500 Help Wanted

AMBITIOUS, strong, hardworking, mature man (or team) against manufacturers representative (confined to urban area) for men's clothing. Opportunity for full partnership for right individual. 591-3200

EXPERIENCED ALIGNMENT MEN, experienced frame men, Percentage plus weekly guarantee, paid accident and sickness, major medical and life insurance, dental and optical benefits, retirement plan plus paid vacation after 1 year. Harold's Frame Shop, 44170 Grand River, Novi. 349-7656 or 29059 W. 8 Mile, Detroit 532-6020

BIRMINGHAM BEAUTY Salon in prime location desire experienced beautician with following. Small exclusive shop, good commission. 642-2250. 644-4304

500 Help Wanted

BAKERY WOMAN
For Doughnut finishing, steady midnights, experienced only. Dearborn Heights. Call before noon. 562-3520

TELEPHONE SOLICITORS
Work from Home
Part or Full-time
547-8356

THE DRY DOCK
IS NOW HIRING FULL-TIME MAINTENANCE MEN
BUS BOYS
DISHWASHERS
BARTENDERS
Apply in person at: 26855 Greenfield, at 11 Mile.
Equal Opportunity Employer M/F

500 Help wanted

KEYLINER
Assistant & Messenger
Part-time evenings, Livonia area. Must be experienced. Call:
646-5013

HELP WANTED, days, car wash attendent, must have experience and mechanical ability. Call 537-6262

HOSTESS WANTED, full-time. Apply at McDonalds 26900 Grand River Ave., Redford.

MASSEUSES wanted - His and Hers Sauna. Will train, must be dependable. For interview, call 583-7430

500 Help wanted

MUFFLER repair man, pipe bending experience, 25 yr. older, Redford Twp. 537-8280

COLLECTORS - PART-TIME
We are in need of 2 experienced telephone collectors for contacting delinquent borrowers. Related experience will be considered. Hours 3:45-8:45 PM. Salary commensurate with expertise. Telephone Mr. Gregg. Capital Mortgage Corp.
352-6000

GUARDIAN PHOTO has openings on the day & night shift in various production departments. Starting rate $2.30 per hour plus night premium. Good benefits and rapid advancement. Phone Personnel Department for appointment. Ext. 206. 348-8700

500 Help Wanted

INSURANCE RATER
The Hartford Insurance Co. has immediate opening for experienced automobile insurance policy rater. Salary commensurate with experience. Excellent company benefit program. For confidential interview call Dorothy Eldridge, 878-3400
An Equal Opportunity Employer

MATURE GIRL, wanted for full time position in modern dry cleaning shop. Good Pay, Benefits, Opportunity for advancement. Apply Victor Maintenance, 25600 Orchard Lake, North of 13 Mile Rd.

GASOLINE SERVICE STATION Attendants $3.50 per hour, must be mature, responsible person, male or female, will train. Openings in front suburbs & Detroit. Phone Mr. Gray 478-3648

YOUNG MAN to learn tool and die trade, days, Southfield area. 356-7470

8 WOMEN NEEDED
Complete training for Livonia sales office. You must be over 18, have a car and be available immediately. For further information, call Friday only 10 Am to 4 Pm.
425-8888

502 Help Wanted Dental-Medical

DENTAL HYGENIST
Busy prevention oriented Dental office in Pontiac requires an experienced full-time & a part-time Hygienist to begin immediately. 963-373 per day depending on background, benefits to chosen full-time applicants. Call Mrs. Copenhaver, 332-5154

MATURE, Efficient woman, preferably over age 25, to give injections, EKG, x-rays and general medical care in a general practice office. Previous experience essential. 3 days per week. Some knowledge of insurance is desirable. Reply by letter stating experience, vital statistics and references to Box 96, Utica Michigan 48087.

RN. Full and part-time afternoons. Bedford Villa Nursing Home, Southfield.

DENTAL ASSISTANT - thoroughly experienced chairside. Southfield. No evenings or Saturdays. Good pay and benefits. Apply evenings 356-5259

PHYSICIAN'S RECEPTIONIST
Mature, ambitious woman, over 25 years of age, to serve as telephone and appointment receptionist in a general practice office in Sterling Heights. Must be able to type well. Experience with people essential. Billing medical experience desirable but not essential. 3 days per week. Reply by letter stating experience, vital statistics and references to Box 96, Utica, Michigan 48087.

