500 Help Wanted

AIRLINE TICKETING COURSE. See Education - Instruction classification (318).

HARDEES of Plymouth has openings for counter and cooks for 11 AM - 2 PM, Monday - Friday, apply in person after 2 PM, 9 Mile & Gotfredson Rd. Plymouth.

DISHWASHER
For midnight shift. Must be 18 or over. Apply at Kroger Foods, 12881 Greenfield Detroit.

INDUSTRIAL CAREER - Ground floor opportunity. Training in our Detroit plant & sales order desk. High school graduate. Mechanical ability. Average preferred. 25-8227

SHORT ORDER COOKS

EXPERIENCED in Short Order cooking only. Full and part-time. Apply in person. 8-5. No phone calls please.

NUGGET RESTAURANT
30685 W 12 Mile Rd.
Farmington

COOK wanted. Apply Sale Street Pub 895 Frankfort Plymouth.

NCAA TICKET WINNER

Jamie Marino
960 Dunlap
Rochester, MI 48063

But you must call the Promotion Desk at the Observer & Eccentric by 5 p.m. Tuesday, March 22, 1977 to claim your TWO FREE TICKETS TO THE NCAA HOCKEY CHAMPIONSHIPS. 261-8600 ext 243

CONGRATULATIONS!

MATURE YOUNG MAN for pick-up and delivery, must have dependable transportation. Apply Kroger 22720 Northwestern Hwy Farmington Hills

MANICURIST specializing in Nail Wrap. Experienced with clientele. Commission salary. 478-2272

DeViieg Operators
DAYS & NIGHTS
35 hr week, top wages, profit sharing, vacations, paid insurance. Apply
GALAXY BORING
41130 Joy Rd.

PART-TIME, 15 or older. Apply in person Monday - Friday. Farmer's Pizza 10 Lahser Birmingham.

CHUCK Muer's Bloomfield Charley's is now accepting applications for Dishwashers Age 18 or Hostesses full-time nights. Apply in person only 18 to 6 Pm 5656 W Maple Rd. West Bloomfield
An Opportunity Employer

NIGHT AUDITOR. 5 nights, excellent working conditions Village Motor Inn Mt Taylor. 642-6200

DAY OR EVENING OPENINGS
Permanent positions available at JACK-IN-THE-BOX Family Restaurant

We seek full-time people for our day and night shifts. You will receive competitive wages, outstanding company benefits, and good advancement potential. You must be mature and able to work in a fast moving pace atmosphere. Apply in person 2-5 PM

JACK-IN-THE-BOX
Family Restaurant
26939 Greenfield
Southfield, Michigan
Equal Opportunity Employer M/F

EXPERIENCED Sprinkler Repair Man 478-4060

ARBYS ROAST BEEF
Help wanted-Days, nights or weekends. full or part time. Must be 18 years or older. Apply in person only. For new Wayne store 29854 Seth Frasier Dearborn Hts. For new Garden City store. 27140 Plymouth Rd. Redford

WAITRESS Apply after 1 PM Village Pump, 30800 W 8 Mile Rd., Farmington Hills

Collector-Adjustor
For outside test beam department. Prior loan collection experience required. Need aggressive self-starter. Excellent working conditions. Salary and fringe benefits. Apply Personnel Dept.
NATIONAL BANK OF SOUTHFIELD
29201 Telegraph, Southfield
354-5250

LATHE OPERATOR
Must be first class. Gage work 5 years experience. All benefits. Apply at 12750 Stark Rd., Livonia 261-3310

SURFACE GRINDER HAND
Must be first class. Gage work 5 years experience. All benefits. Apply at 12750 Stark Rd., Livonia 261-3310

GENERAL HELP
18 Years or over. For general shop work. Apply Wing Nut Corp., 20175 Ford Road, Garden City.

PROCESS ENGINEER
Minimum 3 years machine shop processing experience on standard and NC machines. Tool design, work standards or cost estimating background helpful. Send resume and salary history to:
Diamond International Corp.
23400 Haggerty
Farmington, MI 48024
Attn: Personnel Manager
Equal Opportunity Employer M/F

BOOKKEEPER, full charge. Must have experience in payroll, payroll accounts receivable, accounts payable, general ledger. Bank reconciliation, etc. Must have college background. Salary commensurate with experience. Birmingham area. Call Sandy 642-6868

SALAD PERSON, Breakfast Cook, Certain Waitresses. Apply in person: Holiday Inn of Farmington, 10 Mile-Grand River.

