FARMINGTON JAYCEE'S RODEO & 4WD PULL

HEELS & WHEELS

July 22,23,24

12 MILE AND FARMINGTON ROAD

Just put your name and address on a post card and mail it to "HEELS & WHEELS" The Observer & Eccentric Newspapers, 36251 Schoolcraft Road Livonia Michigan 48150 Then watch the Classified section of your hometown newspaper. When your name appears call our promotion department-261-8600 ext 243—and claim your two free passes to enter the rodeo or 4-wheel drive pull

RODEO: Friday, July 22 -8 p.m., Saturday, July 23 - 2 p.m. & 8 p.m.

4 WHEEL PULL: Sunday, July 24 -11 a.m.

500 Help Wanted

RESTAURANT Management Trainee Our company is looking for aggressive young men with desire and ability to progress through our management system. Good salary, benefits, vacation and health insurance. Send resume to Lepi W. 23455 Telegraph, Southfield, Mich 48034

CASHIER. Clerk. 7 - 11 store, 160 S Venoy, Westland Afternoon and midnight available Apply in person only, no phone calls accepted.

ENGINEERS & DRAFTSMEN

STRUCTURAL, ELECTRICAL MECHANICAL Please Call for an appointment

Door-Man Mfg.
566-9800
555 E. 10 Mile, Royal Oak

HEELS & WHEELS TICKET WINNER

Eli Smith
515 E Jefferson
Rochester MI 48063

But you must call the Promotion Dept of The Observer & Eccentric by 5 p.m. Friday, July 8 1977 to claim your TWO FREE PASSES TO FARMINGTON JAYCEES HEELS & WHEELS 261-8600 ext 243

CONGRATULATIONS!

SECURITY guards wanted, part time and full time, jobs in downtown area Senior citizens welcome Call between 6-9 DU 14255

BAKER Experienced For nights Apply Amy Joy Donut Shop, 11200 Middlebelt, Livonia

TOOL makers die makers Long program, top wages, overtime Kerr Industries Inc 476-0752

DIE setters wanted - 4 day, 40 hour work week or overtime 4 you prefer Stamprite Industries, 169 W Clarkston Rd. Lake Orion 693-8414

FULLER BRUSH Co has 2 business routes in the Westside. 360 daily to start For interview call 4-5 PM only 476-2534

PROFESSIONAL maintenance man or couple for Bloomfield Estate Separate Gatehouse References required Call 363-2400

NO EXPERIENCE NECESSARY People needed to work part time in our Southfield office Must have pleasant phone voice Hours 3 PM - 8 10 PM Mon -Thurs 10 A.M - 2 PM. Sat mornings $2 50 per hour plus bonus to start For further information call between 2 - 7 PM 358-0400

CASHIERS

Openings for cashiers for Bakers Counter & Deli Counter Apply in person

VILLA BAKERY
6237 Middlebelt
Garden City

FOREMAN - experienced production supervisor with greater capabilities, mechanically inclined $16,000 to $18,000 Fee paid Ray Greene Personnel 399-1428

CASHIER and other general duties in Sundry Store Troy area Call during business hours 8 30 - 5 30PM. 362-3411 after business hours 879-3372

DELIVERY MAN wanted for Livonia based food service company full time, days Must know metro Detroit and be bondable Good driving record - a must Call Thurs 1 - 5 PM & Friday 8 AM - noon 261-6110

AIRLINE TICKETING COURSE free Education - Instruction classes Location 318

RESPONSIBLE Painters, wallwashers and window cleaners Painters own tools Man & women teams encouraged Call after 5 PM only 652-4466

500 Help Wanted

HAIRDRESSER wanted for Plymouth Unisex Salon. Clientele preferred 453-3255

TRIPLE A
JOB OPPORTUNITY
WORKING PROCESS MAN

For small parts detail work, all phases of general machining, top wages, benefits and steady overtime Must be qualified. Ask for Mr. Kerbawy. 382-1060

INSERVICE Training Director

Church related Nursing Home has an opening for part time Inservice Training Director Competitive salary and outstanding fringe benefits For more information, please call Mrs. Liles, EVANGELICAL HOME between 8 30AM-4 30PM 836-1700

