500 Help Wanted

EXPERIENCED CONSTRUCTION ESTIMATOR
Background to be specifically in Architectural trades. Send resume and salary requirements to: P.O. Box 813 Traverse City, Michigan 49684

EXPERIENCED 35¢ Telephone Equipment to qualify. Liberal employee benefits. Apply today: S.M.C., 800 Junction, Plymouth.

NEEDED IMMEDIATELY: week end maintenance man, lawn care and minor room repair. Starting pay, $2.30 hourly. Apply Red Roof Inn, 39709 Ann Arbor Rd., Plymouth. 459-5200

MECHANIC
Wanted for Service Station. Must have Chauffeur's license & experience. Southfield Area. 557-0967

Employment Counselor
Do you have "People Ability" sales or public contact experience? Your future could be with Snelling & Snelling, the world's largest employment service. We will train. Call Bernice Fromm at 349-0400 today

WAITRESSES wanted. Openings on day or night shift. Apply in person. Elias Big Boy, 43250 Ford Road, Canton Township.

GAGE MAKERS
LATHE OPERATORS
On built-up gages. Top wages, insurance, holiday pay, bonus, overtime. Long program. Air conditioned shop, new equipment.
DUNN TOOL CO.
425-9075

COOKS
Day & Night shifts available. Full & Part-time. Apply after 3PM, in person Bob's Big Boy Restaurant, 8 Mile — Grand River.

WAITRESSES & BARMAIDS wanted Red Door Night Club, 43711 Michigan Ave., Canton. (Under new Management), call Jessie Smith. 397-2020

MACHINE SHOP
Man required for production machine shop.
478-1745

MANAGER TRAINEE NOW!
National chain seeking a career-minded self-motivated YOU! Company will train! Super benefits! Immediate interview! $9100 Call Mark
588-5400
Snelling & Snelling PERSONNEL

SOUS CHEF and 2nd cook in a suburban country club. Experience necessary, salary will be commensurate with ability. Send resume to P.O. Box 2006-F, Franklin Michigan 48025. Confidential.

BARMAID
Cocktails & Food, 5 nights, will train, $3 per hour plus excellent tips. Call Ray Blakey, 553-4630

DELIVERY Boy wanted. Must have own car. Apply in person. 27541 Warren Garden City. Ask for Jerry.

PORTER, days, 6 days a week. Apply in person. Kostere's Restaurant & Lounge, 24587 W 8 Mile, Detroit. KE 7-5575

WAITRESSES - For bar and dining. Apply Delivery Boys. Apply after 4PM at Dino's Pizzeria, 31350 Ann Arbor Rd., Westland, near Merriman.

JEWELER wanted to manufacture fine jewelry in gold and silver and to repair jewelry and diamond settings. 36 per hour for 40 hours time & ½ for overtime. 5 years experience required. Apply: Gold Or Jewelers, 25796 Middlebelt Rd., Farmington, Mich. 48024

HAIR STYLIST
Farmington Area. Salary Needed immediately. Experience only, clientele available. Must be dependable. Please call Hair It Is, 31017 Farmington Road. 478-2826

Die Leaders
Die Makers
Mill Operators
Surface Grinders
Job shop experience. Progressive dies, line dies, long program. DTA member.
Waling Tool Co.
23485 Industrial Park Dr.
Farmington Hills

BEAUTICIAN wanted-Sean's Hair Fashions, 2181 Ann Arbor Rd. at Adams, Auburn Heights. 852-1441

PART-TIME Barmaid for evenings, experienced preferred. Apply in person: Kapa Bar, 19131 Fenkell, Detroit.

PIZZA MAKERS wanted. Call Lorenzo's Pizeria, 27464 Five Mile, Livonia. After 4. 466-3100

PUNCH PRESS Operator & General help for small stamping shop. Apply: Sacher Tool & Die Mfg 28646 W. 9 Mile, Farmington.

Draftsman/Detailer
Automation equipment for handling of small parts. Liberal company paid benefits. Apply:
Tri-mation, Inc.
20764 Whitlock, Farm.
477-7490

BOTTOM HALF Clothing Store, Westland Center, needs tailor for mens suits. Prompt service. Call anytime. 525-4878

WOMAN for part-time office cleaning. Primarily Friday. Day area. Mon. thru Fri. early evenings, 10 hrs. weekly. Apply 33931 Plymouth Rd. Livonia.

PART-TIME janitorial work, Livonia-Plymouth area, early evenings 10 to 13 hrs. week. Must be 18 or over and have car. Apply 20821 Plymouth Rd., Livonia.

