500 Help Wanted

MAKE MONEY

Become part of the telecommunications industry. We need articulate and self-motivated people to do TELEPHONE SALES in the BIRMINGHAM area. THE POTENTIAL SUBSCRIBER WILL CALL YOU. Weekend, afternoon shifts available. Will interview in evening. Pay rate plus bonus. Experience helpful. Must be 18 or older with own transportation. For appointment call 569-7500

WITT SERVICES
The Temporary Help People

MANAGER NEEDED Boys clothingwear. Must have retail experience in same Metropolitan area. For further information 557-3505

MAN for apartment complex in Livonia. General cleaning and light maintenance. Some mechanical aptitude necessary. 476-6868

MATURE WOMAN for part time receptionist in busy beauty salon. Franklin area 626-7176

MATURE WOMAN
To clean offices in Canton full time days. Phone Personnel, between 10 AM - 4 PM. 455-5000

MATURE WOMEN with previous nurse aide experience needed for live-in positions. Must have own transportation. Excellent wages plus room & board

PRO CARE ONE, INC
The Health Care Professionals
Southfield 569-4400
Livonia 522-5753

MECHANIC
Immediate opening for certified SAAB Mechanic at John Lee Oldsmobile SAAB Inc., Ann Arbor. Many good benefits. Contact Service Manager 971-8100

MECHANIC Midas Muffler looking for experienced mechanic. Brakes, exhaust, frontend. Excellent pay & benefits, advancement potential, to start immediately, must be certified. Contact Mr Fausset. 356-3040

MENTAL HEALTH WORKERS - all shifts. Ardmore Acres Hospital. 19810 Farmington Rd Livonia 474-3500

MILL HAND - 5 years minimum experience. Westland 729-5700

MODEL MAKERS
Wood (plastic) Model Makers
Clay Model Maker
Experienced Technicians in Epoxy & Plastic models
Metal Model makers
Prototype vehicle in parts fabrication
Experimental soft trim mock up
Write or call CARS & CONCEPTS
Bob Pence
12500 E. Grand River
Brighton, Mich 48116
313-227-1400
An Equal Opportunity Employer

NEED LEAD GUITARIST
With PA, for easy listening Rock & Country girl band, must sing. 537-0287

NEED WORK

and have NO EXPERIENCE? We have assignments for PACKAGERS in the Plymouth, Wixom and Livonia areas. Must be 18 years old with own transportation. For appointment call

LIVONIA 525-0330
SOUTHFIELD 569-7500
DEARBORN 565-8060
WARREN 977-0860

WITT SERVICES
The Temporary Help People

NIGHT AUDITOR - part time 12 PM to 8 AM, 2 to 3 days week. Experience necessary. Botsford Inn 474-4800

NIGHT MANAGER WANTED, some experience needed. Call for appointment. Dairy & Nut House, Northland Shopping Center 569-5290

NOW HIRING

Growing T shirt store chain, looking for full and part time sales people. Must have retail experience

Apply in person Tuesday, August 4, from 2-5 PM at The Great Put On, Livonia Mall, 7 Mile & Middlebelt

NURSERY School teacher's aid, 3 - 6 pm Mon thru Fri 1 yr child development background outside of high school required 421-0321

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Detroit's finest market. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ORGANIST CHOIR DIRECTOR wanted for small church in Birmingham area. Call 646-2151

PARTS DRIVER - Responsible, excellent opportunity for someone looking for a career. Contact Art at 453-2500

PART TIME FOSTER CARE
For a developmentally disabled child. We provide training and license your home thru Department of Social Services. Your family will provide care and training for short period of time. Teaching and nursing skills helpful. In Wayne County - Call Plymouth Center, Community Placement Unit, 837-3560

PAY TV - Subcontractor with own tools, truck. Insurance. Experience preferred but will train responsible person with own van or truck 427-1530

PERSONNEL CONSULTANT

Busy and successful Troy office wants a mature person to bring sales orientation and career interest to this growing area. Ours is a reputable employment service making office clerical placements. Good commission plus training salary. Call Nina.

PERMANENT STAFF
TROY 362-4004

POLICE Para-Professional

CITY OF SOUTHFIELD is seeking candidates for the position of COMMUNITY SERVICE AIDE (shift work), currently there are 3 vacancies. Salary range $14,770 to $17,250 and comprehensive benefit program. Employees will be assigned to one of the following functions: Dispatch, Patrol, Crime Prevention, Animal Control, or Building Operation. Must have valid driver's license. Apply at the Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, Michigan 48076, by Friday, August 7, 1981.
Equal Opportunity Employer M/F

PRESS BRAKE OPERATOR
Steel Plate Fitters. For expanding design and build shop. Furnish resume when applying to Jarman Fabricating, 34018 Beacon, Livonia, Mi. 48150.

PRESS OPERATOR

Due to our increase of sales, Book manufacturer has an opening for a 2 color-press operator. Qualified candidate must have a minimum of 3 yrs. experience running a color press. We offer top wages in the area plus an excellent benefit package for the qualified person. If you meet qualifications for this skilled position, send resume to: Box 774, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PRIMARY TEACHER wanted. Open program. Very low pay to start. Send resume to Box 756, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRINT SHOP MANAGER
Southfield firm seeking responsible person, experienced with offset printer, involving graphic arts, stripping, paste up and bindering. Must have 1 to 2 years management experience. Full benefits. Call 353-3209

PROGRAMMER/ANALYST
IBM System 34 programmer/analyst. Must be experienced in all phases of DP operation and SYS 34 applications. Apply in person, Eagle Packaging Corp., 18840 Bart Rd., Detroit, Michigan, or call Mr. Johnson for appointment at 535-6760.