PROGRAMMER & SENIOR PROGRAMMER

2 - Positions Open. Experienced with COBOL, applications. Full time positions with paid retirement, insurance and vacation Salary commensurate with experience Send resume to ARTHUR PHOCK Livonia Public Schools, 15125 Farmington Rd., Livonia 48154
An Equal Opportunity Employer

MAID

Full and part time College students earn extra money No experience necessary 533-9900 553-2465

COOKS - Waitresses Full and part time, experienced, neat appearing. Apply in person, Film Flam Deli & Restaurant 29633 Ford Rd, Garden City

OFFICE SERVICES CLERK

MID STATE MORTGAGE CO.
SOUTHFIELD
355-3466

ENGINEER

Young experienced graduate engineer for small growing Birmingham Farm doing an international business in food processing machinery. Must be interested and willing to work in all phases of engineering including drafting, design, testing, procurement, installation and some travel No smokers

DRAFTSMAN

Experienced engineering draftsman for same organization

Send written resumes
BOX 722
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mich 48150

MACHINE TOOL ASSEMBLERS

Work in Livonia
Overtime Long Term Program

CENTRI-SPRAY
534-7000

WOMAN wanted for expansion of Call It Love Tennis Store, experience in selling needed available full time all year Good personality, must like people 626-7401

UNITED STATIONERS SUPPLY CO.

Wholesale Office Supply Equipment Company located in Livonia needs a competent engineering clerk to work in the Traffic & Engineering department Steady work, good benefits, chance for advancement. For interview appointment please call Personnel at 425-6000

500 Help Wanted

YOUNG man 17-25, from Northwest metro area, with auto, to work in same area in shipping department. Permanent employment, good future for right man. Good references required 537-3333

HIGH INCOME oriented individual needed to help with expanding family business Write Box 702, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NO EXPERIENCE NECESSARY
Male or Female

1 Interesting service work, covering homes business and industry
2 Good starting salary
3 Major fringe benefits
4 Company vehicle furnished
5 We will train
6 Can lead to professional license and promotion
7 Must have good driving record

For more information and personal interview, apply at Orkin Exterminating Co, 22128 W 8 Mile Rd. Southfield, between Telegraph and Lahser

OFFICE Manager, construction experience, accounting and purchasing experience preferred 349-7440

REPAIR MAINTENANCE MAN

Small Westside Detroit Stamping and Assembly plant is looking for a good man to keep equipment in shape Must know O B I and straight side presses, Automatic feeds, reels, etc One man job Some machinist experience desired Older person preferred 273-1662

RESIDENT MAINTENANCE Person for townhouse cooperative, Pontiac area Experience preferred but not required. Immediate opening Must be at least 18 537-2320

RETAIL Salesperson Only mature person seeking permanent employment need apply Apply Livonia Office Supply or call 425-2480

SHIPPING & RECEIVING

help wanted. Apply in person between 9 AM - 4 PM.

SHAW & SLAVSKY
13821 Elmira, near Schoefer

SIGN OF THE BEEFEATER
6199 ORCHARD LAKE RD
WEST BLOOMFIELD

Free Vocational Education
CETA AUTO BODY REPAIR TRAINING

The City of Livonia, CETA program, is seeking participants for CETA Vocational Education in an AUTO BODY REPAIR TRAINES. The program will begin on August Tuesday, tools and books will be covered by CETA Applicants must be Livonia residents, unemployed or underemployed for 30 days, 18 years of age by Feb. 1, 1978, high school graduate or equivalent and willing to accept reasonable employment after training Only those interested in a career will be accepted Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor Special preference will be given to qualified veterans Applications must be made at the Livonia CETA Office, 15420 Farmington Rd 2nd floor, no later than 5 PM - Friday July 8, 1977 For further information call 522-4879

Equal Opportunity Agency

ALL Around machine operator Brausing, milling & grinding experience necessary Astro Cutting Tool Co. Farmington 478-5453

COOK
FULL TIME
ALTERNATE SHIFTS
Mayne Lody
Apply in person
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

LPN or RN for summer resident camp in Lake Orion 693-2982

500 Help wanted

O.D. & I.D. GRINDER HAND

Must be experienced. Some form work, mostly straight. $10 per hour, fringe benefits and overtime Apply in person. Jorgensen Tool & Gauge, 12489 Hartel, Livonia.

