500 Help Wanted

PRODUCE MAN
Experience necessary. Full-time, some pt. No nights. Apply MONE'S FRUIT MARKET 30300 Joy Rd. Livonia

PRESS OPERATORS
Experienced females preferred. Top Pay. Fringe benefits.
Anger Manufacturing
777 Base Line Rd
Northville

CASHIER
Supermarket experience absolutely necessary. Apply in person MONE'S FRUIT MARKET 30300 Joy Rd. Livonia

PROFESSIONAL CHAUFFEUR hours 9-5. Some overtime. Send resume to Box 888 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

COOK
8 AM to 4 PM
SALAD GIRL
10 AM
Excellent wages and fringe benefits. Apply in person
Kitchen Manager
Machus Red Fox
Livonia Center
Jefferson Rd
Between 7 Mile & Plymouth

FOUNDRY MAN
Experienced. To work in small aluminum sand shop. Full time fringe benefits Plymouth area
453-7800

MACHINIST-LATHE HAND
Must be able to set up and operate tracer attachments and know how to inspect. Apply Phelan Sources 37100 Plymouth Rd. Livonia between 2-3 PM

TOOL ROOM MACHINIST APPRENTICE
Minimum 3 years experience with tools, dies, gages, fixtures. Apply
S.M.C.
880 Jaycox Plymouth

LIGHT MAINTENANCE Prefer retiree 3 days 33 hour. Machine only method. Franklin Manor Convalescent Center 353-7300

STUDENTS part time evenings over age Detroit Hourly wage paid for telephone user campaigns 6 PM - 9 PM weekdays Call Mr Fisher 4 PM ONLY Ask for Mr Fisher 538-6400

WELDERS-ARC
EXPERIENCED ONLY
FARMINGTON
478-6404

NOW TAKING applications for waitress & waiter. Apply in person Kentucky Fried Chicken 30160 Grand River Drakebrook Shopping Center Farmington No phone calls please

FULL OR PART TIME cabinet bench preparation, finishing and dishwashing positions available. Steady employment opportunity. Adjustable day time hours. Overtime available. Benefits and wage increases proved. Responsible applicants see manager at HOLLY'S STEAK & Lounge Plymouth Rd at 16 Mile in Southfield

BOX ASSEMBLERS & NAILERS
EXPERIENCED
We are now taking applications. Apply
BETTER BUILT BOX CO.
698 Farmer ST Plymouth

EXPERIENCED waitresses, cooks & bus boys. Apply weekdays Fairy Restaurant 6176 Orchard Lake Road Orchard Lake Village between 8 AM & 3 PM

FASHION
Models needed to advertise high fashion clothing store. Mr Cab between 10 AM to 1 PM 788-6467

Production & Machine Operators
We are now taking applications. Apply
S.M.C.
880 Jaycox Plymouth

ID and OD Grinder hand production semi production must have 5 years experience. Apply Days Full benefits requirement plus OVERTIME. Apply Industry Grinding Inc 5344 Cogswell Wayne 729-2000

WOMAN to live on grounds and work as cook at Jewish Retirement Home preferably about 50 years old married or single. Room and potential includes housing and board plus salary. Call 541-0044 Mrs Pin

LIGHT FACTORY
DAYS
WEN needed 18 or older $2.30 hour. Apply ready for work 8 AM
EMPLOYERS
Temporary Service
26533 Grand River

RESTAURANT HELP
FULL TIME DAY COOK
FULL TIME DAY DISHWASHER
Other full & part time positions available. 5 days a week. Person only Town Bird Pt. 24 And Bird Restaurant 8 Mile & Middlebelt

COOKS
Full-time A-1 3 shifts open. Must be experienced. Top pay for right man. Apply Coney Island 7 Mile & Farmington Rd Farmington

MAINTENANCE-HOUSEKEEPING
FULL-TIME
Apply in person between 9-4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

ID & OD GRINDER
Experienced necessary. Safety conscious work with experienced Small manufacturing firm. Livonia
421-0660

UNDER NEW MANAGEMENT
Taking applications for experienced waitresses. Apply in person Tree Inn, 13000 Inkster Rd. Redford at Schoolcraft

504 Help Wanted Office-Clerical

GENERAL OFFICE
FULL TIME Must have ability for varied office duties. Experience preferred but not essential

Hours Monday 1-9:30 PM Tuesday 1-9:30 PM Wednesday off Thursday 9 AM-5:30 PM Friday 1-9:30 PM Saturday 9 AM-6 PM