GRAPHIC ART. Working foreman operate 25" offset press, complete bindery operation, supervise 3-4 people. Experience required. Good salary and benefits. New company. Excellent opportunity for advancement. Phone for appt. 313-227-4060

OLGA'S KITCHEN
Birmingham needs part-time and full-time day and night personnel. Apply in person at
OLGA'S KITCHEN
210 S. Woodward
Continental Market 647-3700

WANTED: College students for warehouse stock handling & order pulling for summer months. Apply in person at 21400 Bermuda Highway, Madison Heights.
An Equal Opportunity Employer

SERVICE Station attendant, must experience, 18 or older, no nonsmoker, U. S. 23 X-Freeway, N. Territorial. 453-2516

JANITORS-JANITRESSES, evenings hours, must have own transportation. Send resume to: Kathy Carter Building Maintenance, 21700 Northwestern Highway, Southfield, Mich. 48075.

JOURNEYMAN Electrician, experienced in maintenance of commercial facility in downtown, rural community. Good salary & benefits. Apply Personnel Department, Box 1, Dexter, Michigan 48130. 426-4188
An Equal Opportunity Employer

FOOD PREP Full-time days. Apply in person: Dunkin' Donuts, Northville Shopping, 41106 W. 7 Mile.

500 Help Wanted

CABINET Maker/Helper. Some rubber and Formica experience required. Salary open. Call Home Life Furniture Co. 538-0130

COCKTAIL WAITRESS
LOUNGE & CONCOURSE
Part-Time Nights
SNACK BAR COOK
Nights & Weekends
Apply in Person
MAYFLOWER LANES
29000 Plymouth Rd.
½ Mile W. of Beech Daly

COOK wanted for Palace Restaurant, 41275 Ford Rd., Canton.

BOY'S CAMP, Northern Michigan seeking craft and nature counselor. July 3 thru Aug. 28. 658-5599

SURFACE GRINDER-Operator, 3 years experience on page and detail work. Apply: Vail-U Tool Co., 27875 Joy Road, Westland.

MECHANIC
Brake, Front end. Tune up. Must have own tools. Experience required. Good pay and benefits. Apply:
GENERAL TIRE SERVICE
19021 Middlebelt, Livonia

CONSTRUCTION INSPECTORS
Intelligent,aggressive persons for CONSTRUCTION INSPECTION and LABORATORY WORK. Will train.
Michigan Testing Engineers
24355 Capital Ave.
(Plymouth & Telegraph area)
255-4200

SEWING - experienced person needed for at-home work, simple flat curtain type sewing. 362-2010

DRUG CLERK, experienced, full-time. No nights, Sundays or Holidays. Good pay and benefits. Plymouth Road & Evergreen area. Call between 10AM-3PM. 273-1455

DESIGNER
Air, Electronic, and Functional gaging. 58 hour week. Paid benefits.
AIR GAGE CO
12752 Stark Rd.
Livonia, Michigan

ALARM INSTALLERS
Experienced, residential. Westinghouse Security. 464-3722

ENGRAVER
Engraving trophies, jewelry, charms, silver, etc. Must have experience. Must be a good, dependable, steady engraver. Excellent wage and insurance benefits. Redford area. Call 535-9250

EXPERIENCED Cafeteria help. Please contact Barbara Strong, 476-3513, or after 4 PM 851-6250

MAID position available, full time, apply in person, Hines Park Inn, 30655 Plymouth, Livonia

Mechanic's Helper
Dependable man needed. Age open, (18 or older) $205.50 per week. In person. 14154 Telegraph.

LAB technician - excellent opportunity for person with some college chemistry & potential for developing into creative formulator of metal surface & metal working compounds or into sales - service area. College degree preferred. Call W.J. Roberts, 868-4600. Detroit Chemical Industries, Inc.
An Equal Opportunity Employer

DRIVER, transit mix concrete, full-time and part-time, good pay. Delta Concrete 600 Junction, Plymouth

WAITRESSES wanted, full and part-time. No Sundays or Holidays work. Good wages and tips. Call after 4PM. 348-2100

SURFACE GRINDER HAND
Experienced. Liberal employee benefits. Apply today:
S.M.C.
800 Junction, Plymouth

WEEKEND PREP COOK - Must have some cooking experience, day shift, Friday, Saturday, & Sunday. Apply in person, Flame Restaurant, 38170 Grand River, just W. of 10 Mile.

BRAKE MECHANIC
Man needed for high volume brake shop. Some mechanic experience necessary. Must be dependable, steady worker. Earning potential in excess of $300 per week 6 day week. In person. 14154 Telegraph.

