430 Wanted to rent

SALES EXEC wants to lease 2 or 4 bedroom home Rochester Troy Bloomfield areas Call

RETIRED couple living in Florida desire a furnished bedroom apartment in Livonia Northville or Plymouth area For 2 months during the summer Call between 6 9 PM

ROOM WANTED for gentleman in Birmingham Near North Adams Square Shopping area Please call before 7 PM

432 Living Quarters To share

WORKING GIRL to share 2 bedroom apartment with girl 29 25 Westland area After 6 30 PM

YOUNG WOMAN wishes to share apartment with a woman in Livonia Jos Newburgh area Call between 5 8 AM 1 PM

MALE Student wishes to share quarters in Oakland County area Call evenings between 5 10 PM

FEMALE ROOMMATE to share 2 bedroom apartment with same Southfield area 1 21 Call before 7 Pm

WANTED Responsible roommate to share furnished 2 bedroom in Northville condominium $200 a month Reply to Box 564 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

434 Wanted to rent Resort Property

WANTED TO RENT apartment or small house in Farmington Farmington Hills area Willing to exchange work for rent Call Ron

436 House Sitting Services

WANTED 4 HP 20inch or 4 inch rude good condition 9 AM to 5 PM

500 Help wanted

MANAGEMENT To 12M Company Degree and some experience in banking or industrial credit Professional Personnel

CLAIMS REPRESENTATIVE Inside Minimum 1 year experience in public liability Salary commensurate with experience and ability Contact Dick Beck at

BAR MAID part time nights apply in person Lil's Place 2200 Ann Arbor Rd Plymouth

$5 PART TIME $5
TOP WAGES PLUS BONUSES
Convenient Hours Morning after noons or evenings If you have a good speaking voice you can qualify for interesting phone work Call Mr Graham between 10 4pm

354 5573

TYPESETTER KEYLINER wanted by magazine publisher Experienced on Compugraphic Mark IV units Permanent position in expansion program Business 6 Mile Middlebelt area Mr Gilchrist

LEADING MANUFACTURER of food equipment offers career opportunity for man with mechanical and electrical aptitudes Some experience desirable Prefer license required Reply to Box 634 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

WANTED TRUMPET player preferably of Jr established band 349 1240 or

Tool & Die Repair
Repair maintenance and troubleshooting on progressive and transfer dies for stamping plant afternoon shift Apply in person

Garrett Tool & Eng
12217 Windsor Detroit

DISHWASHER now for full time one for part time Northville Manor Must be 16 or over Apply Palace Fine Foods 1907 Ann Arbor Rd Plymouth

OFFICE MANAGER Small company manufacturing and rental equipment with knowledge of personnel and purchasing Resume to Box 526 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

ADVERTISING Contact Writer with current automotive promotion and experience in Detroit area Resume to Box 522 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

FITTERS
Plate & Structural Fabrication Growing company in the air and water pollution control Industry Needs experienced FITTERS who can read drawings and fabricate Wages and fringe benefits over $7 50 hour No rotating on wage rate
Good opportunity for qualified men Company will help with relocation expenses

ENVIRO-FAB
15544 Beech Daly Detroit

937-2000

ART DIRECTOR Established agency requires talented A D with layout type lettering and production knowledge Prefer 3 5 years experience Resume to Box 519 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

500 Help wanted

SALAD GIRL days also part time Bus Boy experienced good pay Apply in person Chez Paul 30 per Club 7 Mile Grand River

WAITRESS nights full time lunch on help days part time Brendan s Farmington 477 5000

MANAGEMENT TRAINEE
Prestigious sports shop needs knowledgeable Sales Representative with initiative and ability to greet the public 36 300 Plan liberal benefits and pleasant surroundings Call Mr Kaye

644 4600
SNELLING & SNELLING AGENCY

EXPERIENCED part time dog groomer Livonia 471 8181

DESIGN ENGINEER
Westside manufacturer of overhead cranes seeks experienced structural mechanical engineer Call for appointment 961 3000

CASHIER
With office duties 40 hr week Apply in person Rose Jewelers Fashion Mall

An Equal Opportunity Employer

MASS HIRING
Need 21 men women to fill vacancies left by promotions Our new sales office is expanding and we might need you To find out more call Tuesday only 10 to 5 PM 433 6000

PIZZA and Fryer cooks wanted Must have experience Call after 3 pm 729 9630

IF YOU ARE looking to better your lots or just want a good job with a career call Mike Mills for driver delivery sales of a small home appliance Must be neat and have auto $D 21 per hour or profit sharing program Paid vacation call Rex 525 3231

LIVONIA manufacturing company seeking an aggressive college graduate to learn all facets of a manufacturing concern Areas include cost accounting production control MIS and personnel Salary and fringes Send resume to Box 344 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