HOSTESS wanted full-time days, some week-ends - 11 AM to 3 PM; week-ends 8 AM to 3 PM. Morning hours. Experience preferred but will train. 478-2270

FITTER-SEAMSTRESS
Experienced in ladies' ready to wear. Full-time position. Benefits.
ALVINS OF PONTIAC
Mrs. Zeiya 334-0933

WANTED: Super Person to work 6 days a week, 8 hours a day. Call Friday, Saturday, Sunday. Light person position, some office work, must have own car, valid driver and other odd jobs. Must have good driving record. $2.30 per hour. Call 851-8000

MECHANICS HELPER
to assist Brake Specialist & clean up. Steady, dependable man will learn. Pleasant working conditions. $100 per week, gross, to start. In person, 14134 Telegraph, Redford.

500 Help Wanted

FULL-TIME ambitious young man needed, excellent career opportunities available. Apply at Rainey Shoes, Westland Mall.

WAITRESSES, bus boys, dishwashers, cook. Experience needed to apply. Apply in person, week-days DOS CARLOS, 1841 Middlebelt, north of Michigan Ave.

DETAILER
To train for Design position in progressive parts feeding company. Excellent fringe benefits
SPECTRUM AUTOMATION CO.
522-2160

KITCHEN help - Cooks, Preps and Dishwashers. Some experience preferred. Troy. 649-3480

WAITRESSES, experienced only need apply. Apply in person Sundown Steak House, 113 S. Lake Rd. Troy. 879-8810

MACHINE SHOP LEADER
Set up and operate horizontal, vertical milling machines & lathe, must be 1st class on tool work, be able to supervise in all areas, good opportunity. 344-9300

BARMAIDS
WAITERS
WAITRESSES
EXPERIENCED ONLY
For West Bloomfield Restaurant
Call Mr. Allen 4 PM
855-2770

GRINDER HANDS-Surface I.D. & O.D. Experience preferred. Must be good. Excellent benefits 38 hour week. Apply at Vicette Engineering Co. 45241 Grand River, Novi, after 8:30 AM

SECURITY GUARDS, full and part-time, must have car and phone. Call 9 to 5 PM 353-0670

MACHINIST LATHE HAND
Must be able to set up and operate Tracer attachments and also know metric threads. Day shift. Apply at PHOTON SOURCES INC. 2100 Plymouth Rd., Livonia, Michigan.

EXPERIENCED WAITRESS, apply in person after 11 AM daily. Italian Noodle Restaurant, 34275 Ford Road, Westland

WAITRESSES, experienced only. Apply Sambo's Restaurant, 45110 Grand River, Novi

MECHANIC WANTED
APPLY AUTOMOTIVE DEPT.
K - MART
5725 Sheldon Rd.
Canton Twp.
459-2140

DAY DISHWASHER - Round Table Club, Mayflower Hotel, Plymouth. Ask for Marcella. Call after 10 AM 453-1620

HELP WANTED must be 18 Apply Taco Bell, 1325 E Main St. Plymouth; between 2-6 pm.

WELDERS Must be mature performance oriented. Apply at 15336 Telegraph Rd. Detroit

Designer-Layout
Automation equipment manufacturing company, established 23 years in Southfield, needs man with at least 5 years experience, others need apply. Excellent benefits, up to $9 per hour for top man
444-4534

EXPERIENCED cooks and waitresses, afternoons. Apply Fox Castle Restaurant, 41400 Ford Rd., Plymouth. 459-8770

BENCH HAND for special machine and fixture work. Experience required. Excellent benefits. 38 hour week. Apply at Vicette Engineering Co. 45241 Grand River, Novi, after 8:30 AM

LATHE HAND-for Tool room Bridgeport experience preferred. Excellent benefits 38 hour week. Apply at Vicette Engineering Co. 45241 Grand River, Novi, after 8:30 AM

QUALITY CONTROL INSPECTORS
Paragon Division of Portec, Inc. has openings for qualified Q.C. Inspectors.

Duties require checking heavy metal fabricated parts, sub-assemblies, quality of welding and proper functioning of assemblies. Must be able to read Blueprints and be familiar with welding quality and methods

Excellent salary and fringe benefits. Apply in person or forward resume to:
Manager, Employee Relations
PORTEC, INC.
PARAGON DIVISION
P. O. Box 355
Novi, Michigan 48050
An Equal Opportunity Employer

E.D.M. Operator, experience, for Tool room. Will consider trainee with minimum of one year prior experience. Excellent benefits. 38 hour week. Apply at Vicette Engineering Co. 45241 Grand River, Novi, after 8:30 AM 477-7820

MAINTENANCE, retired handyman, part-time for Southfield area. 569-5545

PRINTER'S ASSISTANT. Part-time, eventually full-time. 851-0484

Community Service Officers
The City of Farmington Hills is accepting applications for COMMUNITY SERVICE OFFICERS age 18 - 25. High school diploma and driver's license required. Salary $7,200. Applicants must meet the following CETA requirements:
- Farmington Hills residency.
- Family income within 70% of the lower living standard income level.
- Registered with MESC.
- Unemployed for 15 weeks or longer, or family receiving AFDC.

