500 Help Wanted

WAITERS WANTED no go tour days or nights. 8886 to 8888 with experience. Will train. Pizza Bar 14641 West 8 Mi. Rd. 345-7966

KITCHEN HELP

PART TIME
For Birmingham Public Schools
Apply in person weekdays 9 AM - 5 PM.
550 West Merrill
Birmingham

MIDNIGHT BUSBOY AND SALAD GIRL
apply in person anytime Nugget Restaurant 31023 Plymouth Rd. Livonia

MAN WANTED to learn auto vacuum installation and auto sun roofs. Call 476-2880

CHEF

Opportunity for working chef with experience in quality cooking. Must be competent in soups, sauces, grill and broiler. Excellent salary, complete fringe benefits. Off Tuesdays and Sundays. 5 day week. Call Mr. Kenney 591-7700 Call for interview appointment.

HILLSIDE INN

6661 Plymouth Rd Plymouth

HARDWARE experienced sales people. Full and part-time. Ace Hardware Northwest Area. Please reply Box 8366 Observer & Eccentric 36251 Schoolcraft Livonia Michigan 48150

WANTED Experienced cooks waitresses and bushboy 333 E. Main, Northville. 18 years or older preferred.

HOUSEWIVES, STUDENTS is there work for you? Bright Chef now taking applications for part-time day help. Mon. thru Fri. Weekends off. Apply in person

Chalet Restaurant
9561 Gratiot Detroit

MANUFACTURING TECHNICIAN

Excellent career opportunity for individual with an Engineering Associates Degree and willing to roll up their sleeves. One to three years manufacturing experience desired. Will work on manufacturing equipment and assist in the manufacturing process. For appointment call B. D. Peterson at 342-7400

W M CHACE CO
1000 BEARD AVE DETROIT
An Equal Opportunity Employer

WATER SAFETY INSTRUCTOR needed immediately. AM PM hours apply. Michigan Young Women 22565 Ann Arbor Trail, Westland

LOOKING FOR A CHALLENGE?

We have it

WE NEED
TOOL & DIE MAKER
Must be a journeyman to work on small programme dies with close tolerances. Must be able to lead work job

GRINDER OD
Journeyman required to work on a one hour grinder on aftermoon shift. Must hold to close tolerances

WE OFFER
TOP WAGES
EXCELLENT BENEFITS
GOOD WORKING ENVIRONMENT
For an appointment call B.D. Peterson at 342-7400
W M CHACE CO
1000 BEARD AVE
DETROIT 48209
An Equal Opportunity Employer

NOW HIRING TEACHER PUSHTICKS and bus driver apply Michigan Young World 22565 Ann Arbor Trail Westland

EXPERIENCED waitresses wanted. New restaurant in Farmington Hills. All shifts open. Call 477-1180 or 477-0840 or apply in person at Zorba's Restaurant, 29606 Grand River

VOCATIONAL EDUCATION INSTRUCTOR
3-5:30 PM, Monday thru Thursday. $7.50 per hour.
NURSE INSTRUCTOR AIDE
AUTO BODY REPAIR INSTRUCTOR
Two years work experience necessary. Ability to work with High School Youth. University work desirable
PLYMOUTH COMMUNITY SCHOOL DISTRICT
453-8000, Ext. 267

JANITORIAL - Full time days. Rochester area. $2.25 per hour. Call 9-5 pm Dave. 652-1082

LATHE & GRINDER hand to work on job shop, must be experienced. Overtime all benefits. Days $7.50 an hour 281-1518

AIRLINE TICKETING COURSE
See Education - Instruction classifications (318)

DETAILER

4 to 5 years experience all benefits. Northwest section 666-5326

GENERAL SHOP work would prefer man with some arc welding experience. Steady work all benefits. Northwest section 666-5326

MATURE NURSES AIDES

Full and Part-Time
7-3 PM 3-11 PM
APPLY IN PERSON
WISHING WELL MANOR
520 W Main St
Northville

ROME women look in a day. Neither is our No 1 crew. We need responsible cooks and waitresses. See us at Lum's, 7 Mile and Grand River

PRODUCE MAN
Experience necessary. Full-time good pay. No phone calls. MORE'S FRUIT MARKET 20230 Jay Rd. Livonia