An Equal Opportunity Employer

NO EXPERIENCE REQUIRED
Positions opening in Livonia sales office which offer complete training and have a guarantee available to those who qualify Must be neat dependable and available immediately For interview call Tuesday only 10 to 3 PM 425 8345

PIZZA and Fryer cooks wanted Must have experience Call after 3 pm 729 9630

ICE Cream truck drivers 18 or older Full time summer job Apply Dumbo Enterprises 30 Merrimack 525 7822

PARTS MAN
Must have Ford or Lincoln Mercury parts experience Others need not apply See parts manager at
PAT MULLIGAN
LINCOLN-MERCURY
30200 Gd River KE7 6000

BAKER'S Helper wanted Morning hours Apply in person Cole Parts Bakery 20610 Jos Rd Livonia

MAID
Full or part time no experience necessary 533 9000

TELEPHONE SALES
$2 50 $3 per hour plus bonuses

Part time evenings We are looking for a few good people Call for an appointment while opportunities are available 18 and over please

MR GREGORY 559 2520

LAWN WORK
Box for cutting grass etc at motel Telegraph Plymouth area 533 9000

Surface Grinder Operator
Experienced on precision machine parts No others need apply
HYTROL
MANUFACTURING INC
18335 Weaver Detroit
272 7330

DELIVERY Boy wanted for Jimmy Pizzeria Ford & Sheldon 981 0000

PIZZA BOY WANTED Jimmy's Ford & Sheldon 981 0000

PART-TIME TELLER
Experienced preferred however we will accept individual with at least 2 years cashier experience

Must be able to train at least 4 weeks full time

Persons interested in full time need not apply

PLEASE APPLY IN PERSON
Mr Dixon Manager
SECURITY BANK
8 TRUST CO
30900 Telegraph Rd
13 Mile Telegraph Branch
Birmingham
An Equal Opportunity Employer

500 Help wanted

The most important part-time job in Michigan

That's the job of the new minuteman!
Like America's first minuteman they protect your country and your community Now you can be one of them For details Call

(313)463-6153 (313)548-5236 (313)366-2470

Men and women 17 35 can learn valuable skills Prior service to age 45 Earn pay and college credits in today's Guard

The Guard believes

TOOL & DIE REPAIR
Small to medium size stamping run on progressive dies in up to 250 ton presses Steady year round work with excellent wages and fringe benefits Apply at office in person

PLYMOUTH STAMPING DIV.
Eltec Corporation
315 W Ann Arbor Rd
Plymouth MI
Between Main St & Lilley

500 Help wanted

EVENING WORK
We have openings for 6 mature per sons Apply in person Good pay Pleasant personality a must to set appointments over the phone Work evenings 5 9 in our Southfield office Call Mr. Kerr 358 3612

CURRICULATED Experienced press or rotary die operator 455 8580

MODELS
Wanted Female Age 18 30 For all seasons Fashion show Call Shirlee 477 8099 or 1 866 343 6327

CASHIER WANTED
Full time position able to work days and evenings Mature woman must be 18 years or older Experience preferred Apply in person Phillips 5 Stores Northland Center Parking Lot S see manager between 9 AM 3 PM

MAINTENANCE MAN
For department complete Experienced 35 and over Starting salary $3 90 hr
478-5143

HANDYMAN For Condominiums And so forth over 25 Needs employment 533 6070

YARD MAN to clean up lawns & help with gardens Plymouth Area Call before 10 A M 453 6498

MAINTENANCE HELPER
For department complete In Farmington 25 and over Starting salary $3 hr
478-5143

FEMALE Furniture & restoration cleaning experience not necessary small team 12340 Wayne Rd Livonia 425 8290

TOOL & Gauge Shop needs trainee with some previous helpful Good Bench experience Steady days fringes 20438 W C Mile

MAINTENANCE SUPERINTENDENT
100 unit Townhouse Complex in Plymouth Live in Experienced person only
557-2930

TAILOR AND SEAMSTRESS Experienced only Livonia area 478 0000

$10 CASHIER MIDNIGHTS Sales maintenance & stock $7 50 to start Associates 569 8787 or 569 3077

Waitress Opportunity
4½ to 5 day week Wed $110 to $120 per week Hospitalization & Disability Insurance
SIGN OF THE BEEFEATER
18901 W. 8 Mile
Apply between 2 & 4PM
Mon thru Fri
Ask for Pete Hoffman

SNACK CLERK
Full time position must be 18 years or older able to work days and evenings Apply in person Philips 5 Store Northland Center Parking Lot E see Manager between 9 AM 3 PM

