500 Help Wanted

SERVICE STATION Employee, experienced. Days, good pay, plus commission & profit sharing. Birmingham Area 647-0700

SERVICE STATION help. Days or afternoons. Male or female. 27810 Grand River at I-96, Farmington. Mobil 478-6780

SHAMPOO Assistant needed for Mon., Tues., Wed. Must be licensed. for Farmington salon 474-5060

SHIPPING RECEIVING for Steel company, near westside Detroit. Send resume to Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SHIPPING & RECEIVING man needed for industrial parts company. Must have experience. Southfield area. Equal Opportunity Employer 353-6100

SHIPPING & RECEIVING CLERK, 9AM-5PM Daily, Mon. thru. Fri. For Interview, Diacin Pharmaceutical Co. 546-9191.

SIDING MAN, EXPERIENCED, own truck and equipment 631-5544

SNOW SHOVELERS Needed for apartment complex. Apply at Muirwood Apartments, Drake & Grand River, I-4 PM.

SOUTHFIELD Mechanical Design firm seeking a full time blue print operator, previous drafting experience helpful, drivers license a must 557-0198

Sports Officials

Need BASKETBALL and VOLLEYBALL referees, $4 to $9 per game. Non-residents may apply. Apply immediately to City of Livonia Civil Service Commission, 25325 Farmington Rd. An Equal Opportunity Employer

STAINLESS Steel Foundry in Novi is in need of Plug Grinders and Cut-Off Operators. For interview call 349-5230

STEAK & ALE has day & evenings positions open. Must have the following kitchen help: waiters & waitresses, door hostess, busboys, busboys, personnel. Applications accepted Monday - Friday 2 30-4 30 at 24666 Northwestern Hwy., Southfield. No phone calls accepted

STOCK position, rearehouse, full time days, open for young man interested in learning stock control with growing record distributor. Salary and benefits AM Distributors. 525-7600

STOCK ROOM SUPERVISOR

Individual with some knowledge of Gestetner Printing process and inventory control of office supplies needed immediately by Southfield firm. Must have good driving record and be willing to perform varied duties $700 a month Call 557-5672

RED WING TICKET WINNER

Gary Haddon
8718 Otto
Detroit MI 48204

But you must call the Promotion Dept of The Observer & Eccentric by 5 p.m. Friday, January 6, 1978 to claim your two free RED WING HOCKEY TICKETS 261-8600, ext 243

CONGRATULATIONS!

STORE MANAGER, Assistant Manager. Full and part time Sales Help for high volume women's specialty shop. Excellent compensation. Retail experience necessary. Apply in person. Bernard's, 16-12 Mall, or Fairlane Town Center

TEACHER. Part-time. Physical Education, Elementary Parochial school Call 573-0337

TECHNICIAN

Immediate opportunity with Dennison Manufacturing for field service technician. A minimum of 2 years mechanical experience is required. Knowledge of basic electronics is a plus. You will be responsible for servicing our customers at retail & industrial locations in Eastern Michigan. We provide a company car, training, expense account & benefits. For further information, contact Mike Fribley at 354-7440

TELEPHONE/APPOINTMENT CLERK

To call from our suburban offices, pleasant salary, part-time position with national firm. 4 hours daily with opportunity from 16-40PM. Call Miss Nicholls after 10 AM 399-2291

TELEPHONE SOLICITORS Interesting Public Relations-Promotion Program part time, flexible hours Will train Farmington Area 476-1189

TELEPHONE SALES - experienced Part time, minimum 4 hours daily. 5 days a week Southfield office Call Bob Gamson 557-2100

TELEPHONE WORK, men & women wanted to call on telephone & make appointments. Salary & commission Call Mr King 353-0702

THE DRY DOCK

In Now Taking Applications for
BARTENDERS - FULL TIME
HOSTESSES

Experience required. Apply in person weekdays between 2 30 PM - 4 PM only. THE DRY DOCK Restaurant, 26015 Greenfield Rd. (¼ block south of 11 Mile)
Equal Opportunity Employer M/F

TOOL STRAIGHTENER for heat treat. 357-5229

TRAINEE for Torque Repairs and Shop help. Call Brent for appointment 837-7967

TRAVELING PHOTOGRAPHERS Use our studio equipment, your car. National company now seeking hard working people-oriented individuals to become portrait photographers in the Michigan region. Paid travel & expenses in area Department Stores. Earning potential of $12,000 to $18,000 including paid training, topnotch benefits & profit sharing program. We train you - using the best equipment & techniques available. For interview please Call 545-4275

TRUCK DRIVER and Delivery Man to start immediately, references. Apply in person at Wilbeck Household Appliances, 23365 Woodward Avenue, Ferndale

TRUCK DRIVER Experienced. For Detroit & Suburbs. Full Time. Call 843-8515

TRUCK DRIVER. Outdoor power equipment distributor needs a full time truck driver for local deliveries. Chauffeur's license required. Paid vacation and other benefits. Pontiac Stadium area. 373-8000 An Equal Opportunity Employer

500 Help Wanted

SURFACE GRINDERS
Experienced only! Interesting work, form grinding, die details, full or part time. Pay open. Good Benefits. Long program. PAB Tool Corp, 3126 Hilton, Ferndale

TACO BELL Now Hiring. 18 years & older, male or female, Part Time, all shifts. Apply In Person. 29450 Plymouth Rd., W. of Beech.

