500 Help wanted

CLERK FOR MOTEL
Full or part time. Male or female over 30 [illegible]

THE DRY DOCK
is now hiring
WAITERS
BUS BOYS BUS GIRLS
DISHWASHERS
COOKS & BARTENDERS
Applicants must be at least 18 Apply in person from 9 A.M. 6 P.M. The DRY DOCK is located ½ block south of 11 Mile on Greenfield.

WANTED BARTENDER Must speak or understand Polish. Experience not necessary. Hours 6 P.M. 2 A.M. call 18 AM or 3 PM [illegible]

EXPERIENCED
Nail Wrappers
NEEDED
For Exciting New
NAIL SALON
In Bloomfield Area
626-6111

SOLICITORS!
$100-$200
per week salary, commission & bonus. If you are an experienced neighbor solicitor & can work full or part time call Mr. Lewis.
559-8121

RED WING TICKET WINNER
[illegible]

CONGRATULATIONS

STORE MANAGER
Formed building to supervise and operate a well kept store. Must be an aggressive working manager of our retail outlets. Retail store experience helpful. Must have sales ability in person. Times Up Enterprises 222 Penn Street, Detroit [illegible]

Lathe Multi Operators
Job Shop Work
Top Quality Employer benefits
Fabco Mfg Co. Inc
33310 W 8 Mile
Farmington
476-5240

500 Help wanted

HELP WANTED midnights, 7 Eleven Store 100 South Union Westland $2.50 per hour to start, apply in person between 7AM to 1PM, Mon thru Thurs No phone calls accepted.

JEWELRY SALES Full and part time. apply Trombacher Jewelers, Winchester Mall, Rochester

TRUCK DRIVER
For Detroit Metropolitan Area Deliveries Good Driving record a must. 18 or over Remains based location. For appointment Call
779-6111 ext 42
An Equal Opportunity Employer

DELIVERY BOY Immediate openings Apply Dino's 28625 Five Mile Livonia After 4 P.M.

SPORTS WRITER
A part time sports writing position exists for the Birmingham Eccentric. The job involves covering local sports and working night hours. Applicants should bring resume and samples of writing. Applications may be submitted to John Bozzo Sports Editor 1225 Bowers Birmingham MI.

NIGHT JANITORIAL Work 5 hrs between 6 AM-9 PM $2.20 hr

BRIDGEPORT & LATHE OPERATOR must do own setups Call A Line Precision Products 12862 Marion Redford

ACTIVITIES DIRECTOR
144 bed skilled nursing facility located in NW suburbs is seeking a full time Activities Director. Experience in Geriatric Activities valuable. Good remuneration, exceptional diversional activities program. Job pay but not essential. Some college education is preferable. Salary negotiable. Interested applicants should submit resumes to Mr. Bob Hoover 3600 Maple Avenue, Norwood 48050

ENGINEERS
AUTOMATION ENGINEERS
PROPOSAL ESTIMATORS
DESIGNERS
LAYOUT
DETAILERS
Send resume or apply in person Mr. Joseph Lamb CO. 23247 Pinewood Warren Michigan 48091 W Nine Mile Road

WANTED experienced or trained Meat Department Clerks [illegible]

DISHWASHER for Italian restaurant [illegible]

SHEET METAL BENCH HAND prototype cabs & lighting. Call Evos 29023 Southfield near 12 Mile

DELIVERY HELP wanted [illegible] Bakery Pizzeria After 4 P.M.

HELP WANTED full time Meadowbrook Landscaping Walled Lake [illegible]

EXPERIENCED part or full time picture framer good pay [illegible]

SURFACE GRINDERS
Tool and Die shop engaged in making small progressive dies and production terminals. Need 3 trade journeyman grinder. Apply in person or call Peterson Die and Engineering 1090 Opdyke Detroit [illegible]

500 Help wanted

EXPERIENCED Turret Lathe Operator and assembly person $3.75-$4.75 per hour Apply at Carter Controls Inc 31206 Industrial Rd. Livonia

PRESS MECHANICS - Experience required. For can & end manufacturing facility. Major corporation in pleasant rural area. Excellent wages & benefits. Apply Diversified Packaging Division, Pepsi Cola Co. 734 Julian St. Howell, Mich 48843 517-546-6500
An Equal Opportunity Employer

