500 Help wanted

LIFE GUARD

Vic Tanny International offers Career Opportunity in this excellent staffing season. Applicants must be athletic & in excellent physical condition. Minimum W.S.I. or Advanced Life Saving. Apply in 22342 Michigan Ave. [illegible] hours 1-5 p.m.

GRINDER HANDS [illegible] & Tool Tool & Gauge Plant. Right man [illegible]

COOK - Night time experience necessary, male or female. Apply Country Club Restaurant, 7 & 7 Mile.

SCREW MACHINE OPERATOR [illegible] experienced machine operator [illegible] Call Mr. Mandaven Call [illegible]

APPLY

[illegible]

Nugget Restaurant
FULL-TIME ONLY
WAITRESSES

[illegible]

ASSISTANT GENERAL Shop Foreman. Duties will be to set up and operate new machines and improve equipment. Ability to help train experienced shop. Excellent opportunity in Northwest Plymouth area call [illegible]

ELECTRICIAN - Industrial experience preferred. Excellent benefits. Manufacturing facility. Must be proficient in all phases of electrical work. Good wages and benefits. Apply in Diversified Packaging, Divisions of Flight Cases Inc. 30 Sheldon Rd. Plymouth, Mich. 48170 [illegible] An Equal Opportunity Employer

STOCK WORK - Ambitious and hard working man for factory and warehouse work. Full or part time. Days or evenings. Must have own car. Apply Work Station in The Market Place at Northland Center.

LABORATORY TECHNICIAN

Expansion has created an opportunity for a senior lab technician. Technician will be responsible for [illegible] in a small group. Ideal candidate will have a degree in chemistry or biology and one to three years experience in food or dairy industry. Management position offering good salary, company paid fringe benefits and [illegible] Apply [illegible] Mr. Ferris at Northland Center [illegible]

FLINT INK CORPORATION
[illegible]
Detroit, Michigan

LAUNDRESS - weekends. Apply in person [illegible] Management & Service Center, 28400 Five Mile Road, Livonia, Located behind McDonald's.

CLEANER - Apply in person and maintain proprietary [illegible] day. No commission. [illegible]

WAITSTAFF - Full and part time. Hours flexible. Weekends only 29-33 Mile & Hill Crest.

DAIRY PRODUCTION

[illegible]

KROGER CO.

[illegible] An Equal Opportunity Employer

CLERKS & WAITRESSES
[illegible]

GREAT LAKES INVITATIONAL TICKET WINNER

[illegible]

CONGRATULATIONS

WAREHOUSE SUPERVISOR

[illegible]

LAUNDRESS - [illegible] Apply in person [illegible] Management & Service Center, 28400 Five Mile Road, Livonia. Located behind McDonald's.

COUNTER HELP - mature men and women. Apply Top Hat Inn, 8200 Telegraph and 12600 Grand River.

HONEST person to clean office 3 evenings, 5:30 to 9:30 PM $3 per hour. Call W.Jack [illegible]

HOSTESS/CASHIER Full time position open for mature person evenings. References required. Must be experienced. Must live near Plymouth area. Apply in person, by appointment only. MAY FLOWER HOTEL, 827 W. Ann Arbor Trail, Plymouth. 453-1828. Ask for Mr. Smith. Call before 5 PM.

HAIR STYLIST Experienced with some following for Birmingham Hair Studio. Must be willing to train in sales for all types of cut, long, thinning, and hair setting. Call for interview [illegible]

PERSON WITH administrative ability to supervise complete order handling functions include order processing, invoicing, follow up and shipping. Automotive or component parts experience in this field helpful. Reply should include experience and salary history. Box [illegible] Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Mich. 48150

HAIR STYLIST, full or part time work with following, or new student. North ville 348-2720.

STOCK CLERK - Immediate full time position for leading office supply company. Experienced preferred, but not necessary. Phone contact Mr. Ferris at Northland Center. Tel 12 Mile.