Interviews only Tuesday, August 17, 10 A.M.-12 noon

TOWNE & COUNTRY INTERIORS
1110 South Rochester Road
(Winchester Mall Rochester Mich)

500 Help Wanted

COUNTER PERSONNEL Plain Dealt Full and part time. Experience preferred but not required. Apply 30145 Northwestern Highway at 12 Mile Southfield Sun 12 noon and 3 PM 355-7270

TELEPHONE WORK Part time, evenings. Pleasant Southfield of Dr. Carl Mrs Duncan between 3 PM 6 PM 557-2868

CETA Vocational Education
The City of Livonia is accepting applications for CETA Vocational Education participants to be trained as 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 underemployed for 30 days or more. Preference will be given to family heads, veterans, 18 to 24 year olds. FSB recipients. Applications must be made in person by 5 PM Wednesday August 18, 1976, at the Civil Service Commission Office at Parmer Center 33026 7 Mile Rd. Livonia. All applicants will be interviewed at the time of application

EXPERIENCED Day Barmaid required salary. Medical insurance and Life Insurance. Sixpence 15116 12 Mile Warren 776-2882

PIZZA MAN wanted must have own private. Apply in person Dino's Pizza 27256 W 7 Mile Redford Township near Inkster Rd

ASSEMBLERS
ELECTRONIC
for light electronic assembly operations. Pleasant working conditions. Located at 333 Park St. between 14 and 15 Mile Rds off Livernois. Apply between 9 and 11 AM only

OFFSET PRESS Operator. Experienced 8 Days 8:00 and Midnight 1230 operator with some camera experience. Royal Oak Beacon Call for appointment 541-5300

PART TIME Bartender wanted. Call 427-3170

HARD WORKERS WANTED
Dishwashers
Kitchen & Counter Help
Beef Slicers
Cooks
Students Welcome
Full Time Summer
Part Time During School Year
APPLY IN PERSON
Between 2-4 PM
SIGN OF THE BEEFEATER
18901 W 8 Mile
S to W of Southfield
No Phone Calls Please
Ask for Mr Hoffman

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

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

WAITRESS
OPPORTUNITY
4 p.m. to 5:30 p.m. each week
$113.00 plus $120 per week. Has transportation & Drivers license
SIGN OF THE BEEFEATER
18901 W 8 Mile
Apply Between 2-4 PM
Mon-Fri
Ask For Peter Hoffman

502 Help Wanted Dental-Medical

NURSE AIDES
Experienced for Southfield Nursing Facility. Openings on all shifts. Apply in person 9 to 3 Monday through Friday Mr. Vernon Nursing Center 20115 Greenfield Very 11 Mile Rd Southfield

LIVONIA AREA LPN's or RNs needed for progressive nursing care facility for rehabilitative impairment positions. Flexible hours and days can be arranged. Call Mary Mercer

RN - LPN
Full Time Part Time. Afternoon & Midnight shifts. Good starting salaries modern facilities. See Mrs Ferguson
Nightingale West
8066 Newburgh Rd
Westland Nr Ivy Rd

RNS & LPNS
Full and part time openings on all shifts in Southfield working facility. Good benefits. Call Mon through Fri 8 to 3 557-0800

DENTAL ASSISTANT/front office 3 man practice experience preferred. Typing & WPM insurance knowledge helpful, pleasant personality. Redford area. Call Mary 538-2400

NURSE AIDES
Full time positions available. Experienced preferred but not necessary. We will train qualified staff. Immediate openings. Accessible subur ban location for opportunity.
348-6300

RN'S - LPN'S
DAYS
Apply at
Medicos
RECOVERY CARE CENTER
22355 W 8 Mile
3 blks W of Lacher
255-6450

RNS & LPNS full or part time All shifts. Apply ARNOLD HOME 18530 W 7 Mile EE 14481 Ext 30

NURSE'S AIDS
Full-time apply in person. Center on Convalescent & Nursing Home 8800 Five Mile Road Livonia. Located between Inkster and Middlebelt Roads

502 Help Wanted Dental-Medical

DENTAL ASSISTANT must be experienced, clear and assisting. Telegraph 12 Mile area 442-0600

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

HOSPITAL STAFFING
ANY DAY-ANY SHIFT
RN'S $5.60-$9.37 Hr
LPN'S $460-$5.60 Hr
Join the agency owned and operated by nurses
HEALTH CARE I
355-2300