WAITRESS OR WAITER
Apply in person between 2 5 PM Mon Alfred s Restaurant 6743 West Big Beaver Somerset Mall Troy

BREAKFAST COOKS
Experience preferred Full time work Apply in person
HOLIDAY INN
of SOUTHFIELD
26555 Telegraph Rd

RESTAURANT HELP
Waitresses Cooks & Supervisors 11 AM 3 PM & 3 7 PM Apply in person only Tues thru Fri 2 4 Red Bull Restaurant 8 Mile Grand River

PUNCH PRESS OPERATOR
No Experience Necessary Will train Full time
KE 8 1370

RETIRED MUSICIAN To help form a senior citizens Kitchen band 1 hour each Saturday Farmington Area Recreation Commission 31351 11 Mile Rd 478 7810

STEEL FABRICATION working Foreman able to lead 15 man shop Read drawings and interpret welding symbols This position requires a self motivated problem solving for a hands on leader to come to P O Box 43 Farmington Hills Mich 48024

WAITRESSES wanted Broadlawn Golf Course 6 Mile and Sheldon Rd Newburgh 18 or over apply in person

Dietary Personnel
We are looking for mature depend able women to work as COOKS DIETARY AIDES and DISH WASHERS on all three shifts Weekends are opening Positions available on both the day and afternoon shifts Please come in to fill out an application and compare our wages

WHITEHALL
Convalescent Home
43455 W 10 Mile Rd
Novi

DISHWASHERS 18 20 over Full time 31 Nibble Nook Restaurant Farmington area 474 4751

PRESS OPERATORS
Experienced woman preferred to run stamping presses Top pay Fringe benefits
ANGER MFG
777 Base Line Rd Northville

HAIR DRESSERS WANTED
Christopher s Salon formerly Four Seasons at 821 East Maple Birmingham desire qualified beauty operators with some following plenty of parking 647 3060 or after 6 PM 557 0080

MATURE Man or woman for part time for Northville Apartments Sale with established janitor supply room pay Must live on premises or nearby Apply 37921 Plymouth Rd Livonia

MAINTENANCE SUPERINTENDENT
For exclusive condo project in Southfield Experience necessary in complete pools ground maintenance Live in Apartment Will all facets of building maintenance Top salary and fringes Send resume with reference to P O Box 802 Southfield Michigan 48076 Our employees are aware of this ad

PART TIME janitorial work early evenings 10 13 hours per week must be 18 or older Apply 37921 Plymouth Rd Livonia

LIGHT DELIVERY Must have Livonia area Call Mr Crosdale 20736 W 8 Mile Livonia Between 9 AM 12 PM Monday through Friday

CABINET SHOP
NEEDS experienced worker Man or Woman in custom Formica cabinet work A great opportunity for the right person Excellent working conditions and fringe benefits Apply In Person or Call
Ron Stoney
863-9700
15100 Livernois Detroit

500 Help wanted

ALIGNMENT MECHANIC
Experienced only full time Excellent benefits Excellent working opportunity March Tire Co West land 721 1810

YOUNG Man with spray painting experience With paint small parts and assist in material handling $2 75 per hour Apply at Signature Corporation 34820 Schoolcraft Rd Livonia

DISHWASHERS Night Farmington area restaurant 651 6094

INSURANCE
COMMIL PACKAGE RATER
Commercial package rater with 3 or more year s experience Excellent benefits including free parking Salary negotiable depending upon experience and ability
RELIANCE INSURANCE CO
1250 Sixth Ave Detroit
963 2575
An Equal Opportunity Employer

AUTO BUMPER and painter wanted at 1385 Mollie Street Ypsilanti Michigan

BEAUTICIAN experienced in hair styling and nails Growing good customer plus commission Bloomfield Hills shop 642 8853

ASST CHEF
Days Experienced only Refer to
Livonia Newest Restaurant & Cocktail Lounge
VITTORIOS
INN THE ALLEY
Apply 32201 Plymouth Rd or Call Tom Maguire 425 8810

EXPERIENCED phone clerk/typist Mon thru Fri 10 am 10 pm 5 3 pm Call United Tae Kwon Do 946 5420

WOMEN MOTHERS or GRAND MOTHERS to do baby sitting Must have transportation and go to child s home Full or part time days or evenings $2 00 and $2 50 per hour 6 hour minimum Farmington Farmington area call today Dearborn area Dolly s Baby Sitting Service 841 7718 or 565 1725

MAN
eXperienced in tooling vibratory and rotary hoppers Established 20 year old Southfield firm Steady work good vacations holidays Blue Cross life insurance and sick benefits

444-4534

WOMEN MOTHERS or GRAND MOTHERS to do baby sitting Must have transportation and go to child s home Full or part time days or evenings $2 00 and $2 50 per hour 1 hour minimum Birmingham Bloomfield Hills area call today Dolly s Baby Sitting Service 642 7718 or 565 1725

