500 Help wanted

INVENTORY CLERK
Wholesale office supply & equipment company needs a competent inventory taker to work in the Inventory Control Section. Good benefits, with chance for advancement. Please call Mr Ohmelewski:
496-3400
United Stationers Supply Company

WELDERS-ARC
EXPERIENCED ONLY
FARMINGTON
355-0000

HAIRDRESSER with some clientele established or hair cutting only for Farmington area salon. Call for appointment Call Reg Dell 348-0540

NOW HIRING Female instructors for new figure salon in Wayne Must be 21 or older. Must have the figure that he most client and do possible. No experience necessary. We will train. Interested persons call Electra Mall Shopping Center in Wayne or call 721-3600

A GOOD OPPORTUNITY A full time permanent sales stock position in our Farmington Hills department store. Sales experience preferred. Bonus & Gift Gross & Discounts. Center across from Northland

NEW CAR
Prep Manager
at a high volume dealer must have some experience Farmington area
478-1368

MECHANIC
To Manage 5 car auto repair facility. Must have experience. Contact Tony area Call 397-3000

BOX ASSEMBLERS & NAILERS
EXPERIENCED
We are now taking applications Apply
BETTER BUILT BOX CO
400 Farmer St Plymouth

ART TEACHERS ARTISTS part time evenings Saturdays and Sundays Also Full time Monday Friday for art teacher in Farmington area Call Mr Jack 471-6120

LATHE & GRINDER HAND to work on job shop Must be experienced Overtime all benefits Days 07 30 an hour 291-1510

BRIDGEPORT MILL HAND over hour 40 benefits days 07 30 an hour 291-1510

Production & Machine Operators
We are now taking applications Apply
S.M.C
8000 Junction Plymouth

DISHWASHER & KITCHEN HELP Atlantic Restaurant Harvard Road Mall 11 Mile and Lahser 356-0600

FOUR openings for dependable people preferably with welding or metal work experience Will train Willing to work long hours and weekends Only transportation Call between 8 AM 5 PM ask for Linda 851-7277

WANTED mature woman to serve as security housemother Mill Call 453-6120

UNDER NEW MANAGEMENT Taking applications for experienced stockroomers Apply in person Trott Inn 13000 Lahser Rd Bedford at Schoolcraft

COLLECTOR
PART TIME
We have an immediate opening for a part time phone collector This position will involve evening work and require an previous collection experience You must have clear speaking voice and be able to work a minimum of 18 hours per month Also must be reliable For appointment call Bob Perrine at 355-1004

CITIZEN'S MORTGAGE CORP
Northwestern Hwy
Southfield, Michigan 48075
Equal Opportunity Employer M F

EXPERIENCED waitresses cocktail & bus boys Apply mondays Pat's Restaurant 6170 Orchard Lake Rd Orchard Lake Village but closed 6 AM 3 PM

Furniture Sales
Medium high rated furniture store needs experienced full time SALES PERSONS decorator oriented, working a rewarding position in a pleasant environment plus a challenging career opportunity Contact MR WOLF
Newton Furniture
525-0030

MEN & WOMEN
Needed for temporary work in Plymouth during the months of August September and October Days afternoons and midnight shifts available If you're available now or about 30 60 days in a little a block west of Middlebelt between 5 Am and 3 Pm

KELLY SERVICES
522 4025

ASSISTANT Manager or Estimator for foreign car body shop Beyond this area Top pay with percent job benefits Call Mr Administrative Joe Hollenbeck 278-6000

FARMINGTON DELI needs waitress person for counter help Apply in person from 2 30 to 4 30 2175 Grand River or call 474-5360

LADIES and or retired gentlemen to work part time at Cobblestone in luxury apartments Apply in person Apply Cobblestone Call Mrs Schmidt, 9 to 5 PM Monday Friday 851-8611

COOKS
BUS BOYS
WAITRESSES
Full time midnight and day shifts APPLY
Wonderland Big Boy
Wonderland Shopping Center

BARTENDER WANTED
Nights Apply at
Eight Grand Bar
2400 W 8 Mile

BARMAID WANTED
Days Apply at
Eight Grand Bar
2400 W 8 Mile

I D and O D Grinder hand preferred, some production work here now and need hand temporary Days Full benefits, retirement plan and COL World Manufacturing Inc 5000 Cogswell, Wayne 729-2000

HELP WANTED
Must be 18 or over Apply in Person Pizza Palace 2175 S. Main Plymouth Rd Bedford Twp Near Interior Rd

COMMERCIAL ART
Thank part time, to co-educational college, Business Degree preferred, Send resume to Box 675, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SHARP EXPERIENCED dish washers, full time and part time Apply STAR Orchard Lake Rd, Farmington Hills.

