WIN 2 HOCKEY TICKETS

TO WIN: Send your name and address, on a postcard, to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

500 Help Wanted

YOUNG MAN for large car rental company. Must be 18 and have driv. license. 16411 Livernois

JANITOR
PART-TIME
To work a midnight shift. Must have at least one (1) year's full-time experience in janitorial work in a business establishment. Livonia area. Apply in Person.
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft, Livonia

AVCO FINANCIAL SERVICES EXPANSION PROGRAM and promotions have vacancies for 2 energetic persons interested in their future. Credit or collection experience not necessary. Must be able to meet people, make decisions and absorb training. Call Mary Sullivan for position 348-4114
An Equal Opportunity Employer

WOMEN WANTED for telephone survey work from your own home. For interview appointment call Mr. Johnston between 9 - 5 Monday thru Friday at 459-0431

Truck Driving
& Building Maintenance
Person needed for part-time job nights, with possibility of full-time. Require two years experience driving a truck and operating a hoist and one year experience in general maintenance
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Rd., Livonia

EXCELLENT OPPORTUNITY for personable, energetic individual interested in procuring with one of the fastest growing companies in its field. Promotions from within. Financial experience desirable, but not essential. Get full details of opportunities from M. Simonsen, Avco Financial Services 32014 Beech Dail Rd., Redford Or call 538-4111
An Equal Opportunity Employer

EXPERIENCED WAITRESSES. Apply Palace Restaurant, 111 E. Main St., Northville 349-6030

RED WING TICKET WINNER
T Sebo 2
2356 Lincoln
Birmingham, MI 48008

But you must call the Promotion Dept of The Observer & Eccentric by Tuesday, February 8, 1977, to claim your TWO FREE RED WING HOCKEY TICKETS 261-8600, ext. 243

CONGRATULATIONS!

BRIDGEPORT OPERATOR
Top pay, excellent fringes, finest working conditions. Top men only
O KELLER TOOL
12701 Inkster Rd
LIVONIA 425-4500

500 Help Wanted

MOLDING PRESS
Male or Female - Full-time - 2nd or 3rd shifts. Must have good references. Good pay & benefits. Apply:
Solostamer Detroit, Inc.
23800 Research Dr.
Farmington 48024
(Located in Farmington Industrial Park.)
10 Mile - Grand River Area
477-6100, Ext. 67

PROGRAMMER - Production oriented marketing company needs ambitious, experienced RPG II Programmer for 370-115 DOS-VS power shop. COBOL, ALC, JCL helpful. Liberal fringe benefits and salary commensurate with ability. Call for interview. 645-0735 ext. 84

ACCEPTING applications for pizza makers, counter girls & delivery boys. Apply Dino's Pizteria. 29421 Five Mile, after 4 PM

MANAGER
MGR. TRAINEES
Salary and commission, gas station experience preferred. Apply between 9 AM and 12 Noon.
TULSA OIL
26235 W. 7 Mile, Redford
27253 W. 8 Mile, Redford
13900 W. 8 Mile, Oak Park

MANAGER
Position available with national women's fashion store. Excellent advancement for career-minded person. Salary commensurate with experience. All benefits at no cost to you. Call for appointment
942-2290

AIRLINE TICKETING COURSE. Sec Education - Instruction classification -315-

MAID
Full or part time
No experience necessary
537-9500

WANTED Housewives needing extra income. Work during school hours or on weekends doing cleaning work in model Call 533-8900

TOP PAY
Housewives, students, work in our Livonia office - telephone soliciting. Mornings from 9 AM to 1 PM, or evenings 5 to 9 PM. Hourly plus bonus program. Call
522-5064
DAY dishwasher, over 18, full time, 5 days, 9 A.M. - 5 P.M. Farmington Exc. 23566 Orchard Lake Rd

TEMPORARY COOK
Must have transportation & credentials. Bloomfield Area 642-3458

SECURITY OFFICERS
Immediate openings in your areas. Full or part-time. Free Blue Cross, Life Insurance. Free uniforms and promotional opportunities. Apply daily, 9 AM to 4 PM.
Pinkerton's Inc.
15565 Northland Dr.
Northland Tower Suite 206 E
Southfield
569-1006
An Equal Opportunity Employer

