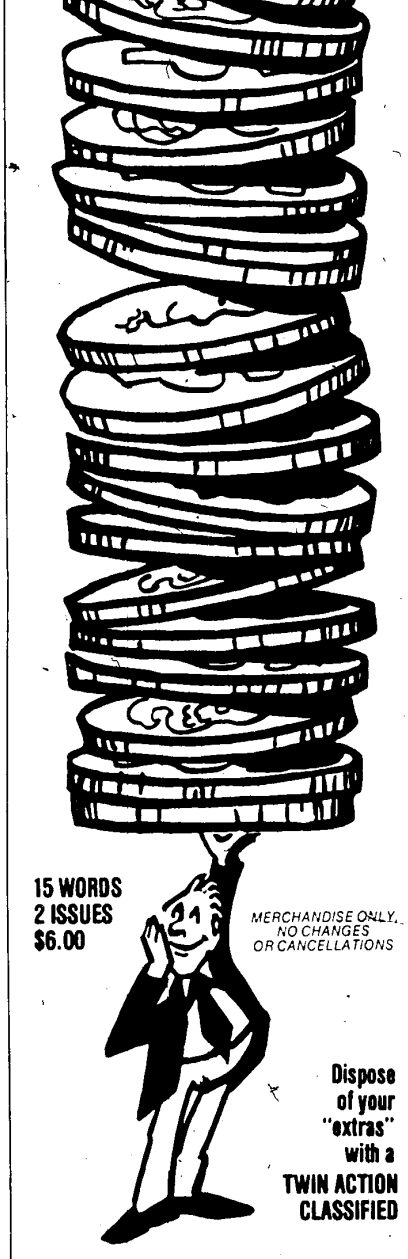
Want Ads Help You Pile Up Cash!



15 WORDS 2 ISSUES $6.00

MERCHANDISE ONLY. NO CHANGES OR CANCELLATIONS

Dispose of your "extras" with a TWIN ACTION CLASSIFIED

The Observer & Eccentric

Classified Ads

522-0900/Wayne County
644-1070/Oakland County
852-3222/Rochester-Avon

500 Help Wanted

MODERNIZATION COORDINATOR to take charge of complete kitchen installations. Cost control, coordinating trades & employees, experience a must. Salary & fringes. Only quality oriented people need apply. For interview, phone 336-2070

WONDERLAND BIG BOY. Cooks, bus boys. Full-time. Days. Apply in person. Wonderland Big Boy, 19401 Hesloop Shopping Center, Livonia

LANDSCAPER
Full-time position open for responsible man over 25. Apply at Bloomfield Hills Landscaping, 6600 Walnut Lake Rd., W. Bloomfield

DRAFTS PERSON, 3 years experience required in steel fabrication. Working knowledge of 2 dimensionally required. Salary commensurate with experience. Male or female 525-6174

BABY SITTERS
Women over 30 - you can earn $2 & $3.50 an hour baby-sitting. We have plenty of work in your area. Must have transportation & go to child's home. Full or part-time. $2 minimum. Dolly's Baby-sitting Service 666-7718

WAITRESSES, BUSBOYS, Cocktail Waitresses. Experienced. Paddy's Giraffe, 25200 Telegraph, South field. Apply in person, 3 to 4 Pm

EXPERIENCED PRODUCTION WELDER in Hot Arc on aluminum. Apply in person 13540 Merriman, Livonia

BARMAID - Experienced only. Evenings. 1st class Farmington restaurant 851-4084

Mortgage Processor
Experienced in FHA, VA and FNMA Mid States Mortgage 543-4566

SALAD GIRL - Experienced only. 1st class Farmington restaurant. 851-4084

PREP COOK - Experience in Italian cooking preferred. 1st class Farmington restaurant 851-4084

PHOTO FINISHING Lab worker full-time. Midnights, steady job. Sun thru Thurs nights. Will train in the interesting film developing job. Career possibilities working with local branch of nationwide firm. See Mr Bennett at Mr Rugling at Fox Photo, 775 Davis, Plymouth. An Equal Opportunity Employer

