500 Help Wanted

HOSTESS for Downtown Detroit restaurant. Apply 11 AM to 3 PM. London Chop House 155 W Congress Detroit

COCKTAIL WAITRESS
for Lounge & Cocktail
Experienced mature dependable for eights Fringe benefits avail able Apply in person
MAYFLOWER LANES
30600 Plymouth Rd
½ Mile W of Beech Daly

TRUCK DRIVER for auto parts warehouse 27330 Grand River Redford Twp

LATHE OPERATOR
EXPERIENCED MACHINIST
needed by manufacturer Steady employment not a job shop Overtime Fringes 3 years machine experience Call for appointment 835-7200
GATCO INC
PLYMOUTH MI

EXPERIENCED WAITRESS
Full time days Apply in person Carol Short Restaurant 270 S Main Plymouth

CONTROL DESK
For Bowling Center
Nights possible weekends Experienced mature preferred Fringe benefits available Apply in person
MAYFLOWER LANES
30600 Plymouth Rd
½ Mile W of Beech Daly

SWIMMING TEACHERS wanted must be 17 years and have current Life Saving W.S.I. and Advanced Apply Birmingham YMCA 400 Pierce Birmingham 644-0880

RETIREES/Part time work Looking for full or part time work as delivery man See Fred at Campus Apply 32915 Plymouth Rd Livonia

SERVICE STATION attendant 18 or older needs full time experience No mechanics work (1) 22 Kensington location Ft Shelby 332-2256

TOOL MAKER
Able to read blue prints dies fixtures and gages to close tolerances Familiar with carbide and HSS tooling Prefer 5 years experience Top wages Sick leave afternoon shifts Good hours and benefits
Landis Mfg. Co.
Ferndale Mich
566-2311

BARMAID must be experienced, attractive Apply 5720 E Nine Mile Detroit

AIR CONDITIONING & Heating service man experienced with accounts Lowest area 525-7780

MANAGER for Hardware Mall with strong experience Page Box Machines 542-6240

QUALITY CONTROL
Inspector wanted overnight for a quality control department Applicants must have sufficient background in experience or parts checker to assume full quality control responsibilities Keys Also [illegible] Mon Tues Wed Thurs 8 AM to 5 PM Equal Opportunity Employer

GRILL WOMAN and dishwasher 4 to 9 hours daily Apply Mule Evergreen area Call after 6 PM 966-1595

TID GRINDER
Well established manufacturer company in Plymouth area is looking for experienced Tid Grinder Excellent fringe benefits overtime and steady employment Call Paul for appointment 420-5000

SHIPPING ROOM general labourer work 54 per hour paid benefits Call Mr Wilson 313 [illegible] or apply in person 1 mile S of Ann Arbor Saline Exit Carl Corp Inc Saline Mich

CHAUFFEUR
[illegible] Good wages excellent benefits required Apply Mr Hall Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

WANTED MAN FRIDAY light of face chores deliveries handyman Must have valid driver's license Full time Farmington Returns or industry person preferred Phone 476-8000

HELP WANTED Waiters and waitresses over 18 Apply Peter Pan Troy Michigan Rochester Rd

FULL OR PART TIME
SHORT ORDER COOKS
PALACE RESTAURANT
333 East Main St Northville

TOOL ROOM
MACHINIST
APPRENTICE
Minimum 3 years experience some tool room experience required Apply
S M C
800 Junction Plymouth

BURGER KING
Needs part time help $2.20 per hour to start Advancement during Fall & Winter
Apply in Person
23000 TELEGRAPH
Between 9-10 AM

SHIPPING AND RECEIVING Apply within Ann Arbor Blue Cross Plymouth Rd

STANDARD SERVICE CENTER Needs 3 men for driveway help full or part time an afternoon shift Perfect for students 1 to 10 Apply Car Care Inc 6666 Telegraph Bloomfield 626-2200

GUARDS
Full & Part Time
A Shifts Available
GOOD PAY
Excellent Benefits
255-2600

EXPERIENCED COOKS all shifts available Apply Little Robinson restaurant 42000 Ford Rd Canton 420-0779

MAIDS experienced Apply Coach & Lantern Motor Inn 30246 Grand River 7 Mile Grd River