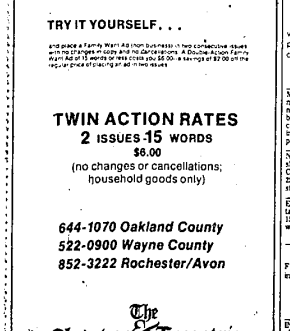
HYDRAULIC PIPING and layout, experienced only, excellent benefits, call Bill Robinson Racine Hydraulics of Michigan. 537-5277

OFFICE MANAGER, real estate experience for large building & property management company. 557-0710 (After 7 PM, 569-2758)

SURFACE GRINDER
Complete benefits with finest working conditions, overtime, top wages. 5 years experience necessary.
O KELLER TOOL
12701 Inkster Rd
LIVONIA 425-4500

PLANT SUPERVISOR: Redford area permanent position in chemical plant. 2nd shift for technical person preferably with background in chemical compound. Call John Kanabus, Detrex Chemical Industries
An Equal Opportunity Employer

GENERAL PLANT maintenance, with electrical and welding knowledge. Also familiar with gas fired ovens. 3pm between 9 AM-5 PM Mon. Thru Fri. 1739 Thunderbird Troy



TWIN ACTION RATES
2 ISSUES-15 WORDS
$6.00
(no changes or cancellations; household goods only)

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

The Observer & Eccentric Newspapers

500 Help Wanted

IMMEDIATE OPENING for combination salesman and ornamental iron shop fabricator, must be mechanically inclined, with welding. Paid Blue Cross, Holidays and Vacation. Excellent opening for young man looking for future. Call
NK 2-5220

IF YOU are looking for a 7 to 3 month a year job with waters off and mechanically inclined with some sales experience, call Craig
KE 2-2252

502 Help Wanted Dental-Medical

RECEPTIONIST NEEDED for modern Plymouth area dental office. Hours 8:30 to 5:30. Monday thru Friday. Excellent opportunity for the right person. Some experience desirable, but not necessary. Please phone for interview between 8:30 and 5:30
453-5220

WEST DEARBORN area. Dental Hygienist wanted, full-time for orthodontic office. Good pay, opportunity for advancement and fringe benefits. Call between 8 AM and 5 PM
561-1055

MEDICAL ASSISTANT busy Ford Surgeons office. Good typist, insurance forms, telephone, general duties and assist Doctor and other employees. Wed. or Thurs off. Work full day Sat. No late evenings. 40 to 42 hours weekly. Apply in person to fill out application form. Kalin, 25584 5 Mile, Livonia

DENTAL ASSISTANT - full-time, experienced, mature person preferred. Capable of handling desk and chair. After 2:30 PM, Farmington Hills
624-0229

MEDICAL SECRETARY
Large health care facility needs gal with solid insurance knowledge and excellent typing skills. Top salary for right person
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

AVONDALE Convalescent Home has full-time & part-time openings for RN or LPN on II PM-7:30 AM shift. Also openings for experienced nurse aides on all shifts. Call for details. 531-4424

PART-TIME help needed in Pontiac Medical Office. Must have experience with Insurance billing. Call between 9 AM-5 PM. 334-4015

RNS & LPNS. Full-time, afternoon shift. Apply ARNOLD HOME, 18323 W. 7 Mile Rd. 341-4001 Ext. 38

MEDICAL OFFICE assistant for general surgeon, in the Royal Oak area. Experienced in insurance and office procedure. Call 349-3000

MEDICAL RECEPT.-BILLER
Busy SOUTHFIELD specialty practice needs sharp person to handle front desk. Experience with all insurance forms required. M - F, no Sat. Benefits
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

DENTAL RECEPTIONIST for congenial multi-staff practice. Challenging position, experience preferred. Plymouth office. Send resume to Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EEG Technician experienced to work for 6 Neurologists in Birmingham. Call 642-3422

MATURE, experienced receptionist for internist's office, part-time. 476-8163

EXPERIENCED MLT wanted for group practice lab. No evenings or weekends. Good benefits. 476-8163

DENTAL ASST. - RECEPT.
SUBURBAN general dentistry practice needs experienced chairside assistant. Salary open. Great hours.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