LEAD GUITARIST and/Keyboardist for Pro Rock Band. 525-9421

FIXTURE BUILDERS
FABRICATION FITTERS
HYDRAULIC FITTERS
Top wages. All fringe benefits. 58 hour week minimum. Day and Night shift. Long program.
WELMATION, INC.
31720 Stephenson Hwy.
Madison Heights, Micoigan

KEY PUNCH OPERATOR. Experienced on 3741, part-time, flexible hours. Farmington Hills area. Ext. 258. 478-0400

QUALITY & Keyboard Man for Production Group. Own equipment a must. For more information, call after 5PM. 437-8143

SCHOOL CLEANING
Men & Women, part-time evenings. Men must have floor-care experience. Southfield area. 851-5031

TOP PAY
Housewives, students, work in our Livonia office - telephone soliciting. Morning from 9 AM to 1 PM or evenings 5 to 9 PM. Hourly plus bonus program. Call
522-5064

ELECTRO CHEMICAL PROCESSING
Experienced person needed for cleaning and plating work in established business in Farmington area Industrial Center. We offer profit sharing, Blue Cross, Blue Shield, paid Holidays, vacation and pension plan. Call Mr. Jensen, plesant work, Send resume to Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

AUTO Wash Attendant. Mornings. Plymouth area. 455-6600

BRAKE MAN. Excellent pay, steady hours, good benefits. Advancement opportunity. Apply in person, 39457 Plymouth Rd. Livonia.

AIRLINE TICKETING COURSE. Jan. Education - Instruction classification (313)

MUFFLER INSTALLER, experienced only. Steady hours, good benefits. Advancement opportunity. Apply in person, 39457 Plymouth Rd. Livonia.

FRONTEND MAN. Excellent pay, steady hours, good benefits. Advancement opportunity. Apply in person, 39457 Plymouth Rd. Livonia.

COLLEGE STUDENTS $600. per mo. guaranteed plus commission. Career - school vacation. Apply: 2300 Merriman, Liv. between 12-4 Daily.

500 Help Wanted

WELDERS
STEEL FABRICATORS
Heavy Machinery Assemblers
Also men for shipping & receiving and general maintenance. Paid vacation and hospitalization. Apply in person.
DOW FURNACE CO
13961 Woodbine
Plymouth Rd-Farmington Rd.,
532-9100

EXPERIENCED
NAILERS &
SAW OPERTORS
Good opportunity for hard working, dependable men. Starting pay, $2.75 per hour. Apply at...
12900 Newburgh Rd., Livonia

DRIVERS WITH GOOD Driving Records. Ice Cream - street vending. Apply Penguin Ice Cream, 19625 Goddard, near Farmington Rd., between 12-3 PM.

GOOD full-time drivers wanted. Day and night shift open. Highest rates in area. More money for you. Northwest Taxicab Fleet. GA 1-5600

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

BEAUTICIANS, experienced with some following preferred but not necessary. A busy shop in Livonia, for full time work. 464-7260

BRIDGEPORT hands wanted. Top pay, up to $8.25. All benefits. Only experienced need apply. J.K. Tool Co., Inc., 9175 General Court, Plymouth. 459-1822

LANDSCAPE CONTRACTOR needs men experienced in landscaping, lawn maintenance and tractor operators for full-time work. Cornwell Landscape Contractors, Inc., 23405 Ford Rd., Garden City. Call 422-2022
An Equal Opportunity Employer

MEN & WOMEN
NEEDED
For LIGHT FACTORY WORK, including running machinery. Must be at least 18 year old. Pay - $2.30 per hour. Report to:
EMPLOYERS
Temporary Service
26533 Grand River

MODELS & ACTORS, full or part-time. Experience not necessary. Models & Actors Referral Service, 31700 Northwestern, Tower 14, Suite 1120, Southfield. 557-0990

WALLED LAKE Barmaid, mature woman, opening mornings. Town Pump Bar 624-2873

WANTED: experienced apartment painters, full-time. References, transportation required. Call Mr. Flora, N.J.L. Maintenance Co. 435-5323

GUARDS
FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits
255-2600

OFFICE MANAGER
Construction company. Property Management. Experienced male or female. 357-0778. (Eves 569-7518)

MICHIGAN'S Largest Go-Go club needs dancers 18 and over. $5 to $8 per hr. Call 559-7540

MALE and FEMALE, applicants needed for positions Open 12p W. Maple 644-0254
Birmingham Employment Bureau

502 Help Wanted Dental-Medical

WANTED: Receptionist-Assistant, full-time for Optometric clinic. Call Dr. Adler for interview, Farmington Hills. 477-8300

MEDICAL ASSISTANTS. One full-time and one part-time for internist in Troy. No Saturdays. Medical Office experience helpful. Send typed letter and resume. Box 454, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST - busy doctor's office, front desk experience. Birmingham area. Call Helen, 647-4420

NURSES
ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

RN OR LPN Full or part-time days and afternoons. 254-0722

MEDICAL office assistant. Experience in lab work, EKGs, & injections for busy doctors office. Birmingham area. Call Louise.

