## 500 Help wanted

BAR BOY WANTED, full-time. 9A.M.-6P.M. Good working conditions. Apply in person, Tuesday thru Saturday Dollyland Bake Shop 97 Oak, Birmingham, Mich.

AUTO PARTS & TIRE MANAGER Auto parts experience. Take charge of modern operation. Excellent potential. All replies confidential. Send resume to P. O. Box 2609, Livonia, Mich 48151

HEAD COOK
Good pay and opportunity for advancement, days Must used to menus in The Big Lakes Restaurant 23600 Southfield Rd. Southfield, Mich 48075

GUARDS
FULL & PART-TIME
Assignments available
GOOD PAY
Excellent benefits
255-2600
REALTY operators wanted - Introduction Clientele wanting Full or part time Call 538-3180

LANDSCAPING full and part time. Ideal for working way through college. Must be 18 years. Southfield area. 557-2200

HARDWARE RETAIL MANAGER Requires at least 3 years experience with 2 years assistant manager or manager. Lumber & Decorating helpful. Excellent personal salary plus fringe benefits and good medical insurance. Number, Stock, and Office experience required. Opportunity for buying if deserved. Reply Box 910 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

BARTENDER
Full Time Experienced
Apply At
16825 Middlebelt
Livonia, Michigan
427-3170

RESTAURANT HELP
All Positions Apply in Person 2-5 Red Bull Restaurant 6 Mile Grand River

GUARDS full time, permanent day shift. Must have car & phone 535-0000

FOREMAN and LANDSCAPERS needed. Experienced only. Tractor experienced. Full time. Apply Landscape Contractors 22400 Ford Rd. Dearborn. Only Applications between 8-10 AM

Income Tax Preparers
No experience necessary free training, full or part time during tax season. Employment opportunities in your neighborhood for those people who successfully complete training. Excellent earning potential
Nationwide Income Tax Service
546-7844

ATTENTION
Ford Employees Wives, Husband or Broker. Look work at Lodge Manor a joint venture Chrysler Motors Toys & Gifts for the Playhouse Co. For a few hours a week, one evening, you can earn $20 to $60 or more. No Canvassing. No Delivery. No investment 532-6337 729-3606

MANUFACTURER AGENT Needs Part time representative to sell industrial items. Training provided. Call between 5-7PM for interview appointment 540-5250

COUNTER HELP NEEDED
One Hour Martinizing
520 E. Big Beaver
Troy, Mich

AGGRESSIVE young married man for our Western Wayne County customers. Profit of 20 years in business. Job high school graduate, must supply car. Pay up to $500 a week while in training. Earnings unlimited. Call 313-981-1 year after training. Only career minded need apply. Call Mr Donald 261-5710

MECHANIC Alignment and brakes. Excellent working conditions, hospitalization, life insurance, paid holidays, other fringe benefits. Call for appointment 534-3600

WAITRESS
Looking for ambitious person with experience. 40 hrs a week work. Excellent top. Please apply before 11 AM or after 3 PM Kenny's Deli, 22110 Coolidge, Oak Park 398-6440

MANAGERS
ASST. MANAGERS
SKILLED MAINTENANCE Specializing in appliances Our employees know about this ad
721-2000
An Equal Opportunity Employer

DAYS
AFTERNOONS
Southfield Area
30
WAREHOUSEMEN NEEDED
Daily or weekly Pay
Apply 10 AM to 4 PM
Monday through Friday
31065 Grand River at 6 Mile

WHEEL ALIGNMENT and Wheel Balancer trainees Apply in person Harvard Tire Shop 23800 W 8 Mile, Redford

COOKS wanted, apply Sam Street Pub 886 Frisbie, Plymouth

Service Station Attendants
2nd & 3rd shift weekends. Apply in person. 1100 East Big Beaver Rd. in the Troy Commerce Center Building

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

HOUSEKEEPERS, day shift full or part-time. Apply HENRY CONVALESCENT CENTER 346 Hagerty Rd. Plymouth