MEDICAL RECEPTIONIST. Full time typing desired for busy doctor's office. Benefits Phone 261-6800

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

DENTAL ASSISTANT
Experienced only. Pleasant area. Phone call 326-6600

ATTENDANT NURSES in care for mentally ill patients at North Oakland Medical. Immediate employment for successful man applicants. Must be at least 21 and have high school education. Call 852-8433 or 18-176 Michigan Civil Service benefits. Inquire in person 9 to 3 or 7 to 10 PM at Personnel Office 61001 W 7 Mile Northville Michigan 48167
An Equal Opportunity Employer

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

WOMAN to all around assistant for Podiatrist in Birmingham area 4 days week. Evening. Pension and profit sharing plan. Liberal vacation and sick time must be quick to learn, energetic and able to relate to people. Typing skills desirable. Apply to Box 620 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RNS-LPN'S
All Shifts Full & Part Time. Apply in person at
DORVIN
CONVALESCENT CENTER
20270 Market Livonia
476-6340

EXPERIENCED
DENTAL RECEPTIONIST with dental assisting experience full time call Jan 537-0670

EXPERIENCED
Dental Insurance Secretary full time Call Jan 537-0670

NURSE'S AIDES
All Shifts experience preferred, but not necessary
DORVIN
CONVALESCENT CENTER
20270 Market Livonia
476-6340

MEDICAL ASSISTANT Wanted experienced lab, xray, EKG personnel. Apply in person Full time rates 8054 Merriman Westland 421-6050

DENTAL RECEPTIONIST Farmington Same Dental experience required. Full time no evenings. Good handwriting resume to Box 622 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Physical Therapist
Must be LICENSED. Full or part time. Good pay and benefits. Apply Monday through Friday 10 AM to 3 PM Mr Mann
FARMINGTON NURSING HOME
28446 Folsom Rd Farm
477-7400

RECEPTIONIST for busy Dra office in Southfield. Call between 10 AM 1 PM Ask for Mary 373-6450

X-RAY TECHNICIAN required. Full time. Good pay. Call Mrs Bailey Franklin Manor 352-7300 ext 370

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

FULL TIME Medical Secretary with experience for Nursing Home. Apply in person. Avondale Convalescent Home 1400 Walton Blvd Rochester

MEDICAL ASSISTANT with laboratory experience. Must be RN or CMA GYN office. Southfield-Birmingham area. Salary open. Call 642-0800

BICENTENNIAL SPECIAL
$2000 Bonus to theory with good much optimum 1 year office experience and good typing will let you ride off with the bicentennial. Call a hurry insurance a year. Call Linda 559-0500
Snelling & Snelling Agency

RECEPTIONIST 1 year office experience typing 50 WPM. Short hours. Equal opportunity employer 647-8200

PERSONNEL CONSULTANT for our Birmingham office. Personnel or office experience preferred.
ACCURACY PERSONNEL
642-3050

TYPISTS Several openings 50 WPM excellent compensation with Company benefits. Call 871-8 Wonderlord, Royal Oak 576-6570

CLERICAL
Afternoon shift, with Ace Freight company. Must be able to type. Call Mr Sasers 398-0140

TYPIST Accounting firm needs typist with some bookkeeping. Full or part time hours. Pay Pad To 6866 James Personnel 540-3880

Receptionist
Switchboard Opr.
Division of a Fortune 500 Company is seeking an individual with 1 or 2 years receptionist experience. Successful candidate will be able to type 50 to 60 WPM and operate a 608 A Dial Card Switchboard. Excellent salary with liberal benefit program. Please contact Mr Doherty
477-0800
Farmington Area
Equal Opportunity Employer M F

TYPIST GENERAL OFFICE Clerical. Will train person interested in a career bookkeeping department. 5 days. Excellent salary expected. Phone to Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTION OPERATOR
Large Center area. Call Mr Cody at 875-6000

502 Help Wanted Dental-Medical

NURSING SUPERVISOR
Excellent supervisory position for a self starting RN Day shift, salary open. An important position in an expanding and changing health care facility. Call Donald Lake RN Director of Nursing for personal interview 255-7151. Beverly Manor Convalescent Center

RNS & LPNS
PM SHIFT 3 PM 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

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

DENTAL OFFICE SECRETARY Position available in Plymouth area. 4 days a week. Matures person with office or dental experience preferred but will train right individual starting a career. Send resume to Box 638 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150