MEDICAL insurance assistant. Experience necessary. Blue Shield, Medicare & Medicaid. Birmingham area. Call 647-4420

NURSES' AIDES
ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

PERSONABLE, ambitious person needed. Part-time for challenging dental practice. No experience necessary, but must be willing to work diligently and cheerfully through training program. Afternoon hours. Send resume to Box 482.

DOCTORS RECEPTIONIST. Must type, experience with insurance forms preferred. Farmington area. Call between 9:30 am and Noon. 476-2901

RN'S & LPN'S
Full or part-time. Days, Afternoon shifts. Apply
ARNOLD HOME
18630 W 7 Mile
KE 1-4601, Ext. 38

DENTAL RECEPTIONIST - $600 plus. Dental experience not a must. This super busy suburban dentist will train a sharp gal that likes working with people. Great team.
TOWN & COUNTRY
EMPLOYMENT CENTER
Med.-Dental Div. 474-1717

EXPERIENCED Ophthalmic Assistant or Technician, good salary with fringe benefits. 8 Mile-Telegraph area. 656-8300

DENTAL receptionist for busy group practice. Experience necessary. Farmington - Livonia area. Good fringe benefits. 478-2111

OPTOMETRIC ASSISTANT
For Westland office, call 425-0200

RNs AND LPNs
NURSES' AIDES
Full or part-time, all shifts. Apply in person, Mon. - Fri., 10 AM - 4 PM.
HOPE CARE
CONVALESCENT
CENTER
28410 Cherry Hill Rd.
Westland

X-RAY LAB TECH.
Midwest, experienced only. Hours 7-3PM. Farmington Hills. 890-7546

502 Help Wanted Dental-Medical

RNS, LPNS, specialized rehabilitative treatment units in Cardiology, stroke, pain, skilled nursing. Excellent salary, employment benefits and working environment, continuing education and staff development programs, full complement (in-house professional medical staff. For appointment call
569-1500, Ext. 317
Rehabilitation Center

INSURANCE biller. Capable of all insurance billing. Part-time. OB, GYN office in Southfield. Call 557-2020

Psychiatric
Attendants
All Shifts-Apply In Person
Ardmore Acres
Hospital
19810 Farmington, Livonia

MEDICAL Transcriptionist, experienced, excellent pay. Southfield area. Call 557-6711

MEDICAL RECEPTIONIST
Capable of fast pace. Flexible hours, experienced only. Farmington Hills. 626-7546

MEDICAL ASSISTANT
Flexible hours, experienced only. Farmington Hills. 626-7546

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

MEDICAL Secretary for fast paced Dermatology Clinic in Southfield. Good typing and language skills, attention to detail and experienced with Blue Cross and Medicare a absolute necessity. Pleasant working conditions, liberal benefits, hours include alternate Saturdays. Call 559-7700

MEDICAL Receptionist for Physicians's office - Troy, Birmingham area. Must have recent experience. Payroll, all insurance forms. Hours: 9 AM - 5 PM.

CRNA - Several needed for Out Patient, Surgical Center, & OB. For affiliated Botsford General Hospital, Farmington, Mich Contact Mrs. Liana. 555-1423

RN'S or LPN'S
Full-time, day & afternoon shifts. Apply in person.
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Betw. Grd River &_8 Mile

MEDICAL RECEPTIONIST
Experienced, typing necessary, excellent salary, benefits. Southwestern - 12 Mile Office 358-5710

MEDICAL ASSISTANT to become manager for internist office; in 9 Mile, Southfield area. Must know all insurance forms. Call 569-5060

DENTAL chairside assistant, experienced or CDA, 4 days one-half day week, no Saturdays. Livonia Area 474-0102

NURSE AIDES
Full-time, all shifts, experienced preferred but not necessary. Apply in person
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Betw. Grd River & 8 Mile

TISSUE Technologist wanted, part-time, daily, by Livonia Medical Laboratory 525-4080

SURGEON requires part-time Medical Assistant. Prior previous experience required. Pontiac Call for interview 334-3197