O&E

PRINTER

GROWING COMPANY IN LIVONIA
Has In-House Print Shop Position
For Experienced Printer
To Operate
2850 Multi-lith Press
Will Also Perform
Keylining & Camera Work
For
Information & Appointment
CALL
591-3000 ext. 214
An Equal Opportunity Employer

PROTOTYPE TECHNICIAN
High school graduate with knowledge of woodworking metalworking tools. Familiarity with prototype tooling helpful. Mechanical aptitude a must. Please reply to Box 760, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Purchasing Agent
Somerset Inn
Knowledge of food and beverage plus general purchasing experience needed. Excellent salary and benefit package. Reply to P.O. Box 285, Troy, Mi. 48084

RENTAL AGENT
For apartment complex City of Plymouth. Experience necessary. Call 274-8127

RESTAURANT CAREER - $11,000 to $12,000, work near home, must have restaurant experience, business management or degree. 5 days, 50 hrs Ray Greene Personnel 399-1426

RETAIL SUPERVISOR

Ladies specialty chain has an opening for a Supervisor to join our management team out of our Oak Park main office. If you have 3-5 years retail experience, are seeking an opportunity for growth, and are willing to travel, take advantage of this newly created position. Send confidential resume including salary requirements to: P. O. Box 37540, Oak Park, Michigan, 48237.

SECURITY GUARD
For large, suburban apartment complex. Experience, references, good salary. Call Mon thru Fri. 9 to 5. 352-2013

SERVICE STATION ATTENDANT
Apply in person only. 8AM-3PM at the Mobile Station, 1545 Ann Arbor Rd., corner Sheldon

SHIPPING CLERK - for national mail order company, Northland area. After school hours for high school or college student. Call Mr Cowen between 10am-noon only 535-7855

SHOE FITTER - must be experienced fitting children's shoes, good opportunity, 40 hr week, no Sundays or Holidays. Apply Gabe Shoes, 33298 W 12 Mile, Farmington Hills. 553-4401

SMALL PRINTING company needs person for photo dept., female preferred. Keyline, stripping, black & white camera, plate making. Some experience required. 5 days a week; 8AM-4:30PM. Farmington Hills area. 478-8760

SPRING Installer and rebuilder - will train. Welding background helpful. 31746 W. 8 Mile Rd., Farmington Hills.

STAKE TRUCK Driver needed. Excellent driving record required, no others need apply. Willing to work overtime, dependable. Must have knowledge of Detroit and vicinity 937-3970

TEACHING POSITIONS
The Jewish Parents Institute, a Sunday School of Jewish History and culture, affiliated with the Jewish Community Center has openings for the 1981-82 school year. Please contact the JPI office 661-1000, ext. 159 or 163

TECHNICIAN - GENERAL PURPOSE
High school graduate with mechanical aptitude and willingness to learn. Knowledge of machinery and developmental environments helpful. Reply to Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TECHNICIAN
Triple A firm needs well experienced person with Danray equipment. Salary $16,000 to $20,000. Fee Paid.
552-8320
Assoc. In Personnel

TELLER
Position available at large Dearborn Credit Union. Previous financial institution experience required. We offer an excellent salary and benefit package with opportunity for advancement. Apply in person, between 10am - 4pm. Co-op Services Credit Union. 15201 W. Warren, Dearborn

TELLER
Redford area
Full time position available. Ability to meet the public and accuracy with figures essential. Some typing skills necessary. Experience desirable. Phone for appointment 567-2100
PEOPLES FEDERAL SAVINGS
400 Renaissance Center
Detroit Michigan
An Equal Opportunity Employer

TELLER
We have an immediate full time teller opening at one of our branch offices in the Southfield area. Hrs are from 9 - 4:30 Mon thru Thurs & 9 - 8 pm on Fri.

Candidates must be well groomed and personable. Prior cash handling experience required. Excellent working conditions & competitive salary.

AMERICAN FEDERAL SAVINGS
24700 Northwestern Hwy.
Southfield, Mi
Equal Opportunity Employer M/F/H

TOOL DESIGNER
Knowledge in design & layout of small products, small corporation, good working conditions, Bloomfield Hills area. Please reply to Box 728, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Truck Driver/General Helper
for small Metal Stamping plant. Days, 7am - 3:30pm. Apply in person at Sucher Tool, 29566 W. 9 Mile. Farmington Hills.

TV SERVICEMAN
For home service. Must be experienced on solid state color. Redford Twp. location Amber TV & Radio. 937-9202

TYPE SETTER
Full or Part Time, experience on Compugraphic 7500. Must be meticulous & precise. Call Mornings Only. Southfield Area 552-9178

WELCOME WAGGON - opportunity for representative in Birmingham, Southfield or Livonia. Part time, flexible hours, car necessary, training provided. Call Mon evening, 7-9pm. 644-3997 or call anytime. 356-7720
An Equal Opportunity Employer

WELDING, FITTING, working in heights. Experienced man for overhead crane fabrication & installation. 474-8932

WOMAN EXECUTIVE

Birmingham businessman seeks outstanding woman to become an equal partner in a new enterprise being formed to market professional services to major corporate and government data processing clientele. Personal qualities such as: leadership ability, enthusiasm, integrity, education, and motivation are paramount. Technical skills and/or job related work experience are desirable but not necessary. This could be an ideal opportunity for a highly qualified woman searching for a means of beginning a new career with in the constraints of current family responsibilities.
Please send resume in confidence to: P.O. Box 513, Birmingham, Mich. 48012.