BURGER KING
Needs industrial minded persons Now Co-op students and housewives looking to help the family budget are encouraged to apply Hours from 11 AM to 3:30 PM & 7 PM to 1 AM Apply in person 30000 Plymouth Rd., Livonia

SURFACE GRINDER & HILL HAND
Modern Farm Tool Shop in Plymouth. All benefits, 40 hour week, hourly rate based upon experience. Overtime available. Time and a half guaranteed. Call for interview 455-1380

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

PIZZA MAN wanted, must have own automobile. Apply in person. Dino's Pizza, 27350 Five Mile, near Middlebelt, Redford Township

DELIVERY PERSON
Full and Apply in person. Dino's Pizza, 27350 Five Mile near Middlebelt, Redford Township

MALE and female appointments needed for business appl. MD W Nine, Southfield
BIRMINGHAM
EMPLOYMENT BUREAU

## 502 Help wanted Part-time

PART POSITION Part-time day or evening student hostess. OAK HILL NURSING HOME 24200 Grand River, Farmington

DIETARY AIDES, 6:30 am-3 pm or 3:30 pm-6 pm Mon. Thru Fri. OAK HILL NURSING HOME 24200 Grand River, Farmington

RN'S
RN'S $5.60 to $9.37
LPN'S $4.60 to $5.60
WORK WHEN YOU WANT
CHOOSE YOUR ASSIGNMENT
EAR PIERCING
PRIVATE DUTY
STAFF RELIEF
(General duties and specialties)
ICU-CCU-NICU
EMERGENCY ROOM
RECOVERY ROOM
PEDIATRICS
Choose the day and shift you will work. Receive weekly pay
Choose to work for the agency operated by nurses who understand what protecting your environment is all about. Call now 968-3200
Or come in any day Mon thru Fri 9 AM to 5 PM
HEALTH CARE 17000 W 8 Mile Suite 66A, Southfield

MEDICAL RECEPTIONIST
Busy Livonia Doctor's office, experience required. Insurance knowledge helpful. Resumes to P.O. Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BIRMINGHAM DENTAL Office is looking for a reliable girl interested in Dental Assisting and Laboratory Duties Full time, no experience necessary Reply to Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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

BUSY ORTHOPEDIC office needs mature individual with experience in medical office. Well versed in ping board, Blue Cross and Typing. Mon thru Fri
[illegible]

NURSES AIDES all shifts, full or part time. If interested in working where Genuine personal care for man concern, will train. Apply Hendry Convalescent Center 186 Haggerty Rd., Plymouth

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

HOUSEKEEPERS day shift, full or part-time. Apply Henry Convalescent Center, 186 Haggerty Rd., Plymouth

OPTICAL-EXPERIENCED Part-time Dispensing glasses and contact lenses General office work Optometric office 463-8430

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

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 8655 E. Main, Whitmore Lake, 30 minutes W of Downtown Plymouth

RECEPTIONIST Ophthalmology, area. Blue Shield experienced required. Ophthalmologist experience preferred. Reply to Box 908 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

WANTED full-time, experienced rental agent for 500 unit Southfield apartment complex Must be able to type, handle the phone and do general office work Call between 2-4 PM 559-1200

GIRL FRIDAY, 1 girl office manager, experienced Fringe benefits Salary Commensurate with experience Phone Ron Winkler 476-2072

ACCOUNTING DEPARTMENT Clerk. Experienced with accounts receivable and accounts receivable, bookkeeping helpful Call between 10AM -12PM 559-1300

A/R BILLING CLERK
Experienced for Troy law firm. Needs good typing to train as legal secretary Salary commensurate with experience

SECY-RECEPT
For prestigious Southfield law firm. Good typing and shorthand required Great opportunity for beginner Salary $600 - $800 plus benefits

SECRETARY
Full Time for Southfield Office Pleasant professional manner required
353-7113
An Equal Opportunity Employer

EXPERIENCED SECRETARY with good typing and shorthand skills. Call Don Windsor at 559-1300

SECRETARIAL POSITION available in insurance agency. Typing Shorthand necessary. Call 851-Kelly.
579-8000