MANICURISTS needed for new nail wrap studio Call Saturday Nov 19 [illegible]

WAITRESSES Full time evening work. Neat appearance. Experience not necessary. Apply in person. Monday thru Friday 8 PM. Back Seat Saloon 1815 N Main Royal Oak [illegible]

DIE MAKERS
DAYS & NIGHTS FRINGE BENEFITS APPLY IN PERSON
ARROWSMITH TOOL & DIE
23211 TELEGRAPH
Southfield

ARE YOU INTERESTED in a stable part time position with flexible day time hours? Troy office of national organization needs people to make business into reports in Oakland County. Ideal housewife school grad car needed. Call [illegible]

DRIVER
Company Owned Equipment Mature, stable man preferred. Will consider active retiree or college student. Must be available 24 hours a day with telephone & transportation. Good driving record essential. Call 8-12 [illegible]

SUEDE and Leather tailoring for part time and full time. 8-237 Middlebelt Rd at Six Rd. Westland

FORK LIFT TRUCK MECHANICS
A number 1 rated material handling distributor is expanding its facilities and has several openings for experienced lift truck mechanics. We are now accepting applications for servicemen with experience in gas and electric lift truck repair in the Northwest area. Call 348-6700 Ext. 42 for interview.
An Equal Opportunity Employer

TOOL MAKER wanted job shop [illegible]

RETIRED or experienced building maintenance or repairman needed. Full or part time. 313-8200

YOUNG man to operate new car gas cleaning compound. Must be presently employed. Reply to Box 222 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

LOAD WASHER for Italian restaurant [illegible]

SHEET METAL BENCH HAND prototype cabs & lighting. Call Evos 29023 Southfield near 12 Mile

HAIRDRESSER Work 5 days a week Nationwide [illegible]

SOME SIDEWALKS wanted in all over area advantageous load [illegible]

LIGHT FACTORY
DAYS
Well [illegible]
$2.25 [illegible] Apply READY FOR WORK [illegible]
EMPLOYERS
Temporary Service
26533 Grand River

DRIVERS wanted with own 4 door driver trucks and car. Good pay and [illegible]

MALE and female assistants needed for [illegible] Apply Mary 644-4224

DIRK WINHAM
EMPLOYMENT BUREAU

500 Help wanted

BUS DRIVERS
Needed for Farmington Public Schools beginning December 1 AM 6:30 AM, 3 PM 6 PM. Must be 18 years of age & have good driving record. Call between 8 AM 12 Noon, Mon thru Fri 477-1300 ext 66

RELIEF COOK
DIETARY AIDE
FULL OR PART TIME
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

MICHIGAN'S LARGEST Job Agency needs drivers 18 and over $200 weekly and up Call [illegible]

EXPERIENCED
CLEANER PRESSER
Good benefits & Hospitalization
Apply Judson Village Cleaners 1448 Sheldon Rd near Ann Arbor Rd. Plymouth

EXPERIENCED HAIRDRESSER CLIENTELE PREFERRED
MR LEWIS SALON
851-3090

WANT TO BE YOUR OWN BOSS?
Farmers Insurance Group one of the largest has openings for Agent Trainees. Training will start December with your present employment. Call for particulars 459-8078 Evenings 397-0805 Mr Lafia

HARDWARE & HOME CENTER requires man with hardware experience. Salary commensurate with length of experience. Full Medical Benefits. Box 222 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

WAITRESS Afternoons 18 and over Waitresses midnight shift experienced only $80 week plus tips. Apply in person. Prince Restaurant 2181 Greenfield near Schoolcraft

BUS BOYS Afternoons midnights Apply in person Prince Restaurant 2181 Greenfield near Schoolcraft

Dial-A-Job
LIGHT INDUSTRIAL
LABORERS
FACTORY WORKERS
[illegible]
[illegible] MAN POWER has many interesting assignments. Numerous locations to serve day shift [illegible]
Apply Mon 3-5pm Mon thru Fri 8 AM 5 PM
MAN POWER
29206 Ford Rd at 22 Mile
Free Service
An Equal Opportunity Employer
Temporary Help Service
An Equal Opportunity Employer

MALE HELPERS
Earn extra money $3.50 per hour working nights, days, weekends. Apply Mon Tues Wed 9-5:30 PM
[illegible]