MARKETING-MGT.

SHARP, aggressive, intelligent person for management of new carpet cleaning division, experience in marketing Part time to start can be worked into full time Some solicitation and setting up schedules of operations Excellent salary potential Contact Mrs. Berk 837-5300

CRIB Attendent, experienced for infant care, immediate opening, call between 8 am - 5 pm, ask for Wally 397-2212

OFFICE Manager, construction experience, accounting and purchasing experience preferred 349-7440

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SHIPPING & RECEIVING

help wanted. Apply in person between 9 AM - 4 PM.

SHAW & SLAVSKY
13821 Elmira, near Schoefer

SHAMPOO girl, full time, 459-0064

AUTO painter for high volume collision shop Enamel and lacquer experience required Excellent opportunity, good pay, benefits Downtown Collision Service 563-7220

MAINTENANCE Supervisor to supervise maintenance department in light industrial manufacturing facility. Must be experienced in 220-440 wiring, hydraulics and pneumatics Excellent fringe benefits Farmington area Apply 33106 W 8 Mile, Farmington, from 8 Am to 4 Pm.
An Equal Opportunity Employer

WANTED bus boys for evenings and weekends Busy private club, call Wed thru Sat 9-5 for appointment 357-5353

MACHINE HANDS

HES Tracer Lathe
Bridgeport Oper
DAYS & NIGHTS
OVERTIME-BLUE CROSS
HOLIDAYS-VACATIONS

H R Krueger
MACHINE TOOL INC
31506 Grand River
Farmington

477-8400

CARPENTERS cement and roofmen for small residential repair jobs Call after 7 PM only. 693-4466

MAINTENANCE Man for summer resident camp in Lake Orion. 693-2982

500 Help wanted

DESK Clerks, afternoon and midnights, experience preferred, will train, MADS, days Apply in person Compton Village Motor Inn, 28500 Schoolcraft, Livonia Apply between 7 AM and 1 PM.

Journeymen
Tool & Die Makers
Or Helpers
(At least 2 yrs experience)

- Good Pay
- Excellent Fringe Benefits
- Steady Work

ALL PRODUCTS
12238 Woodbine
Telegraph-Plymouth Area

DELIVERY help wanted - Dino's Pizza, Plymouth, $2 per hour plus 30c per delivery 20-25 hours per week, high school student preferred Marty 455-5300

LOCAL construction company wants man with dump truck and loader who is available for odd jobs on an as needed basis 349-0202

KIDS to pass out handbills, steady summer work Apply at Carmen's North, 30 West Twelve Road, Rochester

ASSISTANT manager, full time, paid vacation, paid Blue Cross, Blue Shield, apply after 11 am Kentucky Fried Chicken, 1349 Ann Arbor Rd Plymouth

GUARDS
SECURITY SERVICES
Has many new openings in all areas, men and women, 18 years and over
31171 W 10 Mile
FARMINGTON
476-4335

IMMEDIATE OPENINGS
GOOD pay, good benefits Applications being accepted for Cutop machinists, set - up men & operators for Warner&Swasey 2 AC chuckers, 2 AB bar, 3 spindle automatics also for 6 & 8 surface grinders, cylindrical honing; also versatile office girl Send complete resume to P O Box 184 Royal Oak, Mich 48068

ASSISTANT Matron, live-in, mature to assist 21 Boy Scouts, ladies No nursing care Lovely home, fringe benefits Part area. Send resume and references to Mrs Mary Kurtz, 714 W Shiawassee Street, Mich. 48430 All replies confidential.

Welders-Arc
EXPERIENCED ONLY
Top Pay-Benefits
Steady Work-Overtime
Farmington Area

535-6604

COLD DRAWN STEEL MILL Needs experienced operator capable of set-ups and complete handling of combined drawing machine, excellent salary & all fringe benefits Barnabo Steel Corporation, 9651 Brooks Dr. Canton, Michigan 48187. West of Haggerty, South of I 94.