X-RAY Receptionist and transcriptionists, must be accurate typist. Full-time position, large medical clinic. Call Ron 538-4700 ext. 272

NURSES' AIDES
Weekend positions now available. Full-time positions, days and midnight shifts. Mature persons. See Mrs. MAYVILLE
Nightingale West
8365 Newburgh Rd.
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

X-RAY Technician, registered and experienced. Full time position, large medical clinic. Contact Ron 538-4700 Ext 270

NURSES-RN or LPN, for afternoons or midnights. Paid Blue Cross, pleasant working conditions. Call Mrs. Craig. 254-3222

MEDICAL ASSISTANT
Over 25, with insurance experience preferred for General Practitioner's office. Redford Area
537-4560

MEDICAL ASST.
Pleasant, professional environment for mature, personable Medical Assistant who enjoys working with people. Good salary, excellent benefits. Hours are late afternoon hours available in Waterford, Southfield or Taylor areas
293-1100

MEDICAL transcriptionist wanted for Farmington Orthopedic practice. 2 yrs. experience preferred. Call Mr. Crum 476-1870

HOUSEKEEPERS - day shift, full or part-time. Apply: Hendry Convalescent Center, 105 Haggerty, Plymouth.

OPHTHALMOLOGIST'S busy office; receptionist, full-time, experience with applicants, Blue Shield, Medicare, Medicaid, and Ophthalmologic forms required. P.O. Box 273, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE/R.N.
Pleasant, professional environment for mature, personable R.N. who enjoys working with people. Good salary, excellent morning or late afternoon hours available in Waterford, Southfield or Taylor areas
293-1100

MED. TECHS.
Expanding suburban clinical laboratory needs registered medical technical for day shift. Monday through Friday, salary open, good fringes. Call 644-3221

MED. TECHS.
Expanding suburban clinical laboratory needs registered medical technologists. Preferably with at least 3 years experience. Night shift, Monday through Friday. Salary open, good fringes. Call 644-3221

RECEPTIONIST -Busy Birmingham office. Full time seeking an attractive, reliable young lady to work in the front office Monday thru Friday. 644-1172

L.P.N/T-RAY LAB TECH.
Minute, experienced only. Hours 3-10PM. Farmington Hills. 890-7546

FINANCIAL SECRETARY needed for busy Birmingham group practice. Knowledge of dental terminology, insurance & bookkeeping - a must for this challenging position. Salary is open, excellent fringes for career oriented person. 642-8600

CAMP NURSE, RN or LPN for Summer camp. Room and board provided. Salary negotiable. Pinebytery of Detroit. 642-6200

SURGICAL Nurse's aide needed for busy, exciting Veterinary Hospital. 15Mile, Mon. thru Fri. Will train. 34425 Grand River, 3 blk. W. of Telegraph.

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN
Wanted in Livonia doctor's office. 478-1455

RN - - LPN
All Shifts. Good starting salaries. Modern facilities, See MRS. FERGUSON
Nightingale West
8365 Newburgh Rd.
Westland Nr. Joy Rd.
An Equal Opportunity Employer

BOY'S CAMP, Northern Michigan. July 3rd thru Aug. 20th, female nurse. 658-5599

Dental Technician
TRAINEE
Experience unnecessary. Ideal opportunity for young woman with artistic talent. $100. per week to start.
Apply at
MASON DENTAL
CERAMICS
33220 5 MILE RD LIVONIA

WE are accepting applications for RN or LPN to work full-time day shift in nursing home for job opening May 23. Fashion Convalescent Center, Canton. 453-8180

RN'S-LPN'S
Enjoy flexible hours, top pay, variety or continuity of assignments in nursing homes or hospitals near you. Call now - Health Care I Owned and operated by Nurses Suite 63A, 17000 W. 8 Mi. Sfld 569-2545

NURSE'S AIDE
OR ORDERLY
ALL SHIFTS
Full or Part-time
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

MATURE dependable Nurses' Aide wanted. Attendants own car and at least 1 year of experience in hospital or nursing homes needed immediately for private duty in private homes in Farmington Livonia, Birmingham area. Earn $2.60 to $3.25 per hour. Call now. Health Care I 569-2545

RNs, afternoons, full or part-time. Midnight, part-time. For skilled nursing facility. Apply at Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

NURSE'S AIDS
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at.
Dorvin Nursing
& Convalescent Center
29270 Northville, Livonia
476-0550

NURSES' AIDES, all shifts, full or part-time. Will train. Apply at Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 453-0518