TRAVEL AGENT Minimum of 3 years agency or airline experience 261-8000

500 Help wanted

OFFSET PRESS Operator Experienced 2 3 Duet 1600 with 4 units 1200 operator with some experience Royal Oak Industries Call for appointment 541-0880

WELDERS
Must be familiar with Heliarc Automatic MIG and Shielded Electrode welding Apply in person
PORTEC - PARAGON
8000 Grand River
Kent, Michigan

PART TIME Bartender wanted Call 437 3176

CETA Vocational Education
The City of Livonia is accepting applications for CETA Vocational Education participants to be trained in a licensed PRACTICAL NURSE At the time of application and on the program starting date, each applicant must be a Livonia resident and have been unemployed or under-employed for 30 days or more Preference will be given to family heads, veterans, 18 to 21 year olds, PSB recipients Applications must be made in person by 5 Pm Wednesday, August 25, 1976, at the Civil Service Commission Office at Pierson Center 33000 7 Mile Rd. Livonia All applicants will be interviewed at the time of application

HOSTESS, nights, apply in person Palace Restaurant 13001 Greenfield, near Schoolcraft

I D & O D GRINDER
Experienced necessary Salary commensurate with experience Small manufacturing firm Livonia 421-0540

ASSEMBLERS
ELECTRONIC
for light electronic assembly operations Pleasant working conditions Located at 23 Park St between 14 and 15 Mile Rds off Livernois Apply between 9 and 11 AM only

BRIDGEPORT MILL OPERATOR
Two to three years experience Permanent Industrial area Second Oak Day shift Overtime Hospitalization Call 348-0880

BRIDGEPORT MILL Hands with experience making cartridges and holders top wages and fringes Dillon Yoder Manufacturing 1100 W 8 Mile Livonia 477-6130

HARD WORKERS
WANTED
Dishwashers
Kitchen & Counter Help
Beef Boners
Cooks
Students Welcome
Full Time Summer
Part Time During School Year
APPLY IN PERSON
Between 2 4 PM
SIGN OF THE
BEEFEATER
18001 W 8 Mile
5 Mi W of Southfield
No Phone Calls Please
Ask for Mr Hoffman

WANTED mature woman to serve as security housemother Mill Call 453-6120

UNDER NEW MANAGEMENT
Taking applications for experienced stockroomers Apply in person Trott Inn 13000 Lahser Rd Bedford at Schoolcraft

COLLECTOR
PART TIME
We have an immediate opening for a part time phone collector This position will involve evening work and require no previous collection experience You must have clear speaking voice and be able to work a minimum of 18 hours per month Also must be reliable For appointment call Bob Perrine at 355-1004

CITIZEN'S
MORTGAGE CORP
Northwestern Hwy
Southfield, Michigan 48075
Equal Opportunity Employer M F

EXPERIENCED waitresses cocktail & bus boys Apply mondays Pat's Restaurant 6170 Orchard Lake Rd Orchard Lake Village but closed 6 AM 3 PM

Furniture Sales
Medium high rated furniture store needs experienced full time SALES PERSONS decorator oriented, working a rewarding position in a pleasant environment plus a challenging career opportunity Contact MR WOLF
Newton Furniture
525-0030

MEN & WOMEN
Needed for temporary work in Plymouth during the months of August September and October Days afternoons and midnight shifts available If you're available now or about 30 60 days in a little a block west of Middlebelt between 5 Am and 3 Pm

KELLY SERVICES
522 4025

ASSISTANT Manager or Estimator for foreign car body shop Beyond this area Top pay with percent job benefits Call Mr Administrative Joe Hollenbeck 278-6000

FARMINGTON DELI needs waitress person for counter help Apply in person from 2 30 to 4 30 2175 Grand River or call 474-5360

LADIES and or retired gentlemen to work part time at Cobblestone in luxury apartments Apply in person Apply Cobblestone Call Mrs Schmidt, 9 to 5 PM Monday Friday 851-8611

COOKS
BUS BOYS
WAITRESSES
Full time midnight and day shifts APPLY
Wonderland Big Boy
Wonderland Shopping Center

BARTENDER WANTED
Nights Apply at
Eight Grand Bar
2400 W 8 Mile

BARMAID WANTED
Days Apply at
Eight Grand Bar
2400 W 8 Mile

I D and O D Grinder hand preferred, some production work here now and need hand temporary Days Full benefits, retirement plan and COL World Manufacturing Inc 5000 Cogswell, Wayne 729-2000

HELP WANTED
Must be 18 or over Apply in Person Pizza Palace 2175 S. Main Plymouth Rd Bedford Twp Near Interior Rd

COMMERCIAL ART
Thank part time, to co-educational college, Business Degree preferred, Send resume to Box 675, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SHARP EXPERIENCED dish washers, full time and part time Apply STAR Orchard Lake Rd, Farmington Hills.