TURRET LATHE LEADER

Southfield Machine Shop seeking experienced working leader for W & S Department. Please call Jeff for particulars, 356-4201

UNITED STATIONERS SUPPLY CO. LIVONIA

National distributors of office supplies now accepting applications for office & warehouse help Openings available Clerk Typist, General Clerical, Inventory Control, Clerk Operators, Warehouse Help. Attractive starting salaries, many employee benefits Excellent potential advancement. If interested call Personnel Dept 425-6000

VENDING ROUTE MAN
Must have good
Driving record
477-1787

VIC TANNY
Immediate openings, female instructoresses needed at our Livonia Club. Applicants must be in good physical condition, please call for appointment. 476-1314

VIC TANNY International offers career opportunities with excellent starting salary for lifeguard-swimming instructors. Applicants must be in excellent physical condition and have current Advance Life Saving in Water Safety Instructor certification. Full time & part time positions available. Apply in person at Vic Tanny Health & Racquet Club, 6420 Telegraph, Birmingham, Mich 48010, from 3-10PM

WAITERS WAITRESSES Coach & Four Dinner Shift

Apply In Person
6th Floor
STOUFFER'S NORTHLAND INN
21000 Northwestern Hwy
Southfield, Michigan

WAITERS WAITRESSES

Looking for outgoing, energetic persons who enjoy serving the public. No experience necessary. Varied shifts available. Bottom of The Hill Must be 18 or over Apply in person

HILLSIDE INN

41661 Plymouth Rd Plym

WAITRESSES WANTED
Must be 18 Dino's Pizza Parlor, 31525 Joy Rd. Westland 261-3720

WAITRESSES HOSTESSES PART TIME

Apply In Person
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Southfield

WAITRESSES

PORTER
DISHWASHERS

For day and evening shifts Many fringe benefits paid vacation. Above average earnings Apply in person at

Howard Johnson Restaurant

Telegraph at Maple Rd.

WAITRESSES, Cocktail, full and part time, excellent wages & tips Apply in person. 8466 Telegraph near Joy Rd

WAITRESSES WANTED
Experienced Full time, days Grecian Tower Restaurant 522-2807

WAITRESSES Apply in person Blue Bonnet Lounge, 31268 Ford Rd., Garden City Apply after 6PM

WAITRESS, good pay, nights, Bobbie's Lounge Apply in person, 15414 Telegraph, Redford

WAITRESS, HOSTESS & COOK
Apply in Person
The Ryan Road House
14 Mile at Ryan 939-1800

WAITRESS Wanted Full time, morning shift Apply Mclemmey's Restaurant, 23501 Northwestern Hwy., Southfield.

WAITRESS & Bar Maids. Must be 18 or over. Apply in person Cherry Hill Lanes, 300 No. Inkster, Dearborn Heights, Mich 278-0400

WANTED dependable people to shovel snow Must be out of school and have transportation Excellent pay 525-9590

WANTED experienced snow plowers to drive our trucks Excellent pay 525-9590

WANTED-FULL Time. Man with mechanical ability Also safety attendant. Apply at Boron Service Station, W. 8 Mile, at Middlebelt

WANTED Mature Bar Maid part time The Golden Spike Lounge, Garden City. 422-4244

WANTED RPGII Programmer Applicants with experience in a manufacturing discipline will apply such experience to programming a system 3 model 10 computer Applicants may apply in person at Numatics Inc. 1650 North Milford Road, Highland, or call Mr L. Gerstenberg 887-4111
An Equal Opportunity Employer

WANTED Single copy newspaper delivery people to deliver Free Press in southern Oakland County Driver's license and car needed Short hours, good pay 358-2218

WANTED young man for pickup and delivery driver, mechanically inclined helpful, apply at 22435 Farmington Rd.

WAREHOUSE HELP with some truck driving experience Must know city Steady employment, chance for advancement. Apply McInerney's Syrup Co., 25849 Research Dr., Farmington Hills, Mich 'Bob Geary' 477-6333

WEEKEND GATE ATTENDANT
HOURS: 11 PM - 7 AM
Saturday & Sunday
Needed for apartment complex. Apply at Muirwood Apartments, Drake & Grand River I-4 PM.