AGGRESSIVE young married man for new Vassar Wayne County customers. Prefer 21 - 29 years, reliable car high school graduate, neat appearance. Will pay up to $200 a week plus bonus training. Earnings could exceed $15,000 a year after training. Only those needed need apply. Call Mr Donald 281-5718

YOUNG SHIPPING Clerk no experience necessary. Might School Graduate. Starting salary $2.25 per hour plus Blue Cross, Term Life, good profitable Chance for advancement. Call Personnel Office & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BRIDGEPORT MILLHAND Overtime, all benefits. days $7.50 an hour 281-1518

DAYS AFTERNOONS

Southfield Area
30
WAREHOUSEMEN NEEDED
Daily or weekly Pay
Apply 10 AM to 6 PM
Monday through Friday
21800 Grand River at 8 Mile

APPLICATIONS now being accepted for Manager Trainees and Assistant Managers. Apply at Kentucky Fried Chicken, 17340 Grand River, Redford

KITCHEN HELP full and part-time. Call Ben Donlin, Bentley Country Restaurant 420-4000

PALACE RESTAURANT

Now Hiring
• Bus Boys (All Shifts)
• Waitresses (All Shifts)
• Cooks (Experienced)
12000 Greenfield
(Near Schoolcraft)

BEAUTICIAN, experienced, with following, guarantee, Livonia. 525-1130

TUBE BENDER small tube diameter experience helpful. Will train. Apply in person. Mon. thru Fri. 8 AM to 5 PM. Ask for Mr. Ken Hoover. Hydraulic Tube Bending Co. 1000 Hoover Rd. Warren

500 Help Wanted

WANTED MATURE HELP PREFERRED. $ days week. Apply CHAPTER 1 BOOK STORE. 8834 W 7 Mile Rd. Troy

NOW TAKING APPLICATIONS
Day Shift
Washrooms & Washers
Chalmers Square Dry Bar
Middlebelt at 13 Mile

LIGHT FACTORY

DAYS
MEN needed. 18 or older. $2.30 hour APPLY READY FOR WORK 6 A.M.
4
EMPLOYERS
Temporary Service
26533 Grand River

WHEEL ALIGNMENT and wheel balancer trainee. Apply in person Harold's Tire Shop, 23500 W 8 Mile, Redford

SECURITY GUARDS
FULL TIME
Must Have Car & Phone
535-0600

WAITRESS OPPORTUNITY
4½ to 5 day work week
$100 to $120 per week Hospitalization & Disability Insurance
SIGN OF THE BEEFEATER
18901 W. 8 Mile
Apply Between 2-4PM
Mon. thru Fri.
Ask For Pete Hoffman

PIZZA MAN wanted, must have a license. Apply in person. Dom's Pizza 17226 West 7 Mile near Lahser. Redford Township

DELIVERY PERSON
With car. Apply in person. Dom's Pizza 17226 West 7 Mile near Lahser. Redford Township

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST, mature, responsible, experienced only. Busy office. Good pay and benefits. Northland area 967-1100. 356-6163

LAB TECHNICIAN
Experienced Full time position. Large medical clinic. Call 538-6700

DENTAL ASSISTANT
Prefer CDA BIRMINGHAM dentist is seeking top notch assistant. 1 day week with NO NIGHTS or EVES
DR. PERSONNEL - AGENCY
Northland Medical Bldg 569-5234

RN'S - LPN'S
HOME HEALTH AIDES
Work Full or Part Time
Good Pay & Benefits
QUALITY CARE
557-2925

MEDICAL RECEPTIONIST
For busy SOUTHFIELD GP. Experience in all insurance, pay board, medicare. Pleasant surroundings. EXCELLENT STARTING SALARY WITH BENEFITS
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5234

DENTAL ASSISTANT
Specialty office Southfield area. Experience preferred. Good salary. Fringe benefits 557-6064

NURSES AIDES all shifts full or part-time. If interested in working where Geriatric patients are the rule rather than the exception. Call Hendry Convalescent Center 166 Haggerty Rd. Plymouth

MEDICAL ASST to $160 WK
Surgeon seeking experienced assistant. Must know VP and injections, he will teach EKG and X Ray, insurance knowledge helpful
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5234