500 Help Wanted

$$ Part Time $$
Top Wages +
Bonuses!!!

Convenient hours, mornings, afternoons or evenings. If you have a good speaking voice you can qualify for phone canvassing work from our plush Southfield office. Call Mr. Dorsey between 10 and 6 pm.

354-7607

ELECTRONICS CONSULTANT needs Electrical Engineer who is highly experienced in Analog and Digital circuit design for part time work in audio area. R.T. Cognos Assoc. [illegible]

DRIVER PICK UP & Delivery. Licensed & good driving record. $3.50 hr. per week. $130.50 Apply Fox Liquor Official Radio 28726 Grand River, Farmington Hills. 476-8420

WAITRESS OR BARMAID part time or full time days or night. The Bar, [illegible] Southfield. EL 7-1866

Nugget Restaurant
FULL-TIME ONLY
WAITRESSES

[illegible]

SALES PERSON Needed Mon. thru Fri. 8-4 Apply in person at 2777 Plymouth Rd. Northfield Plaza Shopping Center. An Equal Opportunity Employer

HAND BLANK WANTED
EXPERIENCED
WAYNE AREA

[illegible]

ELECTRICAL DRAFTSMAN

Permanent position in consulting firm for person experienced in electrical design of construction drawings. Salary commensurate $19,000 [illegible]

CARL WALKER & ASSOC. INC.
3 Northland Plaza Tree
Located Lewis & 175

DESIGNERS, Proj. Engrs. & Detailers

[illegible]

INDUSTRIAL METAL FABRICATORS
535-1300

Electrical
Engineer-Designer

Permanent position in consulting firm for person experienced in electrical design of construction drawings. Salary commensurate $19,000 [illegible]

CARL WALKER & ASSOC. INC.
3 Northland Plaza Tree
Located Lewis & 175

WAITSTAFF - Full and part time. Hours flexible. Weekends only 29-33 Mile & Hill Crest.

DAIRY PRODUCTION

[illegible]

MAINTENANCE MAN experienced General repairs & painting. Apply weekdays 9 AM to 3 PM. Expressway Cleaning Service 1431 W. Mur Rd.

KENDALLWOOD CLUB
FARMINGTON HILLS

Part time Kitchen Summer 1977
[illegible]
Apply [illegible] 32325 [illegible] Road

KROGER CO.

[illegible] An Equal Opportunity Employer

CLERKS & WAITRESSES
[illegible]

GREAT LAKES INVITATIONAL TICKET WINNER

[illegible]

CONGRATULATIONS

WAREHOUSE SUPERVISOR

[illegible]

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STOCK CLERK - Immediate full time position for leading office supply company. Experienced preferred, but not necessary. Phone contact Mr. Ferris at Northland Center. Tel 12 Mile.

500 Help Wanted

Summer Swim Program Director Woodward Hills seeks full time summer director of swim team and swimming instruction program. Candidates capable of continuing Club's tradition of excellence will be considered. Emphasis on helpers, should send resume to 28000 Fingerson, Farmington Hills. Mich. 48018

CULVERT CONTROL Man. Walter Parker Plant. Apply in person 26845 Southfield Blvd. Lathrup Village

EXPERIENCED
NAILERS &
SAW OPERATORS

Good opportunity for hard working, dependable men. Starting pay $2.75 per hour. Apply 12900 Newburgh Rd., Livonia

JIG BORE
& JIG GRIND

Experienced on programmer desirable. MEG Inc. Farmington Hills 478-2350

DIE MAKER

Experienced on progressive dies and die detail. Farmington Hills MEG Inc. [illegible]

EXPERIENCED surface grinders and lathe operators needed. Ranges and bonuses. Apply 12550 Inkster Road.