TRAVEL AGENT Minimum of 3 years agency or airline experience 261-8000

500 Help wanted

PROFESSIONAL Painters wanted Clean and neat Call evenings 476-6800

Temporary
IMMEDIATE OPENINGS FOR
100
Packaging Clerks
PLYMOUTH AREA
Days 4 Am to 1 30 Pm
Afternoons 1 Pm to 1 30 Am
Must be 18 years or older
CALL
937-6220 FOR OFFICE NEAREST YOU
OR
LIVONIA OFFICE
Monday thru Friday
10 Am to 3 Pm
525-0330
Witt Services

EARLY RETIREE with all around machine shop experience Farmington area Send letter of background and experience to Box 684 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RESTAURANT HELP
FULL TIME DAY COOK
FULL TIME DAY DISHWASHER
Other full & part time positions Days & Nights Apply in Person only Tues Thru Fri 2 4 Bud Bud Restaurant 6 Mile Grand River

COOKS
Full-time All 3 shifts open Must be experienced Top pay for right man Apply Palace Fine Foods 30251 Southfield Rd Birmingham

Income Tax Preparers
No experience necessary. Free training, full or part time during tax season Employment opportunities in your neighborhood for mature people who successfully complete training Excellent earning potential
Nationwide Income Tax Service
356-7000

COUNTER PERSONNEL Plaza Deli Full and part time Experience preferred but not required Apply 30 60 Northwestern Highway at 12 Mile Southfield See Irv between 3 PM 5 PM 356-3220

TELEPHONE WORK Part time evenings Phoenix Southfield Call Mrs Dunton between 3 PM 9 PM 357 3000

EXPERIENCED Dry Bermuda, excellent salary Medical Insurance and Life Insurance Stevens 13101 12 Mile Warren 776-3000

Surface Grinder Hand
Must be first class on tool work 1 black north of Plymouth Rd 1 block east of Newburgh
Royce Tool Corp
27100 Aurelius Livonia
No Phone Calls

PIZZA MAN wanted, must have experience Apply in person Dino's Pizza 37200 W 7 Mile Redford Township near Inkster Rd

WAITRESSES night shift, apply in person Palace Restaurant 13001 Greenfield Near Schoolcraft

FREE SHOES
Good Employer Salesmen earn big commissions and never buy shoes NO investment FREE Expense paid FREE Training Program Interested Write Ralph Kelly Knapp Shoes, 1400 Knapp Centre Brighton, MI 48001

MALE and female applicants needed for positions open 130 W Maple 644-0884

BIRMINGHAM
EMPLOYMENT BUREAU

MANAGER
Prime Custard Confection Store in NW Suburb requires full time person to manage take out shop Position Recent references
557-0194 Weekdays

RETAIL TRAVEL AGENT
Wanted in International, with good management skills required for growing Company Send resume to Box 685 Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

FOOD BROKER desires someone to take competitive pricing on Super Markets 10 to 15 hours per week plus mileage Write Box 686 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150

COOK Female Full time 11 30 AM 2 PM APPLY IN PERSON 9 4 Mon Fri Wonderland Center 36127 W Warren Westland

ICE CREAM
TRUCK DRIVERS
18 or over Good routes open Apply at
Dumbo Enterprises
13580 Merriman
LIVONIA 525-9621

GRILL GIRL for snack bar part time pleasant energetic lady Will train Plymouth Bowl 404-75

WOMAN to live on grounds and work as cook at Jewish Retirement Home preferably about 50 years old married or single Compensation includes housing and board plus salary Call Mrs Mendlovitz 354-0030

COOKS
Now accepting applications Good pay plus hospitalization Apply 2 5 PM

FLAME
RESTAURANT
2101 Auburn Rd Utica
(Corner of Dequindre)

ACCOUNTANTS programmers analysts and CPA firms seeking junior and semi-seniors Send resume to Box 687 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BUSBOYS
Full time, days Full benefits
Apply in person
HOLIDAY INN
of Southfield
26555 Telegraph Rd