NEW FARMINGTON HILLS RESTAURANT
Has day and night shifts open for experienced help with references
- Waitresses
- Cooks
- Cocktail Waitresses
- Bar Maids
- Bus Boys
- Dishwashers

Apply In Person
10 AM to 4 PM
at
INN ON THE PARK
10 Mile At Grand River
Near the Holiday Inn
Freeway Shopping Center
478-5530

AMBULANCE DRIVERS and attendants Must be experienced Company expanding Apply Nan Ambulance Service 25800 Northwestern Hwy

WAITRESSES & BUSBOYS for Mid night shift 11 PM 7 AM Apply Palace Fine Foods 29900 W 8 Mile Livonia between 9 AM & 1 PM

WAITRESS
OPPORTUNITY
Full time 4½ to 5 days per week No experience necessary Just a pleasant attitude and a willingness to learn Fringe benefits Apply in person
SIGN OF THE BEEFEATER
6190 Orchard Lake Rd
WEST BLOOMFIELD

NOW ACCEPTING
applications for security guard position Must be neat and depend able Apply Code Four Security 18212 W McNichols 531 1300

WAITRESSES from 10 to 25 years Ann Arbor Road House 17380 Ann Arbor Rd Plymouth Apply in person Steady job must have transportation Preferred for nights

SURFACE GRINDER
Complete benefits with finest working conditions Overtime Top wages 5 years experience necessary
OKELLER TOOL
12701 Inkster Rd
LIVONIA 425 4500

WE are now taking applications for waitresses waiters and busboys Must be 18 Apply in person only after 2 PM Lunch Jim s 20671 Plymouth Rd Livonia

COOKS experienced full time days or night Old Alter Restaurant 537 1623

LIGHT FACTORY
DAYS
MEN needed 18 or older $2 30 hour Apply ready for work 6 AM
EMPLOYERS
Temporary Service
26533 Grand River

FEMALE MAGICIAN'S Assistant wanted Must be attractive Will train Send application to P O Box 275 Garden City Mich 48135

ATTRACTIVE FEMALE models with good figures wanted for photographic work wear nine books $20 hour experience not necessary Amazing Hair Corp Ask for Mr Mitchell 355 0383

LAYOUT
MAN
For fabrication shop Qualifications Must read blue prints fit and weld Others need not apply
WELD-DUN
WELDING CO.
17715 Dora Melvindale
DU 1 8077

WAITRESS WANTED Experienced waitresses Full time & part Athens Restaurant Harvard Row Mall 11 Mile & Lasher 356 0082

STUDENTS
Part time evenings Riverside Dr trout bourbs wage paid for telephone sales campaign 5 30 8 pm weeknights Call 525 6606 before 4 30 ONLY Ask for Mr Fischer

WANTED
EXP NAILERS
& SAW OPERATORS
Good opportunity for hardworking dependable men Starting pay $2 50 per hour Apply
12900 Newburgh Rd Livonia

AIRLINE TICKETING COURSE
Aviation Instruction Consultation 5181 American Travel Schools 399 5322

500 Help wanted

TOOLMAKER
GENERAL MACHINIST
to work in job shop Overtime All benefits Days 07 30 an hour Last Performance 26110 Van Born Rd 326 1510

FULL TIME Summer playground leaders Must have graduated Canton residents only 397 2777

INTERVIEWERS
To update information for the new Birmingham City directory No experience necessary Pleasant outdoor work No selling Full or part time work available Guaranteed salary plus bonus and production
Apply In Person Only
R L Polk & Co
670 N Woodward Bham
Mon Thru Fri 9AM 5PM
Equal Opportunity Employer M F

HOSTESS for model home Apply in person 24 PM 2000 Babock 3 blocks north of Big Beaver off Coolidge Troy

MATURE woman needed for part time phone calling Excellent pay Hours Morning Good quality employer plus commission Bloomfield Hills shop 642 8853

PART TIME
CONTROL COUNTER
Mature person over 25 honest and dependable Apply in person
MAYFLOWER LANES
30000 Plymouth Rd
½ mile W of Beech Daly

BOOKKEEPER 5 ASSISTANT Bilingual preferred Apply Jos Rodriguez Livonia area 1 person office State experience 1 year Salary negotiable Write P O Box 861 Franklin Mich 48025

COORS all shifts short order experience helpful Apply in person Palace Restaurant 12801 Greenfield near Schoolcraft

MAN with recent experience running
DOZER & BACKHOE
for small contractor
Sewer experience necessary
477-2209

BUS BOYS all shifts Apply in person Palace Restaurant 12801 Greenfield near Schoolcraft