MILL & LATHE HANDS
5 years experience Inquire at 12489 Hartel, Livonia 525-0880

GUARDS
FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits

255-2600

WAITRESS WANTED
Apply in Person
Lenghi's Coffee Shop
626 S Wayne

MALE and FEMALE applicants needed for positions open 179 W Maple 644-4254
Birmingham Employment Bureau

MATURE PERSON
For part time Kitchen-Pantry work. Must be available evenings and weekends Apply in person, 3PM-5PM.
STOUFFER'S
NORTHLAND INN, 21000 Northwestern Hwy., Southfield

STRUCTURAL DRAFTING of precast concrete products, having minimum of 10 years experience in industry and 2 yrs of college Mathematics & also salary $18,000 per year O'Neill Assoc. Inc. 36440 Southfield Rd., Lathrup Village, Mich 48075 557-5482

COOKS, SHORT ORDER Full time, all three shifts open Must be experienced. Apply Palace Fine Foods, 31471 Southfield Birmingham

PLUMBER to install water heaters, vanities, sinks, shower enclosures 347-3829

INVENTORY
250
PEOPLE
NEEDED

In WESTLAND for 4 hours the middle of July Work with friends, family, neighbors, etc. Apply IMMEDIATELY at 29449 W 6 Mile, (just west of Middlebelt)

KELLY SERVICES
522-4025
Equal Opportunity Employer M/F

FITTER for fabrication of material handling equipment Good starting rate and benefits Must have fitting experience 6825 Haggerty Road, Belleville 397-2211

502 Help Wanted Dental-Medical

J.C.A.H. APPROVED
Modern extended care facility, skilled and basic care, now hiring LPN's and RN's part time or full time, days and afternoons, part time evenings We offer ongoing inservice education on the professional level. Close to direct, convenient travel routes. In-service orientation program provided. We welcome new graduates. No shift rotation. Call Mrs. Harding, R.N., Director of Nursing, Beverly Manor Convalescent Center, Novi. 477-8200

FULL Time Dental Assistant-Receptionist for Bloomfield Hills office. Permanent position, must have experience. Call between 8-5. 332-8100

502 Help Wanted Dental-Medical

NURSE AIDES
ORDERLIES

Experienced or will train for rewarding career in nursing. Full or part-time. Good salary and fringe benefits. Excellent working conditions

APPLY IN PERSON
GEORGIAN BLOOMFIELD
2975 Adams Rd corner 16 Mile

WANTED Nurse for ear, nose, throat allergy office, Southfield Prefer previous allergy experience, Corporation benefits 559-5430

DIR. OF NURSING

Suburban skilled Nursing facility is seeking energetic, dynamic RN to serve as Director of Nursing. Successful applicants should be familiar with Medicare, Medicaid, and Blue Cross requirements. Ability to relate to Staff and provide effective leadership is essential. Company paid life and health insurance, vacation, holiday Pay Salary commensurate with ability. Respond by resume to Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL Assistant-full time, chairside assistant and front desk experience, Northville area 349-1616

RECEPTIONIST, experienced for Lathrup Village general practice dental office Insurance forms. Good hours. 559-2797

RN'S LPN'S We need you Want to work in a pleasant surrounding with a small nurse patient ratio Call 557-3233

DENTAL Assistant, experience necessary, Receptionist duties, part time, excellent opportunity. Send resume to Box 734 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W 8 Mile Rd
3 blk. W. of Lahser
255-6450

FULL TIME licensed lab technician, good salary, and fringe benefits Redford 533-4150

X-RAY TECH, experienced Monday through Friday, 10 AM to 6 PM Salary open Family Practice Group, Farmington 474-8248

DENTAL Assistant Oral surgical office Some front desk experience helpful Call between 10 AM - 4 PM 647-7326

MEDICAL Typist, part time Insurance background helpful, our expectual Call between 10 AM - 4 PM 647-7326

Recreational Therapist
Full or part time
Apply in Person
ARDMORE ACRES
Hospital
19810 Farmington Rd
Livonia