RNS & LPNS, full-time day or afternoon shifts. Apply ARNOLD HOME, 18529 W. 7 Mile.
KE3-4000, Ext. 38

NURSE AIDES
All Shifts. Full-time, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
Between Grd. River & 8 Mile

DENTAL ASSISTANT. Full-time, experienced. Mature person preferred, capable of handling desk and chair. Farmington Hills. 851-6420

PART-TIME X-Ray Technician, Monday thru Friday, 9 Am-1 Pm Royal Oak area. Negotiable. Call Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

DENTAL RECEPTIONIST
mature, dependable woman, full-time, West Bloomfield area. Some evenings & Saturdays. 851-9000

RN-LPN
Afternoon and midnight shifts. Full-time. Good starting salaries. Modern facilities. See Mrs. Ferguson.
Nightingale West
8363 Newburgh Rd.
Westland Nr. Joy Rd.

RNS, all shifts, full and part time. Preferably with background in Gerontology. A nice situation with better than average pay. 421-4800

EXPERIENCED medical assistant, part-time, for the Troy area. 649-2060

PART-TIME
W. Bloomfield Location
Henry Ford Hospital is currently seeking a registered diagnostic Tech for its new satellite clinic. Preference will be given to candidates with previous work experience.
Our newly anounced benefit program includes an unusual range of benefits and a highly competitive salary structure.
Call or Apply In Person
HENRY FORD HOSPITAL
6777 W. Maple
West Bloomfield
Mrs. Seals
876-1811

PHYSICAL THERAPIST
Licensed full or part-time. Ann Arbor-Farmington area; for skilled nursing home, exceptional fringe benefits. 539-6730

WEST DEARBORN area, Dental Hygienist wanted, full-time, for Orthodontic office. Good pay, opportunity for advancement and fringe benefits. Call between 8:30 AM - 5 PM. 561-1060

DENTAL Hygienist. Saturday mornings 8:30 AM to 12:30 PM Plymouth area. Call between 9 AM - 3 PM. 453-9250

TYPIST - RECEPTIONIST, for Doctor's office. Must be neat, dependable and accurate. Will train right person. Rochester area. Call for appointment. 651-9500

TRANSCRIPTIONIST. Medical Assistant, Farmington area, 4½ days, experience necessary. Phone 9 AM - 5 PM. 476-1070

DIETARY AIDE. Full-time, 12 noon-8:30 PM. Experience required. Apply personnel office. Redford Community Hospital. 22210 Grand River, Redford.

RECEPTIONIST

With Medical Transcription experience necessary. For x-ray clinic.

937-8155

PART-TIME HELP wanted in Medical office. Must have experience with Insurance billing. Pontiac. Call between 9-5 334-4555

CHIEF RIEOLOGICAL TECHNOLOGIST - Full time position. Southfield area. Above average salary and liberal benefits. Phone, 569-9272

DOCTOR'S office needs mature and reliable lady for Receptionist and Insurance billing. Experience not necessary. Between 9AM and noon. 348-1363

MEDICAL ASSISTANT internist's office in Southfield. Experience preferred, general office procedures. Peg Board, EKG, x-ray, venipuncture, CBC. 357-7879

LAB TECH, full-time registered tech with complete knowledge of all lab procedures for busy doctor's lab. Dependable and able to get along with people. Write to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST
needed for busy Allergist's office. Farmington Hills area. 851-6623

NURSE'S AIDS
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at.
Dorvin Nursing
& Convalescent Center
29270 Morlock, Livonia
476-0550

MEDICAL RECEPTIONIST
Full time. Redford area. Some experience preferred. Send short resume with expected salary to Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

CRNA
ANESTHESIA CARE TEAM
ALL SHIFTS
LIBERAL FRINGE BENEFITS
857-7306

EXPERIENCED, reliable, accurate medical transcriptionist. Southfield area. Call 557-6717

WANTED: Medical Receptionist-Secretary, 40 hour week, no evenings, occasional Sat. Experience necessary. Salary open. Rochester area. Reply: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED dental office manager, at least 22 years old. Dearborn Hts. 562-7346

RNs - days, full or part-time; Afternoons, part-time; for skilled nursing facility. Salary commensurate with ability. Good working conditions. Hendry Convalescent Center. 180 Haggerty Rd., Plymouth.