AIRLINE TICKETING COURSE See Education Instruction classes course 516

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

STUDENTS part time evenings, week ends Detroit Hourly wage good for telephone sales campaign 5 30 8 PM weekdays Call Mr Forbes 559-0600

FULL OR PART TIME cabinet hand preparation serves and delivery positions available No experience necessary Adjustable day time hours or evenings Company benefits and wage increases phenomenal Responsible applicants apply in person at HOLLY'S STEAK & CHEESE Farmington N of 10 Mile in Heritage Hill

500 Help Wanted

BLANCHARD GRINDER
Must Have Experience
Apply WILLIAMS
13170 Merriman Rd Livonia

502 Help Wanted Dental-Medical

DENTAL ASSISTANT Experienced to practice Salary depends on ex perience good opportunity
DR PERSONNEL AGENCY
Northland Medical Bldg
569-3254

EXPERIENCED MEDICAL ASSISTANT Must be ready for large clinic in Southfield Good hours benefits and opportunity for advancement
DR PERSONNEL AGENCY
Northland Medical Bldg
569-3254

PSYCHIATRY
FULL-TIME
Excellent opportunity for Nurses or our Inpatient area
RN
MIDNIGHT SHIFT
Applicants must have at least 1 year previous Psychiatric experience
LPN
DAY SHIFT
Must have at least 1 year previous nursing experience Psychiatric experience preferred
Starting Salary commensurate with experience Salary is under a complete fully paid Benefit Program including shift premium where applicable
Apply Employment Office
SINAI HOSPITAL OF DETROIT
PROFESSIONAL BLDG
LOWER LEVEL
14800 W McNichols
272 6000 ext 8836
Equal Opportunity Employer M F

SOUTHFIELD ALLERGIST'S PRACTICE Needs enthusiastic RE CEPTIONIST for insurance billing experienced in typing and phone Hours Mon thru Fri
DR PERSONNEL AGENCY
Northland Medical Bldg
569-3254

DENTAL RECEPTIONIST
Experienced only for busy group practice in Southfield Full time no evenings Fringe benefits 352-8000

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SHORT ORDER COOKS
PALACE RESTAURANT
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Minimum 3 years experience some tool room experience required Apply
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A Shifts Available
GOOD PAY
Excellent Benefits
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EXPERIENCED COOKS all shifts available Apply Little Robinson restaurant 42000 Ford Rd Canton 420-0779

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AIRLINE TICKETING COURSE See Education Instruction classes course 516

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& NAILERS
EXPERIENCED
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BOX CO.
486 Farmer ST Plymouth

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FULL OR PART TIME cabinet hand preparation serves and delivery positions available No experience necessary Adjustable day time hours or evenings Company benefits and wage increases phenomenal Responsible applicants apply in person at HOLLY'S STEAK & CHEESE Farmington N of 10 Mile in Heritage Hill

502 Help Wanted Dental-Medical

DENTAL Receptionist for Dental office in Troy Pleasant personality and good telephone voice Experience in typing filing and dental terminology 689-9812

RN - LPN
Full Time Part Time Afternoon & Midnight shifts Good starting salary new modern facilities See Mrs Ferguson
Nightingale West
5205 Newburgh Rd
Westland Nr Joy Rd

DENTAL Receptionist experienced Specialty practice Fringe benefits Birmingham area 647-7730

DOCTOR'S OFFICE Northwest Detroit area Full time Medical Assistant Will train to work with patients Fringe benefits Call Mary 271-6182

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

DENTAL ASSISTANT Busy Orthodontist Farmington Experience preferred Learning ability top grooming potential Mon Tues Thurs Fri and ½ Sat 474-6655

CHAIRSIDE ASS'T
Experienced full or part time Able to take X Rays Excellent salary and fringe benefits 40 hours week Modern Bldg Southfield or call for appointment 352-8011

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

NURSE AIDES
Experienced for Southfield Nursing Facility Openings on all shifts Apply in person 1 to 3 Monday through Friday Mt Vernon Nursing Center 26713 Greenfield near 11 Mile Rd Southfield

LIVONIA AREA LPNs or RNs needed for progressive nursing care facilities for rehabilitative supervisory positions Flexible hours and days can be arranged Call Mary Mercer 421-6000