WEEKEND Waitress-Cook for afternoon shift, no experience necessary, 18 or over Apply, Ford Lanes, 23100 Van Born, Dearborn Hts

WELDERS-ARC

EXPERIENCED ONLY
Farmington Hills

535-6602

WE NOW Have openings for Mustone Telephone Work. Work hours from 9 to 1 pm, 1 to 5 pm. Or 5 to 9 pm. Southfield 559-1280

100 PEOPLE

We need people for warehouse, bindery, and packaging work. In the Livonia, Plymouth, Redford area. Long term assignments. Apply at:

Somebody Sometime

660 Village Plaza. 565-3500
16415 W. 4 Mi. 272-6500

500 Help Wanted

YORK STEAK HOUSE
Located in Westland Center now hiring part time employees for day shift. Must be available between 10 a.m-2 pm. Apply in person Mon thru Thurs between 2-3:30 pm

YOUNG MAN
To work evenings, 18 or over. Apply in Person, Old Orchard Theatre, Orchard Lake Rd., N. of 12 Mile

502 Help Wanted Dental-Medical

RN & LPN Excellent working conditions. For small private nursing home in Southfield 557-3333

NURSES AIDES, Dearborn Hills Convalescent Center, Ford Rd and Beech Daly, has openings for nurses aides No experience necessary. If you are mature and dependable, will train. Interviews Thursday Jan 5th and Friday January 6th, from 1:30-3:30PM. Next class start Monday January 9th. 26001 Ford Rd, Dearborn Hts
An Equal Opportunity Employer

AIDE & ORDERLIES for small nursing home in Southfield. Pleasant working conditions Fringe benefits Full time 557-3333

DENTAL ASSISTANT, experienced, full time, West Dearborn, Monday thru Friday 274-6522

Dietary Aids

Full time 6am-2:30pm shift Apply in person.
Dorvin Convalescent & NUrsing Center,29270 Morlock, Livonia, on Middlebelt, one block south of 8 Mile

NURSE'S AIDES & ORDERLIES

Five day paid training class. Full-time or part-time. All shifts. Attendence bonus Start today. Apply in person.
DORVIN CONVALESCENT & NURSING CENTER
29270 Morlock, Livonia, on Middlebelt, one block south of 8 Mile.

MEDICAL ASST

Immediate opening for the right person. Must know how to give injections & do a CBC rapidly.

MEDICAL RECPT

Livonia office needs a capable person. Experience not required but helpful

ORAL SURGERY ASST.

Southfield office No experience necessary 4½ day week, no evenings Good benefits, congenial atmosphere

HEALTH CARE PERSONNEL SERV

28711 Woodward, 1½ miles S. of 13 Mile 398-0030

LPN Nurse Aides

DAYS & MIDNIGHTS
FULL & PART TIME
CAMELOT HALL
35100 Ann Arbor Trail
Livonia

NURSES AID positions available at Westland Convalescent Center, 36137 W. Warren, ¼ mile W of Westland Shopping Center. We are looking for dedicated caring people who enjoy a challenge. We have a lovely work atmosphere and there is no experience necessary. You will earn as you learn. Please stop by any day. Monday thru Friday till 4 PM

CRNA

Anesthesia Team Concept
Broad Compensation Package
Personal Interview Required
PONTIAC GENERAL HOSP
ANESTHESIA DEPT
9AM-5PM
857-7306 857-7310

RN NEEDED

For Full-Time 3pm-11pm shift.
Please Call
476-0550
Dorvin Convalescent & Nursing Center
near Livonia Mall

NURSE'S AIDES

All Shifts
Apply in person.
UNIVERSITY CONVALESCENT & NURSING CENTER
28550 Five Mile, Livonia
Located between Inkster & Middlebelt Rds

DENTAL ASSISTANT, chairside, experienced. Full time. Mature Pleasant office, Farmington area 477-0208

DENTAL HYGIENIST. Livonia Reply to Box 928, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

HAWTHORNE CENTER

Announces
IMMEDIATE
JOB OPENINGS FOR
RN'S

To qualify, you must enjoy working with children. Be able to work in a caring & informal atmosphere

Want to participate in a well defined multi-disciplined treatment program for emotionally disturbed children Openings are available for full time employment on PM-AM Shift. No previous experience necessary Orientation program & continuing in-service training for all staff State Civil Service fringe benefits PHONE

349-3000 Ext. 471
8 AM to 4 PM

NURSES AIDES

FULL time positions Mature Persons See Mrs. B Watkins

NIGHTINGALE WEST
8245 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN-LPN

Good starting salaries, and good hospital benefits. Full time Modern facilities. See Mrs. Fred Fredel

Nightingale West

8265 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN OR BSN - One year exp experience minimum. Full Time, weekdays. Excellent salary & benefits.