31555 11 Mile
474-6135

Applications will be accepted until April 1, 1977.

HIRING immediately, makes and breaks, for full-time to pump gas at auto wash in Southfield. Hourly rate plus commission. Call for interview. 358-5656

HAIR STYLIST. 1 year experience, permanent, full or part time. New city shop David's Salon, South Lyon. 437-6888

Cashiers
THE DRY DOCK
is now hiring full & part-time Cashiers, evenings plus weekends. Apply in person weekdays between 2 PM - 4 PM, 30800 Greenfield Rd. (¼ block south of 11 Mile Rd.)
Equal Opportunity Employer M/F

MAINTENANCE MAN
Experience in all phases of maintenance for large apt. complex. Apply in person, Mon. - Fri. 9 AM - 5 PM, 30 Parkshore Rd., just E. of Telegraph.

TOP PAY
Housewives, students, work in our Livonia office - telephone soliciting. Morning from 9 AM to 1 PM or evenings 5 to 9 PM. Hourly plus bonus program. Call
522-5064

500 Help Wanted

MAINTENANCE MAN
Must have experience in all phases of maintenance for large apt. complex. Apply in person. Rushmore Apts., Manager's office, 15100 Rushmore Dr. on Eureka Rd., W. of Telegraph between Inkster - Beech Daly.

ARE YOU AN EXPERIENCED
CARPET
SALESPERSON?
Are you making top earnings? Are you happy where you work? Are you going to have promotion opportunities? If you're not getting the right answers . . . call Mr. Melkonian
NEW YORK CARPET WORLD

TOOL ROOM Machinist, experienced in Bridgeport. Mill machines, surface grinder, and other tool and cutter machinery. Work is full time, and days. Hourly rate flexible with your experience. Chance for advancement to supervisory position. Reply to Mr. Seplter, Box 2068, Livonia Post Office, 48150. An Equal Opportunity Employer

BARMAIDS and Waitresses wanted. Garden City area, call after 6 PM 421-8870

BUSBOYS
Needed. Full-time, experienced preferred but not necessary. Apply in person. See Mr. Hoffman after 6 PM.
Kingsley Inn
Bloomfield Hills

MASSUESES WANTED
Ha & Herr Sauna
3407 Rochester Rd.
588-7530

MEN & WOMEN
NEEDED
For LIGHT FACTORY WORK, including running machinery. Must be at least 18 year old. Pay $2.30 per hour. Report to
EMPLOYERS
Temporary Service
28533 Grand River

BUSY HIGH FASHION
Hair cutting salon would like enthusiastic stylist with clientele. Opportunity for advanced training. 651-1335

COOKS wanted. Apply Palace Restaurant, 4170 Orchard Lake Rd., Orchard Lake Village 681-3322

GUARDS
FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits
255-2600

WAITRESSES WANTED, bus boys and dishwasher. Apply Farmer's Northville North, 50 West Dunlap, Northeastern

FULLER BRUSH CO. has 2 well established Routes now open in Livonia & Dearborn Area. 10 per hour average to start. For interview. Call 476-2234

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

OFFICE MANAGER
Construction and/or Property Management. Experienced male or female. 557-0780 after 5 PM

BRIDGEPORT OPERATOR. Experienced. Apply in Person Marion Tool Manufacturing Corp., 13980 Wayne Road, Livonia

502 Help Wanted Dental-Medical

OPHTHALMOLOGISTS' office assistant. Ophthalmologic experience only need apply. Vision Tests, Minor Surgery. Full-time. Northwest suburban area. Reply to: Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST-Office Aide-Assistant, full or part-time for Physician's office. Some night hours. Experience required. Send resume to Golden Gate Medical Plaza, Suite 1, 2909 E. Big Beaver, Troy, Michigan. 48084

DENTAL Assistant, EXPERIENCED. 3 days a week. Apply 601 Northland Medical Bldg. Southfield or call 569-0422. Evenings 352-0011

RN-LPN
Afternoon and midnight shifts Full time. Good starting salaries, modern facilities. See Mrs Ferguson.
Nightingale West
8365 Newburgh Rd
Westland Nr. Joy Rd.
An Equal Opportunity Employer

DOCTOR'S OFFICE in Northland area needs part-time receptionist-file clerk. Monday-Tuesday-Thursday & Friday 10-3 PM & Saturday 8:30-1 PM. Experience preferred. 569-4240

DENTAL RECEPTIONIST - experienced. Multidentist office. Birmingham area. 647-7820

HISTOLOGIC Technician. (ASCP). Medical Technologist (ASCP). Outer Drive Hospital, 26400 W. Outer Drive, Lincoln Park, Mich. 48146 386-2000
Outer Drive Hospital is an operating unit of the people's community hospital authority.
We offer an outstanding salary schedule and fringe benefit package for these professionals able to satisfy the challenges of quality health care.
An Equal Opportunity Employer