ACCOUNTS RECEIVABLE BILLING - Hospital experience required in Blue Cross. Medicare, etc. 357-3350 ext. 139

DENTAL ASSISTANT. Experienced only. Chair side self contained. Excellent opportunity. 534-5910

BRIGHT AND PERSONABLE Receptionist - Assistant for Podiatrist Office. Prefer experience and typing ability. Call 721-6543

WANTED. Medical Receptionist-Secretary, 49 hour week, evenings occasional Sat. Experience necessary. Open Rochester area. Reply, Box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RNS or LPN'S
Full time, 3 PM - 11 AM shift. Apply at Devon Convalescent & Nursing Center, 29770 Motlack Livonia, near the Livonia Mall.
476-0530

EXPERIENCED Dental Chairside Assistant wanted, 4½ day week, no evening hours, salary open and many fringe benefits. 37 Mile & Southfield area. Send resume to 24764 Southfield Rd., Southfield, 48075

MATURE DENTAL RECEPTIONIST, part-time, will train
334-4455

DENTAL OFFICE SECRETARY, experienced. References required. Northville area. Call 349-7565

RN-LPN
Afternoon and midnight shifts. Good starting salaries. Modern facilities. See Mrs. Ferguson
Nightingale West
8365 Newburgh Rd.
Westland Nr. Joy Rd.

Receptionist
with Medical Transcription experience necessary. For X-ray clinic
937-8155

MEDICAL ASSISTANT. Full-time must be willing to work some evenings and holidays. Liberal fringe benefits. Apply in person. 23133 Orchard Lake Road, Suite 100, Farmington. An Equal Opportunity Employer.

NURSE'S AIDES. Full-time, all shifts. Apply in person. University Convalescent & Nursing Home, 28550 Five, Livonia, between Inkster and Middlebelt Roads

EXPERIENCED CHAIRSIDE Dental Assistant for general practice, 15 Mile - Telegraph area. 4½ day week, no evenings, no Saturdays
474-5323

NURSES' AIDES
Full-time preferred. Will train. For interview, see Mrs. Mayville.
Nightingale West
8345 Newburgh Rd.
Westland, Nr. Joy Rd

INSURANCE GIRL for busy dental office. Must have insurance experience. Please call between 9AM-3PM. Garden City. 427-2284

EXPERIENCED dental office manager, at least 22 years old. Dearborn Hts. 565-7316

502 Help Wanted Dental-Medical

DENTAL SECRETARY. Southfield, experienced. Must be able to run front desk, business office, keyboard, insurance. 353-7440

DENTAL ASSISTANT Troy, full-time, experienced in four handed procedures. 634-6201

DENTAL RECEPTIONIST, experienced only. Mature person. Busy office in Northland area 557-1105

O.T.R.
Full-time, some psychiatric background preferred. Apply in person.
ARDMORE ACRES HOSPITAL
19810 Farmington, Livonia

MULTI-Dentist office - Accounts Receivable Clerk. Familiar with insurance claims and patient collections. Birmingham area 642-2323

R.N. or Medical Assistant, experienced in Venapuncture, EKG, X-ray of chest and extremities, for family practice Lathrup Village. Call after 5 PM 557-5907

MATURE Medical Receptionist, experienced in typeboard and insurance forms. Family practice, Lathrup Village. Call after 4 PM 557-5907

DENTAL ASSISTANT. Experienced, full-time. Dearborn Heights - Redford area 274-3595

Ward Clerk
EXPERIENCED
PART TIME
We have several permanent part-time openings for applicants with at least 6 months recent experience as a WARD CLERK. Evenings and midnight shifts available. We offer excellent starting salaries and a complete fully paid benefit program including shift premium.
Apply Employment Office
SINAI HOSPITAL OF DETROIT
Professional Bldg - Lower Level
18191 W. McNichols

RN's - full or part-time. Afternoons, part-time, weekends, nursing facility. Salary commensurate with ability. Good working conditions. Hendry Convalescent Center 103 Haggerty Rd., Plymouth

NURSE, part-time for Saturday ear piercing. $3.50 per hour, insurance paid. Call weekdays 852-3455