$9.37 PER HOURS WORKED
or profit sharing plan. Needed immediately 18 people for indoor air pollution control. Neat in appearance, reliable transportion. Will train if qualified for driver delivery sales. Advancement opportunity. No layoffs. Call for appointment. Applications accepted Tues, Aug 4th only. 525-5460

502 Help Wanted Dental-Medical

ALLERGISTS OFFICE in Farmington Hills seeks receptionist for permanent position. Approximate 45 hour week. Pleasant personality a must. Able to start Aug. 10. Call, 851-6657

ASSISTANT - RECEPTIONIST for optometric office in Farmington Hills. Full time, will train right person. Send resume to box #754 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid experienced preferred. Reply to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE ASSISTANT
Experience required. Must have some desk knowledge. Southfield location. Reply to 358-0010 for application.

C.O.T.A. - PART-TIME
To provide occupational therapy treatments and co-ordinate reality orientation program for nursing home residents. Flexible 24 hour week, challenging atmosphere, pro-rated vacation. Send resume to: Ms. Riskin, Jewish Home For Aged-Prentis Manor, 26051 Lahser, Southfield, Mi., 48034.

DENTAL ASSISTANT - receptionist, 4½ days, Farmington Hills general practice, experience preferred, call for interview 478-3345

DENTAL ASSISTANT NEEDED. Experience in 4 handed dentistry and light office work. 4½ day week for general practice in Southfield. Call for interview. 358-2404

DENTAL ASSISTANT
For modern Westland practice. Full time. Experience necessary. 422-5560

DENTAL ASSISTANT needed for Farmington Hills orthodontist, chair-side and lab. Experience preferred. Call 553-4550

DENTAL ASSISTANT
2-3 days per week in Plymouth/Canton area. Send resume to: P.O. Box 355, Plymouth, MI. 48170.

DENTAL ASSISTANT
Mature Assistant for friendly Birmingham Orthodontic office. 3 afternoons a week, no Saturdays. Send qualifications to: Box #752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT and receptionist. 4 days, no Saturdays. Typing necessary. Telegraph & Maple area. 647-3546

DENTAL ASSISTANT - Full-time. City of Farmington office. Willing to train suitable applicant. Call 474-0273

DENTAL ASSISTANT & Business Assistant - both needed. Experienced only. Birmingham. 647-7550

DENTAL ASSISTANT needed for modern friendly Birmingham office. 4½ days, plus 1 Sat per month. 4 handed dentistry. Call before 5pm. 646-3515

DENTAL ASSISTANT - full-time. Farmington Hills area. Experienced preferred, but will train bright, hard-working individual. 626-6810

DENTAL ASSISTANT
Full time
Chairside
851-6430

DENTAL ASSISTANT - experienced only for aggressive group practice, flexible hours, for interview call Paul 388-3552

DENTAL ASSISTANT
Full time - experienced only. 4 Handed Denistry. Also Receptionist - full time. Wayne area. 728-1700

DENTAL ASSISTANT
West Bloomfield general practice. Full time. Must be experienced. Full benefits. 855-4800

DENTAL ASSISTANT
Full time Detroit office. Experience and some formal training preferred, however will consider training suitable applicant. 871-2144

DENTAL ASSISTANT
Chairside - experienced. Interesting general practice. Congenial and pleasant 3 girl office. 7 Mile - Inkster Road area 533-9100

DENTAL insurance girl, experienced only, needed for progressive office in Livonia - Plymouth area. Moving to 6 Mile - Newburgh. Dental receptionist experience very helpful. 420-2040 626-1494

DENTAL RECEPTIONIST
Experienced. Must know insurance. Canton. Call between 9AM-5PM. 455-0460

DENTAL RECEPTIONIST - experienced, part time, Livonia office, insurance experience a must. Call 427-8111

DENTAL SCHEDULING secretary, part time with flexible hours, potential of full time. We are seeking a mature individual with good communication skills. 453-6320

EXPERIENCED MEDICAL Assistant needed for doctors office, 12 Mile & Northwestern area. Must know Venapuncture & EKG 352-4880

EXPERIENCED medical receptionist for busy Dr's office in Farmington area. 9-5, knowledge of peg board necessary, benefits. Send resume to: box #776 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INDUSTRIAL NURSE
Afternoons. Industrial experience required. R.N. Commensurate salary good. Paid benefits. Fee Paid.

DENTAL ASSISTANT
East side. Must have 4 handed dentistry background. Good salary. Full benefit package.
BETTY HAMIL PERSONNEL
424-8470

Licensed Nurses
Openings currently available in skilled nursing facility for RNs and LPNs interested in the challenge of geriatric nursing. Excellent wage & benefits. Flexible scheduling. In service to meet your needs. Contact Kay Kermode, Rn, Director of Nursing.
University Convalescent & Nursing Home, 28550 Five Mile Rd., Livonia. 427-8270

LIVE IN HOME HEALTH AIDES
Needed immediately. Southfield, Detroit and Pontiac areas. Call Mon. thru Fri., between 8am-4pm for appointment interview.
MEDICAL PERSONNEL POOL
352-6111

LIVE IN NEEDED immediately.
Elderly acceptable.
Medical Care Inc
Call 656-1888

LPN OR RN - part time afternoons & midnight positions available for licensed nurse in geriatric facility. Competitive wages & excellent working conditions, Farmington 477-7373

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

LPN'S in house pool. Clean, modern, air conditioned 99 bed basic care facility. Good pay, pleasant surroundings. Choose your own schedule. Call Valerie Bartle RN BON. 326-6424
An Equal Opportunity Employer

LPN's - RN's
-Competitive Wages. -Choose Your Own Hours. -Immediate Placement.
CAll Medical Care. 656-1888

L.P.N. Medical Assistant
Are organization & public relations your strong points?

Use your background as an L.P.N. medical assistant to work as a co-ordinator with temporary nursing service. Position open in Detroit area. Duties for this full time, day position includes staffing, scheduling & follow up. Shared on call responsibilities involved.