Dental Secy - Recept
Birmingham Dentist seeking top notch gal to run front office. Experience with phone, light bookkeeping & good typing skills required. Dental experience not necessary. M-F. Excellent starting salary.
DR. PERSONNEL-AGENCY
Northland Medical Bldg.
569-5254

BIRMINGHAM Dental Office is looking for sophisticated, personable receptionist. Typing, general duties, bookkeeping and insurance experience preferred. Send resume, Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL TECHNICIAN
Experienced finishers and waxers for crowns and bridge lab in South field area. Phone: 357-1820

MEDICAL ASSISTANT-54
Lincoln MD seeking gal experienced in EKG, CBC, Chem & VP plus all front office duties. 11-8:30, 5 days.
DR. PERSONNEL - AGENCY
Northland Medical Bldg.
569-5254

RN & LPNN, full-time Afternoon shift. Apply Amelia Home, 15230 W 7 Mile. 532-1400, Ext 26

MEDICAL ASSISTANT, must be experience for busy doctor's clinic in Livonia. Full-time. Must have venepuncture, EKG, injection. Excellent working conditions.
427-3280

RECEPTIONIST
For Children's Doctor
Phone, appointments, cash. Someone who loves children. Doctor's office experience. No evenings or Saturdays. Full time.
DAVID SMITH
Medical-Dental Personnel
Since 1948 557-7280

502 Help Wanted Dental-Medical

PART-TIME
Registered Nurse
LARGE nationally known Insurance Company needs an R.N. for interesting part-time work with flexible schedule and hours. This position offers challenge & satisfaction in the coordination of medical care, treatment and rehabilitation of the industrially injured patient. Duties require outside contact with injured patients, treating doctor, patients employers and ourselves. Must have automobile, mileage allowance paid. Reply by giving education and professional experience plus home phone number to Box 960, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

Dental Assistant
Suburban General Dentistry practice needs sharp, personable D. A. Must have experience in 4 handed chairside assisting. Salary D.O.E.
DR. PERSONNEL-AGENCY
Northland Medical Bldg.
569-5254

DENTAL TECH TRAINEE
Experience unnecessary, ideal opportunity for young woman with artistic talent. $100 a week to start. Apply in person. Mason Dental Ceramics, 32320 Five Mile Rd. Livonia

WHITEHALL HOME
Need Mature Nurses Aides, part-time, 7 AM to 3:30 PM, 5 days between 8 AM and 3 PM 474-3442

MEDICAL receptionist and assistant for Dr's office, experienced with Blue Cross, X-ray, EKG and PPF 25441 W Warren, Dearborn Hts

NURSES' AIDES
Weekend positions now available. Full-time positions, days and midnight shifts. Mature persons. See Mrs Mayville
Nightingale West
8365 Newburgh Rd.
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

DENTAL Assistant, Receptionist, full time, some 4 handed chairside. Northville-Plymouth area. 349-6448

MEDICAL Transcriptionist, experienced, excellent pay. Southfield area Call 557-4711

LABORATORY
TECHNICIAN
Pediatric office located in Farmington. Send resume to:
Pediatric Associates
of Farmington
23133 Orchard Lake Rd.
Farmington, Michigan, 48024

MEDICAL-DENTAL
SUBURBAN
MEDICAL ASST $650 plus for SUBURBAN Specialty Group. Experienced in Medical Bookkeeping. Opportunity for advancement.
MEDICAL RECEPT $625 for FARMINGTON Specialty Group. Experienced with all insurance forms required. M-F. No Sat. Benefits
Town & Country
EMPLOYMENT CENTER
Medical/ Dental Div
474-1717

DENTAL ASSISTANT, front office, experience necessary. 4½ days. Redford area. Call Mary 532-3362

DENTAL office needs a front desk manager for phone, appointments, experienced in handling insurance and Medical forms necessary. Top salary. Call 355-8051

DENTAL ASSISTANT, experienced. Salary open. A specialty practice. Many fringe benefits. 647-7739

NURSES AIDES
AFTERNOONS
& MIDNIGHTS
Apply In Person
CAMELOT HALL
35100 Ann Arbor Trail
Livonia

DENTAL ASSISTANT
Livonia area. Experienced preferred. Office hours. Excellent salary & benefits Call 522-6013

DENTAL RECEPTIONIST
No assisting, help in consultations, typing, typing. Part-time hours, flexible. Northwest Detroit. Call 398-5228

RN's or LPN's
Full-Time 3 PM - 11PM shift
Apply at Downtown Convalescent Nursing Center, 29270 Merlock, Livonia, near the Livonia Mall.
476-0550