SUBURBAN
OPPORTUNITIES
EXECUTIVE SECRETARY, to $800. Fee Paid. Experienced. Permanent. E.E. will pay plus. Type 40 words. Shorthand.
JR. SECRETARY, to $500. Fee Paid. Type 55. S.E. 80. Some experience helpful. Secretarial.
LEGAL SECRETARY, $600 plus. Fee Paid. Experienced. Good skills. Permanent. Secretarial.
INSURANCE CLERK, to $500. Fee Paid. Type 55 words. Diversified duties.
RECEPTIONIST, to $600. Fee Paid. Experience not necessary. Light shorthand, good typing. Bookkeeping permanently. Gen. Pract.
Call Mrs. Evans 477-9640
SUBURBAN PERSONNEL

## 504 Help Wanted Office-Clerical

MED-COMPUTER. Operate, program & debug Medical programs, operate and either learn medical terminology required, to P.C.A., PO Box 186, Birmingham, Mich 48012

BOOKKEEPER. Experience in apartment rentals and management. Ask For Mrs. Doe 398-4300

BOOKKEEPER'S ASSISTANT
Experienced Accounts Receivable with National Cash posting machine Typing required. For responsible, phone 646-7370

FULL TIME Secretarial opening in Retail Furniture office in Farmington Hills. Typing skills, numerical aptitude required Call Mrs. Fordon per 661-6000

FRONT DESK RECEPT
Full-time, Somerset area Accurate typist with good shorthand and, or typewriting skills Pleasant phone personality a Plus Call Kathy at 643-5600

SECRETARY - Typist Northwest CPA firm needs secretary. Statistical typing required. Salary commensurate. 273-2363

MATURE WOMAN for general office work Light typing Apply Lucky Lucky Berry's Appliance 30200 Orchard Lake Rd Farmington Hills 478-2510

ATTENTION EXECUTIVE Secretarial - this is the position you have been waiting for Automotive experience a must. 70WPM typing, 90 WPM shorthand. Good with figures Scheduling and coordinating upon some accounts. $800 to start. Fee Paid Southfield
ACCURACY PERSONNEL
Birmingham 642-3600
Southfield 350-2010

ACCOUNTS PAYABLE clerk must, call immediately. Birmingham area. Call 647-1900

ADMINISTRATIVE SECY
Position open in Multi Hospital system. Must have excellent typing, statistical typing, desired 5 yrs plus experience Excellent salary & benefits Send resume to Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MANUFACTURING FIRM in Farmington has opening for secretary. Good shorthand and typing ability and organizational background preferred Excellent fringe benefits Please call 475-2300

SECRETARY for creative spot with super firm. 60WPM shorthand. 40WPM typing, great location $600 plus benefits

LEGAL SECRETARY Nice company, Southfield location. 60WPM typing, two years experience, $700 plus benefits Fee Paid

MEDICAL ASSISTANT FOR DOCTOR'S Front Desk, must be experienced bright personal Must be able to commit a week Send Resume to P O Box 18 Westland 48185

LIVE - IN Nurse's Aide Private home Northland area Call after 6PM 569-2523

NURSE AIDES
All shifts Full-time preferred Experienced Good pay, benefits and shift differential Apply 9-5, Monday through Friday Nursing Dept.
FARMINGTON NURSING
HOME
30116 Fulmer Rd. Farm
477-7200

CHAIRSIDE DENTAL assistant Full time experienced only Needed for progressive modern office in Plymouth Livonia area 453-0800 420-1404

ADMITTING CLERK, immediate opening Experienced necessary for small suburban hospital Five day week, excellent salary and fringe benefits Call Mrs Thompson between 10 - 3 PM
An Equal Opportunity Employer

EXPERIENCED typist or inter office writer, part or full-time Southfield area 569-2000

NURSES AIDES
Afternoon and midnight full-time, will train Also weekend help only available See Mrs Maynim
Nightingale West
[illegible] Newburgh Rd
Westland, Nr Joy Rd