NURSES AIDES - all shifts, full or part-time. Apply Hendry Convalescent Center, 103 Haggerty Rd., Plymouth

NURSE AIDES
All Shifts. Full-time, experienced preferred but not necessary. Apply in person
WILLIAMSBURG
Convalescent Center
23017 Middlebelt, Farm
Between Grand River & 8 Mile

RN's full-time afternoon shift. Also part-time evenings & nights. Work with background in Gerontology. A nice situation with better than average pay. 421-4800

Med Tech. ASCP or ASCP EL, eligible for bridging a BS in Chemistry or Biology, needed to work in Medical Lab Call 337-1700

RN for internist's office in Birmingham. Hours are flexible. No Saturdays or Sundays. Send resume to box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Psychiatric Attendants
All Shifts Apply in person
Ardmore Acres
Hospital
19810 Farmington, Livonia

RECEPTIONIST BUSINESS MGR. position open with multi-staff Farmington Hills Practice. Light medical with experience preferred. Contact 478-3363

RN - part-time, day shift and alternoons for skilled Nursing Home. Salary commensurate with ability and working conditions. Hendry Convalescent Center 103 Haggerty Rd., Plymouth

BIRMINGHAM - Experienced dental assistant. Bright, well groomed and interested in long term employment in demanding position. Response to Box 672, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
Assume responsibility with minimum supervision. Excellent typing & telephone skills for busy electronic instrument service department. Must be good with figures. Excellent total compensation package. Square Lake-Telegraph area.
Lyon Medical Instruments Co
338-4571

PROGRAMMER
Livonia based firm has immediate opening for computer programmer-operator for Honeywell DPS 6. Knowledge in cobol required. Call Mr. Boland 425-3909

HOSPITAL RECEPT.-$160
Career position with community relations department. Excellent promotion opportunities and guaranteed raises. Direct calls, screen visitors, type 60. Full benefits
525-9270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES SECRETARY To $800
Stock brokerage background needed plus good typing
Durham Assoc 569-1322

"Full Charge Bookkeeper, $575
For west side suburbs. Hendle receiver posting, trial balance and payroll for medium size office. Fully paid benefits with the week between Christmas & New Years off with pay.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

YOUNG GIRL trainee for advertising agency, in Southfield. Typing and light office work
569-3963

WANTED
One girl office manager for real estate company. Grand River, 6 Mile area. Require accurate typing, light bookkeeping, shorthand. Real estate experience preferred. Call Mr. Gannon.
255-0200

BOOKKEEPER WANTED
Opening in smaller pleasant office (Heat & Stats) for competent Bookkeeper. 2 days per week (9-5) permanent. Prefer mature lady with general ledger experience. Area 12 Mile - Southfield Rd
559-8333

504 Help Wanted Office-Clerical

RECEPTIONIST-TYPIST
Southfield Corporation needs good typist (for) with pleasant telephone voice. $550 per month. Call Cindy 355-1155

A BRIGHT BEGINNER $650
Excellent opportunity for sharp HSG Pleasant surroundings. Advancement. Call Ann 478-1300
Snelling & Snelling Agency

EXECUTIVE SECRETARY
$175 to $200 WEEKLY
For plush Farmington Company. Work for the President, greet company visitors and schedule appointments, type 65, shorthand 90 Fully paid benefits with dental
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY
Southfield Corporation has immediate opening for an outgoing person. Earnings $10,000 - $12,000 to start. Must be career minded, single, sophisticated. Send resume to Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST TRAINEE $125
To greet customers, handle phones and type correspondence for west side suburban company
SHARROW & ASSOCIATES
PERSONNEL AGENCY

JUNIOR STENOGRAPHER $700
Knowledge of spelling and grammar, accurate typing 50 WPM, shorthand 85 WPM. Consulting firm. Free area 3 day a week. Call 559-1875 Days. 649-1675 Evenings 642-1425

WORD PROCESSING $750
Mag card experience for typing work
Durham Assoc 569-1322

Stenos
Break out of the rut - go places. Meet people and earn money at the same time. Work for MANPOWER now. Many interesting assignments. No fee.
Apply 9 am-3pm Mon thru Fri
29849 5 Mi at Beech Daly
29356 Ryan Rd at 12 Mile
Free 24 Hr.
Accident & Illness Protection
Low Cost Medical Protection
MANPOWER
TEMPORARY SERVICES
World's Largest
Temporary Help Services
An Equal Opportunity Employer