Production &
Machine Operators

We're now taking applications. Apply

S. M. C.

800 Junction Plymouth

MANAGEMENT TRAINEE Pleasant Park Paint Center. Full time salesperson with paint experience to work as paint center to assume responsibilities of assistant manager. Liberal salary plus full company benefits. Apply in P.O. Box 1 Industries 33604 S. Mile Rd. Livonia Mich. 48150

P.P.G. Industries is an equal opportunity employer

SECRETARY WANTED Evenings Private Lawyer in the Raleigh House. Apply in person 23200 Telegraph, Southfield.

GUARDS

FULL & PART-TIME
Attractive Jobs available
GOOD PAY
Excellent benefits

255-2600

HAIR STYLIST and beauty operators wanted preferably working in area. Plenty of parking, pleasant surroundings. Bloomfield Hills area. 647-4150

ASSISTANT MANAGER/COUPLE For beautiful twin highrise apartments West Side Wayne to clean Man to do plumbing and electrical work. Experience and references. Salary plus apartment. Call 721-2300

GROCERY STOCK clerk. Nights. Apply Town Square Market, 15425 Dearborn Heights near Beech Daly.

SECURITY OFFICERS

Immediate openings in your area. Full or part time. Free Blue Cross Life Insurance. Free uniforms and promotional opportunities. Apply Gary, 9 AM to 4 PM

Pinkerton's, Inc.
15565 North and Dr.
Northlight Center, Suite 226 E
Southfield
559-1009
An Equal Opportunity Employer

EXTRA CASH! INC light industrial men & women, no experience necessary. Also qualified press operators and MIG welders. Apply between 8 AM - 4 PM at 31540 Grand River at 4 Mile Rd. Redford.

GRINDER

ID OD Experienced Needed by manufacturer. Excellent pay. Wages. Permanent job. Excellent working conditions. Call for appointment.

GATCO, INC.
453-2280
Plymouth Mich.

HOUSEWIVES

Earn an extra $5 to $8 per hour making baby classes with Tri-Chem Liquid Embroidery. Call Shirley 453-3180

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

HELP WANTED - experienced male. Apply Big Cedar Restaurant 14801 Plymouth.

DRIVERS

To work for Skippers & Redwing Truck lines. Experience required after training. Apply Mon. thru Fri. South East Area.

PLYMOUTH-LIVONIA AREA

Will accept applications for drivers & delivery personnel. Positions on Tuesday & Wednesday December 21-22 & 28-29 between the hours of 3 & 6 PM. Applicants must be neat, well groomed & reliable. References required.

159 WEST LIBERTY
PLYMOUTH

EVERGREEN CONVENIENCE Store Management. 10 PM to 7 AM. Must be 18. Apply in person at 3243 W. 12 Mile Berkley.

FULL TIME and part time help wanted for car wash. 33816 Plymouth Rd. 2 Blocks West of Farmington.

SKIPPERS FISH & CHIPS

Full & part time positions open for mature dependable to be a part of Troy's newest Fish & Chips restaurant. Good wages and working conditions. Apply in person only from 10 AM - 4 PM. Located on Rochester Rd. just north of Big Beaver Troy.

INSURANCE
Comm'l Casualty
Underwriter

Multi - Line Insurance company seeking Commercial Casualty Underwriter with five more years experience. Excellent benefits. Salary commensurate with experience and ability. Contact Mr. Hoe. RELIANCE INSURANCE CO. 640-1200

An Equal Opportunity Employer

PHARMACY clerk, no experience necessary. Apply at Clear Drug Center 15225 Michigan Ave., Dearborn.

MANAGER

New exclusive Gift and Card Shop in multi-story Big Beaver office building requires versatile person with experience in managing a shop including purchasing and merchandising. Send resume to PO Box 818, Troy, Mich. 48084

PORTER wanted for suburb Carpet lounge. Hours 3 AM - 8 AM. Call after 6 PM 474-6217

INSURANCE

COMM'L CASUALTY RATER

Commercial Casualty Rater with 1-3 years rating on Commercial Accounts. General Liability and Workmen's Compensation. Excellent benefits. Salary commensurate with experience and ability.