NURSES
FOR MIDNIGHTS
Apply in person
CAMELOT HALL
35100 Ann Arbor Trail
Livonia

DOCTOR'S office. Must have knowledge of insurance forms, desk work, typing and Venepuncture. 522-3770

DENTAL assistant wanted, full-time position, must be experienced in chairside, advanced general dentistry, progressive practice located in W. Dearborn. Immediate opening. Call 563-8046

DENTAL RECEPTIONIST - Part-time, 2 days a week, Monday, Tuesday. Friday. Must be neat, mature, dependable, punctual and reliable. Experienced preferred. Westland area GA 1-3675

NURSE AIDES
All Shifts, Full-time, experienced preferred but not necessary. Apply in person.
WILLIAMSBURG
Convalescent Center
31617 Middlebelt, Farm.
Between Grd.River & 8 Mile

CHAIRSIDE ASSISTANT for Progressive practice in Plymouth. 4 days a week, preferably exclusively. Salary & benefits commensurate with experience and enthusiasm. Send resume to Box 986, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MATURE WOMAN for front desk, family practice office in Livonia. Experience helpful, but will train. 478-8730

TRAINED medical assistant, must be experienced in VP, EKG, X-Ray, INJ and BC billing. No weekends. 348-1100

RN
PART-TIME, Day Shifts
Apply in person
WILLIAMSBURG
Convalescent Cr
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

GRADUATE MEDICAL ASST. Must know lab work and give injections. Busy Livonia pediatric office. 478-5722

NURSES Aides, full or part-time, no experience necessary. Apply Trait Oak Hill Nursing Home, 24225 Grand River, Farmington.

LPN - part-time days shift. Oak Hill Nursing Home, 24225 Grand River, Mrs. Kale. 477-3722

NURSES AIDES - all shifts, full or part-time. Will train. Apply Hagerty Convalescent Center, 305 Hagerty Rd., Plymouth.

RN'S, afternoons, full or part-time; days, part-time. For skilled Nursing Facility, Jewish Home for Aged, Apply: Sandry Convalescent Center, 1305 Haggerty Rd., Plymouth.

502 Help Wanted Dental-Medical

MEDICAL SECY
For established practice in Plymouth-Canton area. Full-time. Good pay, good hours. Send resume to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

EXPERIENCED Nurse's Aide to care for elderly lady in her home. Bloomfield Hills area. Spanish speaking preferable. 355-4063 or 626-1051

RN'S or LPN'S
11 PM - 7 AM, two-three nights a week. Apply at Darvin Convalescent Nursing Center, 29270 Merlock, Livonia, near the Livonia Mall.
476-0550

KITCHEN help, part-time. Call Mrs. Hoehn, Hardy Convalescent Center, 103 Haggerty Rd., Plymouth. 455-0510

NURSES AIDS
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at
Darvin Nursing
& Convalescent Center
29270 Merlock, Livonia
476-0550

HOUSEKEEPER - day shift full or part-time. Apply Hardy Convalescent Center, Plymouth

504 Help Wanted Office-Clerical

ENTRY LEVEL $695
Top notch firm seeks sharp HSG with some working experience. Knowledge of general ledger. Will train on computer. Great beginner opportunity. Call Ann 478-3300
Sterling & Sterling Agency

Glamour Job
W. 9 Mile
$650 Fee Paid
Exciting, glamourous position for top film and TV production company. You will be in busiest department and meet leaders of local celebrities. Good typing and figure ability important. Hurry-love your new job! PERMANENT STAFF. Personnel
388-8900

SPEEDY, ACCURATE TYPIST needed for busy Southfield-Lathrup east Studio. Must have initiative. Younger person preferred. 424-6400

SECRETARY-PARTS ASSISTANT with knowledge of German Language, some experience helpful. Pontiac area. Salary open. Call 338-4056

SECRETARY
Require accurate typist for general office work. Challenging position with wide range of responsibilities. Hours 9 to PM. 5 days per week. Ask for Walt or Joe
525-5603

SECRETARY. Take charge type needed. for 2 companies. One in Dearborn, other in Southfield. Complaints, assigned administrative and special assignments will be duties for the executive controller of firm. Shorthand and typing a must. $200 a week. Good Benefits, no fee. Call Barbara Good, Professional Personnel 357-0810

PERMANENT, part-time, excellent pay, perfect for law office, will train. 12 Mile - Greenfield area. 353-3590

RECEPTIONIST $750
Excellent Southfield firm needs your sparkling personality for a great front desk spot. Good typing. No shorthand. Full benefits, advancement. Call Ann 478-3300
Sterling & Sterling Agency

CASHIER - Bookkeeper. Good math aptitude. Mid-Stark Mortgage Corp., Southfield. 355-1170