WELCOME WAGON, INC.
POSITIONS AVAILABLE IN REDFORD, LIVONIA, PLYMOUTH. LARN ADMINISTRATIVE & SALES TECHNIQUE. CAR NEEDED. CIVIC INVOLVEMENT. MUST BE RELIABLE & PLEASANT. PHONE
961-7750

EXPERIENCED Short Order Cooks. Apply in person. Mr. Pi Restaurant, 31614 Michigan Ave., Wayne

WAITRESSES WANTED: part-time and full-time. Apply Pizzaco Fast Foods, 31116 5 Mile Rd., Livonia

IMMEDIATE OPENINGS. Female help. Totally work, day and night. Added Industries, 1 Mi. at Novi Rd., Novi 349-6300

MAID
To clean apartments in large apartment complex in Farmington. 5 days. Hours 8 AM-4:30 PM. $3 per hour. 1
478-5143

BROILER COOK
The best restaurant in town is looking for the best cook. Excellent company benefits. Come work in a different kind of restaurant. BODEGA. Apply 3-5 PM. Mon. thru Fri. 14432 Telegraph Rd., Redford

BUS Boy. Reliable, neat appearing young man for private club. 441-6240

HELP WANTED: MALE. Full and part-time. Must be 21 or older. Mid night cashier. Inquire 9001 Wayne Rd., Livonia

HOSTESS
BARMAIDS
WAITRESSES
COOKS
SOUTHFIELD AREA. Hostess to handle Service Bar.
358-1611

WOMAN FOR 2nd shift, available immediately. Light factory work. Apply in person. Auburn Finishing, 2070 Industrial Dr. Pontiac 852-1020

WAITRESSES, all shifts. Responsible, neat, fast. Faima Fast Foods Restaurant, 31614 Ford Road, Dearborn. Apply in Person

ALIGNMENT MAN. Experienced. Convenient hours. Euclid Tire Co. 21616 W 8 Mile Rd. Southfield. 357-2013

COOKS
The original pancake house is opening a new restaurant on 10 Mile in Southfield. We are now taking applications of people who are interested in having this position. Preferred age 21 to 27 willing to work with advancement possible. This is an excellent opportunity for a few young men. Full or part-time. Call during business hours. Hamilton Box, Inc. at
543-1017

SHAMPOO GIRL Assistant, will train. Part or part time. Hours Sat. 27224 Southfield M-10. 559-2221

DELIVERY BOYS Wanted, must have own car. Livonia area. After 3PM 478-6277

IMMEDIATE OPENING for Bank Coventry representatives. No investment, free training. Opportunity for advancement to management positions. Blue Cross & pension benefits 540-0962. 352-2715

BLOW MOLDING FOREMAN
Medium size manufacturing plant has permanent employment for qualified men in above chemical line. Apply in person
Adell Industries
42700 ADELL BLVD., NOVI

A BANK TRAINEE $130 wk. Terrific spot for high school grad with available car. Openings in all areas. No previous experience required. Employment Center 348-1020

ALUMINUM window assembly. Experience not necessary. Blue Cross and other benefits. Steady year round work. Weather King Window & Doors, 12345 Schoolcraft, Detroit. Easy bending

BURGER CHEF NOW HIRING
Part-time day help. Apply in person. 561 S. Opdyke, Pontiac. Twp

DAYS
AFTERNOONS
Southfield Area
30
WAREHOUSEMEN NEEDED
Daily or weekly Pay
Apply 10 AM to 6 PM
Monday through Friday
21340 Grand River at 6 Mile

500 Help wanted

ART TEACHERS to manage U-Draw Picture Frame Park Shop. Must be available for an intensive training program. Experience in commercial picture framing. Helpful. Full-time weekdays, or part-time evenings and weekends. Positions available. Call Mr. Jackson. 371-6130

BURGER KING
Needs Managerettes, High School or College Students for full & part-time work. Day & Night shifts available
Apply in Person
30000 ORCHARD LAKE RD
Between 13-14 Mile Rds.