HOUSEKEEPERS day shift full or part-time. Apply Hendry Convalescent Center, 166 Haggerty Rd., Plymouth

NURSES AIDES
Full-time Apply in person. University Convalescent Home 30550 Five Mile. Livonia. Located between Middlebelt and Inkster Roads

INSURANCE BILLER
5 days, no weekends for busy Livonia specialist. Insurance knowledge a must. Salary to $150 weekly, full benefits.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5234

MEDICAL RECEPTIONIST for pediatrician. Experience needed. 3 days a week 851-2043

EMERGENCY MEDICAL TECHNICIAN driver or attendant needed for ambulance company 478-3111

Recreational Therapist

Full or Part-Time
Apply in Person
ARDMORE ACRES
Hospital
19810 Farmington, Livonia

OPTICAL-EXPERIENCED Part-time Dispensing glasses and contact lenses. General office work. Optometric office 653-5620

NURSE AIDES-All shifts. Training provided. Pleasant working conditions, chance for advancement. Apply between 8 AM - 2 PM. Mon. thru Fri. Whitmore Lake Convalescent Center, 8223 N. Main, Whitmore Lake, 30 minutes W of Downtown Ypsilanti

Nurses' Aides

All Shifts Will consider Weekend help
Housekeeping-Laundry
All shifts See Mrs. Mayville
Nightingale West
6200 Borgman Rd.
Westland, Nr. Jay Rd.

PART TIME WOMAN needed to assist in busy surgeon's office. Must be able to type and be flexible in hours. Must live in the Bloomfield Hospital area. Send resume to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WE ARE LOOKING for young people to work as nurses aides, full or part-time. Excellent benefits. OAK HILL NURSING HOME, 30200 Grand River, Farmington

RN'S

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

MEDICAL Receptionist for busy Doctor's office. Experience helpful but not required. Call Mrs. Thomas at 538-0900 or 538-0901 Farmington Hills

AMBITIOUS Enterprise RNS & LPNS to participate in developing outpatient care programs at St. Joseph Community Center. Full-time and part-time. Call Sister Phoebe and Mr. Appelhof 476-4200

RN
Afternoon Supervisor

For skilled nursing facility, responsible to dietician position. Excellent environment, good salary, fringe benefits, excellent working conditions. MERCY CONVALESCENT CENTER, 7325 Hill Haggerty Rd., Plymouth

502 Help Wanted Dental-Medical

MEDICAL SECRETARY, full-time. At least 1 year office experience. Type 60 w.p.m. knowledge of hospital and insurance. Permanent finds area 476-2700

X-RAY TECHNICIAN to work in busy N Woodward Doctor's Office. To cover 3-4 months maternity leave. Possibility of full-time position assists 646-2200

DENTAL RECEPTIONIST Assistant and attractive smile, planning personality, experienced preferred. Challenging position, good resume. Dental Office, 1311 Ann Arbor Rd., Plymouth Mi 48170

NURSE AIDES

FULL OR PART-TIME
ALL SHIFTS
Apply in Person Between 9-4 Pm
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

ATTENTION RNs AND LPNs
Need RNs and LPNs for day, full-time or part-time. RN supervisor. Director, Pediatrics, Full time or part-time. 9 AM to 5 PM. Mrs Pond, 557-3050

NURSES AIDES
Full-time. Apply Hendry Convalescent Center, 30270 Merlick, Livonia 476-6660

LPN'S

Days
Apply in person
Medico's
Recovery Care Center
27355 W 8 Mile, 3 bl W of Lahser

DOCTOR'S MEDICAL ASSISTANT Weekend Aide, full-time, must be experienced, additional knowledge of typing and Medical Terminology helpful. Salary commensurate with experience. Call Mrs. Quinn for appointment 420-9670

RECEPTIONIST for Doctor's Office to Troy. Mon. Wed. & Fri. Evenings. Must register. Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE AIDES

All shifts. Full-time preferred. Experienced. Good pay, benefits and shift differential. Apply 9-4, Monday through Friday. Nursing Center
FARMINGTON NURSING HOME
30445 Fourteen Rd. Farm
477-7400

RN, Charge Nurse for Afternoon Shift. Apply ARNOLD HOME 18630 W 7 Mile. RE 6-0001, Ext. 30