BRIGHT BEGINNER $6250
Good typing skills, a flair for figures, speaking personality and a land you the growth spot with suburban firm. Lends $7-3550
Snelling & Snelling Agency

UNDERWRITING ASSIST. $150
Good for detail organization, as Customer Rep Typing Durham Assoc 569-1322

BEGINNER CLERK for plush Southfield office. light typing 40 wpm Filing. Some Good beginner's job $415 a month. Call Barbara Good. Professional Personnel
357-4810

ASSISTANT BOOKKEEPER
Heavy accounts receivable, mature person. Apartment Management company $700. Fee Paid. Southfield.

WORD PROCESSING TRAINEE
Prepare for the future if you type 70 WPM, you can learn on this job $625 to start nice company. Full benefits

SALES POSITION Like to travel? Th's job is for a person with lots of initiative and polish. Company has international business and lots of potential. Export-Import image - utmost importance.
ACCURACY PERSONNEL
Where You Receive
Special Attention
BIRMIHAM 642-3050
SOUTHFIELD 358-2010

ALL AROUND Office Girl for Legal office. Southfield area. Call Security 35221 Plymouth Rd. 464-3700

SALES SECRETARY
To receive telephone orders, handle customer service & record-keeping. Some typing required. Farmington Hills area 477-6065

BOOKKEEPER/SECRETARY. for Interior Designer. Two or three mornings a week. Experience and references required 647-0056

BROKERAGE ASSIST.
Enter the excing world of stocks and bonds with your phone talents and typing. Opportunity for advancement $625 UP Call Sheri Day.
569-0400
Snelling & Snelling
PERSONNEL

EXCEPTIONAL SPOT To $3,000
Wash versatility! Stat typing and some bookkeeping experience necessary. Good phone ability, sparkling personality. Linda 478-3300
Snelling & Snelling Agency

ONE LADY office for typing and shorthand. Beautiful air conditioned and heated office in 20 office building Five days, 35 hours, self organizer, salary $8000 or $9000, plus bonus. Prefer 15 to 30 years experience. Please type your resume and expected salary. Box 847, 2250 W. 11 Mile Rd., Southfield, Mich 48037

CLERK-TYPIST for sales office of established company in Southfield area, invoicing with other diversified duties, good typing required. Company paid fringe benefits. Call Ext. 23 335-5309
An Equal Opportunity Employer

GAL FRIDAY
Suburban group offers $150 - $160 for personable secretary needed for confidential position. Profit sharing, bonus and great location call 352-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

ACCOUNTS PAYABLE & PAYROLL CLERK. experienced. Medium size Manufacturer. Livonia area. Send resume and salary required to: ODI, P. O. Box 2129, Livonia, Mich. 48151.

RECEPTIONISTS for real estate office. 5 Mile, Newburgh Rd area. Evenings or weekends. Telephone answering, typing, ideal for the college student. Call Mon. through Fri. 13 to 5 PM. Ask for Pat 464-2080

ADMINISTRATIVE SECRETARY - $10,200
For community relations department of growing hospital complex. No previous medical experience needed, type 45. Fully paid benefit package.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

SECRETARY
Skilled secretary, earns $225 - $250 for experience and ability to screen schedule an international affairs area. Lots of public contact. Call 562-8600
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

RECEPTIONIST and telephone operator for CPA firm in Southfield Pleasant working conditions. Benefits
355-4850 Ext. 248

GOOD MATH APTITUDE? We need responsible young woman to train as auditing department of progressive Southfield firm. Type 50 WPM with good general office skills, excellent benefits, salary and fringe benefits. For appointment call 353-3229

LIVONIA
TYPIST - Part-time, temporary, 3 months. Minimum typing speed 60 WPM.
TYPIST for word processing center of downtown Detroit firm. Salary $575 to $850 for qualified person. Company offers excellent benefits and pays the fee
ACCOUNTS RECEIVABLE CLERK for Troy medical group. Some typing experience helpful. Salary $600 to $650 with benefits
LEGAL SECRETARY for Birmingham law firm. Good typing but no shorthand. Will train for this spot in fantastic location. Salary $750 to $550 with benefits and fee paid