BOOKKEEPER
Manufacturing company in Redford Twp. area has an opening for a full-time BOOKKEEPER to their accounts receivable. Must be accurate typist with general office procedure experience. Salary open. Call
STAHL MFG.
12282 Woodbine, Detroit

ACCOUNTS PAYABLE. Receivable, experienced with figures and typing. Salary open. Part-time hours, flexible. Northwest Detroit. Call 398-5228

GENERAL office, pleasant new surroundings, diversified office duties are offered by Royal Oak manufacturer. Experience, poise, amability, good business machine skills essential. Computer experience desirable. Full-time. Good benefits. Send resume including salary history to Box 970, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PART-TIME General office help needed. Possible full-time later. Near Northland. 557-4242

GROWING INSURANCE AGENCY looking for receptionist typist to fill file clerk position. Must have experience and excellent phone skills. Dictaphone experience preferred. Salary commensurate with experience and benefits. Tel-12 Area 642-1200

CLERK-TYPIST 1
Dictaphone helpful but not necessary. Must be able to file work accurately, learn procedures easily and meeting the public. Salary commensurate with ability. Evergreen Schoolcraft area. Call Personnel Department 532-2600

BUILDING office in Birmingham needs reliable person with bookkeeping or contractor experience. Typing, light bookkeeping and payroll necessary. Must be dependable. 646-2900

FULL-TIME position for mature gal with at least 2 years experience, invoicing, maintaining customer accounts. Excellent typing skills and pleasant telephone personality. $600 per month with good benefits. Call Sterling Fuel, Levan Road, Livonia, 9 AM - till noon.

PART-TIME SECRETARY - Approximately 15 hours per week minimum. Recent experience, occasional weekend work. Bloomfield Area. Call Tuesday, Between 9-12. 643-6330

RECEPTIONIST
SECRETARY
Must have good skills and enjoy working with the public. Will work for top man of company. Suburban location. Company has good benefits. Starting salary $650 to start. No fee. Call Barbara Good:
Professional Personnel
537-6810

SECRETARY with shorthand, some bookkeeping. Executive atmosphere. Send resume to P.O. Box 686, Northville 48167.

TROY, Part-time, challenging position for experienced typist performing top business executives, shorthand necessary. Phone for appointment. 968-1800

KEYPUNCH-KEY TAPE OPER. LIVONIA, Kimberly Clark Corporation, Nationwide 3 months - approximately - Full benefits, plus bonus & shift differential. Starting times. Call after 4:30 PM. 525-3700.

KEYPUNCH SUPERVISOR. Afternoons, 4:30 - 12:30, balance of shift helpful but not required. Wonderland Area. 522-1712

504 Help Wanted Office-Clerical

BOOKKEEPER - Part-time, 3 days, 8 hours. Southfield area. Typing experience necessary. Call 356-8054

GIRL Friday, all benefits, good pay for experienced. Main Engineering Co. Call 8AM-4:30PM. 892-3737

SECRETARY
We are looking for an individual who enjoys frequent people-contact and who variety of activities to assist our Detroit Sales Office. Excellent Secretarial skills are essential. Attractive starting salary and valuable benefits package are offered. For more information, please call: 313-557-5743.
Searle Radio Graphics
16445 W. 12 Mile Rd.
Southfield, Michigan, 48076
An Equal Opportunity Employer

GIRL FRIDAY - Great store and bookkeeping background beneficial. Good typist and good appearance required. Call Mrs. Heck 681-6700

PROPERTY Management - Experienced in all inside office procedures. Tenant and manager relations. Rental collections and follow-up. Must type 537-9682

SECRETARY with typing, shorthand or dictaphone helpful, bookkeeping experience for Southfield office. Call Pat Sargent 559-6181

TYPIST-File Clerk, experience necessary, good fringe benefits. Exotic Rubber & Plastics, 22936 Industrial Park Dr., Farmington. Ask for Robert Judge, Plant Manager

MEDICAL SECRETARY $185
For pediatric department of growing hospital. Schedule and greet patients, use dictaphone, type 55 wpm. Will train - with some office experience. Fully paid benefits with raise in 60 days.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ASSISTANT TO FASHION Merchandising Director. Excellent office skills required. Salary commensurate with experience. Excellent benefits. Good typing and figure ability important. Hurry-love your new job! PERMANENT STAFF. Personnel
388-8900

WOMAN to assist in small office, part-time, Monday, Wednesdays, Friday, 9-7:30 PM. Typing required, experience helpful. Apply in person, 15031 12 Mile Rd., Southfield. 2 blocks W of Greenfield

GROWING INSURANCE AGENCY looking to fill following positions: CLAIMS GIRL, RECEPTIONIST-TYPIST. Experienced preferred. Good typing skills necessary. Pleasant working conditions. Benefits. Tel-12 area. 642-1200

ACCOUNTS PAYABLE $650
Figure aptitude and good typing. Excellent benefits
Durham Assoc. 569-1522