HOME HEALTH AIDE - One year experience. Hospital experience preferred. Full time, days, for mature person. Car necessary. Salary, car allowance, excellent benefits.

SPEECH PATHOLOGIST-Contract. Have C.C.C. or in process of acquiring. Experience required. Part time or an excellent fee per visit basis

All positions available for someone located in Western Suburbs, Downtown or Detroit.

METRO HOME HEALTH
278-7600

502 Help Wanted Dental-Medical

MEDICAL Assistant, part time for Surgical Office. Pleasant surroundings Grand River & 8 Mile area 478-7733

WANTED: HYGIENIST Full or Part time Westland-Canton Area. 326-2010

NURSE'S Aide, strong, nonsmoker, to care for MS patient. Mon. thru Fri. 9-1. Light housekeeping. $3.75 per hr Paid Social Security, references. Southfield area 559-2541

NURSE AIDES

FULL OR PART TIME
Days-Afternoons-Midnights
Apply in person

Maycrest Manor

15475 Middlebelt, Livonia

427-9175

ATTENTION NURSE AIDES
Avondale Convalescent Center - has full time openings on all shifts for experienced Nurse Aides 651-4422

EKG TECHNICIAN- Part-time, 559-9660

DENTAL HYGIENIST Needed 1 or 2 days in modern, Motivating office In Plymouth-Livonia Area 453-6565 626-1494

MEDICAL ASSISTANT or LPN/for ENT & Allergy office in Southfield, full or part time 6A-M-5PM. 559-5430

DENTAL ASSISTANT, full or part time Oral surgery office, Birmingham area Experience preferred Call between 9 30 AM - 4 30 PM. 647-7336

DENTAL HYGIENIST wanted for full time, Monday through Friday position Will also consider part-time. Pleasant working conditions in modern 2-doctor office in Plymouth area Please send resume to Dental Office, P O Box 355, Plymouth, Mich., 48170.

DENTAL Assistant, experience, chairside, all fringe Benefits Redford, Dearborn Hts area Call after 6PM 533-1687

RECEPTIONIST - Busy medical practice. Mature individual for reception & appointment desk Mon thru Fri, 8 30-5 30 Call for appointment. 476-2420

NURSES AIDES

FULL TIME
7-3 PM & 3-11 PM
Mature Ladies Preferred
WISHING WELL MANOR
520 W. Main, Northville
349-4390

GIRL FRIDAY - I girl office, bookkeeping, invoicing experience, full time Ardon Business Forms. Appointment 535-1444

DENTAL RECEPTIONIST for Birmingham office, some chairside duties, excellent opportunity in pleasant environment for a personable & responsible individual Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST - Part Time - Oral Surgery Office, Birmingham area, Minimum of 60 WPM Call between 9-30 & 4 30 at 647-7336

EXPERIENCED MEDICAL Secretary wanted in Livonia doctor's office. Full or part time 522-7175

RECEPTIONIST
Busy Ophthalmologist's Office, full time, pegboard, Medicare, Medicaid, Blue Shield Reply to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CHEERFUL RECEPTIONIST-Assistant for Livonia Podiatrist's office. Some typing, full & part time positions Please send resume to Box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

OPHTHALMOLOGIST ASSISTANT
Must be amiable, pleasant, capable, and dependable 8-4 PM., also Saturday hours. 557-3555

RN'S OR LPN'S - to work part time on PM shift Oak Hill Nursing Home 477-7373

DEAR MOTHERS - work from 10 am to 2 pm, or other convenient hours while your children are at school Help care for people and earn extra money in your spare time Call Mrs Mattmueller at 477-7373

Nursing Education INSTRUCTOR

In-service instructor needed to work full time on the 2nd and/or 3rd shift for training convenience Excellent working conditions Apply Tuesday through Friday 9 Am to noon or call 652-5332

Crittenton Hospital

1101 W. University Dr.
Rochester, Mich.
M/F Handicapped M/F
An Equal Opportunity Employer

RN & LPN

We offer a unique work experience with the mentally retarded at Plymouth Center for Human Development, located on Sheldon Rd, Northville, Michigan.