FULL DENTAL ASSISTANT
Experience only
453-3366

DOCTOR'S Office Southfield Experienced medical secretary-receptionist 25 hours per week Bookkeeping can be learned Salary commensurate with experience Please send resume to Box 728 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RNS & LPNS
Full or part time Days & Afternoon Shifts Apply
ARNOLD HOME
18230 W 7 Mile
KE14001, Ext 38

PHYSICAL THERAPIST
3 years experience, State registered Full time, Part time or Contractual Excellent salary & benefits Metro Home Health 278-7000

NURSE AIDES, Part time 11 PM to 7 AM Shift, Call between 8 and 5 Now area Whitehall Home 642-3442

NURSE AIDES

Afternoon & midnight shifts Experienced need only apply Good pay & benefits, pleasant surroundings Apply 8-5, Monday through Friday, Linda
FARMINGTON NURSING HOME
30405 Folsom Rd. Farm
477-7400

RN'S
with Psychiatric experience. All shifts, full or part-time Apply in person.
Ardmore Acres
Hospital
19810 Farmington Livonia
474-3500

DOCTORS Receptionist-Assistant, Bookkeeping, Medical Insurance Garden City area Resume to Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL SECRETARY, transcription from dictaphone, must be familiar medical terminology, Front desk & insurance helpful Rochester 652-2090

NIGHT NURSE AIDE
For elderly gentleman to own W. Bloomfield home. Midnight to AM Female preferred Experienced and reference required 851-6886

NURSES' AIDES
WEEKEND POSITIONS Now Available FULL-TIME Positions, ALL SHIFTS Mature Persons. See Mrs MAYVILLE.
Nightingale West
8363 Newburgh Rd
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

R.N.'S
3 - 11:30 PM, full time. Experienced in med. surg. nursing. Liberal salary and fringe benefits. Contact Mrs Coty for appointment, 18 AM - 4 PM. 591-6200
An Equal Opportunity Employer

EXPERIENCED medical assistant wanted for full time position with some insurance knowledge. Southfield area. 357-6711

X-RAY Tech for Radiologist's office, full time, Southfield. 569-2030 358-3411

RNS, LPNS
Interested in Geriatric Nursing. Apply
30405 Folsom
Farmington Hills
Contact Mrs. Lindow RN
Director Of Nursing
477-7400 Ext. 35

502 Help Wanted Dental-Medical

RECEPTIONIST, oral surgery office, typing, dictaphone, knowledge of insurance. Potential advancement to Office Manager Birmingham area Send Resume to Box 556, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST - experienced in typing, Pegboard, EKG, X-Ray, Sunday and holidays afternoon shifts for an individual with knowledge of 4 phase equipment and all data processing functions Contact Personnel Office

BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

EXPERIENCED typist, basic office machines Diversified duties including some bookkeeping Modern office located near Livonia Mall 478-2610

SECRETARY - National Organization, 3 years experience, 70 - 80 WPM, have IBM Executive typewriter, tape dictator and transcriber, filing, telephone answering, accounting helpful Good working conditions and benefits Weekdays call after 6PM, GR 64157, Saturdays 478-3305

BOOKKEEPER Needed for 1 girl office, light typing, experienced and mature, Livonia location. 525-4050

ASSISTANT SECRETARY
Must be able to handle detail and follow-up work. Typing minimum 50 WPM, shorthand an asset, some college helpful Excellent fringe benefits, include Blue Cross, Blue Shield, Major Medical, life insurance, lunch/recreation room, and more Southfield area Please call for appointment 353-3209

WOMAN for one girl photographers office, sorting, selling and telephoning. 5 days includes Saturdays $120 per week Farmington Hills area 851-7220

GIRL FRIDAY
Experienced only, general office 40 hours $110 to start 477-6560

JR SECRETARY, at least 1 year experience, dictaphone preferred but not necessary, Insurance Office in Southfield Full time 357-5253

Insurance Secretary
Southfield office needs part or full time, experienced, for small pleasant office Good typing skills and shorthand necessary Salary open 559-7812

PART-TIME Secretary, flexible hours Some experience required 632-6326

EXPERIENCED General office girl. Must be good with figures and typing Southfield area 353-5460