EAT NIGHT [illegible] $2.25 an hour & days. Apply in person Fast Food Restaurant 2481 Greenfield near Schoolcraft

[illegible]

[illegible]

LeCorsi Child Care
522-0740
[illegible]

TICKET INSPECTOR Temporary Days and Evenings [illegible]

MALE and female assistants needed for [illegible] Apply Mary 644-4224

DIRK WINHAM
EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

EXPERIENCED [illegible] Apply Judson Village Cleaners 1448 Sheldon Rd near Ann Arbor Rd. Plymouth

EXPERIENCED HAIRDRESSER CLIENTELE PREFERRED
MR LEWIS SALON
851-3090

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[illegible]
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MAN POWER
29206 Ford Rd at 22 Mile
Free Service
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MALE HELPERS
Earn extra money $3.50 per hour working nights, days, weekends. Apply Mon Tues Wed 9-5:30 PM
[illegible]

EAT NIGHT [illegible] $2.25 an hour & days. Apply in person Fast Food Restaurant 2481 Greenfield near Schoolcraft

[illegible]

[illegible]

LeCorsi Child Care
522-0740
[illegible]

TICKET INSPECTOR Temporary Days and Evenings [illegible]

MALE and female assistants needed for [illegible] Apply Mary 644-4224

DIRK WINHAM
EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

DENTAL ASSISTANT State qualifications. Experience preferred, not necessary. 9 Mile Greenfield area. Reply to Box 228, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

DENTAL ASSISTANT, Southfield Orthodontist full or part time. Experienced. 557-3730

DENTAL RECEPTIONIST for Birmingham office. Please apply in own handwriting stating age experience and wages expected. Apply to Box 220 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL OFFICE needs experienced girl with thorough knowledge of Blue Cross Medicare for general office work. Excellent salary and benefits. Reference [illegible]

FULL TIME position in doctor's office for mature and responsible girl. Knowledge of all forms of front office procedures. Blue Cross Medicare and Medicaid forms. Birmingham area. 645-8630

DENTAL ASSISTANT, intelligent well groomed experienced for top quality office Southfield area. 557-6844

NURSE AIDES
Immediate openings available for Nurse Aides to provide bedside care to the patients in home and in hospitals. Part time available. Select your own hours 1 year experience required. Call

Homemakers Upjohn
Bloomfield Shores 642-7900
Dearborn 277-2060
Equal Opportunity Employer M F

PHLEBOTOMIST with cytopathologist experience. Private laboratory in Livonia Area. Good benefits. Contact Mrs Meadows 261-1388

DOCTOR'S OFFICE in Westland needs friendly front office assistant. Should have some medical office experience. Interesting and pleasant office, good hours and benefits. Please send resume, qualifications and experience to P.O. Box 18 Westland Michigan 48185

RECEPTIONIST medical assistant. Busy surgeon office. Experience in appointments, charges, insurance, computerized blood laboratory, assisting doctor. 40 hours. Southfield area 559-0550

RN'S, LPN'S
Our company has immediate openings for nurses to care for people in home hospital and nursing homes part time available. Call

Homemakers Upjohn
Bloomfield Shores 642-7900
Dearborn 277-2060
Equal Opportunity Employer M F

LAB TECH Oncology office, experienced in all lab test and procedures 40 Hours Southfield 559-0550

NURSE AIDES All shifts. Full time. Experienced preferred but not necessary. Apply in person Westlamburg Convalescent Center 21017 Middlebelt Rd. Farmington. Between Grand River & 8 Mile

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in Person
Medico's
RECOVERY CARE CENTER
20355 W 8 Mile & Beverly at corner
255-6450

Registered Medical Technologist Part Time Afternoon occasional Sat. For Pediatric Clinic in Farmington Area. Benefits Fringe benefits Call after 4 PM 553-1983

MEDICAL RECEPTIONIST Doctor's office. Experienced book keeping, phone and insurance. Monday through Friday 9 AM to 6 PM. Ask for Mr Nathan 477-6150

NURSE AIDES
ORDERLIES
Experienced or will train for rewarding career in nursing. Good salary and fringe benefits. Excellent working conditions. Apply in person