1. Civil Service Status
2. No shift rotation
3. Opportunity for advancement.
4. Vacation, 2 weeks, 8 paid holidays, hospital conditions, good date accrual of sick time, retirement plan
5. In service education opportunities
6. Michigan Licensure required
7. Salary commensurate with experience

CONTACT NURSING OFFICE
453-1500, Ext. 212

EXPERIENCED
Dental Hygienist, full time Prevention oriented office. Call for interview Garden City. 427-2581

MEDICAL Laboratory Technician Best working conditions, good hours Experienced in Hematology, Urinalysis, and Venipuncture, a day week, average 32 hours. 354-3030

DENTAL ASSISTANT - Southfield Orthodontist, experienced preferred. 358-5320

DR'S RECEPTIONIST, full or part time, typing and office experience required. 5 days, 40 hours, no eves., Wed off. Will consider 2 women to share time Reply to Box 855-7022

DENTAL ASSISTANT to work with specialists in Southfield. Salary commensurate with experience Benefits. Full time. Pleasant working conditions. 352-4557

DENTAL HYGIENIST, experienced Electrical Action Plaque

RN'S, LPN'S

DAYS & AFTERNOONS
Apply in person

MEDICO'S

RECOVERY CARE CENTER
22255 W. 8 Mile Rd.
3 blks W of Lahser
255-6450

RN'S - LPN'S NURSE AIDES

FULL & PART TIME
Days - Afternoons
Apply in person

FRANKLIN MANOR

26900 Franklin Rd., Southfield

352-7390

502 Help Wanted Dental-Medical

TEAM ORIENTED dental auxiliary. Are you career oriented & not reaching your full potential? Experienced assistant needed for a quality practice with emphasis on total patient treatment Salary & benefits open. Southfield. 559-3020

RN

with psychiatric experience desirable. Full time, midnight shift. Apply

Ardmore Acres Hospital

19810 Farmington, Livonia

474-3500

Psychiatric Attendants

Midnight shift. Apply in person

Ardmore Acres Hospital

19810 Farmington, Livonia

FARMINGTON HILLS - orthodontist seeking mature employee for part time desk Four days, and alternate Sat mornings. No eves No Wed. 553-4550

ANIMAL HOSPITAL seeks mature person interested in working with animals. Must enjoy meeting the public and be efficient with office procedures. Reply to Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN'S - LPN'S NURSE AIDES

FULL & PART TIME
Days - Afternoons
Apply in person

FRANKLIN MANOR

26900 Franklin Rd., Southfield

352-7390

504 Help Wanted Office-Clerical

SECRETARY RECEPTIONIST

Quality, close knit office seeks capable, enthusiastic person with good typing and dictation skills. Pleasing phone personality a MUST. Bookkeeping experience helpful but not mandatory. Job consists: Variety and requires a willingness to accept challenges as they occur Excellent working conditions. Good benefits. Farmington Hills area 8:30 to 5 PM

851-8800

STATISTICAL/Production home typist needed $2.65 an hour, 5 day 40-hour week training Piece rate pay following training 585-5665

SUBURBAN OPPORTUNITIES

CLERK TYPIST, to $650 Good typist needed for Farmington Company.

SECRETARY, to $900 Good typing Average S.H Financial experience preferred W. Bloomfield.

PROOFREADER, to $825 Competent in spelling and grammar. Knowledge of adding machines Southfield

SECRETARY, to $820 Good typing Average S.H International company Southfield.

CLERK TYPIST, to $600 Good typist. Will train for various clerical positions Southfield

EMPLOYERS PAY ALL FEES
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

TYPIST

Research laboratory Typing skills must be exceptional. Good working attitude and general office skills will be required

Competitive pay, fringe benefits, which include profit sharing are offered Apply between 9-11 AM and 1-4 PM. at

FLINT INK CORPORATION

25111 Glendale, S. Redford

538-6800

An Equal Opportunity Employer

BOOKKEEPER
Birmingham, W. Maple & Telegraph Rd., Property Management Company requires a full time responsible person to maintain complete sets of books, for condominium & rental sites, experience preferred 645-9788
METRO MANAGEMENT CO

CLERK-TYPIST

Interesting trainee position for clerk-typist in Southfield advertising company Promotional potential, benefits, salary review fee paid Call Marilyn at Professional Placement Partners, Suite 616, 555 S. Woodward, Birmingham 48011. 644-2852

CUSTOMER SERVICE CLERK

Livonia office of insurance company needs individual to handle Customer Service calls, take loss reports and adjust losses Some insurance experience preferred but would consider responsible person with 2 YEARS GENERAL OFFICE in CUSTOMER CONTACT EXPERIENCE Knowledge of MS WORD required Pleasant offices, good fringe benefits Call: Tania Terry 937-1882

MICHIGAN MUTUAL INSURANCE GROUP
Affirmative Action Employer

PURCHASING - JR. BUYER
High school graduate with some type of experience. Apply Friday Jan 6, 1978 at Photon Sources Inc., 37100 Plymouth Rd., Livonia

BOOKKEEPER & General office Must have experience in accounts payable...receivable & payroll. Apply at Kitchen Kettle Cuisine 26770 Grand River, between Beech & Inkster, Redford Twp.