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

NURSES AIDES- all shifts, full or part-time. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth.

LIVE-INS
Home Care Aides to provide essential homemaking services, $150 per week plus room and board. Apply in person to.
HEALTH CARE I
Suite 65A, 17000 W. 8 Mi. Sfld.

HOME CARE AIDES
HOME MANAGERS
To provide essential homemaking services.
APPLY IN PERSON
HEALTH CARE I
Suite 65A, 17000 W. 8 Mi. Sfld.

HOSPITAL STAFFING
WEEKENDS
RN'S $8.50 Hr.
LPN'S $5.40 Hr.
MON. THRU FRI.
RN'S $5.60 Hr.
LPN'S $4.60 Hr.
Ask About Our Bonus Plan
HEALTH CARE I
IRN Owned & Operated
569-2585

RNs, part-time, day shift and afternoons for skilled nursing facility. Salary commensurate with ability, good working conditions. Apply, Hendry Convalescent Center, 186 Haggerty Rd., Plymouth.

504 Help Wanted Office-Clerical

STATISTICAL TYPIST needed for Southfield CPA Firm. Flexible hours, excellent working conditions. Reply to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER-CASHIER. Large Southfield mortgage corporation needs full-time person for bookkeeper-cashier responsibilities. Call Mr. Anderson. 353-6700

SECRETARY

MILLIGAN REALTORS in Livonia has opening for Accurate Typist. Mature, pleasant telephone manner, able to work with dictating equipment, some Bookkeeping experience desirable. Reserve of work experience required. Call for appointment.
427-5050

SOUTHFIELD SECRETARY
Life Insurance Agency needs new business clerk. Diversified activities require typing and light shorthand. Excellent working conditions, hours 9AM-5PM. Convenient parking.
354-4060

Guardian Life Insurance
21611 Civic Center Dr. Southfield

CLERK-TYPIST, small, congenial insurance office in Southfield, full-time work. 357-5252

SUBURBAN OPPORTUNITIES

INSURANCE SECRETARY, $850 plus. Fee Paid. Recent agency experience to personal and/or commercial lines required. Southfield.

SECRETARY, $650 plus, Fee Paid. No S.H. Detail oriented. Some figure work. Southfield.

SECRETARY, $750. Fee Paid. Average S.H. Good typing. Salary increase 90 days. Insurance experience preferred. Southfield.

CLAIMS PROCESSOR, to $800. Fee Paid. Group health experience required. Southfield.

Call Mrs. Evans 477-9840

SUBURBAN PERSONNEL

INVENTORY GIRL for retail chain located in Southfield. Good with figures. Experienced helpful but not necessary. Excellent wages, fully paid Blue Cross and profit sharing. 358-1191

ASSISTANT BOOKKEEPER - age no barrier, full-time. Berkford Hills 474-6800

BIRMINGHAM

Several Birmingham companies have engaged us to assist them in filling the following positions. If you have any interest, please call to obtain details, and arrange for confidential interview.

EXECUTIVE SECRETARY for Troy firm. Good typing skills, and light shorthand, a top job with a top company, pleasant new offices, a real career opportunity. $850 plus benefits.

SECRETARY-RECEPTIONIST for Troy firm, a challenging position, in a small firm, typing and light shorthand required. Salary will be based on previous experience plus hospitalization and cost of living.

ADMINISTRATIVE SECRETARY for large Troy firm, excellent typing and, depending on experience, plus medical, life insurance, dental, and pension and an excellent career opportunity.

LEGAL SECRETARY-for senior person in large Troy legal office, previous legal experience required. Beautiful new offices, plus opportunity for advancement. Hours, 9 AM - 5 PM, $800 plus fantastic benefits.

SECRETARY- a one girl office, requires all around office skills, near Oakland Mall $600 plus benefits.

LEGAL SECRETARY-phones, typing-shorthand, does not require previous legal experience. An excellent opportunity for a person with good secretarial skills to break into the high paying legal field. $860.

SECRETARY for Bloomfield Hills company. Diversified duties, one girl office. A good opportunity for person returning to work. $800 plus benefits.