DRUG CLERK, Cigar Clerk, Customer Girl Excellent opportunity with good pay experience preferred Apply Mr Bob Hanna, evenings 9 Bloomfield area Elvira Drugs

FULL OR PART TIME Pizza not delivery and pick up orders for Peter Piper Pizza Bill and up per hour Must be neat in appearance and over 18 For interview 655-1250

WANTED EXHAUST Boy or Girl, part time, some experience helpful, commuting or to Salem, Should have own transportation Call 349-1880

AUTO
MECHANIC
with Manager potential Excellent pay and benefit plan Call Joe Henry after 7 PM, at
646-2065

500 Help wanted

WAITRESS
OPPORTUNITY
4½ to 5 day work week $110 to $120 per week Hospitalization & Disability Insurance
SIGN OF THE
BEEFEATER
18901 W. 8 Mile
Apply Between 2-4PM
Mon. thru Fri.
Ask For Pete Hoffman

502 Help Wanted Dental-Medical

PART TIME
DOCTOR'S OFFICE
Actuarial typist, experience with Blue Shield billing 476-0400

DENTAL ASSISTANT for West Bloomfield orthodontic office 25 30 hrs per week Experience Farmington area Send letter of background and salary desired to Box 683 Observer & Eccentric Newspapers, Livonia, Michigan 48150

NURSE AIDES
All shifts full time will train
Fringe benefits
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd Westland
261-9500

OFFICE MANAGER $11,000 to $14,000 Top Dental practice, medical bookkeeping and no experience a must Will supervise staff
DR PERSONNEL AGENCY
Northland Medical Bldg

MEDICAL RECEPTIONIST to 30 Per week Pleasant modern dental office Must have insurance Good rates
DR PERSONNEL AGENCY
Northland Medical Bldg

RN - LPN
Full Time Part Time Afternoon & Midnight shifts Good starting salaries, modern facilities See Mrs Ferguson
Nightingale West
6065 Newburgh Rd
Westland Nr Joy Rd

MEDICAL ASSISTANT TO $900 Busy internist needs year experience in medical or front desk procedures
DR PERSONNEL AGENCY
Northland Medical Bldg

NURSE ATTENDANTS All shifts Fringe benefits Redford Villa Nursing Home Southfield 937-2383

MEDICAL ASSISTANT
Experienced general typed Opening 12 Mile Evergreen area Call Monday Tuesday Thursday Friday between 9 4 PM 356-6180

RNS or LPNS
Day & Afternoon Shifts
Full Time
Apply in person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt Farm
Between Grand River & 8 Mile

ANIMAL TECHNICIAN will train ambitious person towards Michigan Certification Excellent benefits Hospital 30420 Grand River Detroit Michigan

RNS-LPN'S
All Shifts Full & Part Time Apply in person
DORVIN
CONVALESCENT CENTER
20070 Merrick Livonia
476-6800

MEDICAL RECEPTIONIST for internal medicine practice must type minimum 35 Hours 11 30 to 7 PM Mon thru Fri For appointment call Mrs Ward between 9 am 5 pm Mon thru Fri 261-3000

MEDICAL OFFICE MANAGER $700 Doctors right hand Must have at least 5 years medical experience Know insurances inside out Great job potential for the right person Must be super sharp DOCTOR IS A GREAT GUY Call Linda 855-0900

Sterling & Sterling Agency

RN'S
FULL & PART TIME
Days and Afternoons
Apply at
Medicos
Recovery Care Center
22355 W 8 Mile 3 blk W of Lahser 255 6450

NURSING
SUPERVISOR
Excellent supervisory position for a staff nursing RN Day shift, salary open An important position in an expanding and changing health care facility Call Denise Lahser Director of Nursing for personal interview 285-7151 Beverly Manor Convalescent Center

PSYCHIATRIC
NURSE
Fully accredited Psychiatric Hospital expanding to 100 beds in September has openings on afternoons Excellent salary and benefits
Kingswood
Hospital
10300 W 8 Mile Ferndale
398-3200

NURSE'S AIDES
All Shifts experience preferred, but not necessary
DORVIN
CONVALESCENT CENTER
20070 Merrick Livonia
476-6800

DENTAL HYGIENIST
Northland area Saturday 8 5PM Established high practice with developed recall system Excellent set up for qualified hygienist
968-2280

LIVONIA AREA LPN'S OR RN'S needed for part time nursing home care facility for rehabilitation supervisory position Flexible hours and days can be arranged Call Mary Mercer 421-6000

Physical Therapist
Must be LICENSED Full or part time Good pay and benefits Apply Monday through Friday, 10 AM to 1 PM Mr Hall
FARMINGTON NURSING
HOME
20406 Fabom Rd Farm
477-7400