PHOTOGRAPHER WANTED, must have car and willing to travel. 539-5750

PALACE RESTAURANT
Now Hiring
• Bus Boys (All Shifts)
• Hostess (Nights)
• Waitresses (All Shifts)
• Cooks (Experienced)
12851 Greenfield
(Near Schoolcraft)

DELIVERY help wanted 3 days a week. Direct Pizza, Farmington area. Must own car. $5 per hour plus gas expense. After 5 PM 477-6218

PART-TIME or full-time bartender wanted. Apply within 18025 Middlebelt, Livonia

SECURITY GUARDS
FULL TIME
Must Have Car & Phone
525-0600

TOOL & DIE MAKER
and or
TOOL ROOM MACHINIST
Some tool room experience preferred. Days. Start $5 hour range. Apply Attention Mr. Soper, P.O. Box 2008, Livonia, Michigan 48150. An Equal Opportunity Employer

EXPERIENCED help wanted. Cooks, Waitresses, Busboys. Full or part-time. Apply at Palace Fine Foods, 555 E. Main St., Northville

PIZZA MAN wanted, apply in person. Pronto Pizzeria, 8026 Middlebelt, Westland

WAITRESSES and Bar Maids wanted immediately. Apply in person. 30000 Michigan, Wayne

LIGHT FACTORY
DAYS
MEN needed. 18 or older. $2.30 hour. APPLY READY FOR WORK, 6 A.M.
EMPLOYERS
Temporary Service
26533 Grand River

SALES & INSTALLATION $200 weekly. Must have car & be willing to work hard. Company training for those selected. 522-4818

SURFACE GRINDER & MILL HAND
Modern Farm Tool Shop in Plymouth. All benefits. 30 hour week, hourly rate based upon experience. Minimum - experience required. Call for interview 455-1100

EXPERIENCED waitresses, cooks & boys. Apply within. Mr. Pi's New Restaurant, 6170 Orchard Lake Rd., Orchard Lake Village between 9 AM - 3 PM

WAITRESS
OPPORTUNITY
4's to 5 day work week when $110 to $120 per week. Has profit-sharing & Disability insurance
SIGN OF THE BEEFEATER
18901 W. 8 Mile
Apply Between 2-4PM
Mon. thru Fri.
Ask for Pete Hoffman

KITCHEN & SERVICE positions available. Full and part-time. Apply in person to Don Cole's Restaurant, 7063 West Big Beaver, Troy

HELP WANTED: 18 or over. Apply at Little Caesars, 14 Mile and Northwestern Highway, 12000 Northwestern, Farmington

GAS ATTENDANTS, full time from 7 AM to 3 PM. 36630 Greenfield Rd., Southfield. near 10 Mi. Ask for Sol. 557-0951

GUARDS
FULL & PART-TIME
All Shifts Available
GOOD PAY
Excellent Benefits
255-2600

COOK
10 AM-5 PM shift. Mon. thru Fri. $3 starting. Apply in person. Red Bud Restaurant, 8 Mile - Grand River

PIZZA MAN wanted, must have own car. Apply in person. Direct Pizza, 27226 West 7 Mile near Inkster, Redford Township

DELIVERY PERSON
With car. Apply in person. Direct Pizza, 27226 West 7 Mile near Inkster, Redford Township

Income Tax Preparers
No experience necessary, free training, full or part time during tax season. Employment opportunities in your neighborhood. Have people who successfully completed training. Excellent earnings potential
Nationwide Income Tax Service
546-7040

MATURE WOMEN desiring work as companions, home helpers and sitters for the elderly. No experience required, opportunity for advancement. Accepting applications Tues. Wed. Thurs. 10-3. Southfield Office Plaza south MA. 17000 W. 8 Mile