ACCURACY PERSONNEL

BIRMINGHAM 642-3050

ESTABLISHED, reputable Real Estate Firm in West Bloomfield has one opening for office clerk. Prefer non-smoker. Previous real estate office experience helpful. For interview please call Mary Parker. 851-6300

UNITED STATIONERS SUPPLY CO

PERSONNEL
National firm located in Livonia - PERSONNEL CLERK. Must be able to perform varied secretarial & clerical duties. Good typing required. Knowledge & experience in self-administered insurance programs essential. For interview, call Miss Halle at:
425-6000

504 Help Wanted Office-Clerical

ALL JOBS
ARE
FEE PAID
If you have office skills ranging from typing to shorthand, or if you Bookkeep, come in and register with us. The Employer pays the Fee!
ALWAYS pay the Fee!
PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILL

CLERK TYPIST, Southfield mortgage company seeking clerk typist for full-time position. Experience preferred. Call Mr. Gregg. 355-4000

SECRETARIES
TYPISTS
RECEPTIONISTS

MARCIA MORGAN INVITES YOU TO VISIT OUR TROY OFFICE. MEET JOY WARBLER AND REGISTER FOR TEMPORARY WORK.
MANY INTERESTING ASSIGNMENTS ARE OPEN FOR ALL AROUND OFFICE WORK IN A LOT OF PLACE COMPANIES. PERFECT FOR THE WOMAN WHO WANTS TO WORK WHILE THE CHILDREN ARE IN SCHOOL. CALL JOY FOR MORE INFORMATION AND A PERSONAL INTERVIEW.

689-2641

9:30 AM - 1:30 PM.
VICTOR TEMPORARIES
MAIN OFFICE: 642-5050

SECRETARY - type 60 WPM. No shorthand. Diversified duties. All benefits. Fee Paid. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

ACCOUNTS RECEIVABLE - Good typing and figure aptitude. All benefits. No Fee. Beryl Personnel, 4274 N. Woodward, Royal Oak. 576-0270

RECEPTIONISTS
TYPISTS
(FAST OR SLOW)
FIGURE CLERKS
TEMPORARY
ALL AREAS

Many interesting assignments are open for all-around general clerical for many companies near your home. Perfect for the woman who wants to work while the kids are in school. Call Nancy Stewens for more information and a personal interview in your area.

356-7337

VICTOR TEMPORARIES
Ask About Our Bonus Program

LEGAL SECRETARY, full & part time. Litigation experience required. Small pleasant office. Immediate. Southfield. 559-1220

SECRETARY RECEPTIONIST for Michigan's largest wholesale wine distributor. Pleasant working conditions. Good salary and benefits. Apply at Wine World, 1601 Thunderbird Street, Troy.

TYPISTS

POLICY TYPISTS
TRANSCRIBING OPERATORS
Fireman's Fund Insurance Co.
We need typists capable of typing 55 - 65 wpm to work as Policy Typists and Transcribing Typists. Experience preferred but not necessary. We are located in Southfield and offer an excellent fringe benefit program with experience. If qualified, please call Mrs. Mayville.

557-5700

An Equal Opportunity Employer

BOOKKEEPER, with experience in accounts payable and accounts receivable for busy office in Farmington. 477-1991

BOOKKEEPER, experienced, full charge through trial balance, for busy 2-girl retail office in Farmington. 477-6294

EXECUTIVE SECRETARY

Excellent skills and experience. Work for president of NE Suburban firm. Salary open. Fee paid.

LOIS RAY PERSONNEL
559-0560

ADMISTRATIVE ASSISTANT

Bright, Mature Individual to handle analysis and review of employee benefit programs. Good Typing and Telephone manners required. We will train. No insurance experience necessary. Great opportunity for advancement. New office in Troy. 649-1133

ACCOUNTING & OPERATIONS CLERKS
Needed immediately for busy & interesting positions with Travel Company. Good pay & terrific benefits.

ELKIN TOURS
358-1234

SECRETARY

Engineering experience. Excellent typing and shorthand. Benefits. $190 to $220. Fee paid.

LOIS RAY PERSONNEL
559-0560

TYPIST CLERK - full-time, 12 Mile - Southfield area. Call 559-7884

INSURANCE, experience preferred. Call Friday. Oak Park. 399-9640

SOUTHFIELD

Several Southfield Companies have engaged us to assist them in filling the following positions:

SECRETARY for Ferndale firm, requires average typing and shorthand skills, three years experience. Hours, 8AM - 5 PM, $866.