DENTAL Receptionist for Specialty office. Dearborn area. Call 271-8522

RNS

Midnight shift. Full or part-time. Good wages, benefits and shift differential. Pleasant surroundings. Apply 9-4, Monday through Friday. Mrs. Lindow
FARMINGTON NURSING HOME
30445 Fourteen Rd
Farm
477-7400

DENTAL ASSISTANT, experienced only. Pontiac Area, please call 335-9021

EXPERIENCED PART TIME OR FULL TIME. Redford Twp., call for interview 348-1444

RNS or LPNS

Day & Afternoon Shifts
Full-Time
Apply in person
WILLIAMSBURG
Convalescent Cir.
21017 Middlebelt, Form.
Between Grd River & 8 Mile

EXPERIENCED PART-TIME Receptionist for Doctor's office. Redford Twp., call for interview 348-1444

NURSES AIDES
Full-time Apply in person. University Convalescent Home 30550 Five Mile. Livonia. Located between Middlebelt and Inkster Roads

BIRMINGHAM DENTAL assistant for endodontical dental office, bright attractive, well groomed and interested in training for long term employment in demanding position. Call 855-7800. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE AIDES

All Shifts, full time, experienced preferred but not necessary. Apply in person
WILLIAMSBURG
Convalescent Cir.
21017 Middlebelt, Form
Between Grd River & 8 Mile

RECEPTIONIST, Ophthalmology, one office full time. Southfield area. Blue Shield experience required. Ophthalmology experience preferred. Write to Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL Assistant, experienced only, 4½ day week. Send resume to Box 836, 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

RN'S
Full-time, 3PM - 11PM shift. Dearborn Convalescent Center, 20070 Hubbard, Livonia. Full benefits. 476-6660

LPN

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

DENTAL ASSISTANT fully qualified, preferred CDA. Full classroom duties. 4 day a week. 355-2000

504 Help Wanted Office-Clerical

EXPERIENCED PART-TIME secretary-receptionist for psychiatric clinic. Duties include typing, shorthand, telephone. Call Mrs. Lane, 9 to AM-3 PM weekdays. 866-8800

Secretaries
Typists
Bookkeepers
Acctg. Clerks

WITH
ACTUAL WORK EXPERIENCE
NEEDED IMMEDIATELY FOR
TEMPORARY ASSIGNMENTS
IN YOUR AREA
Call
522-4020
Or Apply Between 9 Am & 5 Pm.
29649 W. 6 Mile
KELLY SERVICES

504 Help Wanted Office-Clerical

Downriver Sec'y.

Great location, this busy manager needs to be managed. $750-$750 for professional secretary with appearance and personality. Call 849-9600

Ann Arbor Park Over Fire/Harriet Sorge Personnel

PRESTIGIOUS
SOUTHFIELD LAW FIRM
Has an immediate need for trained Secretary to Sr. partner involved in Real Estate and Corporation. 4-6 years experience required.

386-6200 ext 173

LARGE SOUTHFIELD LAW FIRM Has opening for individual over 35 Paid Bonus legal experience required. Light & H. Livonia

JR SECRETARY to $550 Few years exp. Light & H. Some experience helpful. Southfield

SECRETARY $750 plus Fee Paid Experience. Light & H. Good typing. Southfield

ACCOUNTS PAYABLE PROCESSOR. to $750. Fee Paid Experience processing payables by hand system. Farmington Hills

INSURANCE CLERK. $650. Fee Paid. Some owners experience Some training required. Southfield

ACCOUNTING CLERK. $650 plus Fee Paid. Associates degree in accounting plus some experience required. Novi.