DENTAL ASSISTANT Experienced, part time. Highly professional office awaits team member. Pleasant working conditions. Call 591-8433 on 18-176 Michigan Civil Service benefits. Inquire in person 9 to 3 or 7 to 10 PM at Personnel Office 61001 W 7 Mile Northville Michigan 48167
An Equal Opportunity Employer

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 8 & 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

PHYSICIAN ASSISTANT Bone and Medical Medicine. Must have previous experience typing, filing and assisting the doctor. Call before 4PM 626-7766

504 Help Wanted Office-Clerical

MORE THAN A SECRETARY
Dynamic sales office of large manufacturing corp needs a versatile administrative office assistant. Experience gained will include ability to work without constant supervision, accurate typing, shorthand and multinational dialogue required. Salary commensurate exceptional benefits. Submit resume and salary requirements in confidence to Box 604 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia 48150
An Equal Opportunity Employer

ONE GIRL office in Highland Park at I-75 and Davison. Invoice, light bookkeeping skill and typing. Five day hours and pay. Call 868-4200

WANTED GIRL
for Receptionist work
Livonia Area
522-6150

SECRETARY
Needed for young progressive legal firm in Southfield. Should have good general secretarial skills. We will train for all legal skills needed. Salary depends on experience. Call for an interview
559-4210

PERSONALITY SHORTHAND
$500 Excellent opportunity for top notch beginner. Pleasant surroundings. Great benefits. Call Ann 522-4000
Snelling & Snelling Agency

BEGINNER OPENING $400
Growing firm has great spot for sharp girl with good typing. Great Top benefits. Call Ann 353-0500
Snelling & Snelling Agency

HUNGRY SECY $19 000
Large service company is a hurry to hire. Good typing. Some shorthand. Terrific benefits. Call Marie Expressword Call Linda now 522-4000
Snelling & Snelling Agency

AVAILABLE NOW
Secretary Advertising $600
Secy Jr Advertising $500
Keypunch experience $500
Secretarial $3 no shorthand $600
Secy Clerk $500
Secretary good shorthand $700
Jr Typists $500
Receptionist $500
Legal Clerk $600

Many other positions available. Excellent suburban companies with good fringe benefits

ALLIS-JOHNSON PERSONNEL
Southfield Office 32600 Schoolcraft
Farmington Hills 476-2020

MEDICAL RECEPTIONIST $750 First week spot for 1 busy doctor. Hours 9 to 3 Mon Tues Thurs Fri. Excellent benefits. Call Mrs Bell Rochester

MEDICAL ASSISTANT with laboratory experience. Must be RN or CMA GYN office. Southfield-Birmingham area. Salary open. Call 642-0800

BICENTENNIAL SPECIAL
$2000 Bonus to theory with good much optimum 1 year office experience and good typing will let you ride off with the bicentennial. Call a hurry insurance a year. Call Linda 559-0500
Snelling & Snelling Agency

RECEPTIONIST 1 year office experience typing 50 WPM. Short hours. Equal opportunity employer 647-8200

PERSONNEL CONSULTANT for our Birmingham office. Personnel or office experience preferred.
ACCURACY PERSONNEL
642-3050

TYPISTS Several openings 50 WPM excellent compensation with Company benefits. Call 871-8 Wonderlord, Royal Oak 576-6570

CLERICAL
Afternoon shift, with Ace Freight company. Must be able to type. Call Mr Sasers 398-0140

TYPIST Accounting firm needs typist with some bookkeeping. Full or part time hours. Pay Pad To 6866 James Personnel 540-3880

Receptionist
Switchboard Opr.
Division of a Fortune 500 Company is seeking an individual with 1 or 2 years receptionist experience. Successful candidate will be able to type 50 to 60 WPM and operate a 608 A Dial Card Switchboard. Excellent salary with liberal benefit program. Please contact Mr Doherty
477-0800
Farmington Area
Equal Opportunity Employer M F

TYPIST GENERAL OFFICE Clerical. Will train person interested in a career bookkeeping department. 5 days. Excellent salary expected. Phone to Box 643, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTION OPERATOR
Large Center area. Call Mr Cody at 875-6000

504 Help Wanted Office-Clerical

PAYROLL and general office for Southfield real estate company. Must type well
348-1144

TYPIST and general office person wanted for small new office of a manufacturer's representative. Must have many knowledge of office machines. Skill in typing necessary. Salary commensurate. Southfield 355-6220