DENTAL ASSISTANT Experienced part time Highly professional office needs assistant Starting Salary open. Livonia, Redford area 427-6300

MEDICAL RECEPTIONIST Secretary Sole position Birmingham area Experienced preferred Please reply to Box 684 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT wanted Some experience necessary Full time Inquire Birmingham area 644-0880

502 Help Wanted Dental-Medical

EXPERIENCED MEDICAL ASST and LPN for Podiatric office Bloomfield area 271-0000

NURSE AIDES
All Shifts, full time, experienced preferred but not necessary Apply in person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grand River & 8 Mile

INTERNISTS office in Birming have seeking a mature person for medical assistant duties Some lab experience, ECG and Venipuncture, some front office procedures Call for appointment 642-7094

NURSES AIDES
All Shifts See Mrs Mayville
Nightingale West
6065 Newburgh Rd
Westland Nr Joy Rd

NURSES AIDES
Full time Apply in person Union of Convalescent & Nursing Homes 30800 Five Mile Road Livonia Located between Inkster and Middlebelt Roads

NURSES AIDES
Full & Part time
Apply in person
LAHSER HILLS
NURSING CENTER
25300 Lahser Rd. Southfield

RN'S
with psychiatric experience
Full time days or nights Apply
Ardmore Acres
Hospital
19810 Farmington Rd
474-3500

PHYSICIAN ASSISTANT Bone needs an experienced medical assistant Must have previous experience typing letters, and assisting the doctor Call before 5PM 335-7700

NURSE
SUPERVISOR
Fully accredited Psychiatric Hospital expanding to 100 beds in September full time position requiring ability and psychiatric experience Excellent salary commensurate with experience
Kingswood
Hospital
10300 W 8 Mile Ferndale
398-3200

CONTROL CLERK
Permanent position available in business office of large group practice Clerical ability some typing and ability to operate IBM key add machine required Will train Good starting salary Semi annual reviews Fully paid Blue Cross medicity and life insurance 10 paid sick days per year 2 weeks vacation after first year 3 weeks after 5 years Pension and profit sharing plans Medical Dental reimbursement plan Pleasant working conditions Dearborn location Send resume to Box 682 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

WANTED receptionist for busy Southfield office Must be familiar with all types of insurance work 557-2770

PART TIME or FULL TIME receptionist for Livonia Doctor's Office Mature with good telephone manner Must be able to take accurate dictations, demand hours and salary and telephone Send Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150

NURSES AIDES experienced full time and part time 11 to 7 7 to 3 11 to 7 Apply
Middlebelt Nursing Center
NEEDS YOU
Nurses &
Nursing Ass'ts.
APPLY IN PERSON
16000 Middlebelt Rd Livonia

MOTHERS We are looking for caring people to work as nurses aides, full or part time in Southfield Apply Sun Oak Hill Nursing Home 34220 Grand River Farmington

CHAIRSIDE ASSISTANT full time position experience preferred must be dependable, mature and have own transportation Salary commensurate with ability Send resume to PO Box 686 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY RECEPTIONIST to assist with payroll system in expanding bookkeeping Please send resume to Box 685 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

NURSE AIDES
Full time positions available Experienced preferred but not necessary We will train qualified applicants
St Jude Conv Center
34350 Ann Arbor Trail
Livonia
421 4800

MEDICAL ASSISTANT part time with our Birmingham area Call Mon Tues Thurs or Fri before 5 PM 645-0666

EXPERIENCED MEDICAL Receptionist for busy surgeon Send resume for cardiology office Requires our typing permanently typed, Medical Terms Send resume to Box 687 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia Michigan 48150

NURSE'S
AIDES
Days & Midnights Trained
Apply at
Medico's
Recovery Care Center
22355 W 8 Mile 3 blk W of Lahser 255 6450

NURSES AIDES
All shifts Experienced preferred Davita Convalescent Nursing Center 476-0000

DENTAL HYGIENIST
Part Time Modern Dental Office Farmington Livonia area 476-5110

RNS & LPNS
PM SHIFT 3 30 to 11 PM Full and part-time Excellent pay fringe benefits good working conditions Suburban location Call Miss Yancey RN
Presbyterian Village
in Redford Twp
531-7200

MEDICAL ASSISTANT
For Livonia Podiatrist Part Time position Experience preferred For interview call Mrs Kwast 476-6226

PART TIME Pediatric and Medical Surgical Assistant Full time early morning hours required, must have own transportation Write P O Box 652, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST Needed for Novi Pediatrist Woman experienced in Medical Insurance Claims full time 11 Mile Novi 348-4337