NURSE AIDES
Afternoon & midnight shifts Full time preferred Experienced Good pay benefits and shift differential
Apply 9 5 Monday Through Friday Nursing Dept.
FARMINGTON NURSING
HOME
35686 Folsom Rd Farm
477 7400

RN & LPNS
Full and part time openings on all shifts at Southfield nursing facility Good benefits Call Mrs Smith 557-0080

DENTAL ASSISTANT front office 3 man practice experience necessary Hours 8 5 PM salary commensurate knowledge helpful pleasant personality Redford area Call Mary 532-3662

LPNs
Immediate openings all shifts
Pleasant working conditions
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd Westland
261-9500

RN OR LPN full time 8 4 4 12 11 8 Small units qualified staff minimal scheduling Accessible suburban location for appointment

RNS & LPNS full or part time All shifts Apply ARNOLD HOME 18630 W 7 Mile R R 1 6001 Evt 38

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

DENTAL ASSISTANT must be experienced chair side assisting Fringe benefits 12 Mile area 642 3600

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 569-3540

DOCTOR'S
RECEPTIONIST
PART TIME Monday Tuesday Thursday Friday 10 AM to 3 PM Plus most Saturdays 8 30 AM to 1 PM Telephone Friday August 20th 9 AM Northland 9 Mile Medical Building Suite 400

MEDICAL RECEPTIONIST Full time typing desired for busy doctor's office Benefits Phone 261-0800

DENTAL ASSISTANT
Experienced only Pleasant area Please call 355-0821

RN'S-LPN'S
All Shifts Full & Part Time Apply in person at
DORVIN
CONVALESCENT CENTER
30270 Harlock Livonia

WOMAN as all around assistant for Podiatrist in Birmingham area 6 day week 9 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 Reply to Box 826 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

MEDICAL ASSISTANT Westland experienced lab x ray EKG patient contact Full time references 8836 Merriman Westland 421-6030

NURSE'S AIDES
All Shifts, experience preferred, but not necessary
DORVIN
CONVALESCENT CENTER
30270 Harlock Livonia
476-8600

502 Help Wanted Dental-Medical

DENTAL ASSISTANT For charitable experienced full time 4½ days two evenings typing necessary CA 1 3878

DENTAL RECEPTIONIST Farmington Some dental experience required Full time Mon Fri Send handwritten resume to Box 822 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST for busy Dr's office in Southfield Call between 10 AM 1 PM 4 PM for Mary 273-4300

RNS & LPNS
PM SHIFT 2 30 to 11 PM Full and part time Excellent pay fringe benefits good working conditions Suburban location Call Miss Vancey RN
Presbyterian Village
In Redford Twp
531-7200

X RAY TECHNICIAN registered full time position in large medical clinic Call Ann 538-0700 ext 279

FULL TIME Medical Secretary with experience for Nursing Home Apply in person or resume Convalescent Home 1600 Walton Blvd Rochester

NURSE AIDES
FULL OR PART TIME
All Shifts
Apply in person between 9 & 4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

MEDICAL ASSISTANT with interesting varied technique experience for OB GYN office Southfield Farmington area Salary open Call 662 2283 or 273 9600

RN'S AND LPN'S
Full time all shifts Part time all shifts Apply in person Mon Fri 10 AM 4 PM
HOPE CARE
CONVALESCENT
30610 Schoolcraft Hill Rd
Westland

MEDICAL RECEPTIONIST Secretary Sixty minute Birmingham area Experienced preferred Phone reply to Box 604 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

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

DENTAL OFFICE SECRETARY Medical Dental Building in Plymouth area 4 days a week Mature person with office or dental type experience Good salary and fringe benefits Send resume to Box 830 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

504 Help Wanted Office-Clerical

SMALL OFFICE Northland area needs full time general assistant Many benefits Typing essential Call Mrs Walker 273 2130

TYPIST Minimum typing speed 50 wpm accuracy essential Pleasant Telephone Voice Call 19 Mile Rd Southfield
An Equal Opportunity Employer

PAYROLL and General Office for Southfield real estate company Must type well 569-1166

BOOKKEEPER
Applications being taken for experienced full time position to start Sept 20 1976 Firm of Orchard Popke Hertz McCrumb Inc Consulting Engineers 34935 Schoolcraft Livonia 522 6711
An Equal Opportunity Employer