GEORGIAN NURSING HOME
2975 Adams Rd corner 16 Mile Rd

DENTAL ASSISTANT
Professional person for busy group practice. Experience with four handed dentistry and capable of handling front desk and insurance. Willing to assume responsibilities in our modern office. Livonia Farmington area
476-6297

CHAIRSIDE DENTAL ASSIST. FULL TIME. Plymouth area. Must have own transportation. Experience preferred. Best salary and benefit package for interested [illegible]

NURSES AIDES Full time. Apply in person. Universal Convalescent Center 30600 Five Mile Plymouth Road Livonia located between Inkster & Middlebelt Roads

LPN
MIDNIGHT
If you are an LPN with desire to have a positive impact on the lives you touch in the past. We will provide the atmosphere and opportunity for you to practice and help you develop your abilities as Supervisor of patient care. We are a 300 bed facility with a desire and potential. We are willing to train the right person as Nurse and Supervisor. Contact Mr Weiss at Conva-Care Center 28107 W Warren Westland Michigan 722-3170

NURSES AIDES
Afternoon 3 P.M. 11 PM
Apply Doctors Convalescent & Nursing Center 29214 Morlock Livonia

RECEPTIONIST for Orthopedic Surgeon Southfield Must have knowledge of peg board and insurance. Light typing
348-2388

RNS & LPNS
Full time positions available. Apply 9 AM-12 Noon Mon. Fri. Personnel Office Convalescent Home 1141 Schoolcraft Mon. NEW TELE PHONE NO. 652-5215
An Equal Opportunity Employer

HOUSEKEEPERS Shift full or part time. Apply Hendry Suburban Convalescent 155 Haggerty Rd Plymouth

NURSES AIDES All shifts full or part time if interested in working where patients are the main concern. Will train. Apply Hendry Convalescent Center 155 Haggerty Rd Plymouth

NURSES
FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN'S-LPN'S-AIDES
WORK NEAR YOUR HOME
GENL DUTY PVT DUTY
FULL TIME PART TIME
HEALTH CARE 1
RN Owned & Operated
348-2580

RNS & 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

502 Help Wanted Dental-Medical

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

REGISTERED X Ray technician 3 day week. For busy Southfield office Call 557-3776

504 Help Wanted Office-Clerical

SECRETARY RECEPTIONIST
Neat accurate mature and personable for photography studio
[illegible]

BIRMINGHAM AREA clerical person for insurance and medical office. Key punch experience helpful. Will train. Interested in expanding to insure dependable employee. $3.50 per hour. Call Mr Moore 644-1180
An Equal Opportunity Employer

AUDIT-PAYROLL CLERKS
Full time permanent. Adding machine experience required.
Apply Mr Hubbard Certified Accounting
Montgomery Ward & Co.
12 Mile & Telegraph
Southfield
An Equal Opportunity Employer

INSURANCE group health and dental claims processor. Minimum 1 year experience, salary negotiable. Excellent Southfield location. 259-8010

SECRETARY
Must have good typing and office skills. Will assist Office Manager. Immediate opening. Applications available at 303 W Ten Mile Rd. North Villa Northern Public Schools

BOOKKEEPER
Good bookkeeper and accounting background. Recent experience required. Suburban department. Reply with qualifications and salary expected.
LOIS RAY PERSONNEL
557-0550

EXECUTIVE SECRETARY Southfield, V.P. Marketing. Extremely challenging position. Shorthand typing. Clerical duties. Salary open. Call to arrange interview. 354-8240
An Equal Opportunity Employer

EXECUTIVE SECRETARY Good typing & shorthand required. Some bookkeeping. Southfield area. Call Mr Jones 358-2040

LEGAL SECRETARY. Trainee with some experience preferred. Strong typing and detail orientated. Light work in friendly Southfield office. Top location. Call
PREFERENCE PERSONNEL
362-3420

BOOKKEEPER. Experienced trained. Hospital. Salaried. 36 hrs a week. Light medical office. Southfield area. 559-0550

POSITION AVAILABLE in farm union. Has a need for aggressive, experienced Tax Image. Bookkeeper and general office clerk. Small staff allows individual to develop the position with all facets of operation involved. Excellent benefits, prospects for a bright future. Send resume to Box 222 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

EXECUTIVE SECRETARY
Beautiful office. Very exciting. Typing and shorthand required. Work in progressive firm. 863-3100
LOIS RAY PERSONNEL
557-0550