FREE SHOES
Good Kaiser Sabatino earn big commissions and never buy shoes. NO investment. FREE Equipment. FREE Training Program. Interested? Write Ralph Kelley, Kaiser Shoes, 900 Happy Canyon, Brockton, MA 02401

MALE and female applicants wanted for positions open 120 W Maple 644-0264
BIRMINGHAM
EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

WANTED FEMALE Help. Office Nurse and Office Receptionist for medical chair & Bedford Twp. Call for appointment. 697-1190

DENTAL ASSISTANT
To $150 a week. 5 days, no Sat. For busy general dentistry practice. Prior experience minimum or a trained assuming. Full benefits
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-6264

DENTAL TECHNICIAN, crowns and bridge waxer, for quality orientated laboratory. Experience preferred but not necessary. Redford area. 535-1060

DENTAL ASSISTANT
Orthodontist's Office, Livonia area, full-time, experience helpful but not necessary. Attractive center, pleasing personality 261-6050

MEDICAL ASSISTANT
6 days plus alternate Sats. 8 grid shifts. $100 - $140 per week, uniform allowance. Must have organizational and VP, front knowledge helpful.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-6264

502 Help Wanted Dental-Medical

HOUSEKEEPER
Full-time. Apply in person. University Convalescent Home, 2000 Pierce Mile Road, Livonia, between hubbard and Middlebelt Road

RN's Full-time. Fringe benefits. Bedford Villa Nursing Home, 25000 W 12 Mile, Southfield 537-6202

NURSE ATTENDANTS All shifts. Fringe benefits. Bedford Villa Nursing Home Southfield 537-6202

DENTAL RECEPTIONIST
Salary $170 per week. 6½ days, no Wed. Must know all insurance, mom typing, appointments and pegboard.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-6264

RN'S
Full-time, 3PM - 11PM shift. Dorvin Convalescent Center, 28279 Merlick, Livonia. Full benefits 476-6360

NURSES' AIDES
Full-time. Apply Dorvin Convalescent Center, 28279 Merlick, Livonia. Full benefits 476-6360

MEDICAL RECEPTIONIST
Experienced medical receptionist needed for busy Southfield chiropractic office, excellent salary, benefits. Appointments, insurance, typing and peg board required
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-6264

MEDICAL RECEPTIONIST with Blue Cross Blue Shield experience for Suburban Medical Chain. Monday through Friday, with an occasional Saturday. Call Mrs. Pascoe 2-6 PM 261-6300

BUSY OB/GYN office needs experience, part-time Receptionist/Assistant. Must be available for days and early evening hours. 8AM-6PM 642-6301

NURSE AIDES
Reliable women for nurse aide work. After training period shift preference available
WHITEHALL
CONVALESCENT HOME
43453 W. 10 Mile, Novi
349-9628

RN SUPVRS
Days and afternoons, full and part time. Challenging career opportunity with long term care facility in Southfield. Excellent working conditions, medical coverage and staffing. For appointment, call Jewish Home for the Aged 352-2320

X RAY TECHNICIAN, registered. Full time position in Internal Medicine clinic. Call Ann 538-4700 ext 278

NURSE AIDES
All Shifts, full time, experienced preferred but not necessary. Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grid River & B.M.
DENTAL ASSISTANT fully qualified, preferred. C.D.A.A. Full chair, sole duties. 6 day a week 352-2560

MEDICAL ASST. Receptionist. Experienced, part time. Birmingham area. Reply Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN - LPN
Full Time, Part-Time, Afternoon & Midnight shifts. Good starting salaries, modern facilities. See Mrs. Ferguson
Nightingale West
6363 Newburgh Rd.
Westland Nr. Joy Rd.