SURGICAL NURSE or O.R. Tech. nurse needed for full or part-time office surgical practice Send resume to Box 27148 Schoolcraft, Livonia, Mich 48150

POSITION available for experienced Dental Receptionist - Office Manager 273-6425

DENTAL ASSISTANT - receptionist New Livonia Periodontist seeks talented individual to perform assistant duties on practice growth. Must be clean, neat and willing to learn. Duties include chair side dental assisting, taking X-rays, answering phone, etc. Typing ability desired Part-time to start with, full-time possible later Send resume in own handwriting to 30233 Hill Street, Ann Arbor 48106

LPN-RN
Afternoon and Midnight shifts Good starting salaries Modern facilities See Mrs Ferguson.
Nightingale West
[illegible] Newburgh Rd
Westland Nr Joy Rd

RN'S - LPN'S
HOME HEALTH AIDES
Work Full or Part Time
Good Pay & Benefits
QUALITY CARE
867-3022

RN Need for midnight shift Fri and Sat night in extended care location 18200 W 13 Mile rd. Southfield 967-0000

NURSES AIDE, experienced, for convalescence at home Tel-Twelve area. Some knowledge of Spanish needed References
355-0002

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

DENTAL OFFICE MANAGER. Challenging position for highly motivated modern person with good leadership qualities. Must be organized and self-disciplined, with dental knowledge Call Mrs. Sanders. 352-4080

PART-TIME receptionist, for busy Livonia doctor's office Call between 10am and 6pm 425-0000

DENTAL RECEPTIONIST - full time, Birmingham Call 540-1270

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

BUSER & LEBER, all Duties, experienced, Call - 9-5 PM, Sterling Business Center, 35050 Sterling, Livonia

NEEDED IMMEDIATELY
RN, $800 to $897. LPNs, $600 to $670. Full-time or part-time, morning, afternoon, evening, weekend, days, staff relief, administrating hours, or less.
Medical Personnel Pool
569-1950

## 504 Help Wanted Office-Clerical

SECRETARY
Excellent opportunity for experienced secretary with intelligence who is able to work with clients. Secretary to 3 Consultants. Heavy telephone contact. Must be able to type 60 words & 15 shifts
646-8070

PERSONNEL CLERK
General office of a most promising place to work. Interviews comfortable individual to handle multilevel material and process paperwork. The ideal person should have good typing skills and minimum of 3 years office experience. Company offers attractive salary package Interested applicants may call Mr L. Dodell, Hygrade Food Products 366-5600
An Equal Opportunity Employer

AUDITING
Mature young woman needed by prominent Southfield Firm. Good math aptitude and general office duties. Salary $600 WPM, excellent working conditions and fringe benefits. Mile Evergreen area 559-2300

People
Greeter
Telegraph Rd.
$550 Fee Paid
Dream job for outgoing high school grad who would love straight recreational desire Beautiful offices PERMANENT STAFF Personnel
388-8900

CLERICAL
Immediate openings for full and part time positions
File Clerks
Clerk Typists
Part-Time Transcriptionists
If you like to file, type - and have good office experience, we want to have a position for you Excellent employee benefits, beautiful new offices on Telegraph at 13½ Mile Hours 9 30 AM to 4 46 PM M F Call Vicky Sala for appointment
643-2780

Liberty Mutual
Insurance Co.
An Equal Opportunity Employer

GIRL FRIDAY
Full time opportunity for recent HSG. Must type 35 wpm and like lots of variety Southfield 8 12 Mile
948-5775

Like To Type
Livonia
$525/Mo.
If you like to type but don't have any work experience, don't worry Super new Livonia firm will train you on various office machines and procedures Great benefits and co-workers PERMANENT STAFF Personnel
388-8900

PAYROLL CLERK
Office has opening for a payroll clerk with a minimum of 2 years experience on an automated system handling approximately 500 employees Responsibilities include maintenance, calculation and reporting to the M.B.C. Company paid benefits, salary commensurate with experience Interested applicants may call Mr L. Dodell, Hygrade Food Products 366-5600
An Equal Opportunity Employer