ADMINISTRATIVE ASSISTANT for Southfield company typing required. Accounting experience with company. Salary $800 plus benefits. Fee Paid

GENERAL OFFICE WORKER for Bloomfield firm good typing and shorthand required. Salary $600 plus benefits. Fee Paid
ACCURACY PERSONNEL
Southfield 355-3910
Birmingham 642-3050

CENTURY OLD LIVONIA CORPORATION has need for experienced full time office secretary. Typing and shorthand required. Company fringe benefits program verified. Salary commensurate. Send resume to Controller Applicant. Salary based on experience. Please call Mrs Parker for appointment 464-1000

GENERAL OFFICE Typing necessary. Prefer interior design experience in the field of wallpaper and fabrics. For appointment call Mrs Garland 464-7370
Wiggs 4980 Telegraph Rd Bloomfield Hills corner Long Lake Rd

GENERAL OFFICE typing required. Hours 10 AM 3 PM 3 days a week. Northwestern area near Southfield. Reply to Box 645 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

POLICE & FIRE DISPATCHER
Prefer at least 1 year's experience as Police Officer or radio dispatcher. Must be graduate of high school. Typing 40 WPM. Salary $9 270 per year. Applicants must reside in Farmington Hills and have been unemployed for 30 days or underemployed City of Farmington Hills 31066 11 Mile Rd
474-6115

CLERK TYPIST with math aptitude for Commercial office in Southfield Call Alice 352-1138

CLERK TYPIST Southfield area, diversified work accurate typing a must. 352-5740

ACCOUNT CLERK
Some experience performing clerical duties. Good attitude and the ability to work effectively with the public. Typing 50 WPM. Salary $7 000 per month. Must be a Farmington Hills resident unemployed for 30 days or under employed. City of Farmington Hills 31066 11 Mile Rd
474-6115

SECRETARY
The person we are looking should have excellent shorthand and typing skills. Knowledge of word processing a minimum of 2 years experience related to the wholesale or retail business. We offer an excellent salary and fringe benefits paid benefits. Call Mr Sands at 355-8000

SECRETARY for Southfield law office. Must be stenotype, word processor and, take shorthand and have excellent typing skills. Contemporary salary and benefits available. 356-5400

PRIVATE SECRETARY
To President of prominent South field based Real Estate Corporation. Position requires top level skills as well as tact, poise and maturity. Prior experience in real estate or law helpful but not essential. Send resume to Box 666 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DATA PROCESSING
Keypunch operator 2 years experience. Salary commensurate 11 500 hrs resume per hour Salary commensurate with experience Call Karen 356-1500

FARMINGTON INSURANCE OF FICE needs top notch receptionist. Some telephone contact. Office duties needed. insurance experience helpful but not necessary. Send resume to Box 674, Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150
An Equal Opportunity Employer

SWITCHBOARD OPR.
Super sharp appearance needed here. Join Birmingham legal firm to handle front desk made travel arrangements and various office duties. $700 plus to start Call 642-0800

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

RECEPTIONIST Young girl for receptionist and clerk typist. Livonia area 730-2660

SECRETARY
$900 $750 to start Fee paid by company. Good typing and shorthand. Applicant must be personable and have some office experience. If you can handle this job call and ask for Pat 357-4818

RECEPTI-SECY
Company will train on switchboard. No shorthand necessary. Attractive Bloomfield, good on the phone. Will handle correspondence, great clients $130 - $150 to start Call 642-0800

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

SECRETARY for 1 girl office in Southfield. Good skills for Public Relations office 569-0300

EXCEPTIONAL OPPORTUNITY
Great work great salaries. No experience necessary $140 to $160 Fee paid
LOIS RAY PERSONNEL
559-0560

SUBURBAN OPPORTUNITIES
JR. SECRETARY to $800. Fee Paid Lots of responsibility. Good skills. Permanent Farmington
LEGAL SECRETARY $800 plus Fee Paid. Experienced. Good skills. Permanent Southfield
SECRETARY $750. Fee Paid. Attractive Southfield. Excellent team skills. Permanent
TYPIST $700 Brightly Beginner for a large insurance company Southfield
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

SECRETARY Experienced. Over 30 years detail. Accuracy. 35 WPM. Light shorthand. Excellent salary & working conditions Mr Gargiso 642-3410

SALES SECRETARY Southfield area One Girl Office. Good phone personality good typing. Hiring Skills $800 36251 Schoolcraft Eve.
SALES SECRETARY
$8700
Good shorthand. Responsible Experience Fee Paid NW Zebra 360-0700