DENTAL HYGIENIST - For program oriented practice. Limited work 1 day per week. Must work well with people, nice personality, be willing to learn new preventive techniques. Non-smoker. References. By appointment 466-7750

DENTAL RECEPTIONIST - Farmington home dental experience required. Full-time, no evenings. Fringe benefits. Resume to Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN or LPN
Full-time or part-time for afternoon shift. In ECS. Excellent salary
Heritage
Convalescent Center
18200 W. 13 Mile
Birmingham
647-6500

RNS or LPNS
Day & Afternoon Shifts
Full-Time
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grid River & B.M.

DENTAL ASSISTANT
Experienced preferred. Maple Orchard Lake Rd. area. 4½ days. Call for interview 681-2360

LPN'S
Days
Apply in person at
Medico's
Recovery Care Center
22355 W. 8 Mile, 3 blk. W of Lahser
255-0450

MEDICAL ASSISTANT
Experienced in X-Ray. Full time work. Farmington area 626-7344

NURSES AIDES
HOUSEKEEPER
All Shifts See Mrs. Mayville
Nightingale West
6363 Newburgh Rd.
Westland, Nr. Joy Rd.

MEDICAL RECEPTIONIST needed for busy Southfield office. must have experience in all insurance work. 557-2778

Recreational Therapist
Full or part-time
Apply in Person
ARDMORE ACRES
Hospital
19810 Farmington Rd.
Livonia

PART TIME Pediatric and Medical surgical assistant 9-6 train early morning hours required, must have own transportation. Write P.O. Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSES
NURSES' AIDES
Full & part-time
Apply in person
Lahser Hills
Nursing Center
25300 Lahser Rd., Southfield
354-3222

RECEPTIONIST for Dr's office. Dearborn area. Ambitious person with a good personality, experience helpful, but be able to type and take dictaphone. Send resume to Box 775, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST physician's office. Experience necessary. Top salary 886-6710

DENTAL ASSISTANT, experience preferred. Modern office, on evenings, no Saturdays. Northland area. Benefits. Call evenings, Sun. - Thurs. 569-0783

NURSE AIDES
All shifts. Full-time preferred. Experienced. Good pay, benefits and shift differential. Apply 9-4. Monday through Friday. Nursing Dept.
FARMINGTON NURSING HOME
35466 Fabian Rd. Farm
477-7400

DENTAL RECEPTIONIST for specialty practice, fringe benefits, salary depending on experience and capabilities 647-7729

RNS
Midnight shift. Full or part-time. Good wages, benefits and shift differential. Pleasant surroundings. Apply 9-4. Monday through Friday. Mrs. Linder
FARMINGTON NURSING HOME
35466 Fabian Rd. Farm
477-7400

DENTAL ASSISTANT for specialty practice, fringe benefits, salary depending on experience and capabilities 647-7729

LPN
FULL TIME
3-11 PM
APPLY IN PERSON
WISHING WELL MANOR
520 W. Main St.
NORTHVILLE

NURSE'S AIDES
Needed. All shifts. Apply Dorvin Convalescent Center, 28279 Merlick, Livonia 476-6360

RN
Afternoon Supervisor
For skilled nursing facility, experience in Geriatrics preferred. Salary commensurate with ability. Good working conditions. Apply
HENDRY CONVALESCENT CENTER, 186 Haggerty Rd., Plymouth

EXPERIENCED ONLY Dental Hygienists. Dental Assistants. Unassisted and Hygiene. We have openings in rapidly expanding northwest Detroit practice. Diversified duties, insurance benefits, no weekends. Call Mary at 342-6494

RNs & LPNs
ALL SHIFTS
APPLY IN PERSON
CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

DENTAL ASSISTANT
Experienced wanted in Royal Oak. No Saturdays or Evenings. Must be able to type & be familiar with insurance forms. State qualifications & salary expected. Write Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECY-RECEPTIONIST
PSYCHIATRIC CLINIC
Mature person. Dictaphone typing, pegboard, insurance forms. Call
353-0077