BOOKKEEPER working and changing position for exclusive High Fashion Women's Wear operation Birmingham area Prior experience required Must do receivables payables inventory control and payroll including sales and payroll taxes 424-0200

SECRETARY RECEPTIONIST For Southfield office Must have work experience a must Typing 60 wpm Heavy public contact diversified duties salary open 569-5320

STATISTICAL TYPIST with bookkeeping experience for Southfield CPA firm good pay and benefits 557-3883

SUBURBAN
OPPORTUNITIES
BOOKKEEPER to $1000 Fee Paid Full Charge thru financial statements and management reports Farmington Hills
ACCOUNTS PAYABLE to $750 Fee Paid Process payables Write checks Hand system Farmington Hills
CLAIMS CLERK to $800 Fee Paid Minimum 1 year auto claims experience Farmington
LEGAL SECRETARY to $700 plus fee paid Some bankruptcy experience with shorthand Livonia
GENERAL OFFICE $500 Fee paid Accurate typing detail oriented Southfield
Call Mrs Evans 477 9840
SUBURBAN PERSONNEL

WAREHOUSE man full time Tray pack Must be available Mon thru Thurs 8 AM and 2 PM Ask for Greg 382 0110

FIRE CASUALTY
INSURANCE AGENCY MGR
Top Salary Group Hospitalization life disability paid holidays and retirement Excellent working conditions Private office in spacious modern Farmington Hills 1 girl agency 476 7700

CLERICAL WORK good typist needed for immediate employment Office located on 8 Mile and Greenfield For appointment call between 9 am 5 pm 273 6111

PAYROLL
In depth experience hourly payroll Company will train com pensation application Excellent potential for further accounting responsibilities Western suburbs Fee paid Starting salary to $800
ALLIS JOHNSON PERSONNEL
Quaterstone Plaza 32000 Hamilton Farmington Hills 473-2600

CAREER WOMAN
21 25 with work experience accuracy in figures typing filing Excellent benefits Permanent 721 1064

LEGAL SECRETARY TRAINEE
High School graduate good typing for small Law firm in Southfield Call Mrs Jackson 358-6264

RECEPTIONIST SECRETARY
For Birmingham real estate office Good typing telephone personality Versatile with ability to handle diversified duties and capable of working alone Position immediately available with no shorthand necessary Call Cloudbreak Associates Inc Ask for Charles Polzer 645-3600

SECRETARY Receptionist Farmington area Small office previous experience preferred Salary open 40 wpm Call 661 0130 or call Greg 478-5400

504 Help Wanted Office-Clerical

GAL FRIDAY Excellent opportunity for right woman in a pleasant Birmingham office Typing light bookkeeping experience plus Raise salary desired and references from previous employers P O Box P 1017 Birmingham 48012

RECEPTIONIST For Birmingham Pediatrics Knowledge of bookkeeping medical insurance and telephone experience preferred Call between 10 AM 12 PM 645-1741

SECRETARY must be good typist Experienced in receivables payables accounting typing bookkeeping and secretarial work Able to handle telephone Must be responsible and efficient Royal Oak area Call 10 AM 4 PM 549-6000

ADVERTISING AGENCY needs bilingual secretary with experience typing Salary dutiies required to work in existing business beautiful offices in new Bloomfield location with benefits and fee paid
ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

TYPIST CLERK
PHONE ANSWERING
Liquid Controls 12840 Foley Northwest Detroit

LEGAL SECRETARY
Immediate opening for person with top clerical skills preferably with experience in court Salary commensurate with experience Please contact Mrs McCallum Home Insurance Co Northfield Executive Bldg Troy

Data Processing Control Clerk Control computer input and output second and third shift Good fringe benefits DP experience helpful Southfield area call and ask for Tom 358 9633

Public
Relations
Southfield
$700/Mo.
Trainee position in progressive industry You will be trained on important customer service area problem solving and representing your company A job with a future Great growth potential PER MANENT STAFF Permanent
CALL 388-8900

GAL FOR sales dept of small manufacturing co to work with customers and sales representatives room monitoring telephone and telephone responsibility maintaining sales reports and records of sales Light handling sales correspondence Must be good typist accurate with figures personable and able to run new letters Starting salary $115 weekly plus bonus Pleasant work and salary history to P O Box 682 Birmingham 48012 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