Applicants should have assertive, pleasant personality, good organizational & inter-personal skills & enjoy telephone communication. Minimum of 3 years recent work experience required. EXCELLENT WORK RECORD MANDATORY. Please call Mon-Fri toll free from 10am-4pm. 1-800-255-5018 or 5019
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
for 2 surgeon office. Must have experience on pegboard. Light typing, filing & answering phone requires mature person with pleasant personality. 4 day work week, no evenings or weekends. 341-7611

L.P.N. - RN.
ALL SHIFTS - Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightengale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

L.P.N.'S
PRIVATE DUTY
MILFORD AREA.
CALL TODAY FOR DETAILS
1-800-462-7593

MEDICAL ASSISTANT, Part time. Must have at least 2 years experience in E.K.G., vena puncture and injection. Berkley area. 543-2340

MEDICAL ASSISTANT
needed for Troy physician. Experienced in EKG, light typing. Call afternoons. 855-1359

MEDICAL ASSISTANT, part time, for medical office in Farmington Hills, must be aqualnted with laboratory procedures. Call Mon.-Fri. 9-5 851-7240

MEDICAL ASSISTANT for Livonia Medical Center. Experience preferred in vena puncture, EKG and X-Ray. Some evenings and Saturdays. 525-5101

MEDICAL ASSISTANT
With some laboratory experience. Full time. Farmington area. Call 474-2601

MEDICAL ASSISTANT
Experienced in insurance, pegboard, venapuncture. Call 353-5560

MEDICAL ASSISTANT, experienced, for Troy physician's office, full time, days, Mon.-Fri. Send resume to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistant Part Time
National medical company has part time opportunity for energic, enthusiastic individual to work with Detroit branch office as a co-ordinator. Business involves paramedical exam service. Candidate must have excellent work record, pleasant personality, & enjoy telephone communication. Venapuncture & EKG experience a plus. Please call toll free 1-800-255-5018 or 5019 from 10am-4pm.
An Equal Opportunity Employer

MEDICAL office has opening for mature individual with prior medical experience and blood pressure reading. Medical terminology and skilled typing a must. Southfield area, 352-6642

MEDICAL RECEPTIONIST for Livonia medical clinic. Some nights & Sat required. Experience. 525-5101

MEDICAL RECEPTIONIST- full time for doctors office, good typing skills necessary, will train. Detroit 838-9401

MEDICAL RECEPTIONIST
EXPERIENCED
Plymouth Canton Area
$5 to $5.75 per hour. Blue Cross Blue Shield, pension and profit sharing. Must know pegboard and insurance. 5 day work week. Apply to Box 766, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONIST, part time positon for experienced person at medical clinic in Southfield. Dictaphone, typing 65WPM or better. Call Mrs Schulman 569-5142 ext 347

MEDICAL TRANSCRIPTIONIST
Experienced Medical Transcriptionist to work in Southfield office days. Excellent pay and benefits. Call 9AM-4:30PM and ask for Sandie Weston. 353-1820

MENTAL HEALTH WORKERS
All shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

NUCLEAR MEDICAL Technolcgist, full or part time, board certified, Garden City area. For interview call 425-8844

NURSE AIDES
Accepting applications, all shifts. Apply in person.
WILLIAMSBURG CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd River & 8 Mile

NURSE AIDES
Experienced need only apply. All shifts, full or part time. Flexible scheduling and excellent benefits. Apply 9 AM to 3 PM. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

NURSES AIDES
Experienced or will train.
All Shifts.
Pleasant place to work.
Apply in person
REDFORD GERIATRIC VILLAGE
22811 W. 7 Mile Rd.,
3 blocks E. of Telegraph.

NURSES AIDES
Full Time
MATURE PERSONS
Afternoons & Midnights
Will Train modern nursing home. Westland - Livonia - Plymouth area. Apply in person. See Ms. Watkins, NIGHTENGALE WEST Convalescent Home, 8365 Newburgh, near Joy Rd., Westland.

NURSES AIDES LIVE IN
Needed for private duty to live in the patients home, 2 to 5 days per week. One year experience and own car necessary. Choice locations, benefits available.
Quality Care
643-0311

NURSES AIDES - ORDERLIES
-Competitive Wages. •Choose Your Own Hours. -Immediate Placement. Call Medical Care, 656-1888

NURSING ASSISTANT
Seeking energetic Nurses Aides/Orderlies. For the Midnight shift only. Full or part time. Contact: Ms. Heaston at 728-6100 to join the Nursing team at "The 1979 Facility of The Year".

NURSING SKILLS LAB ASSIST
Supervise students in practise of nursing skills in Skills Lab. Responsible for maintenance of lab. Bachelors degree in nursing required also 2 years experience as hospital staff nurse. Teaching expeience preferred. Must be eligible for licensure as registered nurse in Michigan. Schoolcraft College, Livonia. 591-6400, Ext. 221.
An Equal Opportunity Employer

NURSING STUDENTS
Treatment Technician for large skilled nursing facility. Must have clerical experience. Full time positions available. Contact: Mrs. Little, RN, ADON. 338-7151

OFFICE NURSE or Medical Assistant, experienced for part time day shift only. Knowledgeable in blood drawing, & EKG, four family physician office. 354-3030

PART TIME person to type medical reports - prefer some knowledge of laboratory tests. Evening hours, rotating weekends. Call for appointment between 12 and 5 PM. 271-7171

PART-TIME - Ultrasound Tech for cardiologist office, experienced in Echo Cardiogram, also able to assist with patient care. Call btwn 10-6pm. 569-4232

PERMANENT PART-TIME R.N.
Southfield area Exam Center requires PFT, EKG, Venapuncture, Audio & Vision experienced R.N. Mornings, 5 days per week. Call 9-5PM. 557-3838