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 Pm
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

DOCTOR'S office NW Detroit Not more than one office Assistant Should be knowledgeable in total office organization including all insurance billing and collection Some day responsibility Pleasant office good hours good benefits salary commensurate with experience Please write stating qualifications and experience to Box 688 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL Hygienist 3 days good with children Southfield area Prefer but Not necessary

RN'S AND LPN'S
On job training classes starting August 16 at 9 AM Minimum 18 years old Full time only Earn & learn Apply Mon Tues Wed Thurs 9 AM 3 PM Monday through Friday
FARMINGTON NURSING
HOME
20406 Fabom Rd Farm
477-7400

DENTAL ASSISTANT Receptionist Must be experienced with executive ability Experienced preferred Capable of managing busy office Will have total responsibility Charming only Redford area Send resume to Box 682 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DRS RECEPTIONIST
About 30 hour week Mon evenings Mon thru Fri 9 AM to 12 PM Must be good typist, efficient and have dependable transportation Appearance is a factor If phone is used it will be answered Apply in person Call Mrs Snider
Cherry Hill Rd
Canton, City Mi 48123

RN'S AND LPN'S
Full time all shifts Part time all shifts Apply in person Mon Fri 10 AM 6 PM
HOPE CARE
CONVALESCENT
30410 Cherry Hill Rd
Westland

NURSE AIDES
Applications being taken for the day shift full time Excellent pay and fringe benefits Good working conditions suburban location Call
Presbyterian Village
in Redford Twp
531-7200

DIRECTOR OF NURSING for modern Southfield nursing home Must have Nursing Home or Hospital background Call Mrs Snider 557-0400

L.P.N.
FULL TIME DAYS
Apply in person
Marycrest Manor
15475 Middlebelt
between 5 & 6 Mile
427-9175

DENTAL OFFICE SECRETARY Bloomfield area Typing Needs some medical dental experience Send resume to Box 684 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge for Southfield Construction Company Previous experience in building preferred Must be well qualified and able to assume responsibility 569-1146

GENERAL OFFICE position, short hand helpful Pleasant working environment Southfield area 357 1300

EXECUTIVE
SECRETARY
Excellent typing and shorthand required for beautiful Southfield firm 5770
LOIS RAY PERSONNEL
559 0560

GENERAL OFFICE Bookkeeping and payroll clerk Previous experience preferred Pleasant working Drive Plymouth 1 block E of Lilley

GENERAL office girl with good typing and shorthand skills Livonia firm Contact Mrs Donovan 937 0000

SECRETARY
I get office Good typing and short hand necessary Will train on computer 5770 Fee paid
LOIS RAY PERSONNEL
559 0560

GENERAL OFFICE Bookkeeping and payroll clerk Previous experience preferred Pleasant working conditions Drive Plymouth 1 block E of Lilley

GENERAL office girl with good typing and shorthand skills Livonia firm Contact Mrs Donovan 937 0000

SECRETARY
RECEPTIONIST
Birmingham legal firm has opening for Secretary Receptionist Requires good typing and shorthand skills Excellent advancement opportunity Starting salary $140 $150 per week plus benefits Send complete work and salary history in confidence to Mr Kane P O Box 904 South field Mich 48037 Please & Mention Ad Please recruiting fee of a week Equal Opportunity Employer

SECRETARY
Large wholesale distributing company is seeking a dependable well organized experienced secretary to work with 3 corporate sales executives Shorthand and Mag Card II experience helpful Salary commensurate with ability and experience Send resume in confidence to Linda Hoffer Handbrook Co 1000 E Maple Clawson, Michigan 48017 435-3300

LEGAL SECRETARY
Immediate opening for person with big clerical skills Previous legal experience an asset Salary commensurate with experience Please contact Mrs McCallum, Home Insurance Co, Northfield Professional Bldg, Troy 879-2600

BIRMINGHAM AREA
PART TIME
General office Switchboard experience helpful Hours 10 AM 2 PM
646-2000, ext 330

PART TIME receptionist desired to work weekends at Wabash Sales Office Requires typing Ask for Kathy at 961-0660

504 Help Wanted Office-Clerical

STENOS
TYPISTS
KEYPUNCHERS
If you have good experience working in an office, use your spare time and skills to make money Temporary and full time assignments are available in your area Apply in person or call for an appointment today
Interviewing Daily 9 AM 3 PM
See Maryann Burke
30000 5 Mi at Beech Daly
Or Joan Schothorst
30250 Ryan Rd at 13 Mile
MANPOWER
Temporary Services
965-7000
An Equal Opportunity Employer