RELIANCE INSURANCE CO
5200 W. Big Beaver, Troy
640-1200

TEACHER physical education, part time. Elementary school, [illegible] grade. Call 537-6200

502 Help Wanted Dental-Medical

Medical Secretary

Diagnostic clinic needs MEDICAL SECRETARY able to perform medical transcription and reception duties. Must be familiar with medical terminology and able to type. Salary and benefits. Garden City area.

522-5210

RN and LPN'S needed immediately 8 Mile - Lahser Road area. Full time and part time. Days or afternoons. Excellent benefits and competitive salary. Contact Mrs. Duncan. RN

LPN OR RN
PART-TIME
MIDNIGHTS
BEVERLY MANOR
24500 Meadowbrook Rd.
Novi 477-2000

EXPERIENCED Medical Assistant for Doctor's office. 653-8318

NURSE'S AIDES
FULL TIME ONLY
Days & Afternoon Shifts
APPLY IN PERSON
Marycrest Manor
13475 Middlebelt Livonia
427-8175

MEDICAL secretary transcription from dictaphone 1 girl office in Rochester 5 day week. Send resume to Box 653 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

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

MEDICAL RECEPTIONIST wanted for busy Pediatrician's office in Farmington. Must be experienced. Monday through Saturday with Wednesday off. Good benefits. Call between 10 AM - 4 PM 477-1123

NURSES
RN'S-LPN'S

MIDNIGHT SHIFT
11PM - 7 AM
FULL BENEFITS
Apply Dora Convalescent & Nursing Center
29270 Morlock
near Levan Rd.
476-2550

DENTAL RECEPTIONIST, middle aged mature career oriented for busy progressive dental office. Experience. Ideal assignment to include training as chairside assistant. Potential advance training in insurance bookkeeping and office management. Consideration given to candidate having leadership capabilities. Weekend. Unusual salary negotiable. Reply Box 64 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

ON-JOB
TRAINING
FOR
NURSE'S
AIDES

By Full Time RN
In Service Director
Apply Dora Convalescent & Nursing Center
29270 Morlock
near Levan Rd.

MEDICAL Secretary - Receptionist for Livonia office. Call before noon 422-3228

MEDICAL RECEPTIONIST $150 to start, raised in 2 months. Type dictaphone, insurance and payboard required. 5 days benefits.

DR. PERSONNEL AGENCY
Northland Medical Bldg.
353-5224

WANTED Dental chairside assistant. Garden City 522-2180

NURSES AIDES

All shifts full time and part time. Also weekend help only available. See Mrs. Maynard.

Nightingale West
8265 Newburgh Rd.
Westland, Nr. Jay Rd.

DENTAL ASSISTANT, experienced. Apply Farmington Hills office. 626-1368

NURSE'S
AIDES

FULL or PART-TIME
EXCELLENT working conditions
Immediate positions available. Seasonal help opportunities are now being accepted.

Apply in person
UNIVERSITY CONVALESCENT NURSING HOME
28550 FIVE MILE RD.
LIVONIA

NURSES AIDES and shifts full or part time. If interested in working where genuine patients are our main concern, call Gram Henry Convalescent Center 165 Haggerty Rd. Plymouth

502 Help Wanted Dental-Medical

DENTAL OFFICE MANAGER Experienced and familiar with payboard, insurance, general office procedures, and dental terminology. Northville 349-4319

RN's midnight shift, for skilled nursing facility. Apply Hendry Convalescent Center, 165 Haggerty Rd. Plymouth

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
Medico's
RECOVERY CARE CENTER
22355 W 8 Mile, 3 blks. W of Lahser. 255-6450

PART TIME TYPIST for Medical office Farmington Hills. Experience in dictaphone, foot desk & insurance billing helpful. 348-4887

MEDICAL OFFICE Manager. Blue Cross, Medicaid, Medicare and other insurance experience necessary. Include resume and references. Box 646 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL RECEPTIONIST

One Dr. practice, seeking top front office manager, be amazing Schedule phones, insurance and light typing. Salary to $150 week plus benefits.