EXPERIENCED RECEPTIONIST Secretary Sharp mature girl for front desk position in accountants office Good phone and typing skills required 221-6728

SECRETARY
Typing 50 wpm Dictating helpful and telephone Apply in person at Bloomfield Hills Landscaping 6686 Walnut Lake Rd Between 5 pm and 12 noon 681-3779

Cashier
Southfield
$550/Mo.
Don't work forever at the supermarket or on crazy unconvenient schedule Prestige industrial facility offers good starting salary to take and record payments Regular day hours and excellent benefits PER MANENT STAFF Permanent
CALL 388-8900

CLERICAL Accurate typing light shorthand good phone manner pleasant personality for Southfield sales office Some experience necessary Good salary and benefits For appointment call 569-0500

Livonia
Dr's Aide
$500/Mo.
This super patient position prefers to TRAIN eager high school grads and who have some interest in a pathetic nature a big asset You will love this PERMANENT STAFF Permanent
CALL 388-8900

KEYPUNCH OPERATOR
Immediate opening for experienced operator Knowledge of IBM 3741 3742 Sam 32 helpful Apply in person 8AM 4PM Weekdays
SEA RAY BOATS
925 North Lapeer Rd Oxford
628-4861

COMPUTER OPERATOR
Immediate opening for experienced computer operator IBM System 3 Mod 6 Keypunch experience with IBM 3741 or 3742 equipment helpful Apply in person 8AM 4PM Weekdays
SEA RAY BOATS
925 North Lapeer Rd Oxford
628-4861

CLERK TYPIST
MUST HAVE ability for varied of fice duties Experience preferred but not essential Must be high school graduate Filing Typing Interviews only Fri Aug 20th 10 AM to Noon
Town & Country Interiors
1107 Telegraph
at Long Lake Rd
Bloomfield Hills

Farmington
Fun Job
$625/Mo.
Fabulous job in Farmington for outgoing high school graduate with personality plus You will work in interesting personnel department helping new employees get squeezed with your company Love going to work everyday PER MANENT STAFF Permanent
CALL 388-8900

504 Help Wanted Office-Clerical

ACCTS RECEIVABLE CLERK High school bookkeeping accounting and some on the job experience a plus Salary Open Apply 30 Person or call Randolph Forge Co 1230 Franklin St Detroit Mich E of Renaissance Center 256-1919
An Equal Opportunity Employer

GENERAL OFFICE Girl Friday Must be good typist Call Ed Fry 661-6300

SWITCHBOARD
OPERATOR
On Call
We currently have a position available for a person seeking work as a Telephone Operator On and on call basis The qualified individual must have Michigan Bell or equivalent experience on a multiple switchboard We offer an excellent salary and congenial work environment Apply Personnel Dept
METROPOLITAN
HOSPITAL
1880 Lakeside (Near Detroit)
Equal Opportunity Employer M F

FILE CLERK general office typing 50 words per minute full time Southfield Insurance Agency Call Mrs Robbins 353 2200

SWITCHBOARD typist 50 words per minute phone experience necessary Southfield Insurance Agency contact Mrs Robbins 353 2200

Livonia
Typist
Fee Paid
One of our favorite firms in Jewels Livonia needs good neatly dressed typist to start at full moment job March details work to organize small office operations Excellent skills are super PERMANENT STAFF Permanent
CALL 388-8900

CLERICAL filing typing South Side CPA Office Good benefits and benefits Experience not essential Permanent Position Call Mrs Ferguson Tower Call Mon Noon 354 0080

WANTED experienced inventory clerk medical/surgical retail supply store located in Southfield Fringe paid Blue Cross Life insurance and profit sharing Call 356 1191

Small congenial insurance office Northwestern 16 Mile area Phone 352 1253

AUTOMOTIVE TRAIL Distributor needs experienced expert typist Accurate in typing statements telephone orders 9 to 5 PM Mon Fri Tree area 548 3687

SECRETARY for Southfield organization Typing 50 wpm and shorthand required Salary $650 to $700 plus benefits Fee Paid
ACCURACY PERSONNEL
Birmingham 642 3050
Southfield 569 2020

EXPERIENCED LEGAL SECRETARY Shorthand typing South field Salary commensurate with experience
Keypunch/Keydisc
Keypunch Operators
Plymouth Area Experienced required Immediate openings day shifts Excellent salary and fringe benefits Call
569-2220