SWITCHBOARD RECEPTIONIST
Rapidly growing marketing firm has immediate opening for a bright and personable who is able to handle heavy switchboard Full-time Must be good typist. 60 wpm Good opportunity. Southfield 8 12 Mile
948-5775

Livonia
Trainee
$550/Mo.
Fast growing suburban firm will train bright typist on their letter-type Much in-office research with this job Great benefits Good salary increases PERMANENT STAFF Personnel
388-8900

EXECUTIVE SECRETARY for fast growing company Typing, shorthand, and figure aptitude required. Must be a self-starter. Growing personality to great association Insurance and commission bonus a "must" Send resume to Interstate Transmission, 19300 W Nine Mile, Southfield, Mich 48076, Attn Connie

YOUNG LADY to work in wholesale, importing fashion office with retailing Potential to learn all phases of office work Typing 55 WPM Excellent working conditions and fringe benefits 8 Mile and Evergreen area Call for appointment
353-5200

RECEPTIONIST for small office, light typing, some experience desired. Reply to Box Grand River at Farmington area
477-6747

SECRETARY - To President of Detroit firm. Must have more than requisite ability to compose own letters, good personal administrator, and handle customer contact with ease. Salary $750, top-bracket benefits program, fee negotiable

LEGAL SECRETARY - For Southfield law firm. With good legal experience and accounts receivable. Salary $800, Medical insurance and fee paid 559-1300

TERMINAL OPERATOR - Training for equal opportunity employer in Farmington area. Education or equipment helpful. Salary $600, fully paid benefits and fee guaranteed.

LEGAL SECRETARY - For downtown Detroit firm Good typing and shorthand plus years legal experience required Salary Starts at $800 excellent benefits and fee paid.
ADAMS
&
MARTIN
PERSONNEL
920 E. Maple BIRMINGHAM
646-5600

WANTED, RETIRED gentleman with knowledge of trading posts and supplies for order desk and office work, Redford area 534-1280

TYPIST with Dictaphone experience must have typed 60 wpm. Company paid benefits. 38 E. Hyderabad, 11800 Mayfield, Livonia 261-1300

Mail Clerk
Troy
$500/Mo.
No typing and no previous office experience required to land this great training job. You will get to know everyone in all departments while you are learning all facets of company mail. Good steady advancement potential. PERMANENT STAFF. Personnel
388-8900

## 504 Help Wanted Office-Clerical

RECEPTIONIST
Full Time
Applications now being accepted
Apply in Person
WORK WORLD CO.
1001 Thunderbird Rd. Troy
off Maple, near Crooks

ADVERTISING AGENCY seeks receptionist who has typing and, or other office skills. Call 646-8200

BOOKKEEPER
Thru general ledger, financial statements and payroll tax return. 5 years experience minimum Fully paid Blue Cross, Life and Disability insurance, fully paid vacations and sick days, pension profit sharing plan, medical dental plan Excellent starting salary Southern location Send resume to Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

FAST, accurate typist needed part time for Advertising Ad Agency Business experience and other office skills helpful Approx 10 hours per week Call 645-8000

SECRETARY
Good office skills full time for secretary willing to work in central Detroit location Must be willing to travel, more to new offices in Birmingham - Southfield area Excellent fringe benefits Call for appointment 964-2700
Equal Opportunity Employer M/F

TYPIST
SPECIAL
OPPORTUNITY
Skills a little rusty? Kelly Girl offers you a chance to increase your typing speed with a new exciting method in interview Come become a Kelly Girl employee and enjoy a variety of long and short term temporary assignments Call us for details 424-9100
KELLY GIRL
A Division Of
KELLY SERVICES
not an agency, never a fee
Equal Opportunity Employer M F

EXPERIENCED SECRETARY wanted for general office work. 5 years a day Starting time flexible Please mail resume to Harold Closer c/o Post Office Box 1 Farmington 17000 W 8 Mile Rd. Southfield 48075