IMMEDIATE opening for qualified woman in manufacturers representative office Salary and fringe benefits to be commensurate with ability and experience Qualifications required are typing, shorthand and some accounting background Responsibilities consist of organization and administration of office Send complete resume with photo attached and references in confidence to Box 722 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER TRAINEE - for Troy financial company. Requires good figure aptitude and some experience Work in lovely surroundings in modern location Salary starts at $550 with excellent benefits and fee paid

SECRETARY - for Troy manufacturing company. Shorthand but must type 70 Maturity important Salary open Good benefits and fee paid

COMMERCIAL RATER and Claims Clerk needed by Southfield insurance company. Nice experience will get you $750 or better with benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600

504 Help Wanted Office-Clerical

EXECUTIVE Secretary, full time, typing, shorthand, bookkeeping, one girl office, immediately 851-6050 Oak area 566-8680

GENERAL OFFICE

H.S. Grad, some accounts rec or bookkeeping background helpful 5 days, benefits Apply 12360 Beech Daly Redford Ask for Carole

SOUTHFIELD Insurance agency desires full time person to replace girl leaving after 10 years to small agent in handling of Commercial accounts Experienced only 626-5326

FOR YOU OPPORTUNITIES

GENERAL OFFICE Accurate typing Filing, figure aptitude Southfield firm $700

EXECUTIVE SECRETARY Good typing, shorthand, and experience Southfield firm $750 Fee paid

LOIS RAY PERSONNEL
559-0560

CLERICAL HELP in furniture retail store Must be accurate Some evenings involved Farmington area

CLERICAL typist, 60 wpm for title insurance company Southfield 353-3100

PERSONNEL PUBLIC RELATIONS SECRETARY Experienced only for diversified position involving above responsibilities and then some Excellent salary and benefit program Apply at Garden City Hospital, 6245 N Inkster Rd., Ext 277 421-3300
An Equal Opportunity Employer

EXECUTIVE SECRETARIAL

Position available at Ski & Shore, in Charlevoix, Michigan. Real Estate or Legal background essential. Contact Jan Crawford at 616-547-9905, for further information or interview

GENERAL OFFICE, recent experience Must type Full time, Northville area 349-2000

CLERICAL typist, 60 wpm for title insurance company Southfield 353-3100

SUBURBAN OPPORTUNITIES

EXECUTIVE SECRETARY, $850, Fee Paid. Administrative position in executive recruiting division Requires secretarial skills, poise and intelligence Southfield

ADMINISTRATIVE ASSISTANT, $775+, Fee Paid. Good typing, dictaphone, 3 years minimum office experience Southfield

SECRETARY, to $800, Fee Paid Above average secretarial skills 1 year + experience Southfield

JR. SECRETARY, to $545, Fee Paid, Type 50 S.H 80 Beginning position for recent graduate. Southfield.

SECRETARY, $650+, Fee Paid. 80 WPM S.H., plus good typing. Diversified duties. Farmington Hills.

RECEPTIONIST, to $550, Fee Paid, Beginners position. Type 45. Will train on electronic switchboard. Southfield.

DICTAPHONE, $655+, Fee Paid. Mature individual with above average typing. Southfield

Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

SECRETARIAL POSITION, Southfield Law Firm. Good typing skills, & dictaphone, no legal experience necessary. Call Diane 569-3828

MATURE WOMAN wanted for general office duties, including typing, filing, telephone answering. Full time, Southfield area. Mr. Krause 353-6822

SECRETARIAL-CLERICAL position with small, fast paced consumer research firm. Bright energetic individual with above average typing skills. Variety of duties including categorizing survey responses & working with numbers. No experience required. Growth potential. Start post up plus benefits. 13 Mile Southfield 569-7660

504 Help Wanted Office-Clerical

BOOKKEEPER

Full charge for one girl office, excellent salary for qualified person Apply at 17721 Michigan, corner of Muler, Dearborn.

KEY PUNCH OPR.