SECRETARY for Southfield company, good position, for person who enjoys typing, $750. Good benefits.

ADMINISTRATIVE SECRETARY for Farmington firm, top administrative position, good office skills and 3 years experience needed. $900.

EXECUTIVE SECRETARY-3 years experience. Good typing and shorthand required. $800 plus benefits.

TYPIST for busy office, lots of letters, some phone answering. A good spot for the person who likes to be busy. 8-12 AM - 4-45 PM. $600.

UTILITY CLERK-good starting position for person who above average typing skills. $415 plus benefits. Good advancement opportunities.

BOOKKEEPER- Thru Trial Balance, experience required, $700 plus good benefits.

If you have any interest, please call to obtain details and arrange for a confidential interview.

ACCURACY PERSONNEL

SOUTHFIELD 358-3810

BANK TRAINEE, some college, over 21, car required, $135 weekly, company helps with fee. Call 569-8075. United Personnel.

PAYROLL CLERK - Birmingham area. Must have experience with computer payroll systems. Salary commensurate with experience. Call Sandy. 642-6262

SECETARY

Southfield C.P.A. firm seeking qualified secretary. Must have proficient secretarial skills. Excellent working conditions. Salary commensurate with ability.
352-0802

504 Help Wanted Office-Clerical

CASHIER-RECEPTIONIST
Short individual who enjoys meeting & servicing the public:
Must be able to type
& work with figures.
Business experience desirable but not necessary.
CREDITHRIFT
OF AMERICA INC.
32166 PLYMOUTH RD.
LIVONIA
E.O.E.

SMALL CHEMICAL company near Canton Twp. needs experienced secretary. Proficient typing, shorthand, light bookkeeping, etc. 20 to 30 hrs. per week. Salary commensurate with ability. Resume and references. Call between 8-3 453-7118

LEGAL SECRETARY wanted for Southfield Law firm, good location. Salary commensurate with experience. Call 559-5554

RECEPTIONIST
Well groomed gal 20 to 30 with sparkling personality. Must have pleasant telephone voice and like to meet the public. Typing background required. Hours: Monday through Thursday, 9 to 5. Friday 9-9. Permanent position. $125.00 weekly. Call Harry S. Wolfe, Company, and ask for Harry L. Wolfe or Donald R. Wolfe.
HARRY S.
WOLFE
COMPANY
22356 Five Mile GA 1-5460

OFFICE CLERICAL, full-time and part-time needed. Apply in person, at Highland Appliance, 12361 Telegraph Rd., Southfield.

SECRETARIAL TYPE position with large brokerage firm in Southfield. Good typing skills required. Call Debbie Nelson at 354-5119

SECRETARY - For Birmingham Executive. Good skills and experience required to work in this great location for this very nice boss. Salary $650 to $850. Benefits & Fee paid.

BRIGHT BEGINNER - For Birmingham Company. No experience required if typing is good. Start at $500 with good benefits and Fee Paid.

SECRETARY - General office for Troy company. Smart person with good typing will find a career here. Salary $700 to $850. Benefits and Fee Paid.

ADAMS
&
MARTIN
PERSONNEL -
920 E. Maple BIRMINGHAM
646-5600

LEGAL SECRETARY, experienced. West Big Beaver, across from Somerset Mall. 649-4355

BOOKKEEPER PART-TIME
ROCHESTER AREA
Small Interiors Shop
651-0880

SECRETARY

Southfield based Real Estate Management Firm seeks aggressive Secretary - Gal Friday. Good typing & shorthand skills required. Busy pleasant, 1 girl office
557-2500

GENERAL OFFICE
Type 50WPM with accuracy, ability to organize, able to adapt to variety of assignments, some mortgage background preferred, salary open.
355-4334

SECRETARY for northwest area highway contractor. Must be reliable, industrious and type with speed and accuracy. Pleasant atmosphere and excellent salary and fringe benefit package. Call 548-2060 for appointment.
An Equal Opportunity Employer

REAL ESTATE OFFICE

Needs woman part-time, 12-5 Pm. weekdays. Garden City.
Call Between 9 & 12 Pm.
525-7400