KAY TURNER PERSONNEL 1361 18280 W 10 Mile Rd SOUTHFIELD

BOOKKEEPER Full time, or PART TIME possible, billing, posting. Birmingham area, call Suzanne 646-1200

SHARP GAL for bookkeeper, side work, light bookkeeping, not much, 40 hr work week Oak Park area. 968-8600

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK Immediate opening Southfield area 355-2000

SECRETARY needed for small home office located in Lathrup Village. Is bookkeeper correspondence and other sales activities. Must be able to work independently. Good typing and some shorthand required. Excellent starting salary and fringe benefits. Bonus if resume is full college background, experienced and salary required. To Box 808 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LEGAL SECRETARY for Small law firm. Shorthand required. Very good typing skills. Salary $750 to $800 and free parking

SOUTHFIELD INSURANCE COMPANY needs secretary to handle administrative duties concerning company social events. Salary $800 with benefits. Call 352-8300

ADAMS & MARTIN PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

RECEPTIONIST with typing skills. Experience required. Full time. Full benefits. Pleasant surroundings. Salary commensurate. Apply in person Bloomfield Park Drive Farmington Hills

OFFICE CLERK
Sharp and over 21 need bookkeeper with for buying office of wholesale drug company. Background in pharmaceuticals and health and beauty and products helpful. Non smoker. Call Mon Hour workdays between 10 AM and 3 PM
349-5000

RECEPTIONIST-TYPIST
Farmington Hills Firm
Good phone manners, gener al office knowledge. Good typing skills required. $600 per month. Apply to Box 638 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GENERAL SHOP OFFICE
Must be experienced in typing and good with figures. Pleasant work environment. Salary commensurate. Call Mr Ryan for appointment call 730-7900

KEYPUNCH OPERATOR
Full time afternoons. Minimum 2 years experience on 029 or 129. Permanent position. Pleasant working conditions. Call Mrs Cole Mort Harmer weekdays between 10 AM and 3 PM
349-5000

Bubbly? Southfield $650/Mo.
If you are bubbly and outgoing and like making people feel welcome you will love this Southfield receptionist position. You will use a small desk PBX in plush Southfield surroundings. Call PERMANENT STAFF Personnel
CALL 388-8900

LEGAL SECRETARY
Full-time. Apply 3033 Northwestern Center. Call Mr Lobsinger 872-8200

RECEPTIONIST Good phone voice. 600 PM typing. Filing varied duties. Fee Paid. Call Ann Bond Farmington Hills area 475-8800
An Equal Opportunity Employer

Lite Typist W. 9 Mile
$550 Fee Paid
Earn excellent money even without lots of typing. Work with massive clients of top firm with the management team. Ideal for recent college or high school graduates who take pride in accuracy. Super super benefits.
PERMANENT STAFF Personnel
CALL 388-8900

BOOKKEEPER Full charge thru financial statements to monthly management reports. Accounts receivable and membership records. Small office but growing. Bookkeeper Detroit Experience with one write system. Excellent salary and benefits. Call Mrs Oliver Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia Michigan 48150

GENERAL OFFICE Good appearance and basic office skills. Necessary Pleasant working conditions Farmington 476-1000

Dr's. Aide Telegraph Rd.
$500/Mo.
Busy group of specialists seek sharp high school graduate to help with patient appointments and filing. Light typing. Fee paid. Advance
PERMANENT STAFF Personnel
CALL 388-8900

PERSON to assist in general bookkeeping duties. Must have 5 to 6 years bookkeeping experience. Call Mr Cooper Other duties general office work. Southfield area. Call after 1 PM 353-0100

RECEPTIONIST Diversifiedactivity position. Pleasant effective individual with good telephone voice and typing skills. Excellent benefits. Position Proficiency in all office duties. Minimum typing required for consideration. Fee Paid Call 352-6110

Farmington Office
$650 Fee Paid
Never a dull moment here. Spend your day with your friends. Light typing to detail minded. There are also assignment duties for friendly personality. PERMANENT STAFF Personnel
CALL 388-8900

GENERAL OFFICE help for modern size Computerized Photo color Experience in receivables and payables. Knowledge of bookkeeping or computer terminal operation. A Plus. Please send resume to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER SECRETARY
Position with 2 men Southfield Co 3 or 4 day week hours. Very flexible schedule for right person. Call 10 AM to Noon. bookkeeper only
557-3300