WAITRESS midnight shift Apply in person Palace Restaurant 12801 Greenfield near Schoolcraft

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT for doctor s office in Farmington Experienced required Duties will include typing answering phone filing and insurance forms Knowledge of bookkeeping system assisting doctor Some evenings and Saturdays Ask for Laurie or Marie 476 6060

LAB TECH SUPERVISOR ASCP Lab Tech With experience in all phases of lab Must have 2 years clinical laboratory Supervise 2 to 3 as Working hours 7 AM 4 PM Saturday or evening Excellent salary Dr Personnel Agency Northland Medical Bldg 569 5254

CYTO TECH To $12 000 Minimum 4 years experience required for this position in private clinical lab Work 7 AM 4 PM no evenings or weekends Excellent benefits Dr Personnel Agency Northland Medical Bldg 569 5254

MEDICAL BOOKKEEPER Experience in all bookkeeping procedures Prefer Bel Air area Required for 4 doctor practice Excellent salary and working conditions Dr Personnel Agency Northland Medical Bldg 569 5254

MEDICAL ASSISTANT Experienced Medical Assistant needed for busy 3 doctor practice Experience in Lab XRAY Excellent salary necessary North suburban area 5 days no weekends or holidays Excellent salary with complete benefits Dr Personnel Agency Northland Medical Bldg 569 5254

Employment Agency

RN or LPN
Part Time Afternoon Shift
Apply In Person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt Farm
Between Grd River & 8 Mile

DENTAL ASSISTANT Experienced assisting in the general dentistry practice Experience preferred but will train the right person Excellent location in north suburbs 5 days no evenings Dr Personnel Agency North land Medical Bldg 569 5254

MEDICAL RECEPTIONIST MEDICAL Receptionist needed for busy practice Must be knowledgeable in full insurance Peg board appointments and other front office procedures 5 days no Saturdays Excellent benefits Dr Personnel Agency Northland Medical Bldg 569 5254

ASCP MED TECH Blood Cham Hematology experience required Clinical lab RIA experience helpful Excellent benefits Excellent starting salary with full benefits Dr Personnel Agency Northland Medical Bldg 569 5254

DENTAL HYGIENIST 1 or 2 days a week preferable Tuesday 534 0088

WEEKEND HOUSEKEEPER mature working able to work without constant supervision Prefer Bloomfield area Call Mrs Harsing Home 34555 Grand River Farmington 1 to 6 P Farmington Rd

LPN
Full time afternoon and midnight shift Good starting salary modern facilities See Mrs Ferguson
Nightingale West
8365 Newburgh Rd
Westland Nr Joy Rd

PM NURSING Supervisor for fast growing acute psychiatric facility Competitive salary shift differential and fringe benefits 228 7145 An Equal Opportunity Employer

REGISTERED NURSES part time 3 pm to 11 pm shift Must be able to run shift Apply in person to Mrs Cunningham Southfield Convalescent Center 185 Haggerty Plymouth

NURSES AIDES part time and full time all shifts apply Newberry Convalescent Center 185 Haggerty Plymouth

MEDICAL ASSISTANT busy foot surgeon s office Duties include general forms telephone working with patients and doctor and general duties Hours are Tuesday and Thursday all Full day Saturday No late evenings 40 to 42 hours weekly Apply in person Dr Kahn 28644 5 Mile near Middlebelt

MEDICAL ASSISTANT mature experienced in insurance typing billing patient care Farmington area 477 4000

BEVERLY MANOR
OF NOVI
ANNOUNCES
A new trainee program Become a certified Beverly Nurse Assistant Earn while you learn Select applicants now being enrolled Program begins 4 18 Call 477 2300 for interview

BUSY N Woodward Doctor s office needs part time Medical Assistant Experience in vena puncture injection and EKG s 344 2283

PM NURSING Supervisor for fast growing acute psychiatric facility Competitive salary shift differential and fringe benefits 228 7145 An Equal Opportunity Employer

502 Help Wanted Dental-Medical

PART TIME
Medical Assistant Prefer College student 4 days per week approximately 8 hours in AM 477 7420

DENTAL Hygienist part time evenings office 773 3213

RNS & LPNS
Full and part time openings available in suburban, modern skilled care facility in Southfield Now under new management Afternoon and midnight shifts Hospitalization and fringe benefits Opening in service If interested in Geriatrics please call B Typinski Director of Nursing at
557-0050

PART TIME telephone receptionist for busy gradual practice in Farmington previous medical office experience required 23132 Orchard Lake Rd Suite 180 477 8100

MEDICAL Office Assistant work experience in Exercise Stress testing and EKG for Doctor s Southfield office 559 5854