LEGAL SECRETARY
Part-time to start, full-time possibility for Southfield law firm. Excellent career opportunity. Must type 65 WPM, legal experience required. Call between 8:30AM-5PM, Mon. thru Fri. For appt.
559-9200

BIRMINGHAM agency is looking for personal lines auto girl. Must be experienced. Telephone Mrs. Hunt. 644-5810

PART-TIME

We have a need for a person who can type 60 WPM to assist us on an 'as needed' basis at our west side office. Please send letter of application to: Box 764, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

COMPUTER (MINI) OPERATOR
Farmington CPA firm seeks experienced mini-computer operator for permanent position. We have 10-line 1241 and 1200. 478-7440

BOOKKEEPER-TYPIST for Southfield CPA office. Experience desired but not necessary. 358-6222

TERMINAL OPERATOR
We are currently in need of a non-degreed individual to work part-time as a computer Terminal Operator. No previous experience necessary but applicant must have accurate typing, 30 WPM. Hours: 8AM-2:30PM, Monday thru Friday. Call for appt.
Prudential Insurance Co.
Kathy Gardner 358-8860
Equal Opportunity Employer M/F

ACCOUNTING clerk - Southfield location - capable of general journal entries, accrual analysis, complete bank reconciliations, familiar with computer runs, light typing. Mortgage banking experience helpful. Salary to $750. Call Helen. 355-3460

GENERAL OFFICE WORK. 1 girl office. Typing, filing, light bookkeeping, payroll, phone work, invoicing and billing. Farmington. 478-0023

Clerk Typist
Receptionist

Immediate opening for a typist to work in Mortgage Department at our Bloomfield Office located at Orchard Lake 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

GRL FRIDAY
Experienced general office. Hours: 8 AM - 5 PM, Mon. thru Fri. $125 week. Allen Lor Corporate, Livonia. 477-6300

EXPERIENCED, EXECUTIVE Secretary, full-time, for Mfg. Representative. Typing, shorthand, bookkeeping, permanent position. Royal Oak area. 586-3880

TYPIST

Must be experienced with IBM Typesetting equipment. Part-time, evenings. Livonia area. Call
646-5013

ACCOUNTS RECEIVABLE
Experience necessary, some insurance knowledge preferred. Large Northwest Medical Clinic. Call for appointment.
336-8790 EXT. 255

504 Help Wanted Office-Clerical

OPPORTUNITY for an attractive secretary to work for 3 field sales engineers in a large sales office located in Southfield. Products are of a technical nature. Applicants must be able to deal with customers and order follow-up. Typing 60 WPM. Shorthand. Opportunity for advancement. Regular 6 month pay review. Lynn. 353-0800

SEC'Y

Needed for 6 months on a temporary job in the Westland area. You must have good typing and shorthand. Please call 522-4400 or apply at: 29419 W. 6 Mile; between 9 Am and 3 Pm.
KELLY SERVICES
An Equal Opportunity Employer

SECRETARY - Brokerage firm. Afternoons, typing, filing and telephone. Shorthand helpful. Southfield. 358-2282

OFFICE Secretary and clerks. Good typing a must. Will train, right person for Office Supervisor. Call for appointment. Farmington City Ambulance. 348-7050

TYPIST/CLERK

Good opportunity in sales department of established marketing and sales promotion company. Must be able to type 50 wpm. Salary to $140 weekly. Plymouth - Greenfield area. Please call 277-8900 for appointment.
An Equal Opportunity Employer

SECRETARY - RECEPTIONIST with some shorthand. Troy area. Call Mrs. Beneth
649-2500

GENERAL OFFICE, mature. Must be experienced in all types of office work, telephone experience necessary. 368-1200

EXECUTIVE SECRETARY

Good typing and shorthand skills may be your ticket to a $10,000 a year job with a stable Southfield company. Fee paid if you qualify. Call Carole Berhorst

American
Personnel Agency 355-5526

PERSONNEL SECRETARY
North suburban Detroit Fortune 500 Company. Excellent typing skills required. Shorthand helpful. Minimum 2 years experience. Good benefits and working conditions. All replies confidential. Send resume including complete salary history to: Box 746, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer,

EXPERIENCED BOOKKEEPER
Wanted 3½ days per week, including Friday, Saturday & Sunday. Apply between 3-5 Wednesday & Thursday. Bodega Restaurant, 16432 Telegraph.