Call Mrs. Evans 477-9840

SUBURBAN PERSONNEL

RECEPTIONIST $630
Great job for bright girl with some general office experience. Good typing. Irma desk personality to meet, greet. Top benefits, advancement. Call Ann 475-2600
Sterling & Sterling Agency

BOOKKEEPER $670
Full charge thru trial balance. Financial statement, payroll, taxes. Pleasant surroundings, benefits, advancement. Call Ann 475-2600
Sterling & Sterling Agency

SECRETARY for Oak Park Manufacturer's Company. Strong skills and experience needed. Salary $750 to $800 with excellent benefits including fully paid profit sharing

RECEPTIONIST for Troy Law Firm. All around type person with good typing, salary $550 and fee paid

SECRETARY - BOOKKEEPER for Southfield company. Must have experience in billing and order control. Salary $10 fee and fee paid

ADAMS
&
MARTIN
PERSONNEL
920 E Maple BIRMINGHAM
646-5600

INSURANCE AGENCY, part-time, experienced Southfield area. 557-0070

HOSPITAL RECEPT $145
For patient information department. Handle lots and lots of calls. Director, type 50 535-7879
Sherrow & Associates Agency

EXECUTIVE SEC'Y

Top executive in administrative area needs strong personal and technical skills. Function as assistant to gorgeous new offices with $9000 - $11,000 start. Call 348-4000
Your New Boss Pays our Fee/Harriet Sorge Personnel

ADMINISTRATIVE ASSISTANT
Opinion Research Firm located downtown Detroit seeks person with administrative experience supervising and shorthand must. Excellent benefits, pleasant working conditions. For appointment contact Dolores Allen at 963-2414

PERSONNEL RECEPT $140
Great applicants, handle letter typing, trials to do some secretarial work. Full benefits.
Sherrow & Associates Agency

ACCOUNTS PAYABLE CLERK
Excellent opening for experienced Accounts Payable Clerk. We offer excellent working conditions, quiet surroundings, good salary and liberal employee benefits. Call Mr Bentyes
349-6700
GUARDIAN
INDUSTRIES
43043 W. 9 Mile Rd
NORTHVILLE

PROPERTY MANAGER for large building Southfield area. Management company. Minimum 5 years experience. 557-0770. Evas

KEYPUNCH, part-time, 3 days 1 PM to 6 PM. Some experience required 50 to 60 per hour Fee Paid. Call Ray Personnel 348-4000

AVAILABLE

P C Bookkeeper. To $800
Secretarial, several. $700
Receptionist. $600
Accounts Payable Clerk. $641
Typists. $530
Keypunch Operators. $530
Clerical. $470

Many other positions available Most employers pay fees Register today

ALLIS-JOHNSON PERSONNEL
Greenfield Plaza, 23000 Hamilton
Farmington Hills 476-8080

SECRETARY, full-time, accounting experience necessary. Call after 5 PM. Birmingham area 642-6010

BRIGHT BEGINNER $600
Terrific company needs your good typing skills. Some dictaphone, shorthand, would be nice. Call Linda 476-2600
Sterling & Sterling Agency

BOOKKEEPER
Mature, Part-time
Approximately 30 hours
Journal entries, invoicing, statements, payroll and taxes.
Livonia
261-9720

MATURE SECRETARY $8700
Plush Livonia insurance firm needs your good typing and dictaphone personality. Some bookkeeping and shorthand helpful. Call Linda 476-2600
Sterling & Sterling Agency

EXECUTIVE SECRETARY
TO GENERAL MGR.

Number one opportunity of Southfield's top hotel. The Michigan Inn, we're willing to pay for a secretary with excellent background to work with 3 executives. Excellent office skills a must, shorthand a plus, total compensation package for this right person. Contact Charles Canine, 559-6800 Ext. 7251, 9AM to 12 noon, Mon. - Fri.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

KEYPUNCH, $130
Suburban company wants keypunch operator with one year experience. Nice benefits. Rathbun. 355-2600
Sterling & Sterling Agency

INSURANCE
Experienced girl needed in Personnel Lisme department. Good typing essential. Fringe benefits. Agency in Southfield. 263-7200

RECEPTIONIST $630
Bubbly personality, good typing, typing, some bookkeeping skills. A great start. Rathbun 475-2600
Sterling & Sterling Agency

Dial-A-Job

(Office Light Industrial)
If you have a phone & car apply at
MANPOWER
Temporary Services
20845 S Mi at Beech Daly
538-3130
An Equal Opportunity Employer

INFOREX OPERATOR $5500
1 year related experience. Suburban area. Fee paid. Zelda 540-0700

KAY TURNER PERSONNEL 1161
18280 W 10 Mile Rd
SOUTHFIELD

SECRETARY Work while children are in school. Flexible hours. Typing and figure aptitude required 20 to 25 per hour. Fee paid. Lois Ray Personnel 559-0560