CUSTOMER SERVICE REPRESENTATIVE

DETROIT Publisher needs person with general business office experience for entry level customer service opening. Experience in accounts receivable, customer contact and general sales support helpful. Please call after 10 AM

Equal Opportunity Employer M/F

STEEL Company in Livonia - would like girl for order desk, must be good typist and good with figures Hours 8-5 pm, 5 days per week. Ask for Delores Victory. 525-1660

ACCOUNTS RECEIVABLE

Excellent opening for experienced Accounts Receivable Clerk. We offer excellent working conditions, growth environment, good salary, and liberal employee benefits. Call Ms. Laidlaw at 348-6700

GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville

PERSONNEL CONSULTANT
Do you like people? Our Southfield office needs your phone & office experience. Salary plus commission. Call Fred: 353-0509

504 Help Wanted Office-Clerical

EXPERIENCED SECRETARY / Girl Friday, diversified work with small Southfield Communications Organization. State Qualifications & Salary Requirements to Box 24, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

CLERICAL

Birmingham branch of nationwide insurance company has immediate full-time openings for:

CLERK-TYPIST - New position in sales dept. Work with sales reps., typing proposals, process policy changes & sales prospects Good clerical skills required

FILE CLERK - In claims dept No experience needed, light typing skills required.

Excellent employee benefits, promotional opportunities Call Vicki Sata for appointment 645-2700

LIBERTY MUTUAL INSURANCE CO

(Telegraph at 12½ Mile)
An Equal Opportunity Employer

TROY Agency of major Life insurance company has Part time, Diversified duties including typing of agents' correspondence and assisting underwriters. Must secure Area Age no barrier. Call mornings 649-3609
An Equal Opportunity Employer

TYPIST, 50WPM, in Pleasant Southfield Office, 5 days a week, steady employment, benefits 569-5335

CLERK TYPIST - general office work Fringe benefits Excellent working conditions Old established organization. Apply: Glenner Life Insurance Society, 1600 N. Woodward (corner Big Beaver and Woodward), Birmingham; 8:30 Am to 4:30 Pm.

SECRETARY

With real estate experience for the Southfield/Lathrup area Applicant must have pleasing personality and telephone voice Contact Jack Keoshian for confidential interview

CENTURY 21

TODAY 538-2000

Immediate Opening

Challenging position for individual with general office experience. Diversified duties Typing and shorthand required. Steady employment. Full benefit program including profit sharing. Apply, 9am-4:30pm 12985 Wayne Road, off Schoolcraft, Livonia.

HADLEY'S

SHARP PERSON to learn interesting work in international finance & computer area Must have some actual bookkeeping experience & be able to type Some college & foreign languages desirable but not essential $160 per week-up-depending on training & experience. Good fringes Call Pam Smith at 557-4400 Or send resume to Master Data Center, 16400 W 12 Mile Rd., Southfield, 48076

SECRETARY, general office duties, start at $110 per week. Livonia area 525-4414

GIRL Friday for diversified Mail job A quick learner who is competent and responsible will find a new home here 851-7727

EMPLOYMENT COUNSELOR

People ability & sales or public contact, experience could be your key to an exceptional future with Professional Placement Partners Limited

Generous compensation program, profit sharing & fringe benefits Plush, private offices in an extremely pleasant working atmosphere. Career growth to branch in area management. Isn't it time for you to move up to the top position in your field? Please call or send your resume in confidence to Mary Lou Jones, Professional Placement Partners Limited, Suite 616, 555 S. Woodward, Birmingham 48011.

644-2852

EXECUTIVE SECRETARY - Needed for Southfield accounting firm. Typing 50 wpm Salary to $800 to 100 wpm. This position is to a partner Salary $700-800 starting, plus excellent benefits Fee paid

RECEPTIONIST - for Troy office, typing 50 wpm, general knowledge of office work and essential. Salary $500-550 Fee paid

PREFERENCE PERSONNEL 362-3420

Personnel Consultant

Join Growing Agency staff We will train Great chance for Top Earnings Call

642-3050

SECRETARY to Corporate Partner-type 70wpm, shorthand, 90wpm, $870 per month. Fee Paid

CONTRACT ADMINISTRATOR-Accounting knowledge-type 60wpm, $700, Fee paid.

SECRETARY-for Accounting dept., figure work, type 55wpm, shorthand, 70wpm

BOOKKEEPER-Full charge plus taxes-$900. Fee Paid

ACCURACY PERSONNEL

642-3050 358-2010

EXECUTIVE SECRETARIES - for Birmingham firm in need of 2 top people. Good skills required. Labor relations background helpful. Salary $750 to $1040 Full benefits. Fee paid.

BOOKKEEPER - for Bloomfield company, beautiful offices, career opportunity for flexible person with strong accounting or bookkeeping experience Some supervisory Salary range $12,000 to $14,000

SECRETARY - To Bookkeeper in a small Birmingham company. Enjoy working in nice surroundings with friendly employees? Then, this job is for you. To $750 Fee Paid. Your secretarial skills needed $800 and fee paid.