RECEPTIONIST
Part time position available. Looking for person with typing skills and general office experience. Call Mrs Ferguson at 538-2410

NEEDED IMMEDIATELY. Full time phone receptionist for busy queen office in Livonia. Must work 9-5 to start. Excellent benefits. Pleasant variation call Mrs at 525-3219

ADMINISTRATIVE ASSISTANT. To President of Farmington firm. Must be bright, friendly, with background required in this challenging position. Salary $10,000 to $12,500 Fee paid and benefits

SECRETARY. Bookkeeper for Bloomfield law firm. Company benefits and benefits very pleasant atmosphere. Salary $700 to $750 Fee paid

ADAMS & MARTIN PERSONNEL
22001 Middlebelt Rd. BIRMINGHAM
646-5600

EXPERIENCED Receptionist Girl for light work office. Typing required. Call 559-0550

BOOKKEEPER with good typing skills, responsible office, attractive prices for large Southfield law firm Call Barb 559-9000

SECRETARY for Bloomfield Hills. Good skills $400 month plus Full benefits free Fee

PAYROLL CLERK one year experience and be quick with numbers. Suburban area. Full benefits $425 month

CLERK TYPIST 30 WPM typing with some posting. Southfield $350 month plus benefits

SECRETARY good skills nice no pressure position in Southfield $400 month plus benefits

ACCURACY PERSONNEL
Where You Receive Special Attention
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

SUBURBAN OPPORTUNITIES
INSURANCE CLERK to $475 Fee Paid. Good typing. Life insurance background preferred. Southfield.
JR SECRETARY $525 Fee Paid. Good typing with light shorthand. Opportunity for advancement. Southfield.
INSURANCE CLERK. $650 plus Fee Paid. Requires home owners insurance. Type 45 WPM. Will take person coming back to work. South field.
SECRETARY. $750. Fee Paid. Experienced. Light SH. Good typing. Detailed. Farmington area.
Call Mrs Evans 477-9840
SUBURBAN PERSONNEL

ARE YOU IN NEED OF QUALIFIED OFFICE WORKERS?
Secretaries, Bookkeepers
Typewriters
CONTACT THE PLACEMENT OFFICE AT PONTIAC BUSINESS INSTITUTE
Placement service is no cost to Employer or Graduate
Resumes available to employers
PONTIAC ROYAL OAK MT. CLEMENS

504 Help Wanted Office-Clerical

PERSON for phone and general office work. Must have car. Culligan. An Equal Opportunity Employer 261-0660

BOOKKEEPER, full time, for CPA office. Knowledge up to Trial Balance and some tax experience. Resume to Box 203, 17320 West 12 Mile Rd. Southfield 48076

LEGAL SECRETARY for prestigious downtown office. Experienced or will train individual with good appearance and good typing. 963-7755

SECRETARIES 2 manufacturing companies need gals to be created regularly if you have good skills Call Professional Temporary 256-1818

SHARP GAL. Troy area. Receptionist secretary responsibilities $150 per week MS BUSINESS 559-2606

TYPESETTER
IBM selectric composer experience only. Troy area 649-6146

Livonia
File Job
$550/Mo.
Great beginner spot in lovely Livonia. Position is mainly filing with some full in typing duties. Company is top in its field and offers super advancement. PERMANENT STAFF Personnel
388-8900

HELP! Director is seeking head mature College Grad for team famine gal Friday duties. In small, beautiful office. Must have good verbal, typing, analytical and follow making skills 348-5225

SECRETARIAL experienced girl, be good with figures. Full time. Reply in own handwriting to Box 222 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Farmington
Office
$500 Fee Paid
Great beginners spot if manager accurate typist. Beautiful new 1 floor in Lovely Farmington. Position offers excellent promotion and benefits. Some math ability helpful. PERMANENT STAFF Personnel
388-8900

TYPIST RECEPTIONIST Right for Part Time 18 hours weekly. Must be able to transcribe letters and reports from dictating machine and gal Friday duties and have 100 initial tap transcription. Excellent typing. Type 50 WPM minimum of initial tap transcription. Call Mrs Ferguson at 642-8260 Birmingham Farmington