Clerk Typist

Full or Part-Time
Apply in Person
ARDMORE ACRES
Hospital
19810 Farmington Rd
Livonia

MEDICAL RECEPT TRAINEE
Start at $150 For Patient Service Department of large medical group. Guaranteed wages, type 55 325-7879
Sherrow & Associates Agency

LEGAL SECRETARY
WANTED
Medium size Bloomfield law firm, general practice, needs experienced shorthand and mag card. Call 9-5 642-1720

SECRETARY
RECEPTIONIST

Excellent opportunity for a 5 position Southfield firm. $650 R 08750 Fee paid
LOIS RAY PERSONNEL
559-0560

SECRETARY Southfield area Typing, dictaphone experience necessary 8 AM - 5 PM 257-1256

COMPUTER OPERATOR
Plymouth based company Primary responsibility for IBM System 32. Also general office work typing, record keeping. Permanent position in small office 455-1900

TYPIST

55 wpm Mag Card experience preferred. Work with maid and relative overtime. Southfield firm, great benefits $475 to $525 Fee paid
LOIS RAY PERSONNEL
559-0560

SWITCHBOARD RECEPTIONIST
Some light typing and general office work. Northland area. Fidelity Department Stores. $140 Fee Paid. Miss Rose 355-1900
An Equal Opportunity Employer

SECRETARY-Office in Southfield seeks person experienced Secretary. Qualified applicants must possess excellent typing, shorthand skills and have pleasant phone handling ability. Salary commensurate with skills and working conditions. Salary commensurate with background. Send complete resume to Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PBX
RECEPTIONIST
Full typing time
Typing $800 a month Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

SECRETARY-CASHIER for Redford manufacturing company. Responsibilities include executive correspondence, bank reconciliations, travel reservations, airline tickets, taxes, outside errands, & sales administrative reports. 60 wpm typing. Business mathematics & vacation. Include resume, secretarial skills & salary desired. Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXCEPTIONAL ATMOSPHERE
Full-time bookkeeper required, with CPA or college training. Ability to work with computer system & willingness to expand with growing & mature company. Salary negotiable. Marilyn. 353-6000

LADIES

HUSBAND OUT OF WORK?
NEED EXTRA MONEY?
We Have
IMMED TEMP OPENINGS
For
Secretaries
Stenos
Typists
Acctg. Clerks
Gen'l Ofc. Skills
Call
967-0336
FOR
OFFICE NEAREST YOU
Witt Services

SECRETARY
Small, NW Detroit office Must have experience Full-time 341-3900

Secretaries
Typists
Bookkeepers
Acctg. Clerks.

WITH ACTUAL WORK EXPERIENCE
NEEDED IMMEDIATELY FOR
TEMPORARY ASSIGNMENTS
IN YOUR AREA
Call
522-4020
Or Apply between 9 Am & 5 Pm.
29649 W. 6 Mile
KELLY
SERVICES

SALES SECRETARY
Prefer individual with commercial loan training experience. Heavy word type, sharp personal but get Call Mr. Sandoz at 557-1000

BOOKKEEPER, full charge thru trial balance. 10 WPM typing, computer knowledge. Up to $800. Southfield. Fee Paid.

SECRETARY. Good job. Past, accurate, dictaphone, typist, with one year legal experience. Southfield. $800, plus benefits. Fee Paid.

ACCURACY PERSONNEL
Birmingham 642-3050
Southfield 358-2010

504 Help Wanted Office-Clerical

TYPIST- Receptionist in Southfield, good skills required. $7,200 year. Apply, Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EMPLOYMENT CONSULTANT for Birmingham Agency, sales experience and enthusiasm required. Unlimited income potential, call for information 642-3050

SECRETARY
Challenging, responsible position in busy sales office for experienced Secretary. Excellent fringe benefits. 7 Mile & Middlebelt Area 476-2900

DISTRICT SECRETARY and general office work for sales office totally based on experience. 9 Mile Lahser area. Call between 8 30 - 5 PM 353-6363

ACCOUNTS RECEIVABLE CLERK

For plush Farmington Company. Should have 1 or more years of experience $642.33 a month plus excellent benefits. Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