SWITCHBOARD RECEPTIONIST for bookkeeping company excellent typing and shorthand required Salary $750 to $800 plus benefits fee paid
ACCURACY PERSONNEL
Birmingham 642 3060
Southfield 356 2010

GENERAL OFFICE typing good with figures calculator and adding machine experienced Farmington location 476-7140

CLERK TYPIST

Immediate openings for full time clerical positions with various amounts of typing figure work in reception duties and other office assignments You bring your talents we will train

Excellent employee benefits Hours 8 30 AM 4 45 PM For appointment call Vicki Sala 557 0400
Liberty Mutual Insurance Co
(Telegraph & 12½ Mile area)
An Equal Opportunity Employer

DATA PROCESSOR needed to work in dental office Insurance & billing department Full time position good benefits 663 0600

EXECUTIVE SECRETARY for VP network TV sales must have good shorthand and typing skills Opportunity for advancement Apply 444 1111 Ext 340
An Equal Opportunity Employer

General Office
Diversified office duties in property management office Full time position in South field area Only the mature and experienced need apply Call Mrs Goldberg
358 5550

SECRETARY TYPIST for South field Law Firm excellent typing skills are essential Salary open 569-3000

SECRETARY BOOKKEEPER Wanted for 1 girl office in Troy Wage dependent on qualifications 689 2212

GROWING INSURANCE AGENCY needs help Must be aggressive personable willing to work Pleasant open area RECEPTIONIST STENOGRAPHER FILING CLERK TYPIST Experienced COMMERCIAL RATER and experienced COMMERCIAL LIABILITY UNDERWRITER Birmingham location 642 3060

OFFICE GIRL full time per manent opening light typing Dearborn area Apply in person 5 AM 2 PM 20015 Michigan Ave Wayne

FARMINGTON
FRONT DESK
$625 Fee Paid
Fresh offers for you at this fast growing fast moving Farmington firm You will greet visitors use small switchboard and perform light clerical duties PERMANENT STAFF Personnel
CALL 388-8900

RECEPTIONIST CLERK
Bloomfield Hills location Typing required
PART TIME SECRETARY Law Office Farmington, no experience required but must have high clerical ability 474 6015

GENERAL OFFICE
Full time Typing shorthand and secretary Call 661 0730

SWITCHBOARD RECEPTIONIST PBX experience required light typing desired Full company paid benefits Apply in person at 23000 W 8 Mile Rd Farmington 476 1000

BOOKKEEPER SECRETARY
Southfield through trial balance taxes P&L non-get office South field area Call before noon or after 6pm 357 1220

Payroll Clerk
Responsible individual required to process and maintain computerized payroll and related records and file tax reports Experience with EDP preferred Excellent salary fringe benefits working conditions Applications accepted until August 16 at our Observer & Eccentric Newspaper Building 36251 Schoolcraft Rd Livonia
An Equal Opportunity Employer

INSURANCE AGENCY Home Owners Rater and Typist Experienced Farmington Area Agency Call 476-1040

ESCROW SECRETARIAL position with office of Trans America Title Insurance Co Typing 50 words per minute excellent opportunity for advancement with good fringe benefits Please call Linda Magulianos at 348-3100

SEVERAL OPENINGS for
Clerk Typists in the
Northend West
Suburban areas. Light typing, salary. $440 plus benefits.
ACCURACY PERSONNEL
Southfield 356-2010
Birmingham 642-3050

SECRETARY MAGAZINE advertising office good salary and benefits Prudential Town Center Southfield Call 353-6000

RESPONSIBLE Receptionist Typing and answering phones Full time Pleasant working conditions Southfield 356-0000

LEGAL SECRETARY for Trey at large No shorthand required Legal experience nice but not necessary Excellent location and congenial office staff Salary $600 to $700 fee paid

BIRMINGHAM COMPANY needs accounts payable clerk Experience helpful Will be responsible for errors billing monthly Company has full benefits, will pay $650 to $800 and the fee

SOUTHFIELD TOBACCO DISTRIBUTOR needs secretary with good typing light shorthand Personable, with pleasant phone personality full benefits salary $700 and fee paid

SECRETARY for very nice Bloomfield company Bright person with good skills and experience Will earn $750 to $800 month vacation after 1 year Fee paid

504 Help Wanted Office-Clerical

AUDITING
Mature young woman needed by Bloomfield Firm Good math aptitude and general office skills Typing 50 WPM excellent benefits and friendly atmosphere 5 Mile Evergreen area Call 363-2300