Learn
Personnel
$800/Mo.
Expanding Southfield organization has many applications in personnel to take on personnel procedures. Math degree with work experience helpful. Excellent prospects for employees. Some clerical duties. PERMANENT STAFF Personnel
388-8900

ASSISTANT SECRETARY. Must be able to handle detail and follow up work. Typing minimum 50 WPM shorthand are assets. Some college helpful. Excellent fringe benefits includes Blue Cross. Blue Shield major medical life insurance, lunch privileges, vacation and more. Southfield area. Resume call for appointment 353-3239

EXECUTIVE SECRETARY to President of Birmingham Multiple Listing Bureau. Send resume to Box 228 Birmingham 48012

Beautiful
Job
Troy
$650/Mo.
Beautiful job in beautiful new Troy offices. Previous work experience not really necessary if you are a good typist with a positive attitude. You will answer phones, greet visitors and handle much confidential information. PERMANENT STAFF Personnel
388-8900

LEGAL SECRETARY To Senior Partner in growing Southfield Law Firm. Successful candidate must type 60 WPM & have a minimum of 3 years legal secretarial experience. Excellent salary & benefits Call 353-0120 ext 373

FULL TIME Bookkeeper New Livonia area Call Mr Dessinger 953-8250

Airport
Secy
$1000Fee Paid
A truly executive position working for space age firms president and vice president. Phenomenal start salary and out of sight benefits. Great secretary with excellent skills and flair. Beside the administrative duties you will also act as liaison for company's many world wide visiting clients. PER MANENT STAFF Personnel
388-8900

IMMEDIATE GIRL for small office in Troy. Clerical or banking experience desired. Duties include invoicing, typing, filing and phone. Aggressive and looking for future. Starting salary $125 per week 641-4466

MEDICAL OFFICE needs person for filing and telephone must be accurate and fast. 12 noon to 5 PM or 1 PM Mon thru Fri 349-3411

PAYROLL CLERK
Permanent full time payroll clerk needed for a growing company based in a expansion corporation. The individual we are seeking should be experienced in EDP payroll procedures, union reporting, fringe benefits and various government has reporting. If you feel you are qualified for this position, please apply at
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Rd
Livonia, Mich
An Equal Opportunity Employer

GENERAL OFFICE. Monday-Friday 9-5, one hour for lunch. Must like phone work and have pleasant voice. Redford 255-0033

PART TIME GENERAL Office work available during morning hours. We are looking for a competent, responsible person with good typing skills. Campbell Services Inc. 27196 Bretshneiders Way, 1070 Towner St. Southfield 569-9663

504 Help Wanted Office-Clerical

OPHTHALMOLOGY office, general office work. Monday through Friday. Royal Oak - Woodward area. Fringe benefits. Resume & references plus salary desired. Reply Box 218, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia Michigan 48150

KEY PUNCH
PART TIME
Experienced Key Punch Operator with experience on 3500 or 9600 wanted for temporary position that will last 6 months. Hours 10 AM 6:30 PM. Medical billing experience helpful. High accuracy rate. All Alpha - Numeric punching names, addresses insurance information. Could easily develop into permanent part time or full time position for right party. Start immediately. Reply Box 221 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

MEDICAL RECEPTIONIST
Outgoing personality for busy office. Typing and phone skills. Call Dorham Allen 557-1222

Real Estate
SECRETARY
Need a full time secretary who may occasionally work with people. Has real estate experience helpful but not absolutely necessary. Shorthand not required. Starts from scratch. Hours are 9 AM and 5 PM Call Mr Lewis at 349-3000

SECRETARY
Southfield office legal experience preferred but not required. Must be [illegible] and communicable with people. Call [illegible]

SECRETARY RECEPTIONIST
Mature person preferred. Full or part time. Light typing. Pleasant [illegible] Call [illegible]

SECRETARY
Exceptional [illegible] Must be organized, [illegible] typing and filing. Excellent [illegible] Call [illegible]

BOOKKEEPER & RECEPTIONIST
Full time position. Must be accurate typist and filing. Adding machine and [illegible] Call Mr Lewis at 349-3000 Fox Lake Estates

GENERAL OFFICE BOOKKEEPER
Fully trained with full knowledge of Accounts Payable experience. Call Dorham Allen 557-1222