OPHTHALMOLOGIST'S office, assistant ophthalmologic, only experienced need apply. Visions, Fields, Minor Surgery. Full-time. Northwest suburban area. Reply to Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

DR'S SECRETARY, part-time, flexible hours, typing & billing experience. Troy, 643-8485 649-1585

PART-TIME, general office, experienced only. Call Ann Canton 397-0400 between 10AM-1PM. 459-8790

LEGAL Secretary-experienced, general practice, litigation, Southfield. 353-8811

AVAILABLE

Claims Supervisor	to $950
Exec. Secretaries	$900
Stat Typist	$800
Accounts Payable Clerk	$715
Receptionists	$700
Secretaries, Steno	$700
Keypunch	$700
Claims Clerks	$610

Many Other Positions available with top line companies. N.W. & N.E. Suburbs. Excellent benefits Fee Paid. Call Terry Tues. thru Friday, after 9 AM for appointment.
ALLIS-JOHNSON PERSONNEL
Quakertown Plaza, 22963 Hamilton
Farmington Hills 553-3100

SECRETARIES
TYPISTS
RECEPTIONIST
Immediate assignments. Call Nancy Stevens for more information and a personal interview.
569-6404
VICTOR TEMPORARIES
Ask About Our Bonus Plan

BOOKKEEPER with private golf club experience. To assist controller in office responsibilities. Experience mandatory. Excellent salary and fringes. Call Tues. thru Friday, after 9 AM for appointment. 355-3353

STENO - typing 50 WPM, shorthand 80. Good company. To $150 week. All benefits. Beryl Personnel, 4274 N. Woodward, Royal Oak 576-0270

RECEPTIONIST-SECRETARY
W. Bloomfield Real Estate firm seeking bright, pleasant lady to process real estate or legal experience preferred. Mas Broock, Inc. phone between 8AM-5PM. to apply 626-6000

PART-TIME General Office, Evenings. Permanent help. No typing, no bookkeeping. Hours are 5PM-10PM-1:30PM-3:30PM. Apply in person, Highland Appliance, 33180 Plymouth Rd., Livonia.

TYPIST-CLERK, full-time position, prior experience a must. Salary and excellent fringe benefits. Apply in person to: Kaufe Rubber & Plastic, 22936 Industrial Park Dr., Farmington.

INSURANCE CLERK
MORTGAGE company seeks intelligent person for insurance department. Prior experience in mortgage company or insurance agency desired. Salary commensurate with experience. Call Mrs. Anderson. 353-6788

SEC'Y ADM. ASST
Required for very busy Food Brokerr. Located in Farmington Hills. Shorthand & Typing required. Must good phone etiquette essential. Working with large Sales Force & outside Food Brokers. Good starting wage & fringe benefits. Call mornings only.
855-2005

SECRETARY
Experienced in typing, shorthand, bookkeeping, and all office machinery. Call for able to compose business letters. Anger Manufacturing Co., 777 Base Line Rd., Northville.

CLERK
Full-time day position available for an individual who likes to work with figures and has a good math background. Starting at $600 per month. Excellent salary and fringe benefits. Contact: Personnel Office.
BOTSFORD
General Hospital
ORTHOPAEDIC
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY
Good typing & shorthand skills. Pleasant phone personality, congenial, poised. Capable of handling phone contacts with our clients. Will work directly with the President and the General Manager. Payroll experience helpful, but not required.
CALL 585-6911
Technical Services
550 Stephenson Hwy. Troy
An Equal Opportunity Employer

OFFICE HELP-Driver needed. Medical Lab looking for individual for office work and for driving; office work approximately 18 hours per week, driving approximately 25 hours per week. Afternoon and evening hours, daily plus Saturday. Immediate opening. Call
An Equal Opportunity Employer

BOOKKEEPER
$1000 Plus - Fee Paid
Great job with suburban manufacturer rep. Some typing helpful. Full charge bookkeeping experience a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST - Girl Friday. We are looking for a cheerful, responsible person who would enjoy working with our customers. Will train on some clerical work 5 days. Qualified Color Lab. 535-5880

LEGAL Secretary - experienced - general practice - litigation - Southfield - 353-8811

ACCOUNTING
Southfield CPA firm seeking experienced bookkeeper-typist. 569-3134

SECRETARY
Immediate opening for an experienced individual who can type 60 WPM with dictaphone experience preferred. Knowledge of Word Processing and bookkeeping helpful. Contact Personnel Office.
BOTSFORD
General Hospital
OSTEOPATHIC
28050 Grand River, Farmington
476-7600
Equal Opportunity Employer M/F