INSURANCE Birmingham agency is looking for a girl experienced in typing Shorthand helpful Call for interview call Mrs Hunt 644 3400

Stenographer
Word Processing Dept of South field Professional Firm has opening for top notch part time stenographer to type typing and dictaphone transcription skills Excellent spelling and grammar a must Starting salary commensurate with experience and ability Benefits include medical and life insurance Company paid holidays and vacation Steady work and good salary in our friendly office Call Mrs Gallagher Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150
An Equal Opportunity Employer

SALES SECRETARY
Must be familiar with sales work Good working environment good career possible Bernar Turner Associates Ask for Donnie 538-7870

PERSONNEL CONSULTANT for Bloomfield Hills Accounting office or sales experience preferred
ACCURACY 642-3050

TYPIST and general office person wanted for small new office Some typing and general office experience helpful Knowledge of office machines helpful with math aptitude Call Sonia Shorthand Southfield 356 4300

SECRETARY
Well good typing and shorthand skills in addition to pleasant phone manner required for our Southfield office Ability to work accurately with numbers is a must for varied work assignments Office located on Livonia Benefits include Major Medical and Dental Salary $875 per month Call 8 10 AM and 12 2 PM 425 6300

OFFICE GIRL for telephone canvassing and small amount of typing Starting at 22100 W 8 Mile Southfield 352 1034

SECRETARY for manufacturer agent's office Good typing skills and general office skills required Call for interview 569 1950

RECEPTIONIST Secretary with good typing skills Southfield area Bernadette Experience an asset Ability to adapt to busy office 352 1373

BOOKKEEPER ACCOUNTANT
Experienced in CPA firm or full charge bookkeeper (three trial balances) Knowledge of CPA office helpful Call after 5 PM 569-6753 or 557 0691

OFFICE MANAGER needed for medical office Full time Must be available Farmington area Call 851 0666

SECRETARY Southfield area with shorthand or speedwriting and typing Insurance experience desired but not necessary Good working conditions Call Mrs Kennedy Evenings 557 1066

EXECUTIVE
SECRETARY
MEDIA positions for general manager Excellent skills and experience Salary open Fee paid
LOIS RAY PERSONNEL
559 0560

ACCOUNTANT
For prospective mortgage firm CPA Firm 1 To 3 years experience in auditing or accounting Excellent opportunity Moore Smith and Dale Plaza 354 6200

No Experience
Livonia
$625/Mo.
Wow great chance to learn great office job in Livonia even with not previous work experience Good typing and writing attitude most important quality PER MANENT STAFF Permanent
CALL 388-8900

ASSISTANT BOOKKEEPER Some experience necessary Good salary fringe benefits Apply at Berry's Efeto Jay Rd Westland call 421-1420

504 Help Wanted Office-Clerical

TIME CHANGERS Part time Full time Call 31876 W 8 Mile Rd Southfield 337 2613

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

RECEPTIONIST
Northwest Suburban Veterinary Hospital needs enthusiastic mature woman for diversified office duties must type part time Send Resume to Box 846 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GOOD TYPIST pleasant telephone voice needed for Saturdays hours Rite 4 Southfield area 354 1166

EXECUTIVE
SECRETARY
Responsible position open for a mature experienced secretary Must have excellent verbal skills including shorthand Guaranteed increase over present salary plus fully paid insurance program paid vacations and special membership benefits Excellent working conditions in pleasant office Phone Mr Hoppe 642 4200 for information
Silhouette American
Health Spas
30555 Southfield Rd
Suite 400
Southfield 13 Mile
Southfield

MORE THAN A SECRETARY
Division sales office of large manufacturing co needs secretary administrative office assistant Excellent power self confidence ability to work without constant supervision accurate typing shorthand multitrack dictation required Salary negotiable excellent benefits Submit resume and salary requirements in confidence to Box 861 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150
An Equal Opportunity Employer

ONE GIRL office in Highland Park at I 75 and Davison Freeway Light bookkeeping Skill and typing 5 day nine hours and pay Call Mott 868 6350

TYPIST
With General Office Experience
Now Taking Applications
S.M.C.
800 Junction Plymouth Mi