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600

GENERAL OFFICE
Mature Person for Bill Pay Bank Form Temple Typing essential, dictaphone 347-3615

GIRL FRIDAY for 3 man insurance office. 63 wpm typing skills a must. Farmington Hills 478-6901

RECEPTIONIST-TYPIST to trade on PBX. Typing speed of 45 wpm. Southfield law firm. Attractive personable employee over 25 with good typing and clerical skills. Pleasant telephone personality a must. Call Barb 559-9009

LEGAL CLERK
Experienced Legal Clerk to work for Malls - line Insurance company. Pleasant and helpful but not required. Challenging position offers salary commensurate with ability and excellent fringe benefits. Call Mr. Hine
RELIANCE INSURANCE CO
649-4300
An Equal Opportunity Employer

SECRETARY, part-time for 1 girl office. Manufacturer's reps. Livonia. For appointment phone 522-4042

FOUR GIRL DEPARTMENT needs experienced typist to handle mail and phone. Small company. Livonia. No smokers 477-6550

SHARP GAL Friday - good with figures and telephone needed for construction firm. Some office experience necessary. Karp Homes 642-3903

N. OAKLAND
Thirty million dollar bank seeks Internal Auditor to head Auditing Department. Procedures, Documentation and Regulatory compliance auditing, in a branching environment. Send resume and salary requirements to. P.O. Box 17, Oxford, MI 48051

BOOKKEEPER
Payables, receivables up to 7trial Balance. Small office located at Cranbrook and Maple. Must type at least 45 WPM accurately. Call Mortgage Manager for an interview at
647-3800
1st Federal Savings of Detroit
An Equal Opportunity Employer

GENERAL OFFICE work, insurance background helpful. Southfield area. Call Mr D Lange Mon-tween 10-4 356-8355

ADMINISTRATIVE ASSISTANT Employee benefits consultants need bright, mature individual to handle claims and assorted duties. Good typing and telephone manner required. No experience necessary. Great opportunity for advancement. New offices in Troy 649-1133

SECRETARY: general office experience, accustomed to detail work. Hours 9-6. Mon. thru Fri. $115 to start. Alan Lors Carpets, Livonia 477-6500

SECRETARY
No Fee
Large Southfield company needs secretary with good skills. Diversified and challenging. Must enjoy working with people. Lots of phone contact with the big $. $750 to start. Good benefits. Call Barbara Good
PROFESSIONAL PERSONNEL
357-4810

INSURANCE AGENCY
Opening for experienced Property or Package Rater. Fringe Benefits. Farmington Hills 477-0900

SUBURBAN OPPORTUNITIES
CLAIMS PROCESSER, to $800. Fee Paid Group health experience required. Southfield
INSURANCE SECRETARY. $830 plus. Fee Paid. Recent agency experience in personal and/or commercial lines required. Southfield
SECRETARY, to $750. Fee Paid. Accurate typing with average SH. Engineering background helpful. 9 Mile-Telegraph
SECRETARY. $650 plus. Fee Paid. No SH. Detail oriented. Some figure work. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

504 Help Wanted Office-Clerical

GIRL, experienced in General Office & Billing, for Tool Shop. Fringe benefits. Livonia area 422-5963

BOOKKEEPER - SALESPERSON Full-time Experienced. Rochester area 852-9600

LIGHT BOOKKEEPING, filing, general office work, part-time, approx. 15 hours week, for manufacturer's representative. Ask for Mr. Nichols 332-4285

MATURE PHONOGRAPH typist for direct mail services, full or part time. Magpaw Johnson Assoc Inc. 29600 Schoolcraft, Detroit, 48223 537-4750

GENERAL OFFICE
25 years and over. Light manufacturing office. Prefer experience. Payables and receivables, time cards, phone, Payroll, typing 45 to start. Applications being accepted. M - F, Feb 9, 9AM to Noon only. DMP Manufacturing Corp 2873 Haggerty Rd. Walled Lake.