NURSE'S AIDES
(Experienced only)
Private duty
Hospital staffing
$3.50-$3.35 per hr
Accepting applications Tues. Wed. Thurs. 10 am-3 pm Southfield. Oak Park Plaza, Suite 104, 17000 W. 8 Mile

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
CENTER
30410 Cherry Hill Rd.
Westland

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 569-2363

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK. Girl for general office work, typing, filing and phone experience necessary. Apply American Foods Co., 8 to 12 noon. 18200 Grand River. Next ½ mile past Haggerty

FURNITURE OFFICE GIRL. Experienced preferred, but will train. Bookkeeping, general office, including answering phones. Pay commensurate with ability. Ask for Mr. Ford or Mr. Anthony. Art Van Furniture Co., 21201 W. 8 Mile near Lahser
255-4580

BOOKKEEPER position open. Experience in Medicare Blue Cross Medicaid long term billing, preferred 153 bed facility. Growth opportunity for the right individual. Apply in person at Oak Hill Nursing Home, 34225 Grand River, 1 mile W. of Farmington Rd. Farmington

WORK
IN PLYMOUTH
Work 30½ hours weekly. Optional work schedule. 4½ or 5 days per week. Excellent fringe benefits including openings
FOR APPOINTMENT
453-2000

DIET CLERK, full-time, some typing. Apply ARNOLD HOME, 18420 W 7 Mile, Monday through Friday

EXPERIENCED PART-TIME secretary - receptionist for Beverly Hills chiropractic office. Duties include typing and transcribing from Dictaphone. Call Lisa, 9:30 AM - 1 PM weekdays. 646-2900

SUBURBAN
OPPORTUNITIES
LEGAL SECRETARY. $900 plus. Fee Paid. Experienced. Good skills. Personable. Southfield
LEGAL SECRETARY. to $750 plus. Fee Paid. Some legal experience required. Light S.H. Livonia
JR. SECRETARY. to $650. Fee Paid. Type 40, S.H. 80. Some experience helpful. Southfield
GENERAL OFFICE. to $750. Fee Paid. Mature. Accurate typing 50. Bring experience preferred. 9-5. Insurance Clerk. $650. Fee Paid. Home owners experience in closing forms testing required. Southfield
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

GENERAL OFFICE, daily sales reports. Full-Time - Southfield area. Between 10 AM & 2:30 PM 557-4200

ACCOUNTS PAYABLE clerk needed for northwest Detroit small manufacturing company. Full time. 342-2900

504 Help Wanted Office-Clerical

BRIGHT PLEASANT girl for clerical position with good figure aptitude. Ideal for young adult. Apply Tony Lama, 29 Mile, Livonia area. Call MR 588-4410

SECRETARY, bookkeeper, for gift sales and engineering office, progressive company. Profit sharing and benefits. Good typing and bookkeeping skills required. NO weekends. Send resume to the attention of T.L. Gaynes, Engineering Sales Co., 16260 Industrial Circle Drive, Farmington Hills, Michigan 48010

SECRETARY
RECEPTIONIST
Good accurate typing, good figure aptitude, no shorthand necessary. 1 girl office. 8000 to 8650
LOIS RAY PERSONNEL
559-0560

CLERK-TYPIST
Market research department. Duties include statistical typing, prefer some knowledge of market research, data tabulation and correlation. Northland location. Competitive paid benefits. For appointment call Wilding Division of Bell & Howell Company, 18000 West 8 Mile Rd., Southfield, Monday through Friday, 9:10AM, 3:30PM for appointment 569-2300
Equal Opportunity Employer M/F

BOOKKEEPER and Office Experience in retail home furnishings. Full time position. All benefits. Send resume to Box 818, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

PART-TIME, 3 days (8-30)Hrs a week office filing, answer phones, some typing. Mornings preferred. Southfield, 12 Mile 424-8466

SECRETARY
RECEPTIONIST
Good accurate typing, good figure aptitude, no shorthand necessary. 1 girl office. 8000 to 8650
LOIS RAY PERSONNEL
559-0560