RN & LPN
positions available for all shifts, full or part time, including the 4:30pm - 9:30pm shift and 10am-2pm. Full benefits. Contact Timothy Spiro, at Dorvin Convalescent Center, 29270 Morlock, one block so. of 8 Mile on Middlebelt. 476-0550

SECRETARY/RECEPTIONIST
Part time, evenings & weekends. Alcoholism treatment program. Garden City location. Minimum 1 year office experience. Typing 60WPM & dictaphone experience. Call Mickey at 422-4790

PRIVATE MENTAL Health Clinic now accepting applicants for positions as:
B.A. to PH. D. Psychotherapists
Alcholic Coordinator/Therapists
Employee Assistance Coordinator
Psychometrician
Send resume to:
Executive Director,
Huron Valley Institute
29930 W. 12 Mile Rd.
Farmington Hills, MI 48024

RECEPTIONIST
For Chiropractor's Plymouth office for Tues., Thurs. and Sat. Must be neat, clean and a non-smoker. 459-0200

RECEPTIONIST & Medical Assistant needed for medical office. Write: Kenwood Medical Center, 20901 W. 7 Mile, Detroit, Mich 48219.

PHYSICAL THERAPY AIDE
Experienced Physical Therapy Aide needed for hospital in Livonia. Full time position with weekend rotation and some possible evening hours. Benefits. Call: Personnel Dept. 353-0250

RNs & LPNs
Full and Part Time
Afternoon Shift
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

RN's & LPN's
Full and Part Time
All Shifts
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS & LPNS
full and part time positions available on Midnight shift. Excellent benefits. No rotation. Contact Nursing Office, Southfield Rehabilitation Center, 22401 Foster Winter Dr., Southfield, 9 Mile - Greenfield area. 569-1500, Ext. 319

RN'S - LPN'S
MAKE MORE MONEY
WITH KELLY HEALTH CARE

- New top pay rates
- Introductory bonus plan
- Immediate assignments - all shifts, all units - Detroit Medical Center area.

CALL TODAY
KELLY HEALTH CARE
644-9131

RECEPTIONIST
For doctor office, Farmington area. Experienced in peg board, doctor office routine, insurance knowledge. Excellent hours, to $6 per hour.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

Registered Nurses
UNIQUE OPPORTUNITY
Work for a service that is the first of it's kind in the mid west. This is not staff relief! Full time or part time available on all shifts. Call Michele Monday-Friday 9am-5pm.
Doctor-On-Call
569-6800

RN - IN SERVICE NURSE, work in a basic nursing home, 3 days week, rotating to afternoons & midnights 1 day month. Apply in person 28910 Plymouth, Livonia

RN'S - LPN'S
New Rates
New Facilities
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 569-4400

RN'S - LPN'S
PART TIME AFTERNOONS
-FULL or PART TIME MIDNIGHTS
Contact Mrs. Ostlund
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

RN'S
Needed Immediately
Flexible Scheduling
Choice of Assignments
Top Wages
MEDICAL PERSONNEL POOL
352-6111

RN'S, part time. One, afternoons 2-3 shifts per week, includes every other weekend, one, midnights, 8 hours week, no weekends. Apply: Monsignor Clement Kern Hospital for Special Surgery, 21230 Dequindre, Warren.

R.N's - $9.15 HR.
L.P.N.'s - $8.05 HR.
For Nursing Home chain.
FULL TIME
PART-TIME
Your Hours, Your Days
Apply in person: 9 to 4, Mon. thru Fri.
REDFORD GERIATRIC VILLAGE
22811 W. 7 Mile Rd.
3 blocks E. of Telegraph.

R.N.'S
$12.50 PER HR
SPECIAL PROJECTS
We are in need of R.N.'S to work on several special projects that we have available. Your choice of hours, shifts & location. Please call or stop by today so that we may tell you about this very special opportunity.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-5400

RECEPTIONIST - COMPUTER BILLER needed for medical practice. Mature, responsible individual is essential. Knowledge of third party billing, medical terminology & typing - a must. Please call to arrange for an interview, ask for Office Manager, 349-9023, or 425-0337

WHITEHALL HOME on Grand River needs Nurse Aide, 21 years of age or older, to take charge on the midnight shift. Fri. Sat. & 1 Sun. a month. Call 474-3442

504 Help Wanted Office-Clerical

ACCOUNTANT-BOOKKEEPER
Growth potential position for aggressive, self-motivated individual, with small international firm in Southfield. Call Jim Sommerville 557-3353

ACCOUNTANT- Southfield based real estate corporation needs recent college graduate with a major in accounting, 1 yr. experience preferred. Excellent growth opportunity for hard working, career oriented individual. Send resume to: Box 770, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting Clerk
Career opportunity, full time position now available with expanding Southfield Corporation. Good salary and benefit package, convenient office location. Some work experience desired. Please send resume to: Accounting Supervisor, 30555 Southfield Rd., Suite 400, Southfield, MI 48076.

ACCOUNTS RECEIVABLE position with typing. Starting salary $3.75 per hour. Benefits included. Apply in person between 9-12 noon weekdays. Scott Management Co., 24901 Northwestern Hwy. Suite 700, Southfield.