DR. PERSONNEL AGENCY
Northland Medical Bldg.
569-9224

DENTAL ASSISTANT
Experienced Only
Pontiac area 338-6421

LPN - RN

Afternoon and night shift. Good starting salaries, modern facilities. See Mrs. Ferguson.

Nightingale West
8265 Newburgh Rd.
Westland, Nr. Jay Rd.

MEDICAL BILLING-competent, dependable, mature woman experienced in Medicare, Medicaid and Blue Shield billing. Good typing, transcribing and phone skills required. Must be capable of working alone and have good organization. Troy area. Approximately 35-40 hrs. per week. Call before noon Mon. thru Fri. 649-1300

504 Help Wanted Office-Clerical

CLERK TYPIST for law firm in Southfield. Some office experience required, must have car. 569-3060

"CREDIT CAREER TO $9000"
W suburban firm needs excellent typist with good figure aptitude. Stable background, good salary, terrific benefits. Call Linda 476-2300
Sending & Sending Agency

SECRETARY for Troy Strong Typist with dictaphone experience. Good at figures. $800 month plus good benefits.

SECRETARY for Southfield Area. Able immediately. One girl office. Good on phones and with people. Salary to $775 month plus full benefits.

TYPISTS for Southfield New begin typing positions offers good potential. $650 month plus benefits.

ACCURACY
PERSONNEL
Where You Receive
Special Attention
BIRMIHAM 642-3050
SOUTHFLD 358-2010

BOOKKEEPER, full charge, virtual bookkeeper, payroll taxes. Farmington Hills area 477-1366

504 Help Wanted Office-Clerical

SUBURBAN
OPPORTUNITIES

JR. SECRETARY $520 Fee Paid. Good typist with light shorthand. Opportunity for advancement.

INSURANCE SECRETARY to $825. Fee Paid. Good typing. Figure aptitude. Life insurance background preferred. Southfield.

ACCOUNTS PAYABLE $834 plus Fee Paid. Mature sharp individual with experience. Nice area.

BILLING CLERK $834 Fee Paid. Type 50. Good figure aptitude. Walk from Farmington.

RECEPTIONIST $665 plus Fee Paid. Personable, neat, great Farmington Hills.

Call Mary Evans 477-9840

SUBURBAN PERSONNEL

SECRETARY

Southfield office needs girl, sharp and skillful in shorthand and typing capable of running small office. 559-7812

SECRETARY for Southfield law firm. To train for legal work. Recent secretarial skills a must. Some college preferred. Call Barb. 559-9800

AVAILABLE NOW

File Bookkeeper To $875
Legal Secretaries 1500
Sales Secretaries 1600
Medical Assistant 1600
General Office 1500
Clerk Typists 1500
Gen. Off. Part-time $3.50 hr.

Positions available throughout Northeast and Northwest suburbs. See paid. Register Now.

ALLEN-JOHNSON PERSONNEL
Quakertown Plaza 32063 Hamilton
Farmington Hills 478-2000

MERRY CHRISTMAS

Time for a change? Your good skills will make your New Year brighter. Several opportunities. To $8,000. Call Sally Mon. thru Fri.

Sending & Sending Agency

DATAPOINT $[illegible]

Light dictaphone experience and 55 wpm typing. Well land the job of great job. Benefits. Northern CB [illegible]

Sending & Sending Agency

ACCOUNTING CLERK

Temporary - Full Time
Prior Experience Preferred
Apply in person
PLYMOUTH
[illegible]
14707 Northville Rd.
PLYMOUTH

RECEPTIONIST/WHITEHALL

Typing and other experience preferred. Plymouth area. Also Tuesday, Nov. 30 Wednesday, Dec. 1st. Call 720-[illegible] Ask for Ms. Ann. An Equal Opportunity Employer

ASSISTANT TO

Attorney, work with attorneys in Southfield area. Secretary Exp. Or 1 year experience. Bachelors degree preferred. Call [illegible]

BIRMINGHAM AD AGENCY needs secretary who is well starter with lots of initiative. Good skills & knowledge of bookkeeping and advertising desirable. Call 644-8033

SECRETARY

Adjusting need a strong typing for this local spot. $800 start for the top manuscript. Call Sally Mon. thru Fri.