ACCOUNTS RECEIVABLE
SUPERVISOR
A challenging opportunity for an experienced accounts receivable supervisor Accounting degree NOT required. Minimum 5 years experience with both manual & automated systems We offer competitive salary & benefits Send resume & salary requirements to Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ACCOUNTS
PAYABLE
Person experienced in Accounts Payable Dept in growing 10 key adding machine Permanent only need apply Central Livonia location Modern office Hospitalization and life insurance Hours 8 AM to 5 PM. Send resume to P.R., P.O. Box 2469, Livonia, Mich 48151

CLERK TYPIST with some math aptitude, general office experience and communications ability Must be a self-starter and able to work under pressure Excellent benefits Call for appointment 540-1150
An Equal Opportunity Employer

GENERAL OFFICE
Fast, accurate typist with light shorthand and figure aptitude Past real estate experience helpful Experienced individual required Small pleasant office in Westchester Tower in Southfield Call
353-1420

ACCOUNTS PAYABLE CLERK
Must Be Experienced
336-4786, Ext. 203

RECEPTIONIST-TYPIST
CPA Office-Farmington
Good appearance
356-1130

SECRETARY-BUYERS AIDE
New officers' Top company' YOUR big chance' Suburban firm minimum 3 years exp $840 UP Good benefits Call Trish Cole
569-0400
Snelling & Snelling
PERSONNEL

CPA firm in the Southfield area is open for a person who can type, file, answer the phone and do light bookkeeping Call Mrs Fox at Sutton Call from 10 am to 1 pm Mon thru Fri
356-5411

KEYTAPE Operators, afternoon shift, great opportunity Interactive system in Livonia
560-1419

SOUTHFIELD
Customer contact spot, needs machine, and responsibility, company will consider recent Business graduate Good starting salary over $600 in convenient location Call
552-8000
Your New Boss Pays Our Fee
Harriet Sorge Personnel

EXECUTIVE SECRETARY, Livonia area. Minimum 3 years secretarial experience, capable of handling corporate banking and travel arrangements. Salary open, Send to 6000 month, plus fringe benefits Send resume to Box 866, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
Experienced typing, filing, full-time, for project starting June 28, 1977. Call Dorothy Gagnon, Manager, Personnel, 557-7300, ext. 44
An Equal Opportunity Employer

LEGAL SECY FEE PAID
A stimulating spot in the suburbs can be yours, if you have good of bar background, a sparkling smile and lots of enthusiasm. $700 UP Call Lory Scott
548-5400
Snelling & Snelling
PERSONNEL

LEGAL SECRETARY, legal experience, shorthand, typing, Excellent commencement with skills and information Southfield, 10 Mile 2nd area. 559-7311

RECEPTIONIST legal secretary needed for growing Livonia Law firm Good typing, dictaphone and shorthand skills required. Salary commensurate with experience and qualifications 261-3600

A PUBLISHER'S SECRETARY
Won't be a super boss in this rising publishing firm. Your outgoing personality and good clerical skills are in demand. $700 UP Call Debbie Bass now
549-0400
Snelling & Snelling
PERSONNEL

LEGAL SECRETARY
Immediate opening for person with top clerical skills. Excellent benefits Call Mr. Bernstein, Legal Department, 557-7300, ext. 44
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

GENERAL OFFICE
Mature Lady needed for Typing, Bookkeeping Grand River Tel-Twelve area. Full-time permanent position.
356-7004

BROKER TRAINEE
Outgoing" Like people contact" Have clerical knowhow? Then this agent is another firm to be you. $840 to start. Top benefits Call Tami
569-0400
Snelling & Snelling
PERSONNEL

LARGE SOUTHFIELD LAW FIRM has opening for individual with 1-3 years legal secretarial experience
354-0200 Ext 175

PRESTIGIOUS SOUTHFIELD LAW FIRM has opening for experienced secretary to Partner involved mainly in defense work. 4-6 years legal Secretarial experience required
354-0200 Ext 175