DENTAL ASSISTANT experienced Plymouth area full time 453 0060

DENTAL ASSISTANT and receptionist for Oral Surgery office in Southfield Experienced preferred Full time Please call 358 1874

RN or LPN
Midnight shift Full time ONLY Good wages shift differential and benefits pleasant surroundings Apply in person
FARMINGTON NURSING HOME
30445 Fabian Rd Farm
477 7400

RECEPTIONIST for northwest Detroit Medical office Apply even hours working making age experience and qualifications to Box 525 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

HYGIENIST wanted highest good standard References required Salary days Redford area Call Mary 532 3992

RNS & LPNS full time and part time openings in suburban skilled care facility New under new management afternoons and midnight shifts hospitalization and fringe benefits on going in service If interested or geriatrics please call B Typinski director of nursing 557 0050

FULL TIME ASSISTANT for oral surgery office in Birmingham Some experience in dental X Rays and oral surgery helpful Call between 10 AM 4 PM 647 7330

RN & LPN
WEEKEND RELIEF ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

WOMAN TO WORK part time in Doctor s office in Garden City 261 2330

DENTAL OFFICE needs sharp mature person for business manager Must be fully experienced in Bookkeeping and Insurance Full time Farmington Livonia area 476 2118

MEDICAL ASSISTANT Farmington area to work in 2 doctor office Experienced in medical transcription and office procedures Some billing experience helpful Call for appointment between 10 and 11 AM 476 1870

VETERINARY ASSISTANT Experienced only Appropriate Typing skills over 18 years Afternoons and evenings Part or full time Livonia area Send Resume to Box 668 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Employment Agency

504 Help Wanted Office-Clerical

Receptionist Telephone Operator Mature woman for diversified work Telephone 5 Mile area Call for appointment Wednesday Office Center KE 2 0800

GENERAL SECRETARY with strong name typing phone skills Knowledge of PBX magnetic typewriter helpful Professional office in Troy Excellent salary with fringes References required 689 1310

AVAILABLE NOW!
Exec Secys To $1000
Int Raters $900
General Office $800
Receptionists $641
Stockroom clerk $950
File clerks $650
Secretary B2 $650
with good fringe benefits
ALLIS JOHNSON PERSONNEL
Quaterstone Plaza 32900 Hamilton
Farmington Hills 473 3000

SALES COUNSELOR
We are expanding our exciting good World s largest employment service Call for details 525 6300

SECRETARY Bookkeeper to work in small printing company Experience necessary Call for appointment Dalzotto Printing Inc 273 1945

SUPER SUBURBAN FIRM
Is offering you a chance to expand on top skills Excellent benefits 8985 Phone Lori Taylor
569-0400
Snelling & Snelling
PERSONNEL

SUBURBAN
OPPORTUNITIES
SECRETARY to $750 Fee Paid Light shorthand Good typing Fee advertising company Farmington area
ADMINISTRATIVE SECRETARY to $715 Fee Paid Good shorthand and typing Prefer real estate or commercial loan experience Farmington Hills
INVOICE CLERK to $850 Fee Paid Good typist Prefer import exp experience Southfield
GROUP ADMINISTRATOR to $750 Fee Paid Dictaphone typist Manufacturing 3 4 years exp reqd Life insurance preferred Southfield
Call Mrs Evans 477 9840
SUBURBAN PERSONNEL

SPRING FEVER?
Bring you sunny smile and good typing to this pleasant suburban firm $633 Fee paid Call Scott now
588-5400
Snelling & Snelling
PERSONNEL

OFFICE GIRL experienced bookkeeping handling of invoices purchasing typing sales Bloomfield Hills office FE3 7080

CATERING MANAGER ASSISTANT Advertised duties with menu planning management duties public contact and typing Excellent opportunity for right person Apply in person only at the Briarwood Hilton Inn S State & I 94 Ann Arbor

GAL FRIDAY
For Northville Company Diversified duties and good typing plus a good phone personality could get you this job Salary up to $800 a month to start
PROFESSIONAL PERSONNEL
357 4810

504 Help Wanted Office-Clerical

SECRETARY RECEPTIONIST Typing and ability to talk with people Benefits Advancement Salary to $875 Call Anne 532 2400 Sanford & Sanford Agency

SECRETARY Hotel Sales & Catering Public contact work with typing menu planning and management Excellent position for well mannered person Apply in person only at the Briarwood Hilton Inn S State & I 94 Ann Arbor

BOOKKEEPER Hands Call set thru trial balance payroll taxes etc Typing skills required 1800 plus fringe Resume to Box 523 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan

RECEPTIONIST for Southfield apartment complex Light typing clerical duties plus tenant contact in person Salary starts at $425 with good fringe benefits and free parking