WANTED GIRL
for Receptionist work
Livonia Area
Call 525 1100

RECEPTIONIST 1 year office experience typing 50 WPM Short hand Equal opportunity employer 667 0280

Office Clerical
Responsible office position available for a girl individual in Contract Processing Dept General office skills including typing filing ability to work with figures required We will train the right person Call Mrs Gallagher Fringe benefits provided $500 per month to start Regular increases Apply Friday
Detroit Health Corp
30555 Southfield Rd
Suite 400 Southfield

TYPIST GENERAL OFFICE clerical Will train experienced typist to operate bookkeeping machine 5 day week Central Livonia Permanent including salary expected phone to Box 862 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

GENERAL OFFICE Typing necessary Prefer interest design experience or background in sailing and fishing Fee appointment call Mrs Garland 661 7329 Wiggs 6686 Telegraph Rd Bloomfield Hills corner Long Lake Rd

SECRETARY Receptionist needed by Birmingham Real Estate Company Advertising sales and with other general duties and part time Receptionist Accurate typing 50wpm occasional Ad writing career Work equivalent of 1 week days plus Receptionist on Saturdays Call Mr Randolph 646 6000

GENERAL OFFICE typing required Hours 10 AM 7 PM 5 days a week Northwest area subaru auto dealership Reply to Box 626 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

CLERK TYPIST Southfield area diversified work accurate typing a must 352 4740

PART TIME
WORK IN OUR BOOKKEEPING DEPARTMENT You must be able to type but no bookkeeping experience needed 3 Days per week 3 hours per day Southfield office Call Mr Hurwitz
557-2100

SECRETARY
The person we are seeking should have excellent shorthand and typing skills be number oriented and have a minimum of 2 years experience related to the industrial or commercial construction or real estate Starting salary and company paid benefits Call Mr Sakaki 569-0400

SECRETARY for Southfield law office Must be intelligent well organized and have shorthand and typing skills Call Mrs Cunningham 352 1300 Starting salary and benefits available 356 6600

GENERAL OFFICE
Confident girl with typing and light bookkeeping experience for I girl office in Bloomfield Presently part time opening could lead to full time position
698-9343

DATA PROCESSING
Keypunch operator 1 years experience necessary minimum 11 000 key strokes per hour Salary comparable with experienced Call Karen 326 1500

FARMINGTON INSURANCE OFFICE needs fast accurate typist Some telephone contact Office skills needed Insurance experience helpful If interested send resume to Box 876 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150
An Equal Opportunity Employer

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 Cord Switchboard Excellent salary with liberal benefit program
Please contact Mr Doherty
477-0800
Farmington Area
Equal Opportunity Employer M F

504 Help Wanted Office-Clerical

SECRETARY
Beautiful Troy firm Good typing shorthand and dictaphone 574 to 675 Fee paid
LOIS RAY PERSONNEL
559-0560

SMALL LIVONIA Manufacturer needs bookkeeper thru trial balance and monthly income statements Send resume and salary requirements to Box 863 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY-OFFICE MANAGER Immediate position sharp aggressive girl with shorthand will train to take charge of insurance office downtown Farmington Salary $800 to $900 Call 476-1800

SECRETARY for 1 girl office in Southfield Good skills for Public Relations office Call 559 5240

SECRETARY needed for small office located in Lathrup Village to handle correspondence and other sales activities Must be able to work independently Good typing and some shorthand required Excellent starting salary and fringe benefits Submit resume in full confidence outlining experience and salary required to Box 580 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

POLICE & FIRE
DISPATCHER
Prefer at least 1 year's experience as Police Officer or Police Dispatcher Must be available for shift work Typing 60 WPM Salary $9 274 per year Applicants must reside in Farmington Hills and must be unemployed for 30 days or undergraduate Police Officer Farmington Hills 31566 11 Mile Rd
474 6115

LEGAL SECRETARY for South field Law firm Shorthand and dictaphone experience required 356 5070

RECEPTIONIST with typing skills Experience required Well groomed full benefits Applications now being accepted Apply in person 22000 Industrial Park Drive Farmington Hills

ACCOUNT CLERK
Some experience preferred clerical and bookkeeping duties and the ability to work effectively with the public Typing 50 WPM Starting at $7 776 per year Must be a Farmington Hills resident unemployed 30 days or under unemployed City of Farmington Hills 31566 11 Mile Rd
474 6115