Dial-A-Job
(Office-Light Industrial)
If you have a phone & car apply at
MANPOWER
Temporary Services
30600 9 Mile at Beech Daly
Interviewing 9 AM 3 PM
538-3130
An Equal Opportunity Employer

STATISTICAL TYPIST for CPA office, Southfield location. Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEGAL SECRETARY-experienced secretary for small Bloomfield Hills law office with business orientation and practice Excellent typing and shorthand skills required Salary commensurate with ability 647-8111

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 & 3 Pm
29449 W. 6 Mile
KELLY
SERVICES

CLERICAL AND TYPING
Part-time Flexible hours Start $3 hour Plymouth-Wayne area Reply Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
Require Shorthand & Good Typing Speed Excellent working conditions & fringe benefits $800 per month Farmington Area
474-6290
An Equal Opportunity Employer

ACCOUNTING CLERK
Use your good organizational ability and accounting background for this growing financial firm Subsidiary of Sheraton Inns Call Mrs Hurry Call Gail Mach
588-5400
Snelling & Snelling
PERSONNEL

BOOKKEEPER with some computer experience preferred. We will train Call Rose
352-6110

LEGAL SECRETARY, part-time, permanent, 3 days per week, 15 Mile Telegraph area Must have excellent typing skills
646-3300

Keypunch Operator
Full-time afternoons Minimum 2 years experience on 029 and 129 Permanent position Pleasant working conditions, fringes Next area Call Miss Harrier weekdays between 10 AM and 3 PM
349-5000

WANTED - My Girl Friday - short hand, typing, assistants, permanent salary negotiable Send resume to 3 Parkland Place Suite 202, South field, Mich 48075

SECRETARY
With Shorthand Must be experienced & dependable Small Manufacturing Co Farmington area Hours Mon Fri 7 AM to 30 PM Must have own transportation Salary & benefits discussed during interview Write Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
Must have good typing and shorthand skills We are a medium sized manufacturing Div of a large corporation, located in a beautiful suburban area We offer excellent starting salary, full fringe benefit package Apply
Rotameter Detroit Inc
32000 Research Dr. Farmington
(Farmington Industrial Park)
10 Mile Grand River area
477-6100 Ext. 67

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

CLERK FOR General Office Filing, typing, proof reading No experience necessary Will train. Call for appointment 557-0000

## 504 Help Wanted Office-Clerical

EXPERIENCED LEGAL secretary for Troy Law Office Specializing in litigation 362-3787

SECY-SWITCHBOARD OPR
Good typing & shorthand
Reputable Dir & Tool Co
Wayne 595-3600

EXPANDING INSURANCE agency needs 2 more qualified people to take charge of personal lines department and 1 to help with commercial line Farmington area Phone 475-0000

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

SECRETARY for Southfield law office, attractive Shorthand and good skills required, extra benefits paid Secretary not required Call Kathy 356-1100

TYPIST
Westland office full-time only Call for appointment 421-8000

STENOS
TYPISTS
KEYPUNCHERS
If you have had experience working in an office, use your spare time and skills to make money Temporary and full time assignments are available in your area Apply in person or call for an appointment today
Interviewing Daily 9 AM 3 PM
See Maryann Burns
30600 9 Mile at Beech Daly
Or Jean Sebelhaus
29236 Ryan Rd at 12 Mile
MANPOWER
Temporary Services
965-7000
An Equal Opportunity Employer

RECEPTIONIST
Westland office, full-time only Call for appointment 421-8000

PART-TIME to work one full day, two ½ days selling Fine Jewelry Apply morning only Arthur Rich man's Diamond Gallery, 319 S Woodward, Birmingham

Downriver Sec'y.
Great location, this busy manager needs an assistant 2739-4744 for professional secretary with appearance and personality Call 342-4900
Your New Boss Pays Our Fee
Harriet Sorge Personnel

TEMPORARY OR PERMANENT
WE NEED IMMEDIATELY
Women, for Typists 60 wpm Data phone typists, Accounting Clerks, File Operators, candidates Apply Insurance Underwriters, Raters, Coders, Policy Typists, Claims and Mortgage Clerks
MICHIGAN INSURANCE
PERSONNEL SERVICES, INC
961-0015 961-0745
TEMPORARY PERMANENT