SALES SECY/TYPIST
Typing, transcriptions, (shorthand helpful) plus assume responsibility over and above those. Must have good business sense, be organized and energetic. Call for appt. Ann Contrels Inc. Farmington Freeway Industrial Park 476-6313

TELEPHONE SOLICITOR, no experience necessary. Salary plus commission. 7 Mile, Southfield area. 10 AM to 3 PM. Mon. thru Fri. 272-6660

EXECUTIVE SECRETARY for Life Insurance Office Troy - Birmingham area. Hours 8-5PM. Benefits offered. Pleasant working conditions 643-7750

ACCOUNTS
PAYABLE CLERK
Some typing, experience with payables, work with computers, good potential. 8000
LOIS RAY PERSONNEL
559-0560

TYPIST-STENO Southfield. Firm needs bright girl with excellent typing skills and figure aptitude. Must have some knowledge of phones and have some shorthand skill. Pleasant atmosphere and benefits 352-8463

CONSOLE SWITCHBOARD operator. Typing required. For appointment call 644-7279

EXPERIENCED LEGAL Secretary for Southfield Law Firm. Knowledge of pleadings and dictaphone experience required. Call Barbara at 358-0200

SECRETARY
Word Processing
Southfield Professional Firm has opening for Word Processing Secretary. Requires top typing, dictaphone transcription, spelling and grammar skills. Will train if necessary. Excellent working conditions and congenial staff. Very good starting salary commensurate with experience and abilities. Benefits include medical and life insurances, plus paid holidays and vacations. Send confidential resume to Ms. Callander, P.O. Box 307, Southfield, Mich. 48037
An Equal Opportunity Employer

EXPERIENCED mature woman. Typing, 10 key adding machine, bookkeeping knowledge. West Bloomfield 626-7129

SIMPLIFIED basic Bookkeeping position open to the right person on permanent part-time basis. Hours flexible. 34429 Grand River, 3 blk. W. of Telegraph

CLERK-TYPIST Southfield office. Interrelated work accurate typing a must 352-4740

Birmingham
Beginner
$450/Mo.
No typing necessary. Prestige Birmingham firm would love to train smart high school graduate in one of their busiest departments. Extra fast raises and benefits include company discounts. PERMANENT STAFF. Personnel
388-8900

LEGAL SECRETARY FOR PARTNER, experienced, plaintiff, negligence, filing of complaints. Divisional Call Linda for appointment.

TYPIST-SECRETARY, for Suburban Medical Clinic. Monday through Friday 9 AM - 3:30 PM. Call Mrs. Jones 9 AM - 3 PM 261-4300

SOUTHFIELD FIRM needs bright with figure aptitude and excellent typing skills. Must be able to handle phones well. Pleasant atmosphere and benefits 352-8463

Phone Ability
Royal Oak
$525 Fee Paid
One of our nicest bosses wants to train and going high school graduate in important customer service area. Interesting, stimulating job with lots of growth potential. Just accurate typing is fine. PER MANENT STAFF. Personnel
388-8900

SECRETARY, small Construction Co. Sales, Plymouth Twp. area. Light bookkeeping, typing, answering phones, general clerical duties. Full or part-time 348-1340

BOOKKEEPING skills, light typing, responsible for real estate and management company in Birmingham area. Knowledge with shopping center management helpful but not essential. Call 540-2800 ext. 134

Telegraph Rd.
Receptionist
$550 Fee Paid
Assisting company really needs sharp "greeter" for their front desk. You will love this beautiful job with beautiful bosses. Good typing and cheerful personality are necessities. PERMANENT STAFF. Personnel
388-8900

504 Help Wanted Office-Clerical

SECRETARY
Part-Time. Advertising Agency. Starting pay $2.50. Livonia Area. 476-0470

SECRETARY Preferably with CPA experience for Southfield CPA firm. Light office. Must be skilled in typing & dictaphone & familiar with all general office procedures. Salary open 557-2000