CLERK TYPIST Experience required. Full time, full benefits. Approximately one hour commuting. Apply in person 23326 Industrial Park Drive, Farmington Hills

FULL-TIME permanent position. Light typing. Dearborn area. Apply in person 9 AM - 3 PM 29915 Michigan Ave., Canton

RECEPTIONIST

With shorthand. Should enjoy working with people and must have a smile in her voice. Great job working for the top man. Salary up to $650 Fee paid. Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

OFFICE GIRL typing ability to help in issuing office, apply Inner Circle Parts Pontiac Area Plymouth

TYPIST, Statistical, some book keeping, one girl CPA office. Located in Southfield. Experience only 644-8676

TYPIST

Fireman's Fund Insurance Co. We need typists capable of typing 50 - 60 wpm to work at Policy Typists. Experience preferred but not necessary. We are located in Southfield and offer an excellent fringe benefit program and pleasant working conditions. Salary commensurate with experience. If qualified, please call Mr Auerbach

An Equal Opportunity Employer 557-3700

GENERAL OFFICE girl with short hand and typing, part-time full time. Must live in or vicinity French Enterprises. 29666 W 8 Mile Rd. Farmington 474-7290

ACCOUNTANT Semi-senior. Must have experience with local CPA firm. Brenner & Burman 569-3133

SECRETARY RECEPTIONIST
For Livonia Real Estate office. Full time, minimum typing speed necessary important. Call Brian Call Lou Fenter at
Chamberlain
476-9100

GENERAL OFFICE
Property Management Company in Northland area is seeking well organized individual for posting rents, preparing leases, typing etc. Must be good at detail work. Some experience necessary

550-2900 Ext 118

CLERICAL Accurate typing & shorthand good phone manner. Should personality fringe benefits, salary open. Lathrup Village
557-3300

SECRETARY POSITION
WESTLAND AREA
Career oriented individual needed. Company to provide on the job training. Excellent opportunity for determined young lady. Call Pete Crisp today for interview

chamberlain

721-8400

SECRETARY to work in one girl office 533-6106

SECRETARY NEEDED with good typing skills and shorthand. Must have some general office experience. Livonia Area 476-5452

SECRETARY

With pleasant phone voice. Good typing and dictaphone. Mature minded and able to work with a pleasant boss $600 No fee Call Pat Sherman
PROFESSIONAL PERSONNEL
357-4810

TYPIST Southfield firm needs bright gal with excellent typing skills and figure aptitude. Balance of typing involved. Must be able to handle phones well. Pleasant atmosphere and benefits 353-8645

GENERAL OFFICE
Clerk-typist with some knowledge of inventory control. Plymouth - Newburgh area Livonia 464-2330

A GAL

FOR BRANCH SHOWROOM. Dearborn Experienced in meeting public, well groomed, good phone contact, general office experience. Transportation necessary. Call between 11 AM and 3 PM for appointment. 868-7330
APARTMENT FURNITURE
RENTAL, INC.
1300 Ne Telegraph, Dearborn

BILLING CLERK - Typing 55 - 60 wpm no experience necessary. Call Denise 557-1700

SECRETARY for Southfield law office. Attractive, shorthand and good skills required, extensive legal experience not required. Call Kathy. 354-4100

MEDICAL GENERAL OFFICE
Busy team of doctors needs a person to care and promote bright, energetic typist. Applicant must be medical field. $630 UP. Call Sue Blake.
569-0400
Snelling & Snelling
PERSONNEL

RECEPTIONIST
For doctor's office. Experienced preferred. Appointments, pad board, telephone. Farmington Hills area 626-7344

RECEPTIONIST for law firm. Typing required, shorthand preferred. Southfield - 10 Mile area Call Jan 557-5000

SECRETARY-RECEPTIONIST
Part-time to start with full time potential. Must type 60 wpm. Good personality 851-6350

SECRETARY for consulting firm. Must be mature, accurate and have good memory. 5 day week. Troy area. Call evenings 945-1420

Admin.Aide
Livonia
$600/Mo.