EXPERIENCED BOOKKEEPER For work in CPA office. Southfield area. Call Mr. Cole. 357-3700

WE ARE LOOKING for a person with a pleasant voice and personality to handle our telephone calls. Some typing and filing. Plymouth. Telegraph area. Call 937-0550

EXPERIENCED insurance girl, personal lines. Northville area. Part-time, full-time. 349-2000

ONE GIRL Office needs self-starter. Must have good math & typing personality. Salary will depend on experience and increase on merit. Call Mr. Morgan. 851-6730

COORDINATOR Will train an outgoing Type-A, self-motivated SECRETARY. OFFICE MANAGER or BOOKKEEPER for a well-paid career doing difficult, demanding details for a large residential sub-contractor. 9:30 AM-6:30 PM. Starting salary $800-$1100. Apply Friday, 2 PM - 4 PM 12821 Capital, Oak Park.

SECRETARY
For Part-Time - Some local driving required. Primarily Bloomfield, Royal Oak, Birmingham, Franklin areas. Write Box 486, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CLERICAL
MAIN OFFICE
Women's Fashion Chain needs woman over twenty to work with merchandise records. No experience necessary. Full benefit program including profit sharing. Apply Friday, 9AM-4PM.
HADLEY'S
12985 Wayne, Livonia
(OH Schoolcraft)

MARRIED woman, good typing and spelling skills essential. Rochester 651-8260

EXPORTS. Documentation Specialists needed for Southfield Export Company. 352-8025

Fun Job
Farmington
$625 Fee Paid
One of our favorite firms needs outgoing steno who would like to work in nice Farmington surroundings. Every fringe benefit, of course. PERMANENT STAFF. Personnel.
388-8900

SECRETARY for employment in Legal Office, legal experience and shorthand preferred but not necessary. Must have good typing skills. Salary commensurate with ability. 354-7400

FULL-TIME Secretary. Light shorthand. Good typing. General office skills. To take charge of a busy office, in Livonia Area. Starting salary $650. Excellent company paid fringe benefits. Blue Cross & Blue Shield. Regular Vacations. Regular salary reviews. Please submit resume indicating Qualifications & Required Starting Salary to 33900 Schoolcraft Rd. Suite 8-G, Livonia, Michigan, 48150.
An Equal Opportunity Employer

Terrific In
Troy
$750/Mo.
You will love this fast paced office of expanding Troy company where you will answer phones, help with invoices and do some payroll. Benefits plus raises equal happiness. PERMANENT STAFF. Personnel.
388-8900

BOOKKEEPING Department - knowledge of bookkeeping & typing required. Mathematical aptitude necessary. Must be able to operate adding machine with accuracy. Experience with billing & invoices helpful. Will train on computer bookkeeping system. 559-1400

EXPERIENCED Secretary needed for busy Plant Manager of food manufacturing firm. Candidates should have good English, grammar and Secretarial skills, plus the ability to work with figures. $150 per week, plus good fringe benefits. Please send resume with expectations to: Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Secretary
Good typing and ability to think essential. Shorthand and Insurance experience helpful but not necessary. Birmingham area. Salary open
Phone for appointment
646-4357

ASSISTANT bookkeeper - complete working knowledge of receivables & payables. Experienced typist. Excellent benefits. Good starting salary. 478-8400

GENERAL Office. Good phone voice, typing, filing, knowledge of computers. Small engineering department of fast growing Livonia company. Call Mr. Ferguson, 464-0300 Marlee Sales Engineering 522-9000

504 Help Wanted Office-Clerical

SECRETARY needed for Rochester Law office. Must have dictaphone, shorthand & typing skills. Experience desired but not necessary if good ability & attitude. For appt. 651-6333

DICTAPHONE
OPERATOR
Mature gal to handle all dictaphone transcribing & file maintenance. Must excel in typing skills & spelling, shorthand helpful. Permanent position with fringe benefits in fast moving, detail oriented, food broker office. Salary commensurate with ability. Call Mr. Pozelovich between 1-4 PM. 355-3400.