ACCOUNTS RECEIVABLE CLERK
Be A Valentine to this suburban Management firm with your bookkeeping and typing talents. $700, fee paid. Call Bonnie Scott.
569-0400
Snelling & Snelling
PERSONNEL

BOOKKEEPER
For small industrial company in Dearborn area. Thru Trial Balance. Experience necessary. Age not important. For appointment. 933-4430

OFFICE TRAINEE
Opportunity for marketing, advertising, journalism graduate to work for agency. Perform assignments all areas, and company deliveries. Resume to Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

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

SECRETARY
Ad Agency. 3 Years experience shorthand, typing 70 WPM plus. Able to work some overtime. $200 week plus fringe. Box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER
Full Charge. Able to handle full set of corporate books thru trial balance. Payroll, taxes. Typing skills $250 week plus fringes. Box 752, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER

National women's fashion store in Northland. Handle cashier responsibilities, record keeping, reports, payroll. Salary commensurate with experience. Full benefits. Call for appointment.
962-3299

OFFICE MANAGER
Controller type individual with experience purchasing and accounting background. Send resume, salary requirements. Box 724, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY-Sharp Gal. Payables and Receivables, some typing, 2 office, fringe benefits, $235 per month. Troy. 879-1411.

MEDICAL RECEPTIONIST
Rewarding position for personable you! Greet patients, answer phones, and type records for suburban physicians. $842. Hurry! Call Kate Harmon.
569-0400
Snelling & Snelling
PERSONNEL

TYPIST, full-time, for busy 4 girl office. Some experience helpful, varied duties. No smokers! Magazine Publisher, Livonia. 477-6650

ACCOUNTS RECEIVABLE
Experienced person to handle all accounts receivable functions in 4 girl office in small progressive manufacturing concern located in Redford Township. Please submit resume in confidence to Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ASS'T BOOKKEEPER

Taylor Firm offers minimum $175 a week for Bookkeeper able to cope with payables and receivables. Terrific opportunity. Call 542-8900.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

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 84, 29200 W. 11 Mile Rd., Southfield, Mich. 48037.

SECRETARY needed immediately with good skills for manufacturer's rep., located in Troy. Variety of duties in a 1 girl office. Send resume to Box 756, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY

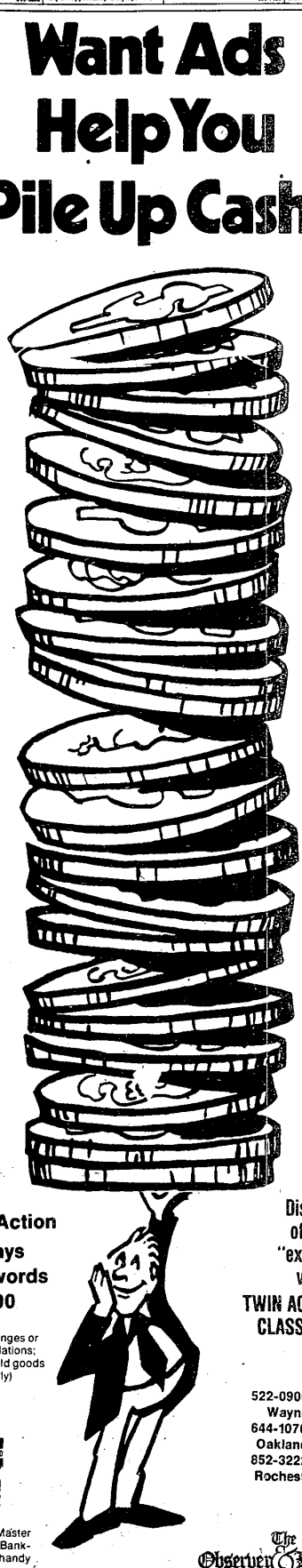
Broadcasting field needs skilled typist with just light shorthand, direct contact with local & New York offices. $775-$800. Call 542-8900.
Your New Boss Pays Our Fee!
HARRIET SORGE PERSONNEL

LEGAL CLERK

Experienced Legal Clerk to work for Multi - line Insurance company. Shorthand 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 needed by aggressive local concern. Excellent typing skills required. Shorthand desirable, but not necessary, person hired will deal directly with the public. Send resume and salary requirements to Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Want Ads Help You Pile Up Cash!



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