AD AGENCY Secretary Receptionist, busy Farmington Hills agency needs experienced Secretary Receptionist. Superior typing skills, 65 WPM minimum with shorthand. Salary to match ability plus fringes. Call for App't.: Thompson Advertising. 553-4566

ADMINISTRATIVE SECRETARY
For Insurance Agency. Excellent typing required, prior experience preferred. Southfield area. Full fringe benefit package. Please contact Mrs. Kost, 8:30 to 5, at: 357-3550

ADMINISTRATIVE ASSISTANT
Challenging position available for sharp person with good secretarial & general office skills. Must be a self-starter & able to work without supervision. Excellent salary & benefits. Call Barbara Mitchell 851-7741.
SAV-ON DRUGS

ADMINISTRATIVE SECRETARY
$10,400 PLUS
FEE PAID
This challenging position offers creativity, super surroundings, and even tuition refund. Call Mark now!
SNELLING & SNELLING
649-5900

ADMIN. ASST.
Special features in this prime spot involves hire and fire duties. Top skills a must for $16,000 start with this aggressive entertainment Exec.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

ADVANCE
TO $13,000 TO START
Very best career opportunity for Secretary with good skills. Expand with this suburban company. Prestige, money, and paid benefits. Call Deborah.
SNELLING & SNELLING
478-3500

AIM HIGH TO $13,000
Learn the air freight business and move into management quickly. Good communications and typing skills needed. Call Stephanie.
SNELLING & SNELLING
478-3500

APPLY NOW
TEMPORARY JOBS FOR
SENIOR TYPISTS
SECRETARIES
WORD PROCESSORS
TOP PAY
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ARE YOU Tired of the lack of challenge? Electronic typewriters are the latest for offices. Become a district manager of your own sales area. Very lucrative. Quist Typewriter Company. 1717 Stephenson Highway, Troy, Mich. 689-8000

ATTENTION:
All secretaries with shorthand, word processors, statistical typists and medical transcriptionists with office experience. Your skills are needed now for temporary assignment. Call for an appointment between the hours of 9-4 except 12 noon-1pm.
Somebody Sometime
Temporary Help
17322 Farmington Road
(In Burton Executive Park)
525-5170
16415 W. 8 Mile Road
272-8500

ATTENTION
Word & Data Processors
Typists, Stenos & Secretaries
BE #1 - TEAM UP WITH:
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1860
PONTIAC 666-2200

BIRMINGHAM AREA company seeking program co-ordinator, minimum 2-4 years office experience. Some typing necessary. Computer knowledge helpful. Send resume to: Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM law firm seeks experienced legal secretary with excellent skills. Salary commensurate with ability, plus benefits. Call Pat. 645-0800

BOOKKEEPER AT $10,400
Assist with payables, receivables and some payroll for established west suburban Company. Qualified candidate will be mature to work without direct supervision. Fringes. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER
Experienced thru general ledger for small manufacturing company. Computer knowlege helpful. Salary commensurate with experience. Call Debbie for appointment. 689-2400

- BOOKKEEPER - FULL - CHARGE
Accounts Receivable, Accounts Payable - thru Trial Balance.
DIAMOND MORTGAGE CO.
- 557-7040 -

BOOKKEEPER - full charge for general contractor near Rochester. Applications being accepted by: Guest Olds & West CPA's. For interview call 645-1414

BOOKKEEPER- Full Charge, Southfield real estate company needs bookkeeper with good working knowledge of accrual entry. Send resume to Box 770, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Novi contractor has immediate opening for Full Charge Bookkeeper with computer experience. Construction experience highly desirable. Must be self-starter, industrious and capable of organizing and maintaining own area of responsibility. Excellent salary, fringe benefits and working conditions. Send resume to: P. O. Box 633, Novi, MI 48050
An Equal Opportunity Employer

BOOKKEEPER/OFFICE MANAGER
Experienced, full time, light typing, excellent fringes. Dearborn. For appointment, 354-0352

COLLECTIONS CLERK
Must be a personable individual, able to handle customers professionally. Minimum 2 years experience. Call: Mrs. Carver, at 354-4444
An Equal Opportunity Employer

CLERICAL ASSISTANT needed in busy Birmingham area company. Some office experience necessary. Typing and phone experience required. Some computer knowledge helpful. Send resume Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - telephone, filing, general office machines. Part time. $3.94 an hour. Westland. 595-6565

CLERK TYPIST - general office work, must type 50 WPM. Part time, 3 days week, 9 to 5 PM., days flexible. Call Mrs. Michalak. 352-8513

CLERK/TYPIST
Southfield mortgage company has immediate opening for a clerk/typist in the collection department. Required skills include extensive telephone work, the ability to work with people & a typing speed of 50 WPM. Experienced only. Call Mr. Wallace from 10am-12 Noon or 2:30-4:30PM. 353-0660
An Equal Opportunity Employer

CLERK TYPIST
West Bloomfield Twp. is seeking a person to perform a variety of clerical tasks. Applicants should have a high school diploma or its equivalent supplemented with courses in typing, a minimum of 1 year of clerical experience and good clerical skills. Salary $11,012.14 to start plus liberal fringe benefit program. Please apply no later then 4:30PM Aug. 6, 1981 at West Bloomfield Twp. Hall, 4460 Orchard Lake Road, W. Bloomfield, Mi. 48033

CLERK/TYPIST
2 positions. Good typist with general office experience. Salary commensurate with experience. Excellent benefits. Troy area. Contact Carol for interview. 362-2686

CUSTOMER SERVICE
$9,000 FEE PAID
International Headquarters
Glamorous Office
Super benefits
Rapid advancement
Good office skills and a smile required for this position. Call Stephanie.
SNELLING & SNELLING
478-3500

ENJOY VARIETY?
Great opportunity at major west suburban company for friendly person with excellent typing. Diversified position working for the producers of company films. Beautiful offices, good starting salary to $10,000, full benefits and company pays our fee. Hurry! Call now for a personal interview, company anxious to hire this week.
PERMANENT STAFF
LIVONIA 522-4210

ESTABLISHED leading photographic studio in Southfield has exceptional opportunity for a mature person 30 & over with a minimum of 10 years retail sales experience. Typing & filing experience helpful. Call Wed, Thur or Fri only. From 10-4pm. 352-7033