Accounts Payable Clerk
Work with radio and TV contract. Southfield advertising agency. Salary commensurate with experience. Fee paid
LOIS RAY PERSONNEL
559-0560

SECRETARY needed with good skills, for manufacturer's rep located in Troy, variety of duties in a one girl office. Send resume to Box 504, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST
For busy law firm, type 60, dictaphone helpful. Birmingham Bath. 647-3500

GENERAL OFFICE Clerk - Part-time. Some experience desired. Pontiac Stadium area 723-8830
An Equal Opportunity Employer

ENGINEERING SECRETARY
Familiar with time cards, excellent typing and shorthand. N. E. suburbs. Benefits. $10,000. Fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY with good typing skills for modern Southfield office. Must 3 yrs. experience required. Call Mr. Maxwell 424-6850

LEGAL SECRETARY for Northville office. 2 years recent legal experience required. Must be competent, with excellent typing skills. Must have knowledge of probate, court, court procedure, and related matters. Others need not apply. Salary commensurate with ability 348-2993

SPECIAL LADY
Wanted for 3 girl office in Farmington. Mature well-groomed, with a smile in her voice. Steno skills required. Secretary to President. Plus typing duties for sales staff. Minimum 5 years experience required. Phone Livonia
476-0100

BOOKKEEPER
SECRETARY
Typing 50 wpm, thru trial balance greets people for Troy firm. $600 Fee paid
LOIS RAY PERSONNEL
559-0560

GENERAL OFFICE, young lady needed for our Mailing Department in Farmington. Must type at least 45 wpm accurately. Pleasant working conditions and variety of duties. Non-smoker preferred. $115 per week to start. Call Personnel Department, Butler Publications, Inc 477-4180

PRUDENTIAL
We currently have an opening for Junior Steno (shorthand preferred) in Permanent employment. Pleasant working conditions. Executive office facilities located in Southfield 5 day week, paid vacation, excellent employment benefits. Phone Personnel for interview
352-5000
Equal Opportunity Employer M F

PART-TIME SECRETARY, good office skills and typing speed. For appointment call 358-5600

SECRETARY-RECEPTIONIST
wanted for West Bloomfield Real estate firm. Experience helpful Call
626-4800

SECRETARY - PART-TIME 12 months a year. Typing 50 WPM. Accurate filing. Good phone personality. Apply WEST BLOOMFIELD SCHOOLS, 5230 Commerce Rd. Orchard Lake

INSURANCE SECRETARY - Must be experienced in personal lines of Mile. Inkster area 533-4433

RECEPTIONIST Good office skills, pleasant surroundings. 5 days a week 9 AM-5 PM. Please call Mary Berry, Thursday & Monday after 2 PM 529-1300

BOOKKEEPER
$9600 FEE PAID
To Trial Balance. Know payroll input to computer. Typing Zelda 559-4760

KAY TURNER PERSONNEL-1101
18280 W 10 Mile Rd
SOUTHFIELD

EXECUTIVE SECRETARY with some bookkeeping for law office in Northville-Novi area. Send resume to P O Box 400, Northville, Mich 48167

GENERAL OFFICE RECEPTIONIST, part-time 1PM - 6 PM, Monday thru Friday and Sunday, select your own days. Apply on person. 23133 Orchard Lake Road Suite 100, Farmington An Equal Opportunity Employer

RECEPTIONIST - SALES
Part-time Mature, personable, attractive person, for professional office. Direct sales experience required 421-8710

Typists
Break out of the rut - go places. Meet people and earn money at the same time. Work for MANPOWER now. Many interesting assignments. No fee.
Apply 9 am-3pm Mon thru Fri
29849 5 Mi at Beech Daly
29356 Ryan Rd at 12 Mile
Free 24 Hr.
Accident & Illness Protection
Low Cost Medical Protection
MANPOWER
TEMPORARY SERVICES
World's Largest
Temporary Help Services
An Equal Opportunity Employer

LEGAL SECRETARY
Part-time to start, with flexible hours, full-time possibility - with Southfield law firm. Excellent career opportunity for graduating student. Call between 8:30 and 5:30 Mon. thru Sat., for appointment.
559-8700

GENERAL OFFICE, bookkeeping required. Light typing. Overseas Motors, 32400 Plymouth Rd. Livonia. 427-4843