KEYPUNCH OPERATOR
Experienced keypunch operator New Center area Call Mr Lundy 875 6300

RECEPTIONIST-
TYPIST
Farmington Hills Firm
Good phone manners pleasant office atmosphere Good typing skills required $600 per month Reply to Box 634 Observer & Eccentric News papers 36251 Schoolcraft Livonia Michigan 48150

PRIVATE
SECRETARY
To President of prominent South field based Real Estate Corporation Position requires technical skills as well as fact gathering and maturity Prior experience in real estate or law helpful but not essential Send resume to Box 846 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

GENERAL SHOP OFFICE Must be experienced in typing and good with figures Pleasant work environment located in Troy For appointment call 726 2000

BOOKKEEPER Full time accounts receivable billing payroll Birmingham area 646 1225

SWITCHBOARD OPR
Super sharp appearance needed here Join Birmingham legal firm to handle front desk make transfers arrangements and various office duties $700 plus to start Call 642 7979
Your New Boss Pass Out Fee
HARRIET SORGE PERSONNEL

SHARP GAL for fun boutique also doing all office work Must have work light bookkeeping full time 40 hr work week Oak Park area 968 0883

LEGAL SECRETARY
Full time position New Center area Call Mr Lichtenberger 875 6300

RECEPTI-SECY
Company will train on switchboard No shorthand necessary Attractive Receptionist good on the phone Will handle correspondence greet clients $130 $150 to start 569 5600
Your New Boss Pass Out Fee
HARRIET S SORGE PERSONNEL

BOOKKEEPER Full charge thru financial statements to manager professional association accounting and membership records Small office located in downtown Detroit Experience 3 years Write with resume and salary desired from replies to Box 622 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

CLERICAL SECRETARY
Clerical duties in sales liability handled Some typing Salary commensurate with experience Ask for Mr Fawcett 477 6200

ESCROW SECRETARIAL position with office of Trans America Title Insurance Co Typing 50 words per minute excellent opportunity for responsible person Starting Salary $800 Please call Lauer Magallanes 559 3100

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Steno Sr Typists 50 wpm Data phone Inquiry Transcribing Clerks PBX Operators Legal Secretaries Medical Secretaries Claims Clerks Data Typists Claims and Underwriting Clerks
MICHIGAN INSURANCE
PERSONNEL SERVICES INC
961 0613 961 0733
TEMPORARY PERMANENT

EXPERIENCED legal secretary with excellent typing and data phone skills for law office in Troy 983 0000

KEYPUNCH OPERATORS
Day Afternoon & Midnight shifts part & full time Experienced only 332 7730

504 Help Wanted Office-Clerical

SECRETARY
Our rapidly expanding office has an unusually attractive opportunity for a personable well organized individual who can effectively cope with a multitude of assignments and with a minimum of supervision Ideally you will have 3 years secretarial experience excellent typing skills be detail oriented and have good organizational capabilities

Attractive compensation package and excellent benefits Please send resume or phone

FOUR-PHASE SYSTEMS INC.
17117 W 9 Mile Suite 1505
Southfield, MI 48075
557-8844

Equal Employment Opportunity is our Pledge & Practice

504 Help Wanted Office-Clerical

KEYPUNCH
OPERATOR
Full time afternoons Minimum 3 years experience on 029 or 129 Permanent position Pleasant working conditions Fringes Non smoker Call Marner weekdays between 10 AM and 3 PM
349-5000

SECRETARY
CITY OF SOUTHFIELD
10 MI LAHSEN
Industrial real estate office requires good typist Ability to handle telephone effectively important General office work with time off bookkeeping Call Marcia
352 8100

GENERAL OFFICE WORK
Typing Filing & Answering Phone other sales activities Must be able to work independently Good typing and some shorthand required Excellent starting salary and fringe benefits Submit resume in full confidence outlining experience and salary required to Box 580 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

A TRAVEL AGENCY TYPIST
Assist in the Tour Department of this busy suburban agency Some phone personality and office skills are in demand $500 1 P Call Sherri Day
569 0400
Snelling & Snelling
PERSONNEL

RECEPTIONIST for theatrical office must take dictation and type Southfield area 357 3600

ADMINISTRATIVE SEC