SUNNY GIRLS
TEMPORARY
Has a position for you! We need stenos, secretaries, receptionists, keypunch oprs and office beginners
No fee. We pay your salary. Be happier! Be a Sunny Girl!
CALL
SUNNY GIRLS
569-6144

RECEPTIONIST - Animal lover? Mature person for Dearborn area 50 accurate typing, 5½ days, $650. Dearborn Assoc. 561-1522

FORECLOSURE DEPARTMENT
Experience desired in all areas of FHA & VA Foreclosure Procedures. Attractive starting salary with medical benefits. Salary scaled to performance and ability to acquire knowledge Call Mrs. Ward 553-4000

SECRETARY
With good office skills, for Novi firm. About $150 per week Mr Eckstrom. 349-7600

BIRMINGHAM office, immediate opening for person capable of handling telephone and letotype. Dictaphone helpful. Must be accurate typist with general office procedure experience. Salary open. Call 646-9848

MARKETING SECY $840!
Build a future with this successful contracting firm! Your top-skills and professionalism are the keys. Fee paid! Call Debbie Ross
569-0400
Snelling & Snelling
PERSONNEL

SECRETARY $750
Pleasant personality, good skills. Top Southfield firm. Benefits. Durham Assoc. 569-1522

UNITED
STATIONERS
SUPPLY CO
Positions available in new distribution center located in Livonia. If you have good typing skills, a pleasant personality, & a good phone voice, please call immediately. Experience in CRT Order Entry Machines would be helpful. Training is available, excellent company benefits. For interview, call Personnel at:
425-6000

FILE CLERK
TYPISTS
SEC'YS
Temporary help needed for downtown and suburban area. Work as little or as much as you like. TEMPORARY STAFF COMPANY 522-4400

KEYPUNCH KEYTAPE OPRS
Work near home in Livonia. Both day and afternoon Shifts. Salary incentive & benefits 478-7447

EXECUTIVE Secretary. We are a rapidly growing data processing consulting company in need of a well qualified secretary to assume full secretarial responsibilities for our Southfield office. We are looking for a person who is interested in relaxed and recreational skills, initiative, self-motivation, and able to assume responsibility - and with a desire to do an excellent job in a challenging environment. Both full-time and part-time positions available. For interview, call Cheryl Galley at Decision Consultants 352-8850

OPERATORS - for security system, many positions available in the Metro area. If experience unnecessary, we will train on the job. Must be able to work mornings and weekends. Call Monday thru Friday 10 to 4 Pm. 352-1565

General Office
To work in Southfield law firm. No legal experience necessary, but good general office skills required. Good pay and working conditions.
Call Sterling 559-6181

STENO - (3) two years experience. Type 50, shorthand 90. $650. All benefits. Beryl Personnel, 4274 N Woodward, Royal Oak. 398-6270

IMMEDIATE OPENINGS for dictaphone typist and general office in Troy and Southfield. No fee paid. Call Pat. 356-1616

FILING CLERK - full-time, with some bookkeeping skills needed for office department. Big Boy Restaurants of America. Apply in person, Mr. Mooney. For interview, call Richard Mooney 442-4200

JR. SECRETARY $600
Will train to handle reports, assist in sales & order department. Good typing skills. Call Sandy Mon. thru Fri. 9 AM - 5 PM.
ALLEN & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

CLERK TYPIST - Receptionist. Midwest Regional Sales-Service Office of large manufacturing industrial robots has an immediate opening for an experienced Clerk Typist - Receptionist. This position is permanent, but will begin on a Part-time basis only. Time of advancement into full-time will depend upon individual's progress.

Resume preferred, but phone calls accepted 10 AM - 2 PM only. Mrs. S. Schebel. Unimation Inc. 4 Mile Rd., Farmington, 48024. 477-1255
An Equal Opportunity Employer

POLICE
Dispatcher Clerk
Minimum age 18, high school graduate. Typing, some office skills required. Only those willing to work rotating shifts need apply. Liberal benefits. Apply City of Farmington, Department of Public Safety, 23600 Liberty

BOOKKEEPER
Part-time. Morning or afternoon, must have some experience. Westland-Wayne area 721-1785

EXPERIENCED SECRETARY to work in Insurance Sales Office. Typing and Shorthand 5 days. Fringe benefits. Salary based on experience. Phone 557-1100

RECEPTIONIST $6700
Top notch phone ability. Sharp appearance and personality necessary plus some accurate typing and posting experience. Call Linda 478-3300
Sterling & Sterling Agency

TYPIST
TYPIST
TYPIST
Temporary assignments are crying for your skills. Long and short term assignments available. Top rates, automatic increases. Come in or call 424-9100
22777 Greenfield, Southfield
Kelly Girl
A DIVISION OF
KELLY SERVICES
Not an agency, just a fee
Equal Opportunity Employer M/F