Very responsible position for "take charge" type. Much variety of duties in this stimulating public service atmosphere - if you are a well skilled secretary who would like a different kind of job. PERMANENT STAFF. Personnel

388-8900
PROFESSIONAL RECEPTIONIST
Full-time. Immediate opening. Pleasant surroundings, good pay, excellent benefits. Must have pleasant phone manner, good typing skills. Phone, phone, personality a plus. Call Kathy 557-1700

504 Help Wanted Office-Clerical

TYPISTS
45 WPM

Openings NOW in modern suburban businesses for temporary work assignments. Plenty of variety. Call Cathy at 522-4161. TEMPO STAFF PERSONNEL

SECRETARY for DOWNTOWN Law Firm. Proficiency in typing, spelling and punctuation necessary. Fringe benefits. Salary open. Send resume to Box 872 Observer & Eccentric Newspapers 36251 Schoolcraft. Livonia, Michigan 48150

MATURE CLERK TYPIST
Filing, record keeping, purchasing and general office work. Prestigious Birmingham office. Good pay and fringes. All replies held in strict confidence. Write Box 829 Observer & Eccentric 36251 Schoolcraft Livonia, Mich 48150

EXPERIENCED PERSON with good typing skills and some bookkeeping background. Good benefits. Medical Bldg 542-0660

ENERGETIC and intelligent individual needed by Southfield and Farmington Hills Day Care facility. Please call between 3 - 6 PM for information and interview. 851-6323

GENERAL OFFICE

Part-time work familiar with Hospital Admission procedures. Knowledge of telephone switchboard operation preferred. Accurate typing ability is willing to handle rush. Be flexible in working hours and days. Call Mr. Howland at 313 294-7200 ext 64 to arrange interview appointment

FULL TIME HELP wanted for Medical Partner Share Experience in handling cash and night deposits. Medical experience helpful. 471-M 398-0914

SECRETARY - Law office South field great legal experience. Manila Grey Mr Keene 354-1818

Livonia
Clerk
$550 Fee Paid

Work near home in lovely Livonia at one of our nicest clients. Math ability necessary since you will work some with insurance. Typing should be good and previous office experience preferred. Call Mrs. Lee
PERMANENT STAFF Personnel

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EXCELLENT OPPORTUNITY
Farmington management firm needs immediate opening for person with secretarial accounting background, must know payroll & payroll taxes. Excellent benefits. Call 477-7212 or after 6 PM 349-1227

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Fun Job
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$600/Mo.

Super spot for organized high school girl with a FUTURE. Many specialized duties to learn with this top national company. Progressive employer and good future. Great benefits. Super people. $650 Call Trish Cole
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EXPERIENCED or will train IBM 3741 key disc operator. Good salary and benefits. Must apply in person 30150 Michigan Ave Wayne, Michigan

TYPIST-
RECEPTIONIST

Part-time permanent job with benefits. For pleasant experienced woman over 35. Hagerty Area Maple 851-8000

504 Help Wanted Office-Clerical

File Clerk
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Fast promotion spot for quick high school graduates who know their ABC'S. Experience is helpful but not necessary if you so have the right attitude. Typing a plus. PERMANENT STAFF Personnel

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SECRETARY

Reliable and mature secretary, experienced in general office procedure with emphasis on excellent typing and shorthand, nominal bookkeeping in personal organization. Position offers a very interesting and variable day with opportunity to use initiative and handle responsibility. Excellent salary and benefits. Office situated in Farmington Hills. Send concise resume to Box 843 Observer & Eccentric Newspapers 36251 Schoolcraft. Livonia, Michigan 48150

INSURANCE AGENCY opening preferably graduate to become director. If you like people and have some math aptitude, this is for you. Full salary during training. PERMANENT STAFF Personnel

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CLERICAL AND TYPING
Part-time flexible hours, start $3 per hour. Northland area, reply Box 856 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARIAL position available in insurance agency on Troy Short hand necessary Call Mr. Kelly 476-9600

Work In
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$550/Mo.

You will love the excellent location of your new general office position. Very congenial atmosphere lots and chance to learn lots. Company is expanding rapidly. Accurate typing and figure aptitude important. PERMANENT STAFF Personnel

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SECRETARY small office. Enjoy serving Society near Northland. Excellent typing and spelling skills shorthand preferred. Mrs Hall 273-2363

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PERSONNEL

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