PROPERTY MANAGER for large building and property management company Minimum 3 years experience 537-0178 Eve 540-2756

REAL ESTATE
SECRETARY
Position open for a secretary with Real Estate or related experience Excellent typing and shorthand skills required plus a willingness to accept further responsibility For the career minded only For confidential interview call after 9 AM 641-1818

## 506 Help Wanted Sales

PROFESSIONAL PHOTOGRAPHIC SALES
Inside Rare sales of professional photographic products We are looking for a mature person with a photographic background to assist and sell to the professional photographer Lysinger Photo Supply Inc
453-1070

## 506 Help Wanted Sales

MATURE LADY for exclusive dress shop Opportunity to learn many phases of the business Hours 10 AM - 5 PM 540-2223

REAL ESTATE
STATE EXAM
REVIEW
Earl Keim Training Center offers a final review for the Oct State Exam. Sat., Oct. 2nd, 9 AM to 6 PM
BE SURE YOU'RE SURE
For information, call Pat Kamnick, Director
559-5450
Earl Keim Realty
Training Center
27316 Southfield
Lathrup Village

CAREER OPPORTUNITY
Accustomed to public contact? Up to $1000 month starting compensation, income of $20,000 and more attainable Training program in insurance and financial services, prefer married, age 27 and over. Call Mr. Lutz 477-2730
An Equal Opportunity Employer

WANTED FULL-TIME salesman for home building and cross-country ski retail sales Experience only. Downtown Birmingham area
646-1223

BE A
PROFESSIONAL
WE will train you in Michigan's finest Real estate School and provide you with all the modern tools and facilities needed in the real estate profession. Highest commissions paid and a very lucrative incentive plan
For details, call 522-8300
Ask for John Buggy
Integrity
Realtors

INSURANCE AGENT
Male Female, sell auto insurance over counter - department store Guaranteed salary liquor Age no barrier Must have virtually no resale Call 812-9000 847-3700

PART-TIME to work one full day, two ½ days selling Fine Jewelry Apply morning only Arthur Rich man's Diamond Gallery, 319 S Woodward, Birmingham

JOIN THE WINNERS
Tops in Sales, tops in commissions, tops in training, sales tools competition can't match. New Real Estate One office has a few openings for persons with strong desire to learn, earn and grow No experience necessary. 1976 is our best year ever. Now is the time to phone Mr. Hussey at 525-0990. If you deserve the best, you'll be grateful you called Real Estate One.

ABLE YOUNG MEN
Due to promotions & rapid expansion, we must add 4 young men or women to our sales staff For details call
967-2045

LOOKING for the security, a secure and income can provide? The path to security is only a decision and a phone call away. Phone for appointment. 721-3443

## 500 Help wanted

MAINTENANCE MAN
Experienced on production presses to 250 tons and associated equipment Steady year round work with excellent wages and fringe benefits Apply in person
Plymouth Stamping Div.
ELTEC Corporation
315 W. Ann Arbor Rd
Plymouth, MI
Between Main St & Lilley

REAL ESTATE MANAGER
THE DURBIN COMPANY
REALTORS
Requires a top notch Real Estate Professional to manage one of our very productive offices. This once in a lifetime opportunity offers you all the benefits of owning your own business without many of the attendant problems For a confidential interview call MEL DURBIN today!
851-1300
Member of
Birmingham Bloomfield Multiple Listing Service
Greater Southwest Oakland County Multiple Listing Service
NRA Multiple Listing Service
THE DURBIN COMPANY
REALTORS

PART TIME DRIVERS
We have Driver Independent Contracts open in Birmingham, West Bloomfield and Troy for men or women drivers. Must have truck, van or full size station wagon and be available on call for Monday and Thursday to drop off bundles of papers to Observer & Eccentric carriers.
Call the
Birmingham Observer & Eccentric
Circulation Department
644-1100
An Equal Opportunity Employer