NICE - Southfield company needs secretary with 3 years good experience for one of their top people. Salary to $800 Will work with excellent benefits and fee paid.

START - 1978 with a new career. Learn legal if you have 100 shorthand and excellent typing. This Birmingham company pays fee and $900 per month plus benefits

ADAMS & MARTIN PERSONNEL

920 E. Maple BIRMINGHAM

646-5600

EXECUTIVE SECRETARY for small Real Estate and Brokerage and Development company. Legal, real estate, or construction experience required. Woodward Average, Birmingham. Send resume to Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE, telephone some typing. Birmingham area Call between 8:30AM-3PM. 644-6773

504 Help Wanted Office-Clerical

SECRETARIAL & clerical responsibilities in Regional Office. Typing and shorthand skills, good salary and company benefits. Canton Twp. 459-0550

BOOKKEEPER-SECRETARY
One girl office, full time, right only through financial statements. Must know pegboard system, payroll, all taxes, inventory control, corporation experience, typing required. Benefits Machine-R.E. Sales Inc., 21020 Coolidge Highway, Oak Park, Mich 541-0733

CPA FIRM in Southfield has an opening in a Clerical Area for a person who likes detail work & can handle pressure. Must be a good typist & have a pleasant phone voice. Good benefits. Call 358-4411

FULL-TIME Receptionist, wanted for Dearborn Hts. office, until April 15. Some typing experience preferred. Call Mr. Randall for appointment. 278-2242

FILE CLERK, full time only, 8 AM - 5 PM. RS Electronics, Livonia. 525-1155

NEED A JOB?
Start the new year off right and come in and register with our friendly agency today! We have many excellent secretarial openings, salaries ranging from $650 to $1,000 per month. And all are fee paid

TOWN & COUNTRY
EMPLOYMENT CENTER
Med. Dental Div. 474-1717

ALL AROUND GIRL. Must know typing, shorthand, some figure work Fringe benefits Excellent working conditions Old established organization. Apply: Glenner Life Insurance Society, 1600 N. Woodward (corner Big Beaver and Woodward), Birmingham; 8:30 Am to 4:30 Pm.

CLERICAL

Several permanent entry level openings Requires good typing skills and some typing ability. We are moving early 1978 from the Southfield area to Troy Call 549-5700 ext 296 between the hours 9 Am. to noon for an interview appointment.
Equal Opportunity Employer M/F

RECEPTIONIST -TYPIST. Established insurance agency in Troy For interview call Mr Archey at 879-9000

BOOKKEEPER-SECRETARY - 1 girl office, full charge only through financial statements, must know peg board system, payroll, all taxes, inventory control, corporation experience, typing required. Benefits Machine R.E. Sales Inc., 21020 Coolidge Hwy., Oak Park 541-0733

CPA firm - Southfield, needs typist, general office, 9 am-2:30 pm, 5 days. Ask for Mrs. Swenson,569-3133

RECEPTIONIST - good typing and figure aptitude, beautiful Troy firm, $500 with raise in 3 months. Fee paid

SECRETARY - Detailed oriented, organized with excellent typing and telephone experience. $10,800, Fee paid.

LOIS RAY PERSONNEL 559-0560

FEMALE Help wanted for light factory work, in printed circuit shop. Apply at front door, 12200 Farmington Rd. Livonia; before 11:30 AM or after 1:30 PM

SECRETARY We will be opening a sales office in this area within the next few weeks. I am looking for a mature, pleasant & dependable woman to train as my secretary 478-7884

BOOKKEEPER - Secretary, 1 girl CPA office, 12 Mile-Southfield. Experienced only - in the following: bank reconciliations, write-up, payroll tax preparation, light typing. 557-6670

OFFICE GIRL
All around Gal Friday. Light secretarial, full time, good benefits. Office located in Farmington Hills Call Mr. Hobbs: 478-6370

GENERAL OFFICE - Expanding manufacturing company located in Livonia is seeking general office clerk. Position requires accurate typing & neat handwriting. Duties include typing, filing, posting & general office duties Salary range from $140 to $166 depending upon experience. Fully paid Blue Cross-Blue Shield, paid vacations & holidays & profit sharing program Pleasant working condition. Apply to: Box 992, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK TYPIST to work in Assessor's office Experienced. Must reside in Oakland County Apply at Township of Southfield, 18500 W. 12 Mile.

CLERK TYPIST with bookkeeping knowledge, references. Apply in person at Wilbeck Household Appliances, 23365 Woodward Avenue, Ferndale.