SECRETARY
CITY OF SOUTHFIELD
10 MILE - LAHSER
Industrial real estate office requires good typist. Ability to type 60 WPM. Good shorthand. Excellent General office work with knowledge bookkeeping Call Marion 352-8180

504 Help Wanted Office-Clerical

RECEPTIONIST CLERK
Full-time. Kingsport Assist. Inc Southern. downtown Birmingham. ask for Salem Manager 642-4300

Personnel Aide
Livonia
$650 Fee Paid
Extra interesting position for lively type. You would be varied interviewing companies prior to employment. Job will take of payroll. General office skills necessary also PERMANENT STAFF Personnel
CALL 388-8900

PERMANENT POSITION for responsible person with knowledge in clerical office functions. Must be very good with figures. 5 Mile Telegraph area Mr Pearlman 353-0180

KEYPUNCH! OPERATORS
10,000 STROKES!
VARIETY JOB!
NO FEES!
Modern Business Locations

Work temporary jobs at your own availability! Call today for information. TEMPORARY STAFF Personnel 322-4341

GENERAL OFFICE WORK
Typing Filing & Answering Phone. Hours per week Northville Area 348-8202

RECEPTIONIST for theatrical office. Must have dictation and typing. Southfield area 357-5800

CLAIMS TYPIST II you like more than typing, we have a job for you then you qualify. Call Pat 357-5810

ADMINISTRATIVE SECRETARY needed for Southfield office. Send resume to Box 616 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, Michigan 48150

GENERAL OFFICE
Versatile position upon interviews some telephone work handling cash receipts and checking detailed reports. Must be accurate typist good attendance essential NW Detroit 538-3900 ext 41

PERSONNEL SECRETARY for modern Southfield office. Typing and Steno experience necessary. Call between 3-5 PM 569-3273

YOUNG WOMAN for advertisement mailing and customer record keeping. Must be willing to type. Apply in person 20233 W 7 Mile Detroit

SECRETARY
Southfield office. Excellent typing shorthand and experience required. Benefits $750 Fee paid
LOIS RAY PERSONNEL
559-0560

PART TIME Student or Housewives Mornings Afternoons or evenings. Pleasant supervisor. Call Volunteers Corp. for information 476-2630

Birmingham Greeter
$575 Fee Paid
Super spot for bubbly high school graduate who likes people. Fast paced office wants organized reception at its great clients and answer phones. Many extras here. PERMANENT STAFF Personnel
CALL 388-8900

RECEPTIONIST Part Time Position. Pleasant telephone voice. Some typing. ACCURACY 3 to 5 days during week but a must. Call Suzanne
chamberlain
626-9100

BOOKKEEPER
Sharp mature girl to manage full set of books through trial balance payroll system. Start immediately. Must live in Farmington area. Contact Personnel Manager 476-7300

Dearborn Dream Job
$850/Mo.
Work with in lovely Dearborn as a confident and collected Receptionist for this busy professional firm. Some typing helpful but paced personality is essential. PERMANENT STAFF Personnel
CALL 388-8900

PART-TIME Bookkeeper experienced. Full charge thru trial balance. Preparation of payroll tax reports. Typing. Knowledge of construction bookkeeping required. Salary negotiable. Call Mr Schoenherr Construction 8 Mile Mack. Mon through Fri 9 30 to 3 00 P M 868-8080

SECRETARY
LEGAL SECRETARY
Immediate opening for person with top clerical skills. Previous legal experience an asset. Salary commensurate with experience. Please contact Mrs McCollum. Home Insurance Company Northfield Financial Bldg. Troy 879-2600

CLAIMS SECRETARY
Claims coordinator or note holder needed. Some typing. Good opportunity for person who demonstrate work experience. Ask for Mr Fawcett

SECRETARY Receptionist needed by Birmingham Real Estate Firm. Must be organized and with other general duties and part time Receptionist. Accurate typing. Using occasional wiring on shorthand. Excellent starting salary career. Work equivalent of 4 weeks paid plus Bonuses and 5 Saturday Call Mrs Richards 644-6880

YOUNG EXPERIENCED secretary with excellent typing and some shorthand. Must be career minded salary based on experience and ability. Call Ed Fraser 642-6200

ESCROW SECRETARIAL position with office of Trans America Title Insurance Co. Typing 55 words per minute excellent opportunity for advancement with good fringe benefits. Please call Lower Magazine 348-3100