EXEC SECRETARY for president of Tool company Very pleasant boss wants intelligent person with good typing and shorthand Excellent Lavoly new offices Salary to 1000 nice benefits and free parking

TROY FINANCIAL FIRM with train in mortgage servicing department Clerical duties and phone work very plush offices Typing 45 wpm Salary $6 $7 to start full benefits and free parking

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

GENERAL OFFICE Typing a requirement Bookkeeper able to handle corporation books thru trial balance payroll payroll taxes and insurance All job duties based upon typing with secretary to type invoices purchase orders and payroll if required
TIPS MANPOWER
261 6250

LEGAL SECRETARY Southfield firm requires experienced secretary for corporate or partnership work Shorthand required 5 day 40 hr excellent salary and benefits Call Sharon Patrick 443 1300 1 PM 353 3600

BOOKKEEPER SECRETARY Manufacturing Plant Call For Appointment 425 2500

LIGHT INSURANCE EXP. This is a small but very busy Independent Life office seeking a person who is working a mutually average with clerical and secretarial job experience You may not have worked at it for 10 years but children are grown and you are eager for a permanent position Responsibilities will include Processing commission checks Typing correspondence Follow up to brokers and doctors offices
This position requires good typing ability dedication to work promptness and a cheerful voice and manner We offer $650 to $800 per month to start plus Blue Cross and holiday schedule group benefits and life insurance
This position is to be filled immediately Our office is close to North Western Highway near 13 Mile Please telephone Marilyn Filer for appointment Time definitely between 9 and are interested
Mr Bernard Insurance Inc
31313 Northwestern Suite 111
Farmington Hills 48018
Phone 626 0872

SECRETARY FOR SOUTHFIELD law firm Must be accurate light typing office experience 835 3100 Barb

CLERICAL general office position light typing Prefer a medical physician supply company in Livonia Good benefits for right person Healthco Inc 525 8687

CLERICAL
NORTHWEST AREA
Position available in the accounting department of national organization headquartered in Southfield Must have good math aptitude and knowledge of office machines Typing required
Call 569 5700 ext 298 for interview appointment
Equal Opportunity Employer M F

SECRETARY Mature person needed to work for Landscape Company Telephone and sales Call Mr Gary 422 8022

RECEPTIONIST Fulltime Must be dependable Typing filing general office Southfield 9 5 Mon 10 Graph area 355 0000

Office Clerical
Your office experience of 10 15 years age is worth money If you have work experience in FILING TYPING CLERICAL KEYPUNCH or ANY OTHER CLERICAL SKILLS we have interesting temporary assignments You can rates Talk with us about how easy it is to earn extra income No obligation you decide pay as we pay you Call or visit

Kelly Girl
DIVISION of KELLY SERVICES
32777 Greenfield 626 8100
29840 W 8 Mile 522 4020
2220 S Telegraph Rd 338 0050
An Equal Opportunity Employer

GENERAL OFFICE
Experienced full time mature No shorthand 425 3934

PART TIME
RECEPTIONIST
Monday Wednesday Friday Must have office experience 422 7800

Statistical Clerk
Permanent position available at corporation headquarters of national firm located
Must be proficient typist have a good math aptitude and some knowledge of telephone General office experience required
If interested call 540 5700 ext 298 for an appointment
Equal Opportunity Employer M F

BOOKKEEPER
Experience preferred Apply in person The Tire Dealers 30533 Grand River Farmington

EXECUTIVE SECRETARY
And Management Trainee for sales executive company Outstanding opportunity for experienced qualified person capable of handling responsible position Premium Marketing Headquarters 864 8000

NO
EXPERIENCE
W. 8 MILE
Employer pays our fee and pays you $500 monthly You'll be trained on small PBX so good phone manner essential
PERMANENT STAFF
388-8900

TRAVEL AGENCY desires typist High School grad with excellent speed and accuracy Interesting assignments TYPISTS SECRETARIES KEY PUNCH OPERATORS STAT CLERKS
WHY WAIT?
CALL
Witt Service
Call 967 0336 for office nearest you In Detroit call 525 0330 Mon Thurs & Fri 10 3

504 Help Wanted Office-Clerical

SECRETARY to be trained as Jr Legal Assistant with Southfield Tax firm Office experience or some college required Must be accurate typist Call Barb 358 8000

LEGAL SECRETARY Experienced Tire Dealer Call Lawrence and dictating equipment Salary commensurate 352 3000

EXPERIENCED
Insurance Secretary with supervisory capabilities for Southfield agency Knowledge of all personal lines and pleasing personality a must Call Ms Patterson 353 9600

INSURANCE AGENCY in South field seeking an exceptional person to take over office running Agency experience preferred salary open 355 3020