SALES
SECRETARY
Typing 60 wpm, shorthand 80 wpm. Work for sales manager and salesmen, light bookkeeping, customer contact. Benefits $650 to $750. Fee paid
LOIS RAY PERSONNEL
559-0560

SWITCHBOARD Cashier, experienced with good math aptitude. $5400 Lois Ray Personnel 559-0560

INSURANCE STENO $7,000
Beautiful suburban firm has 2 openings. Extremely promotable. Beginner, and it with 2-3 years experience. Good typing and shorthand skills. Call Ann 478-3300
Sterling & Sterling Agency

SUBURBAN
OPPORTUNITIES
TYPIST. $609. Fee Paid. CPA will train good typist for statistical typing. Southfield
INSURANCE CLERK. to $780. Fee Paid. Commercial property or casualty experience preferred. Large Southfield agency.
SECRETARY to $650 plus. Fee Paid. 50 plus 5-H. Prior secretarial experience. For Southfield land developer.
TYPIST. $520. Fee Paid. Type 50 WPM. Will train on Flexowriter. Farmington.
SECRETARY. to $750. Fee Paid. 5-H. 80 Type 60 and one year. Phone 1-2 years experience for Southfield CPA office.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

CREDIT CARER $5200
Terrific opportunity for meeting people if you have some typing and math aptitude. Call Linda 478-3300
Sterling & Sterling Agency

SECRETARY
Immediate opening for a self-starter who can run an independent office with minimum direction. Personality traits in working with shop personnel are as important as the normal skills in typing and shorthand. Must maintain overtime lists, personnel records and other data requiring aptitude and accounting principles.
Diamond Automation Div.
23400 Haggerty, Farmington
476-7100, Ext 296
Equal Opportunity Employer M/F

GENERAL OFFICE work, part-time, possibly working into full time shortly. Typing required. Math aptitude helpful. Ten Mile - Telegraph area. Call for appointment, ask for Mrs Karp 358-2222

CLERK TYPIST
Established Redford area company looking for clerk-typist interested in a challenging position. Permanent full-time position with excellent working conditions and regular hours. Call Mr. Morrow 537-1331

GREAT BEGINNER $6,000
Good typing, good math, good figures, sparkling personality will land you this growth spot with suburban firm. Call Linda 478-3300
Sterling & Sterling Agency

HOSPITAL RECEPT 167
For outpatient clinic. Handle complaints, make appointments and pull files for 5 doctors. 6-10 pm. No medical experience needed. 352-7870

SHAL TOW & ASSOCIATES
PERSONNEL AGENCY

Birmingham
No Experience
$600 Fee Paid
Prestige Birmingham firm likes to hire high school grads with good typing and train them to do office work. Many extra benefits here including free company services and holidays. PERMANENT STAFF. Personnel
388-8900

SECRETARY $600
90 WPM typing will land you this one! Call Kathleen at 478-3300.
Sterling & Sterling Agency

LIVELY CLERK $640
Great firm job for good typist! Call Kathleen. Benefits. 478-3300.
Sterling & Sterling Agency

MAIL&SUPPLY CLERK
We are in immediate need of a Mail and Supply Clerk. Previous Mail Room experience required. We offer excellent fringe benefits plus pleasant working conditions. If qualified, please call the Personnel Department.
FIREMAN'S FUND
INSURANCE CO.
557-5700
Equal Opportunity Employer M/F

SECRETARY - Manufacturer's representative office, Bloomfield area. Full-time position for competent person. Minimum typing experience. Typing, shorthand, general office skills. 855-0881

SUBURBAN SECRETARY
$6400
No shorthand. Sparkling typing abilities. Fee paid. Linda. 569-6780.
RAY TURNER PERSONNEL
18280 W. 10 Mile Rd.
SOUTHFIELD

504 Help Wanted Office-Clerical

RECEPTIONIST, FILE CLERK. Pleasant phone personality and experience required. Apply Open Today, March 22 and Wednesday, March 23, between 9 and 12 PM.
8700 Capitol, Oak Park

DATA ENTRY CLERK - Mini-computer operation, high touch, project distribution - entry into on-line computer operations. Type 5 WPM. Substantial fringes. New building in downtown Detroit (Woodward Congress). Nearby paid parking. Detroit Federal Savings.
Call Ann 962-7900 Ext 14
An Equal Opportunity Employer

ACCOUNTS Payable Clerk - Troy area. Large concern, good fringe benefits. For appointment call 879-1920

SECRETARY - Statistical typist for CPA office. Southfield area. Excellent salary & fringe benefits. Send resume to Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

IMMEDIATE OPENING
For Entry operator. IBM 3741, and clerk. Fringe benefits. Apply in person only. Narad, Inc. 47750 Michigan