BRIGHT BEGINNER $650 Mo.

If you can type 50 wpm. Learn this job. Benefits. Call Kathleen. 476-2300
Sending & Sending Agency

RECEPTIONIST $[illegible]

Excellent opportunity! Charming with good shorthand typing. Prestigious surroundings. Benefits and assignment. Call Ann. 645-3300
Sending & Sending Agency

MEDICAL

Area medical group offers $600 plus. Start for regular secretary familiar with medical terms. Call a year experience needed. Call 352-[illegible]

Your New Boss Pays our Fee
HARRIET CORDE PERSONNEL

IMMEDIATE OPENING in Top Year Sales Dept. General office duties. Typing 50 wpm. Excellent benefits. YCM Corp. Call Dexter. Southfield 358-3464

SECRETARY

To train as trainer for family factory outside. Light typing, some statistical work. Need 29 hour week to start. Call Barbara.

BOOKKEEPER
SECRETARY

Career oriented for busy doctor. Full charge with good typing and telephone experience. Shorthand helpful. $800

LOIS RAY PERSONNEL
559-2562

TYPIST Full time for legal office. Hours 10 AM [illegible] 3:30 PM. Call after 1 PM 646-2223

STATISTICAL TYPIST

With secretarial skills for South End CPA office. Hours & benefits fair. 353-7838

Accounting Clerk

Accounts Receivable & A/P. Family Physicians Clerk. Experienced. Only 1 year required. Excellent benefits. Not over 25. Call Mary Hoover between 10 AM to 3 PM.

349-5000

RECEPTIONIST with bookkeeping experience for small law office in Troy. Salary commensurate with experience. For personal interview contact Mrs. Carter at 649-2310

ARCHITECT'S OFFICE

Receptionist - Secretary. Typing and bookkeeping experience necessary. All benefits. Southfield area. 559-8975

Learn Legal
Troy
$700 Fee Paid

No shorthand necessary. Prestige group of attorneys want to train good typist in high paying legal field. Join us in latest office equipment and get super benefits too. PERMANENT STAFF Personnel

388-8900

AN INTELLIGENT PERSON to answer phones and perform other general office duties. 8 Mile Telegraph area. Call Mr. Pearlman 9 AM to 5 PM. 532-6150

LARGE FARMINGTON casualty agency wants experienced auto and casualty secretary. Excellent benefits. 37½ hours, salary negotiable and negotiable. Reply to Box 688 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150

INSURANCE
TRAINEE
$7280

Good typing for suburban office. Learn quotes. Leslie 968-6780

KAY TURNER PERSONNEL 1181
18280 W. 10 Mile Rd
SOUTHFIELD

504 Help Wanted Office-Clerical

ACCOUNTING CLERK $[illegible]

Large Farmington Hills firm is looking to work in purchasing department. Light typing. Figure aptitude, filing and purchase follow ups. Good benefits for right person. 553-6400

CLERK TYPIST

Livonia based company has opening for CLERK TYPIST. Previous experience necessary. Must type accurately 40 WPM. Be starting with figures and 10 years office experience. Salary based upon previous experience. Benefits include hospitalization, major medical and pension plan. For interview send resume including education, previous experience and salaries to attention Mr. Hoard PO Box 2187 Livonia 48151

YOUNG GIRL for receptionist. Easiest morning mail manager at terminal.

Immediate Openings Pleasant Available Multi-media. Interested call with telephone experience. Lightly typing. Congenial atmosphere. Excellent benefits and salary. Southfield Area. Call for appointment.