504 Help Wanted Office-Clerical

A PERMANENT POSITION in Accounting office of retail chain. Must be very good with figures & Mile - Telegraph area. Mr Pearlman. 533-0150

LEGAL Secretaries
We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 557-3007

IF YOU:
(1) Are presently employed, or have experience in the insurance ground construction industry; (2) Type with speed & accuracy; (3) Take ownership; (4) Are mature, reliable, industrious & have a sense of humor to offset your masochistic tendencies. Then - WE WANT YOU. Send resume to: Box # 432 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
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Work 35½ hours weekly. Optional work schedule. 4 or 5 days per week. Excellent fringe benefits Immediate openings For appointment call
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DESK CLERK needed, full-time Day shift, 7AM-3PM. 40 hrs. week. Salary commensurate with experience. Excellent working conditions. Apply in person. Birmingham House Motel, 145 S. Hunter Blvd., Birmingham

SECRETARY - Must be an excellent typist and able to take dictation. Knowledge of real estate helpful but not essential. Light work, information contact Brenda Davenport at our Southfield office, weekdays between 9-12 559-2000

RECEPTIONIST - TYPIST
Lathrup Village Real Estate firm. Pro-attitude, ambitious, people oriented person, part-time to begin. Ask for Dorothy Brooks, Palmer Realtors 559-1520

Billing Clerk
Mature individual to work for suburban newspapers' billing department. Good phone, typing & adding machine ability. We offer a competitive salary, excellent fringe benefit program and pleasant working conditions. Applications being taken Mon., Tues., Wed. at
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ADMINISTRATOR SECRETARY part-time or full-time. Typing, shorthand, bookkeeping, writing. $4 - $5 hour plus. Corporate president home on Bloomfield Hills golf course. 614. Observer & Eccentric News-papers, 36251 Schoolcraft, Livonia Michigan 48150

INSURANCE - AGENCY desires secretary with multiple lines experience. Salary open and commensurate with skills and experience. Group insurance, profit sharing, and other fringe benefits. Call Mr. Schaden or Mr. Borchow 338-3030

GENERAL OFFICE
Troy manufacturer has opening for girl capable of performing secretarial, clerical and bookkeeping functions for 1 or 2 girl office. Must have recent related experience. Send full particulars for interview to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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Experienced girl commercial or personal lines Southfield area 225-1074

SECRETARY
National Firm Southfield Sales office. 23 years. Must be dependable know Telex, good telephone voice personality. Good typing and paralegal experience. Mr Ward 356-8500

Personnel
Assist the Personnel Manager with record keeping, telephone appointments. Must be neat, personable, outgoing and discreet. Downtown Detroit location 5 days, some Saturdays. Complete benefits
962-3299

LEGAL SECRETARY, Downtown Detroit Office, typing & shorthand necessary. Good Pay & Fringes. No Legal experience necessary.
342-7600

BIRMINGHAM LAW OFFICE needs Legal Secretary with strong shorthand & typing, prior experience preferred but not essential. Pleasant working conditions. Please send resume to P. O. Box P-1060, Birmingham, Mich 48012 Reply is confidential

PART TIME
Typing 60 w.p.m., clerical 2 to 3 days per week, reliability essential. Northwest area
569-1950

GAL FRIDAY needed for human resource office. Excellent non shorthand required. Send confidential resume stating job history and salary to. Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MAG CARD OPERATOR
Farmington Hills area. Good benefits. Call Lynne Widing
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SECRETARY NEEDED
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Busy Medical Office needs receptionist for answering phones and light typing. Monday through Friday, 8:30 to 5:30. Please respond same to M. E. Smith, 5655 Farmington Rd West Bloomfield, Mich 48033

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Seeking an experienced CLERK TYPIST. Invoicing, filing and general office duties. Good salary and fringe benefits. For interview send resume and salary history to. Mr. Herd, P.O. Box 2587, Livonia, Michigan 48151
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EXPERIENCED INSURANCE SECRETARY for large Casualty Agency. Moving to Farmington Hills, March 1. Excellent benefits. 37½ hours. Salary substantial & negotiable. Send resume to Box 532, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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