 pm. The Alibi Lounge, 6720 Rochester rd. Troy. No phone calls, recent work references required.

EXPERIENCED BREAKFAST COOK
Capable of handling large volume. Must have at least 2-3 years experience. Good salary. Apply in person only at Rams Horn, Telegraph & Plymouth, Redford, Michigan. No calls please.

EXPERIENCED FRY COOK, nights, 3PM-11PM, weekends day shift, must be quick, top wage, apply in person, mornings, Silverman's Restaurant, across from Coliseum Racquet Club, 34410 Ford Rd., Westland

EXPERIENCED WAITRESS
wanted, day shift only, no week-ends. Downtown Detroit. Call between 7AM-11AM 962-8242

HOSTESS, CASHIER, waitress, cooks, pantry, experienced people needed. Apply Holiday Inn Southfield, 26555 Telegraph.

HOSTESSES
for busy room. Full time nights. Experienced, mature persons preferred. Apply in person from 12 noon to 9pm, ask for Midge or Rhonda.
John Laffrey's Vineyards
29230 Franklin Road, Southfield.

KITCHEN ASST.
Richard & Reiss in downtown Birmingham needs a kitchen assistant, full time from 10AM-6PM daily. Salad preparation, baking, & general cooking skills required. Call for additional information & appointment.
645-9122

KITCHEN HELP
Come aboard. One of the World's largest Seafood Restaurants now accepting applications for day and night kitchen. We offer paid training, Group Insurance, and Profit Sharing.
Apply between 11 AM and 4 PM at:
RED LOBSTER
5750 No Wayne Rd., Westland
Equal Opportunity Employer M/F

KITCHEN MANAGERS & Working Chefs. Outstanding opportunity for the right person. Full service restaurant in a hotel with excess of $2,000,000 in food sales. Experience in banquets is necessary. Unlimited growth. Send resume to box #820 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEW RESTAURANT OPENING
in Royal Oak area. Applications being accepted for experienced cooks 549-2323

NIGHT COOK - 6 Days. Also Prep Person part time, experience only. Near RenCen, Call between 2PM-5PM. 259-3273

NOW HIRING
80 POSITIONS
ALL SHIFTS
•WAITRESSES
•COOKS
•BUSBOYS
Apply in Person
Rams Horn
2097 Telegraph, N. of Square Lake Rd

PANTRY PERSON
Must be experienced. For private club Afternoon shift. Good working conditions. Fringe benefits. Apply in person 2-6 PM. Wed. - Sun Oakland Hills Country Club, 3951 W. Maple Rd., between Lahser & Telegraph.

RAM'S HORN of Southfield now taking applications for Waitresses and Hostesses. Apply in person. 26200 W. 12 Mile near Northwestern Hwy.

RAM'S HORN of Southfield now taking applications for Waitresses and Hostesses. Apply in person. 26200 W. 12 Mile near Northwestern Hwy.

RESTAURANT HELP
Olga's Kitchen
Tel-Twelve Mall
Applications are now being accepted for part time day positions as: Host, Hostess, Cashier, Utility, Cooks, Waitress/Waiter. Apply in person only, no phone call please.
An Equal Opportunity Employer

RESTAURANT HOSTESS, Cashiers, Service & Bus Help needed. Experience necessary. Apply in person: Holiday Inn of Southfield.

SHORT ORDER COOK
PART TIME
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

WAITRESSES
AFTERNOON SHIFT
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

WAITRESSES - all shifts. Apply in person. Biscuit Company Restaurant, 6071 Middlebelt, Garden City.

WAITRESSES & COOKS - all shifts. Apply in person. Biscuit Company Restaurant, 6071 Middlebelt, Garden City.

WAITRESSES - experienced only, days & afternoons, apply in person, Uncle John's Pancake House, 27695 Grand River.

WAITRESSES
Must have good experience with food and liquor. Must be able to work some split shifts. Apply in person between 10 AM and 6 PM to:
THE RED CEDARS
On Telegraph at 9 Mile.

WAITRESSES needed for the Circle P Ranch. Days & nights, must have experience in both food & liquor. Apply in person 74 N. Maple, Troy. Ask for Debra.

WAITRESSES wanted, full & part time. Braeburn Golf Club, Plymouth 453-1900

WAITRESSES WANTED
Center Stage, 39940 Ford Rd. Canton. Applications accepted Tues., Thurs., & Fri., 2pm-6pm. 455-3094

WAITRESSES WANTED - 18 years or over. Experienced Only need apply. Christo's Family Restaurant, 26999 Eight (8) Mile, Redford Twp.

WEEKEND BARTENDER ONLY
Retired or semi-retired. Come between 8:30 AM. - 11:30 AM. weekdays. Stables Bar, 14950 Middlebelt, Livonia.

506 Help Wanted Sales

GENERAL SALES MANAGER
Opportunity of a lifetime to join a new team in a brand new dealership selling the fabulous
HONDA AUTOMOBILE
IN BEAUTIFUL PLYMOUTH
QUALIFICATIONS
are previous sales management experience but not necessarily automotive. The desire and ability to hire, train, motivate a new sales team and the ability to communicate with your associates and customers.
RENUMERATION
Base salary + bonus + profit sharing + paid vacations, etc. $30,000 is not out of the question the 1st year.
CALL 453-3600 between 4-7 P.M.
TUESDAY for an appointment.
SUNSHINE HONDA
A FRIENDLY PLACE TO WORK
1205 Ann Arbor Rd., Plymouth
Formerly Fiesta AMC

ABOVE AVERAGE? Chic? Sharp? Public contact experience? $3,000-$6,000 per month! Attractive opportunity with new local division of 26 year old NYSE International Corp. Apply in person only 10am to 1pm Wed. thru Fri., 28600 Southfield Rd. bet. 10 & 11 Mile, Personnel Dept.