360-3200

OFFICE SKILLS
IMPROVEMENT

Refresher course in back to work. Become a KELLY GIRL employee. KELLY GIRL can now offer you a refresher course in shorthand, dictation or a hurry. We offer additional salaries building with a new skill. Many merit increases. Call today. Interview Thursday and Friday 9 AM - 4 PM.

KELLY GIRL
A DIVISION OF
KELLY SERVICES
Not an agency, we are a fee paid employer. Equal Opportunity Employer

SWITCHBOARD OPERATOR 10 AM - 2 PM. Light typing. Fringe benefits. Call Mrs. Ann Hall 559-2300. Or come during week. Total Staffing 559-2300

EXPERIENCED legal secretary. Incorporated Hills area. Prestige firm. Time and vacation. Experience required. Salary commensurate. 644-3400

HOLIDAY CASH
GUARANTEED JOBS OPEN
TYPISTS

SR.
DATA
STAT
SECY'S
TYPING
SHORTHAND

Temporary work assignments in Southfield area. Secretary Exp. Or 1 year experience. Bachelors degree preferred. Call [illegible]

HANDY STAFF 28201 Woodward
Royal Oak

WANTED - Shorthand - TYPIST. Work in financial activity. Good secretarial skills. Min. 60 wpm typing. Dictaphone helpful. Salary $[illegible] Call Mrs. Barbe [illegible]

RECEPTIONIST

Automotive company in suburban area needs your good office skills with phone. Light typing. Pay paid. Good salary. 559-5420

Sending & Sending
PERSONNEL

TYPIST

Southfield law firm. Light typing. Good salary. Call Mrs. Hall 559-2300

CLERK TYPIST opportunity to work IBM system 38. Receptionist duties also. Overload work. Typing 50 wpm. Contact Elaine Kaplan. Excellent benefits. Pleasant atmosphere. Call [illegible]

Phonability?
Livonia
$550/Mo.

Now you can work with kids in Farmington. Pleasant phone work. Plenty of opportunity for telephone communication. Good typing skills. Pleasant surroundings. Call Mrs. Ann Hall 559-2300

Go Getter
Southfield
$625 Fee Paid

Prestige Southfield professional office needs sharp and motivated typist with pride in their work. Training opportunity. Benefits. Call Mrs. Hall 559-2300

JR. STENOGRAPHER - Must have good knowledge of typing and shorthand. Interesting job with good benefits. Free parking. Call Sharon 649-1874

Have Legal?
Plymouth
$800 Fee Paid

No shorthand necessary for these successful attorneys. Plymouth area firm will pay top $800 for efficient secretary with some legal background. Excellent working conditions. PERMANENT STAFF Personnel

388-8900

CREDIT MANAGER

Wholesale Electrical supply operation. Submit resumes to P.O. Box 68, Southfield, Mich. 48037

CLERICAL TYPIST SOUTHFIELD CPA office, good salary and benefits. Parker Wallace Co. 355 Travelers Tower. Call Mrs. Mark 354-4800

JR STENOGRAPHER must have good knowledge of spelling & grammar, accurate typing 50 wpm, shorthand 80 wpm. Troy area. Call evenings 642-1425 or 879-1882

504 Help Wanted Office-Clerical

Meet Public
W. 9 Mile
$600 Fee Paid

Exciting entertainment industry office will make each work day challenging and then some. Your job will be coordinating clients and their needs in and out of the area. Good typing to handle own correspondence. PERMANENT STAFF Personnel

388-8900

GENERAL OFFICE work. Bloomfield Hills area 642-2522

OFFICE MANAGER

Extended care facility. Experience with Medical Billing necessary. Call Mr. Carmel area.