SWITCHBOARD Operator Receptionist needed Bookkeeper helpful Must have accurate typing for auto dealership Full time Southfield Call Ms Bird 354 6000

SECRETARY

LIVONIA AREA Automotive supplier requires a full time experienced Secretary with good phone hand typing and general office skills for its sales office Send resume to Box 658 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

INSURANCE
SOUTHFIELD AGENCY needs experienced property casualty account assistant Typing necessary Company underwriting background helpful Good salary plus benefits Call Mrs Wallace 358 1190

SECRETARY FOR SOUTHFIELD law firm Must be accurate typist Office experience helpful Call Barb 358 8000

LIVONIA MANUFACTURER
Requires bookkeeper able to handle corporation books thru trial balance payroll payroll taxes and insurance All job duties based upon typing with secretary to type invoices purchase orders and payroll if required
TIPS MANPOWER
261 6250

LEGAL SECRETARY
Southfield firm requires experienced secretary for corporate or partnership work Shorthand required 5 day 40 hr excellent salary and benefits Call Sharon Patrick 443 1300 1 PM 353 3600

BOOKKEEPER SECRETARY
Manufacturing Plant Call For Appointment 425 2500

LIGHT INSURANCE EXP.
This is a small but very busy Independent Life office seeking a person who is working a mutually average with clerical and secretarial job experience You may not have worked at it for 10 years but children are grown and you are eager for a permanent position Responsibilities will include Processing commission checks Typing correspondence Follow up to brokers and doctors offices
This position requires good typing ability dedication to work promptness and a cheerful voice and manner We offer $650 to $800 per month to start plus Blue Cross and holiday schedule group benefits and life insurance
This position is to be filled immediately Our office is close to North Western Highway near 13 Mile Please telephone Marilyn Filer for appointment Time definitely between 9 and are interested
Mr Bernard Insurance Inc
31313 Northwestern Suite 111
Farmington Hills 48018
Phone 626 0872

SECRETARY FOR SOUTHFIELD law firm Must be accurate light typing office experience 835 3100 Barb

CLERICAL general office position light typing Prefer a medical physician supply company in Livonia Good benefits for right person Healthco Inc 525 8687

CLERICAL
NORTHWEST AREA
Position available in the accounting department of national organization headquartered in Southfield Must have good math aptitude and knowledge of office machines Typing required
Call 569 5700 ext 298 for interview appointment
Equal Opportunity Employer M F

SECRETARY Mature person needed to work for Landscape Company Telephone and sales Call Mr Gary 422 8022

RECEPTIONIST Fulltime Must be dependable Typing filing general office Southfield 9 5 Mon 10 Graph area 355 0000

Office Clerical
Your office experience of 10 15 years age is worth money If you have work experience in FILING TYPING CLERICAL KEYPUNCH or ANY OTHER CLERICAL SKILLS we have interesting temporary assignments You can rates Talk with us about how easy it is to earn extra income No obligation you decide pay as we pay you Call or visit

Kelly Girl
DIVISION of KELLY SERVICES
32777 Greenfield 626 8100
29840 W 8 Mile 522 4020
2220 S Telegraph Rd 338 0050
An Equal Opportunity Employer

GENERAL OFFICE
Experienced full time mature No shorthand 425 3934

PART TIME
RECEPTIONIST
Monday Wednesday Friday Must have office experience 422 7800

Statistical Clerk
Permanent position available at corporation headquarters of national firm located
Must be proficient typist have a good math aptitude and some knowledge of telephone General office experience required
If interested call 540 5700 ext 298 for an appointment
Equal Opportunity Employer M F

BOOKKEEPER
Experience preferred Apply in person The Tire Dealers 30533 Grand River Farmington

EXECUTIVE SECRETARY
And Management Trainee for sales executive company Outstanding opportunity for experienced qualified person capable of handling responsible position Premium Marketing Headquarters 864 8000

NO
EXPERIENCE
W. 8 MILE
Employer pays our fee and pays you $500 monthly You'll be trained on small PBX so good phone manner essential
PERMANENT STAFF
388-8900

TRAVEL AGENCY desires typist High School grad with excellent speed and accuracy Interesting assignments TYPISTS SECRETARIES KEY PUNCH OPERATORS STAT CLERKS
WHY WAIT?
CALL
Witt Service
Call 967 0336 for office nearest you In Detroit call 525 0330 Mon Thurs & Fri 10 3

SECRETARY Wanted for South field Law Office Good typing skills required Call between 9AM & 5PM 358 0070

GENERAL OFFICE Overworked supervisor for experienced typist Some shorthand helpful Good benefits and pleasant surroundings Call Donna at Livonia Mfg Co Equipment at 261 8500