JILL OF ALL TRADES
Typing, light shorthand, filing, order processing Customer phone contact lots of detail work Pleasant 3 girl office in Southfield with benefits Call 9 5PM 557-7472

SECRETARY for Birmingham firm good typing and dictaphone required Salary $600 to $800 plus benefits fee paid

EXECUTIVE SECRETARY for Southfield company excellent typing and shorthand required Salary $750 to $800 plus benefits fee paid
ACCURACY PERSONNEL
Birmingham 642 3060
Southfield 356 2010

TRAVEL AGENCY desires typist 50 with excellent typing and accuracy 60 WPM minimum general office experience helpful will train call Denise 273 2360

SUBURBAN
OPPORTUNITIES
JR SECRETARY to $600 Fee Paid Law firm Will train S H not needed Farmington
LEGAL SECRETARY to $900 Fee Paid Top secretarial skills Familiar with real estate helpful Supervisory position Southfield
LEGAL SECRETARY $800 plus Fee Paid Experienced Good skills Personable Southfield
Call Mrs Evans 477-9840
SUBURBAN PERSONNEL

ACCOUNTS RECEIVABLE DEPT needs an experienced woman to help keep charge account records Ability a must Call 542 0900 you're New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

NIGHT SHIFT position available hours 10 PM 6 AM Ideal for two office and wages dependent on experience For further information call Mr Mills Russo 353-6202

CLERK TYPIST to assist in an executive billing Heavy typing background Five day week Paid vacation plan hospitalization program Excellent working conditions Call Jim O Brien Mulligan of Detroit Inc. 71531 Michigan Ave 271-0000

FC BOOKKEEPER
Company moving to Livonia Experienced FC bookkeeper to post to general ledger earns to $200 Reviews quarterly computerized payroll also Phone 362-6900
You're Your Boss Pays our Fee
HARRIET SORGE PERSONNEL

EXECUTIVE SECRETARY
Pleasant Northland area Flexible of hours 1 day a week Good shorthand & typing required
348-0220

BOOKKEEPER
Full time bookkeeper needed for downtown Birmingham modern office Must be experienced in preparing payroll accounts payable Good general office skills Contact Larry Sherman for appointment
642 3000

PERKY SALES SECRETARY
Busy sales office needs your ebullient personality plus good typing to handle diversified position $625 Call Sheri Day
569-0400

Snelling & Snelling
PERSONNEL

EXPERIENCED legal secretary with excellent typing and data phone skills for law office in Troy
643 6000

SECRETARY
Responsible position in small sales office Typing shorthand not mandatory but helpful Salary open Call relocating to Farmington very soon Call 887 1200

SECRETARY RECEPTIONIST
Interesting challenging position for experienced professional Send resume and salary required to Box 500 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARIES
TYPISTS
STAT TYPISTS
DICTAPHONE
Temporary assignments immediately available in all areas Interesting and responsible positions for selected personnel Previous experience preferred
CALL 967-0336
Witt Services

EXCEPTIONAL ATMOSPHERE Full time Bookkeeper required with CPA or college training and experience in computers Ability and willingness to expand with growing and vital company Salary negotiable Benefits
353 6000

BOOKKEEPER Typist Experienced thru Trial Balance for Southfield accountant 29 30 hours week After 3 PM call 477 6232 or 557 4127

Secretary Receptionist
To work in our Bloomfield Hills of fice typing and shorthand experience needed
Call Mr Sommers
647 5500
The Dunham Company
Realtors

GENERAL OFFICE Good typing skills required answer phone in sewing call for interview Redford area 937 3070

TROY based corporation has immediate requirements for experienced secretary with shorthand skills Please call 879 3400 or send resume to P O Box 360 Troy Michigan 48099 An Equal Opportunity Employer

ATTENTION
SECRETARIES SR TYPISTS and KEYPUNCH OPERATORS
Call BONI'S for working in Troy Detroit during the last week of August and the first week of September For more information call KELLY SERVICES
Livonia 522 4020
Southfield 424 9100
Bloomfield Hills 642 9650
Dearborn 561 2530
Ann Arbor 973 2300
Downtown 965 9300

504 Help Wanted Office-Clerical

DEAR SUZY HOMEMAKER,
Please come back to MANPOWER. We need you. If you've never worked with us before please give us a try. We need: KEY-PUNCH OPRS., STENOS, TYPISTS and FILE CLERKS.
See Maryann or Janet
at 26049 5 Mile at Beech Daly
MANPOWER