Part time position available, Saturday, Sunday and holidays afternoon shift for an individual with knowledge of 4 phase equipment and all data processing functions Contact Personnel Office

BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

EXPERIENCED typist, basic office machines Diversified duties including some bookkeeping Modern office located near Livonia Mall 478-2610

SECRETARY - National Organization, 3 years experience, 70 - 80 WPM, have IBM Executive typewriter, tape dictator and transcriber, filing, telephone answering, accounting helpful Good working conditions and benefits Weekdays call after 6PM, GR 64157, Saturdays 478-3305

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COMMERCIAL RATER and Claims Clerk needed by Southfield insurance company. Nice experience will get you $750 or better with benefits and fee paid.

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600

504 Help Wanted Office-Clerical

SECRETARIES
CLERKS
TYPISTS

We have many openings for temporary employment in a number of areas and companies Call or apply at

Somebody-Sometime
470 Village Plaza, Dearborn
565-3500

FILE CLERK
Must be quick to learn, pleasant, hard working and reliable For CPA firm in Southfield Call Mary, ext. 202. 355-4800

RECEPTIONIST-with pleasant phone personality, thorough knowledge of Grammar and spelling a must. Typing and general clerical duties, printing background helpful Start at $125 a week Call before noon 348-2240

ACCOUNTANT

For progressive medium size CPA firm 1 to 2 years experience in public or private accounting Excellent opportunity

Moore Smith & Dale
354-0350

GENERAL OFFICE skills, good typist, mature woman, 4 days including Sat The Birmingham Temple 477-1410

BOOKKEEPER, medical secretary, experienced, prefer knowledge of medical terminology, good typist, excellent benefits and salary Metro Home Health Care 278-7000

SECRETARY

Great starting position for individual with 50-60 typing Work with good people in stable Southfield company Complete benefit package, plus tuition and Salary to $900 a month Fee Paid Call Carole Berhorst

American
Personnel Agency 356-5520

JR. SECRETARY
Accurate typing 50 wpm plus, dictaphone, Math aptitude for diversified duties in President's office. Poise and cooperative attitude essential. Call Mr. Belanger. 644-5300

ERB LUMBER CO
An Equal Opportunity Employer

SECRETARY wish good business machine Experience needed to run computer & handle diversified office duties. Small Walk in manufacturer Full time & good benefits Send resume including salary history to Box 726 Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

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ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600

CPA FIRM in Southfield area has a spot for person who likes detail work Must be a good typist & have a pleasant phone voice Great variety of duties Send resume & salary requirements to P O Box 218, Southfield 48037

SECRETARY with good typing skills and able to start immediately, Southfield area 352-5343

BILLING CLERK
TRAINEE POSITION

High school bookkeeping helpful Top wages, company benefits, 5 day week Call for appointment

Ramshow Photo Inc.
29299 Franklin Rd., Southfield
358-5110

PERSONNEL

I will hire an enthusiastic, aggressive, sales - minded YOU to learn the employment business" Please call Rosemary Ford for appointment. 424-6616

ALERT SECRETARY

Major company needs a Take-Charge Secretary. Dependable, organized, and efficient individual needed Excellent benefits! Good location $700 Call Linda Allen
588-5400
Snelling & Snelling
PERSONNEL

Office Position

Real Estate Management experience desirable

Southfield Area
Ask for Mr. Horton
557-0770

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE SUPERVISOR

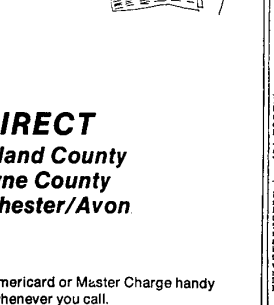
Excellent opportunity for person experienced as an ACCOUNTS PAYABLE SUPERVISOR. Will direct assignments of accounting clerks, handle major accounts, will follow up on inventory listings and deal directly with vendors.

Should have typing skills and operate calculator. Assignment is with major retail corporation. Excellent salary, outstanding benefit program. Write describing qualifications and salary requirements to:

PERSONNEL DEPARTMENT
BOX 446
Detroit, Michigan 48232
An Equal Opportunity Employer

the answer

For Job Seekers



Whether it's part time or full time, the job you're looking for is in the pages of The Observer & Eccentric Classified. You'll find so many opportunities close to home too!

DIAL DIRECT
644-1070 Oakland County
522-0900 Wayne County
852-3222 Rochester/Avon

Have your BankAmericard or Master Charge handy whenever you call.