General Office
Hospital admitting and billing experience helpful
Apply
ARDMORE ACRES HOSPITAL
19810 Farmington Rd
Livonia

SECRETARY MAGAZINE advertising office good salary and benefits. Call Mrs Ferguson 538-2600
Southfield Call

AUDITING
Mature young woman needed by Southfield Firm. Good math aptitude and general office duties. Typing 50 WPM excellent working conditions and fringe benefits 9 Mile Evergreen area Call 353-3300

OFFICE POSITION
Need an energetic and aggressive individual to work in our office. Previous experience office procedure helpful but not necessary. Company benefits. Apply at 11874 Market St. Livonia

JILL OF ALL TRADES
Typing light shorthand filing order processing. Custom Jewelry. Call Jill for detail. Work Pleasant 3 girl office in Southfield with benefits. Call 9 5PM 557-7472

DRIVING INSURANCE AGENCY needs help. Must be aggressive personable and willing to work. Positions open are RECEPTIONIST STENOGRAPHER FILING CLERK TYPIST General Clerk COMMERCIAL RATER and responsible COMMERCIAL LIABILITY UNDERWRITER Birmingham location 647-3000

STENOS
TYPISTS
KEYPUNCHERS
If you have past 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 Call for an appointment today

Interviewing Daily 9 AM 3 PM
See Marianne Burns
20000 5 Mi at Beech Daly
Or Call Mrs Gerard 591-6300
29236 Ryan Rd at 12 Mile
MANPOWER
Temporary Services
965-7000
An Equal Opportunity Employer

TRAVEL AGENCY desires typist 50WC with some shorthand accuracy 50 WPM minimum general office duties helpful will train call Denise 273-2000

TYPIST PBX Operator Clerical duties Full time fringe benefits Farmington area 476-1000

CLERK TYPIST
Immediate openings for full time clerical positions with various amounts of typing figure work required. Some clerical and other duties assignments. You bring your talents we will train

Excellent employee benefits
Hours 8 30 AM 4 30 PM Fri 4PM
Convenient Call Vicki Sales 557-6400
Liberty Mutual Insurance Co
Southfield & Lahser Rds area
An Equal Opportunity Employer

DATA PROCESSOR needed to work in dental office insurance billing department. Full-time position good benefits 961-0400

EXCUTIVE SECRETARY for VP. Must type 60 WPM. Full-time position good benefits shorthand and typing skills. Unusual opportunity for advancement 557-1300 Ext 208
An Equal Opportunity Employer

GENERAL OFFICE
Full time Typing. Shorthand not necessary. Call 261-6730

SECRETARY-TYPIST for South field Law Firm. excellent typing skills are essential. Salary open 559-0300

OFFICE GIRL full time per diem. Light typing. Apply Dearborn Car Wash 24 Blue Corn Dearborn Area Apply in person 5 PM 2 PM 20015 Michigan Ave Wayne

ATTENTION
SECRETARIES SR. TYPISTS and KEYPUNCH OPERATORS earn a second BONUS for working on our Detroit during the last week of August and 1st week of September. Call for information call NEE NEY SERVICES
Livonia 522-4020
Southfield 424-9100
Bloomfield Hills 642-9650
Dearborn 561-2530
Detroit 473-2300
Downtown 965-9300

Payroll Clerk
Responsible individual required to process payroll and maintain computerized payroll and related records and files. Experience with KDP preferred. Excellent salary fringe benefits working conditions. Applications accepted until August 18 at our Observer & Eccentric Newspaper Building 36251 Schoolcraft Rd Livonia.
An Equal Opportunity Employer

PART TIME SECRETARY. Law office. Must be accurate typist. Steno required but must have high capacity. Call Lorraine 476-0840

SWITCHBOARD RECEPTIONIST PBX experience required. light typing required. Full complement paid benefits. Apply in person at 32600 W 8 Mile S.E. Farmington 476-1000

ADVERTISING Agency has immediate opening for currently experienced Statistical Typist. Must typing 50 WPM to dependable well groomed Advertising background. Salary Commensurate with ability. Equal opportunity employer Call Walter 353-2000

GENERAL OFFICE typing, telephone and filing Experience necessary Non smoking

504 Help Wanted Office-Clerical

RECEPTIONIST CASHIER
Personable person with bright smile who likes to meet people will love this choice suburban spot 8400 Merry Oak Mall
588-5400
Snelling & Snelling
PERSONNEL

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