CLERK TYPIST
FULL CHARGE BOOKKEEPER
Just small friendly office staff of 10 [illegible] Experience this is a [illegible] Call Mr Lewis at 349-3000 Fox Lake Estates 30 Mile Park Drive for HARRIET GEORGE PERSONNEL

RECEPTIONIST 30 [illegible] Typing [illegible] Call Mr Lewis at 349-3000 Fox Lake Estates

EXPERIENCED LEGAL SECRETARY. Salary commensurate. Southfield area 557-1611

SECRETARY
Returning to work? Area company offers you 8 hours. Typing [illegible] and typing [illegible] Call 642-8900

PART TIME General office. Flexible hours. Must be able to type [illegible] Call 642-8900

BOOKKEEPER through General ledger and preparation of financial statements. Full time position. Call 642-8900

SECRETARY FRINGE BENEFITS
Superb opportunity with growing firm. Small company and industrial [illegible] Salary open. Call 644-6337 Mr Kenny

FULL CHARGE Bookkeeper 18 Mile & Dixie Area. Must be detail oriented. Salary open. Call Mr Gray 31 Mile & Dixie 781-2000

INSURANCE
RATER
Commercial Property Rater experienced. Excellent fringe benefits.
Kemper Insurance
355-3000 ext 40
An Equal Opportunity Employer

RECEPTIONIST CLERK. Typing, key typing and clerical duties. Pleasant working conditions in medical area Southfield office 352-1622

ACCOUNTING
CLERK
Excellent opening for experienced Accounting Clerk with Associates Finance. Must be high school graduate. Excellent opportunity in a progressive company. Good salary and full employee benefits. Send resume or call Mr Dunlap
349-6700
GUARDIAN INDUSTRIES
43043 W 9 Mile Rd
NORTHVILLE, 48167

SECRETARY with legal experience, salary commensurate with experience. Southfield area 358-1663

SECRETARY
Shorthand excellent typing ability. Young Corporate Executive. Located in Southfield Call 353-9263

BOOKKEEPER
Experienced
Payroll, Receivables, Payables, Commissions, Payroll taxes, Sales taxes, Postings, etc. Western Wayne area. Please call between 8:30 AM - 5 PM 728-5100

AGGRESSIVE person willing to learn all phases of office procedures. Must be accurate typist, good with figures, pleasant telephone voice, other requirements required. Excellent fringe benefits salary open. Call for appointment 464-3220
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE
Large national firm needs clerk typist and file clerk. Permanent position pleasant office good salary and benefits Call 353-6308

CLERK
SHARP GAL over 35 with good typing ability for position in Farmington office. Previous office experience required. Monday through Friday. Own transportation. Start immediately at 8129
474-7511

RECEPTIONIST Southfield law firm. Light typing. Will appear once
559-6223

OFFICE ASSISTANT
Busy company needs your Secretarial skills for responsible position. Light typing. Salary negotiable. Call Ms Gaby 559-0420 Shelling & Shelling Southfield

Shelling & Shelling
REAL ESTATE

SECRETARY
PATENT LAW OFFICE
BIRMINGHAM AREA
833-8313

Secretary
[illegible]
[illegible] 9 AM 5 PM
352-6530

RECEPTIONIST SECRETARY needed for dental office in Livonia area. Light typing and phone. Experience desired. Dentist [illegible] Call [illegible]

Accounting Clerk
[illegible]
349-5000

ACCOUNTS PAYABLE
OPENING IN Accounting Department for full time Clerk to handle accounts payable computer knowledge helpful. Salary commensurate with experience and general office duties. Well [illegible] Call [illegible] for appointment

RECEPTIONIST
SECRETARY
[illegible] Must be attractive and [illegible] Excellent [illegible] typing and use of dictaphone. Typing [illegible] Excellent benefits. Call [illegible] Mr Lewis Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY for some [illegible] Shorthand [illegible] Call [illegible] Mr Lewis

PART TIME RECEPTIONIST and light clerk. 12-20 per 7 [illegible] Call [illegible]

LADIES
NEED EXTRA MONEY
IMMEDIATE OPENINGS
DAY WEEK OR EVENINGS
FOR
Secretaries
Stenos
Typists
Acctg Clerks
Gen Office Skills
Call
967-0336 5
[illegible]
FOR YOUR CONVENIENCE
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