EXCELLENT OFFICE POSITION
Requires accounting/bookkeeping/data processing experience. Professional service firm in Northville area has opening for person to manage & accomplishment all financial matters, payroll, client billing & general ledger. Applicants must be neat, well organized and have high quality standards. Send resume to box #778 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCITING typing job. Physician - writer needs competent typist to transcribe parts of book from dictated audio tapes. Must be reliable, experienced with excellent spelliing, no smoking. Contact Denise 872-1300

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions, full benefits. Call 353-3209

EXECUTIVE SECRETARY to President & sales staff of travel company. General office, dictaphone, word processor, phones, client contact. Need mature, experienced. $12,000 to $15,000 annual. 559-5900

EXECUTIVE SECRETARY.
Bloomfield Hills Real Estate Developement company needs very competent secretary to handle work flow of several executives. Shorthand is a must and proficiency on word processing equipment is a plus. Position becomes available Aug. 17. For interview call Carol between 9 and 11 am at 642-8876

EXECUTIVE SECRETARY - progressive national firm needs a bright, dependable person capable of handling executive responsibilities. Typing 60 - 80WPM, shorthand skills desirable. Troy - Bloomfield area. Send letter of interest and/or resume to Executive Secretary, P. O. Box 503, Rochester, Mich 48063.

EXECUTIVE SECRETARY OPENING IN FARMINGTON HILLS OFFICE. TYPING AND SHORTHAND REQUIRED. GOOD PHONE AND PERSONAL MANNER A MUST! EXPERIENCE PREFERRED. CALL MS. HANSON 851-2600

EXECUTIVE SECRETARY
Our client seeks administrative assistant with organizational expertise and good experience in typing, shorthand & accounting. Excellent career potential. Salary from $16,000. Fee paid. Call
Assoc. In Personnel
552-8320

EXECUTIVE SECRETARY
TO $15,600
Work for Sr. partner in law firm. Your typing and shorthand with light legal experience will land you this position. Call Alice now.
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
$15,000
Reporting to Senior Level Officer of major suburban Corp. offering comprehensive fringe package with built-in salary review, dental and optical. Book flight, travel arrangements, handle confidential correspondence. Some shorthand. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

FILE CLERK
Needed for busy Southfield corporation. Familiarity with Alpha system and light typing necessary. Call First National Monetary Corp., 4000 Town Center, Suite 1570, Southfield, 353-9770, ext. 424 or ext. 426.

FILING-CLERICAL
Desire a dependable person to work in a medium size office located in the Farmington Freeway Industrial Park doing filing, some typing and general office work. Must be neat, well-organized and reliable.
477-8100,
ext. 239

FORTUNE - 500 company in Troy needs your good typing and clerical skills 2 to 3 days week. Enjoy the summer while you work! For details: UNIFORCE 646-7660

FULL CHARGE BOOKKEEPER
Manufacturer's Representative located in Southfield needs an experienced Bookkeeper to organize their manual system. Must be able to do a financial statement. Generous salary and benefit program. Send confidential resume to: Mr. Kenner, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

GENERAL OFFICE
Experienced girl also some Bookkeeping. Part time/flexible schedule, Insurance background helpful. Southfield 353-5850

GENERAL OFFICE, N W Detroit near Northland. Full time. Diversified interesting work. Will train. 342-5452

GENERAL OFFICE - mature woman some legal background preferred. shorthand, typing, part time ok. Westland area. 729-2770

GENERAL OFFICE - Experience preferred. Receptionist/typist duties for temporary 60-90 day position in sales office of national computer company. Word processing experience preferred. Call Jane 645-6060

GENERAL OFFICE
Career opportunity, full time position now available with expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Mrs. Bensfield at 642-4200.

GENERAL OFFICE
FEE PAID
$9,000
Your good typing skills will earn you a position on a super team of professionals. This firm offers top benefits and prime location. Call Carol Lee.
SNELLING & SNELLING
649-5900

GENERAL OFFICE
Growing Farmington Hills distributor has an opening for experienced general office help. Duties include invoice typing, phone, order desk, light posting and filing. Competitive wages and benefits including hospitalization are offered. Call or write:
Motion Control Corp.
23414 Industrial Park Ct.
Farmington Hills, MI 48024
478-1644

IMMEDIATE OPENING
50 WPM - Secretaries
Clerks
Stat Typists
For long term temporary assignments call or apply between 9 AM and 2 PM:
29200 Vassar Ave.
(between 7 & 8 Mile off Middlebelt)
478-8352
PERSONNEL POOL
Temporary Help Since 1946

INSURANCE
Agency has opening for Commercial Rater. American Center Building, Southfield. Call Mrs Wick. 354-0400

INSURANCE AGENCY
Clerk Typist with insurance experience to assist in Claims Department. Filing and miscellaneous clerical duties. Benefits. Farmington Hills. 553-4800

INSURANCE AGENCY
Excellent opportunity for experienced person in the rating of casualty and multi-peril policies. Assistant needed in growing agency. Southfield location. 355-4400

INSURANCE

Claim Processors

Group Health Claims

Evaluation and settlement of group claims. 1 to 2 years processing experience required. Typing - 35 WPM.

Excellent working conditions, salary & employee benefits. 8 AM to 4:15 PM. 5 day week. Southfield location.

Give Us A Call!

TRAVELERS INSURANCE CO.