CLERK TYPIST I
To perform general clerical activities Light typing, filing, general office. Salary $7,327 per year. Applicants must meet the following CETA requirements: Farmington Hills resident, family income within 70% of lower living standard income level, registered with MESC •Unemployed for 15 of the last 20 weeks, or whose family is receiving AFDC; or recently discharged veteran. City of Farmington Hills 474-4700

CLERK TYPIST, part time, experienced Hours: 12 - 4 30 daily. Southfield area. Equal Opportunity Employer 353-6200

BOOKKEEPER WANTED Pegboard experience helpful. Downtown Ferndale. Good starting salary Replies to Box 994, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TROY business management firm needs permanent person, fast & accurate with figures, typing desirable. We will train. Office 8 day week. Phone Office Manager for appointment. 362-0010

COMMERCIAL - MULTI-Line underwriter, must be experienced, competitive salary, pleasant working conditions, Northwest Area Call Financial Design 353-4430

CLERK-TYPIST

Immediate opening for individual with aptitude for figures and minimum typing speed of 55 WPM. Duties include typing, filing, and a variety of assignments For further information, please contact Personnel Dept.

Alexander Hamilton LIFE INSURANCE CO OF AMERICA

12 Mile & Farmington Rd.

553-2000

EXCELLENT typist for general office work, 2 girl office, $800 per month. American Center Bldg, suite 475, Telegraph-11 Mile area. 353-7444

TRAVEL AGENCY MANAGER
Minimum 2 years recent experience. All phases of travel sales. Must meet ATC requirements to open new agency. Permanent position. 261-3958 or 656-6012

GENERAL OFFICE
Growing Southfield firm looking for mature, responsible self-starter able to do detail work and solve problems. Good math aptitude necessary. Typing 55 WPM; shorthand helpful. Excellent working conditions and benefits. Fee paid, appointment call 353-3209

CLERK/TYPIST, outgoing personality with ability to communicate with people. Able to assume responsibility. Typing minimum 50 WPM. Excellent benefits. Southfield area. For appointment, call 353-3209

504 Help Wanted Office-Clerical

LEGAL SECRETARY, experience helpful but not necessary. Shorthand required 531-9300

CLERK TYPIST

Thai Something Special

Mutual Benefits has that special position you've been waiting for if you have the ability to use your knowledge of office procedures and equipment successfully in our Group Claims Office. If you are a good typist with a pleasant personality, you can train with us by performing many interesting duties in a very pleasant working atmosphere. We offer a fine salary, excellent benefits, and good advancement opportunity Call Craig Lutlig Bank Bldg., Detroit 222-6000
Equal Opportunity Employer M/F

EXPERIENCED bookkeeper thru trial balance, payroll taxes, Southfield accounting office 569-3120

GENERAL OFFICE - versatile position open Involves PBX console work, and processing cash receipts Must be accurate typist, good attendence essential, NW Detroit. 532-2500 ext 41

PART TIME CLERK

Familiar with hospital admission procedures, knowledge of telephone switchboard operation and filing systems Must type, be willing to handle cash, be flexible in working hours and days Apply Personnel Office

KINGSWOOD HOSPITAL
10200 W 8 Mile Ferndale
9 AM-3 PM Only

SECRETARY. Southfield firm seeks competent typist and stenographer for office assignment Complete fringe & wage package for selected individual Call Terri 424-8484

THE WHALL CORP.
18860 W. 10 Mile
Southfield, Michigan

Secretaries Typists Stenos Keypunch Switchboard Demos

Even if you haven't worked for awhile we need you for short term temporary assignments NOW Work the days you have free time from your home and daily chores You tell us when We will pay you weekly for the hours worked Interviewing Mon thru Fri 9 a.m-3 pm

24735 5 Mi. Beech Daly-Telegraph
29256 Ryan at 12 Mile

MANPOWER

TEMPORARY SERVICES
An Equal Opportunity Employer

POLICY TYPIST
Can you type at least 50 WPM with accuracy and cross training in other related clerical duties Good benefits and working conditions. Salary based on experience and ability Call Mrs. J. DRISCOLL at 353-3500 for an interview
An Equal Opportunity Employer

BOOKKEEPER
Full time bookkeeper for builder's office. Full charge thru trial balance Rochester area. 652-7112

SECRETARY NEEDED, must type minimum 60wpm. Southfield location 353-4454

TYPISTS

If you can type at least 65 WPM and have excellent language skills, CPHA would like to talk to you Available positions include a training position in our word processing area and a clerk typist to assist in the President's office Previous clerical experience preferred Excellent benefits Call Personnel Office for appointment 769-6511

CPHA

1968 Green Rd., Ann Arbor
Equal Opportunity Employer M/F

CLERICAL help wanted, permanent, full time, general, small, long established firm 8 Mile, Lahser, Southfield 353-4451

PERSON FRIDAY

Ad director for prestige publication and employer for 15 of us Lead in all from production material to receptionist duties. Super opportunity for $800 Call 649-1414

Your New Boss Pays