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TEMPORARIES

EXECUTIVE secretary, excellent typing, knowledge of bookkeeping & office procedures required. One girl office. Pleasant, qualified appearance & poise important. Birmingham area 644-4560

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SEMICONDUCTOR
Requires a secretary for our Farmington Hills Field Sales Office. Position requires good general skills. Applicant will be compiling reports and interfacing with local sales people, customers and factory personnel. Office operating procedure training will be provided. Call between 8:30 AM - 5 PM.
533-1 478-7100
An Equal Opportunity Employer

LEGAL SECRETARY, experienced with shorthand. Troy-Somerset area. $775 a month. 649-2910

SECRETARY
Part-time, Farmington location. Shorthand not required 478-7666

SECRETARY
For Southfield law firm. No legal experience needed. Good general secretarial skills needed. 9 Mile, Southfield Rd area. Salary depends on experience. New office
559-4210

LEGAL Secretary, Bloomfield Hills law firm, minimum 3 years experience, exceptional shorthand and typing skills required. Salary based upon qualifications. Call Cathy
647-0333

RECEPTIONIST-Typist. Birmingham business office, detailed typing 60wpm. Minor office functions. Call weekdays between 9 36 and 12
645-7731

CLERICAL
OFFICE HELP
Light secretarial duties. Phone answering, typing & filing. Hours 10 A. M.-5 P. M. Apply
24655 Southfield Rd.
Suite 203
Southfield (near 10 Mile)

RECEPTIONIST-TYPIST
PUBLIC Relations firm (Troy - Big Beaver Rd area) needs recent high school graduate with 60 w.p.m. typing competence. No dictation or transcribing skills needed. Full benefits program (Blue Cross, Blue Shield). Located in new full-service building, with excellent parking facilities. To arrange interview, write Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY-BOOKKEEPER
For Farmington Hills dealer office. Light typing, pleasant telephone manner. Mr. Hall. 626-8900

FOR YOU
OPPORTUNITIES
SECRETARY Work for VPs Sales Company. Excellent typing, shorthand and record keeping fees extra, $800. Fee Paid

PROGRAM CO-ORDINATOR Requires office and supervisor experience. Benefits. $858. Fee Paid

REDACTION OPERATOR Experienced on Word Processing. Legal Firm. Good advancement potential $700. Fee Paid

LOIS RAY PERSONNEL
559-0560

TYPIST 60-70wpm, accurate, excellent speller. Interesting work diversified duties. Knowledge of transcribing equipment helpful. Experience preferred. Starting 40 hr week. Current experience and good work record. Southfield 424-8582

CONSCIENTIOUS woman with typing & general office skills, must have pleasant telephone manner & project well on telephone. Good memory is essential. Livonia.
525-1500

BIRMINGHAM LAW FIRM - Will train a good secretary with technical background to be legal secretary. Good skills required. Salary $875 to $900. Benefits and Fee Paid

RECEPTIONIST - For Southfield company moving to Troy. Typing and light Bookkeeping. Accurate required. Salary $550 plus benefits. Fee paid.

AUDIT CLERK - For large Troy manufacturing company. Company will train bright person with detailed-oriented mind. Salary $600 with full benefits and Fee Paid

BOOKKEEPER - For Birmingham firm to handle Accounts Receivable and work with a new computer. Some typing. Salary up to $800 with benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

IN-OUT CLERK WANTED
For Northwestern Suburban Operations. Will train. Southfield 557-6390

PART-TIME opening with busy manufacturer's rep office. 13 Mile-Greenfield area. Light typing experience and typing a must. Hours: 1-4. Send resume to: Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY to Agency Head. Troy insurance office. Shorthand not necessary. Supervision experience desired as the applicant must be capable of supervising 8 - 10 people. Good communications skills required. Excellent working conditions, location and benefits. For further information please contact Personnel Department
ALEXANDER HAMILTON
LIFE INSURANCE CO.
OF AMERICA
12 Mile & Farmington Rd
553-2000

INSURANCE AGENCY, NW suburb, needs experience property-casualty commercial writer. Rate: Send resume to P.O. Box 442 Farmington Hills 48024 Schoolcraft, Livonia, Mich. 48150

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INSURANCE Agency, Garden City, needs permanent part-time for bookkeeping position. Experience and references required. Call 8 to 5 Pm 421-1515

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Individual with 2 years experience. Excellent benefits. Salary commensurate with experience. Full fringe benefits. Apply
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(Of Renaissance Center)
2130 Franklin Twp
259-1919
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SECRETARY
Experienced Secretary desired for CPA's office. Excellent working conditions Ms. Chapin 557-2700

PAYROLL CLERK needed to work 3 days a week. Will also help with general office duties. Non-smoker. 642-0690

SECRETARY
Prominent Southfield-based real estate firm desires mature individual with good secretarial skills and pleasant telephone personality. Call
559-2000 Ext. 119

SECRETARY Tree Tax Law firm seeking experienced male woman with ability to type 80 wpm, take dictation. Hours may be flexible if experience a must. Call for interview 362-1615

SECRETARY needed for Southfield law office. Typing shorthand skills required. Will train. 647-6909

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