Personnel Dep't

827-7201
Equal Opportunity Employer M/F

INSURANCE - commercial agency in W. Bloomfield desires clerk-typist, 5 days, 9-5 851-6808

INVENTORY CLERK
Math needed. General office and switchboard helpful. Call Mr. Chistensen 8 to 5 PM 464-3400

JOBS!!!
TEMPORARY
ASSIGNMENTS
EXECUTIVE SECRETARIES
MEDICAL SECRETARIES
WORD PROCESSORS
(Earn $5 to $7 per hour)
Call for immediate interview at the office nearest your home.
WYANDOTTE LIVONIA
SOUTHFIELD TROY
DEARBORN
TEMPORARY
STAFF
356-1616

LEARN & EARN
Glamour spot in Ren Cen, your strong typing skills and personality earns you the chance for an exciting career in the legal profession. Excellent starting salary, fast raises, full benefits, and company pays our fee.
Don't delay call Sheri Hill today.
AMERICAN
PERSONNEL
355-5526

LEGAL DICTAPHONE TYPIST
Needed for Southfield law firm. Legal experience required. For appointment, please call: Carole. 355-2871

LEGAL OFFICE seeking excellent typist. Will train. 645-9502

LEGAL SECRETARY
Experienced in civil litigation for Bloomfield Hills Law firm. Excellent typing skills. NO shorthand. Salary commensurate with experience and ability. Fringe benefits.
Call Robin at: 858-2443

LEGAL SECRETARY for downtown office. Experienced or will train individual with neat appearance and good typing. 963-7755

LEGAL SECRETARY, part time, for Southfield law firm. Experience required. Call between 11AM-4PM 352-0600

LEGAL SECRETARY needed for Troy law firm. Experience preferred but not required. Excellent benefits. Salary commensurate with experience. Contact Deon for interview. Phone. 879-0300

LEGAL SECRETARY for Southfield lawfirm, 12 Mile & Northwestern Hwy. Job requires typing, 70WPM dictaphone & ability to handle responsibilities. Some knowledge of bookkeeping will be helpful but not essential. Good benefits. Ask for Donna or Kathy. 355-2100

LEGAL SECRETARY for Southfield law firm specializing in corporate & tax matters, unlimited career opportunity including para legal position. 5 yrs. legal experience required, word processing experience desired, excellent salary & benefits. Send resume to box #782 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For Troy offices. Experienced corporate law. Skilled Mag Card A typewriter, shorthand, 90wpm. Salary to $14,000. Excellent benefits. Fee Paid.
552-8320
Assoc. In Personnel

LEGAL SECRETARY
$12,500 UP
FEE PAID
Troy firm offers plush office, excellent benefits, and training for "Word Processor". Fast salary review also! Call Mark, Legal Department.
SNELLING & SNELLING
649-5900

Legal Secretary TRAINEE
$11,500
For large established general practice. Prefer related education or background with strong typing. Fringe package with dental, prescription, paid 3 week vacation with 1st year. Co. Paid Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LEGAL SECRETARY TRAINEE
EXCELLENT OPPORTUNITY. Expanding firm needs your friendly personality, good typing and office experience. Diversified position, offers room to advance, fast raises, full benefits $850 to start plus company pays our fee. HURRY! CALL NOW for a personal interview, company anxious to hire
PERMANENT STAFF
SOUTHFIELD 353-0505

LEGAL SECRETARIES
Tired of going to work, doing the same routine tasks and seeing the same tired faces? Are you bored and unchallenged? Are you ready for a change? Telephone us, we can help you secure a more interesting and rewarding position. Personnel at Law is actively seeking experienced Legal Secretaries for a wide variety of legal firms and corporate legal departments located throughout the tri-county area.

Permanent and temporary positions are available. After hours appointments can be arranged. There is never a charge to you for our professional placement assistance. Call, come in or mail your resume in complete confidence.

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 SEC'Y - General Practice
Experienced Preferred
8 Mile & Southfield area
Ask for Diane... 424-8582

MAIL SUPPLY CLERK
Life Insurance Company located in Plymouth has opening for Full time mail supply clerk. Must be at least 18 yrs old. Ideal for evening student. Excellent benefit package. Contact Mr Love 453-8500

MEDICAL ASSISTANT
Experienced - part time. No evenings. Northwest area. Call after 10 AM 538-7800

MEDICAL RECEPTIONIST
$12,000 TO START
Your talent for typing and flair for insurance will guarantee you this exciting position and fabulous benefits
Snelling & Snelling
336-7400

OFFICE ASSISTANT
FARMINGTON HILLS
$11,000
General contractor is in need of office assistant with typing of 60WPM and 80WPM shorthand. Super personality and experience in all office duties can land you this excellent position. Company pays fee.
GRAEBNER EMPLOYMENT
565-3502

OFFICE GIRL needed for Accounts Receivable - Office Supply Store. Some experience required. SyDralt, Inc. 968-2620

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Detroit's finest market. The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

OPTOMETRIC ASSISTANT and Receptionist. Will train capable person. Light typing, profit sharing. Farmington 474-5125

OPTOMETRIC office receptionist Tues., Thurs., Fri., 3-8PM, Sat., 9AM-2PM. General office. Farmington area. 476-0885

PAYROLL BILLING CLERK
Southfield, experienced in computerized payroll, accuracy essential, superior telephone skills & typing. Full time, position, immediate opening. Call Mrs Carter 569-4400

PAYROLL CLERK
Part time position, 2 to 2½ days per week. Call now for an appointment
557-2505

PERSONNEL ASSISTANT
$13,000
Clerical background to assume responsibility with established Company offering comprehensive fringe package which includes dental, optical and prescription drugs. Type 60, good phone and communication skills. Fee Paid
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST - optical experience necessary. Garden City. Call Tues & Wed & ask for Tim. 425-1312

RECEPTIONIST TYPIST
for general office work, good typing skills. Experience preferred. Good salary and full benefits. Canton area 397-8844

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
ADVERTISING AGENCY
Suburban ad agency seeks career oriented individual responsible for support activities of key management executive. Applicants must have shorthand skills. Organization and communication ability a must. Liberal fringe benefits. Salary commensurate with experience. Reply in confidence to: Gean Lahre.

DESMOND & ASSOCIATES INC.
20700 Greenfield
Oak Park, MI. 48237
967-1313, ext. 143