BOOKKEEPER, part time, through trial balance. Livonia area. Write to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BILLING CLERK
Familiar with computer print out. Medical billing background helpful. 476-6360

No Typing
Livonia
$500/Mo.
Expanding medical facility needs 3 personable high school graduates for 3 different departments. These receptionist positions don't require typing, but you must have helpful manner and good detail ability. PERMANENT STAFF. Personnel
388-8900

BLOOMFIELD HILLS Builder desires general office help in sales office. Phones, some typing. 4 days pleasant surroundings. Please call between 10 AM - 3 PM 646-1300

EXECUTIVE SECRETARIAL position available in insurance agency in Troy. Shorthand and typing. Call Mr. Archey 879-5900

BILLER TYPIST to work in Southfield, some experience in Medical Insurance, good typing ability. 352-4250

Livonia
Clerk
$550/Mo.
Super nice Livonia manufacturer has busy order department that needs you. Many different duties including work with customers, ordering phones, and using wordtype. Company will train on this. Quick quick advancement here. PERMANENT STAFF. Personnel
388-8900

EXPERIENCED LEGAL secretary for small Bloomfield Hills law firm. Salary commensurate with experience 334-0562

ASSISTANT Bookkeeper. Payroll experience, typing. Must be mature. 9 Mile, Telegraph area. Mrs. Scott 352-2427

LEGAL SECRETARY
Southfield. Minimum of 1 years experience & good typing skills required 355-0300 EXT 171

Front Desk
Troy
$550/Mo.
Truly a public contact, receptionist position. Busy bibby desk needs poised, pleasant person to see things run smoothly. You will handle all incoming calls and greet visitors. Lovely offices. PERMANENT STAFF. Personnel
388-8900

EXPERIENCED SECRETARY Farmington Hills area dictaphone required good benefits. Call Lynn Wilding 851-8300

MAG CARD operator. Farmington Hills area, good benefits. Call Lynn Wilding 851-8300

MATURE WOMAN for small branch sales office, approx. 20 hours per week, occasionally 40 hours. Typing filing, answering phone. Southfield - 11 Mile 559-6383

SECRETARY - With good typing for Division of International company located in Troy. Light shorthand. Salary $650 to $700, excellent benefits. Fee Paid

BEGINNING STENO POSITION - For Troy financial company. Beautiful offices in prime location. Salary $600 with good raises, top benefits. Fee Paid

BOOKKEEPER - SECRETARY - For Warren company. Pleasant personality and good bookkeeping experience required. Salary $825 to $750. Fee Paid

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

RECEPTIONIST. Secretary position 12 Mile, Northeastern Hwy. Qualifications are good typing skills, personable telephone manner, general office experience and some detail and aptitude in bookkeeping. Salary commensurate with qualifications. Telephone 352-6070

PART-TIME SECRETARY for Architect's office. Farmington area 476-9015

BOOKKEEPER. Full charge to trial balance. Light office. Sale exceeds $1 million. Call Mrs. Bee. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST. For top Troy firm. Advancement potential for right person. 55 WPM typing. $565. Benefits. Good fee arrangements

SECRETARY International Hotel chain. Great advancement potential. 55 WPM. Salary open
ACCURACY PERSONNEL
Birmingham 642-3950
Southfield 358-1919

TYPIST - RECEPTIONIST - W. Bob Ad Agency needs sharp, enthusiastic self-starter. Type 70 WPM. Operate Call Director and clerical duties. $150 week plus fringes. Send resume to Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY must be good typist, experienced in receivables, payables, inventory control, invoicing and secretarial work. Able to handle telephone. Must be responsible and efficient. Royal Oak area. Call 10 AM-4 PM 549-6300

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TRAVEL AGENCY desires Typist, $550, with excellent speed and accuracy. 60 wpm minimum, general office experience helpful, will train. Call Denise. 373-3360