Northwest Care Ctr
18181 Hubbell W. of Puritan
273-8764

Future Job?
Farmington
$600 Fee Paid

Great job for top company in beautiful Farmington location. General office duties with emphasis on good typing ability. Very fast paced. PERMANENT STAFF Personnel

388-8900

INSURANCE SECRETARY, NOVI AREA. Personal Property & Casualty experience required. Call [illegible]

FILE CHARGE BOOKKEEPER For Troy location. Capable of handling full corporate records. Plus sales & personal references are required. Contact Howard Marcus [illegible] Systems 689-[illegible]

TOP NOTCH BOOKKEEPER Payables, Receivables, Payroll, Bank statements and taxes. Challenging position with dynamic Troy firm. If you're bright with an accounting background, this spot is for you. Excellent salary and benefits.

PREFERENCE
PERSONNEL
362-3420

SECRETARY FOR AIRLINE seeks other in W. Bloomfield. Must be high school grad or equivalent with experience. Prefer 2 years or more. Good typing speed 50 wpm. Good steno, good accuracy and accurate with figures. Salary $[illegible] a month. Excellent fringe benefits. Call for interview.

An Affirmative Action - Equal Opportunity employer

SECRETARY NEEDED Some experience helpful but not required. Call [illegible] An Equal Opportunity Employer

LEGAL SECRETARY

Southfield firm is looking for a bright and efficient secretary for Estate Planning Dept. Shorthand and typing skills are a must. Call between 9 AM & 1 PM. 353-7600

PART-TIME TYPIST

About 20 hours a week. Fee paid. Call Mr. Hoeter. Bonning [illegible] Wine Bars, Inc. Observer & Eccentric Newspapers, 1225 Bloomfield Hills, Bloomfield Hills, Mich. 48013

LADIES

NEED EXTRA MONEY?

IMMEDIATE OPENINGS
DAY, WEEK OR LONGER

FOR
Secretaries
Stenos
Typists
Acctg. Clerks
Gnrl. Office Skills

Call
967-0336 &
Ask for Linda nearest you

FOR YOUR CONVENIENCE
Interviewing Offices

OAK PARK — LIVONIA
TROY — MT. CLEMENS
DEARBORN — WAYNE/TOL.
DETROIT

Witt Services

504 Help Wanted Office-Clerical

CIRCULATION
CLERK
IN LIVONIA

INTERESTED in an exciting position that is not routine? Michigan's No. 1 twice weekly newspaper group has such an opening for a high school graduate with typing skills. Work full time in our Livonia Office. Come in & fill out an application.

OBSERVER & ECCENTRIC
NEWSPAPERS
36251 Schoolcraft
Livonia, Michigan
An Equal Opportunity Employer

PARALEGAL ASSISTANT

Experienced Michigan probate, trust, conveyance & preparation of Federal Estate and Federal and State Estate Income Tax Returns. 3 days per week. $50 per day. Send complete resume to B.L. Hall Jr. Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

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LOCAL ATTORNEY seeks intelligent secretary with high skills. Flexible schedule and hours. Legal experience and essential. Write for interview. Box 626 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Mich. 48150

GAL FRIDAY needed for Lake Nsan office. Excellent typist, no shorthand required. Send confidential resume stating phoability and salary to Box 792 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

CLERK - TYPIST for Northwest Detroit office. Call Mr. Young. 273-8200

CONSULTANT/VISTA Time employee needed to handle our order desk and billing. Good typing and telephone manners a must. Edge Tweed with 10 key adder helpful. Our employees know of our opening. Send brief resume to Box 432 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Mich. 48150

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MATURE WOMAN, secretarial assistant full time, must be good typist and able to work with figures. Large Insurance Agency. Southfield area. Full employee benefits. Reply to Box 676 Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

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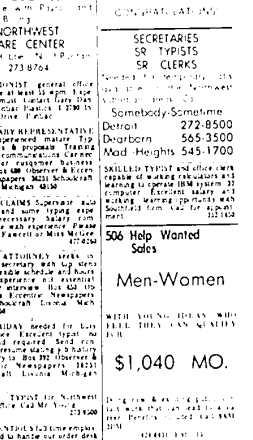

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