504 Help Wanted Office-Clerical

CLERICAL/ SALES DEPARTMENT
(Livonia Area)

Immediate opening in small busy sales office for a bright, self-motivated individual, to act as a receptionist and perform related clerical duties. Good typing skills required. We offer a good salary, liberal company benefits and fine working conditions. Interested applicants should contact Larry Vesney, Mon.-Fri. from 2-4 PM ONLY at 525-5330.

ADAMAS CARBIDE CORP.
31000 Industrial Rd.
Livonia, Mich. 48150
Equal Opportunity Employer M/F

EXPANDING

Livonia Distribution Center has immediate openings for the following:

STATISTICAL SECRETARY
With ability to take shorthand or work with dictaphone. Good mathematical aptitude.

KEYPUNCH
Experienced on 129 Keypunch Machine & have ability to keypunch from source documents.

CLERK TYPIST
CRT operations, general clerical Excellent fringe benefits, starting salary. Please call Personnel Dept. at 425-6000, or apply in person.

UNITED STATIONERS
33422 Capitol Dr., Livonia

OFFICE SKILLS?

KELLY CAN HELP

We have temporary jobs available for SECRETARIES, TYPISTS, KEY PUNCHERS, ACCOUNTING CLERKS - ALL OFFICE SKILLS: Immediate openings. Flexible schedule - work as little or as often as you like while earning top pay. Apply at:

33245 Grand River, Farmington
(in rear of Village Goldsmith)

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

42 Shopping Days Until Christmas

Earn money "The Kelly Girl Way"! We have immediate openings for SECRETARIES, TYPISTS, KEY PUNCHERS and BOOKKEEPERS in your areas.

KELLY KOUNTDOWN
Apply immediately at:

29419 6 Mile, Livonia
(west of Middlebelt)
522-4020

2239 S. Telegraph, Bloomfield Hills
642-2965

27829 John R, Madison Hts.
398-2680

22777 Greenfield, Southfield
(suite 121)
424-9100

Another Way To Help People

KELLY SERVICES
"The Kelly Girl People"
Not an agency ... Therefore no fee
Equal Opportunity Employer M/F

FULL TIME Office Girl good typist - & all around general experience. Northwestern & 9 Mile Area. Call Mr. Wilson. 353-8805

RECEPTIONIST - SECRETARY Full time - good typing essential, shorthand not necessary. 12 Mile-Southfield Area. 557-5050

GENERAL OFFICE FILING

Leading Manufacturer of industrial tools has an opening in an entry level position in the Livonia Area. Must be high school graduate, good phone voice, 40-50 wpm typing ability, high math aptitude, some office experience preferred. Excellent employee benefit program.

KENNAMETAL INC.
585-9440

CLERK - ACCOUNTS payable, accounts receivable. Good pay & benefits. Southfield area. 557-5080

COMMERCIAL Art Studio, located in Detroit New Center Area, needs bookkeeper-receptionist for approx. 25 hours per week. Free parking on premises. Send resume with wage requirements to: Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY to General Manager, good benefits. Apply at Northfield Hilton Inn, 5500 Crooks Road, Troy. 879-3100, ext. 7023

CLERICAL-Typist, mature, type 50WPM, local references, 3 day week, mornings only. Birmingham area, $4.00 per hour. 644-0900

RECEPTIONIST. Good on telephone, experienced typist, full time. Oak Park area. Mrs. Newman. 398-7046

GENERAL OFFICE light typing, full time. Oak Park area, Mrs. Newman. 398-7046

RECEPTIONIST for Southfield Ophthalmologists, typing and insurance, experience necessary, benefits. 569-9696

BRIGHT-PLEASANT person for clerical position must know 10 key adder, good at figures, light typing. Call Marilyn. 552-4016

504 Help Wanted Office-Clerical

INDIVIDUAL needed in Madison Heights office for computer training, good typing skills required. For appt call Mrs. Stevenson. 589-2000

INDIVIDUAL needed in Madison Heights office. Must have shorthand and typing abilities for work in sales department. For appt call Mrs. Stevenson. 589-2000

SMALL Publishing Firm desires part time person with typing, shorthand, bookkeeping and English skills. Must be efficient and dependable. 477-2600

BOOKKEEPER needed for temporary full time position. Some experience required. Call Linda Bell, Erb Lumber Co., 378 S. Eton, Birmingham. 644-5300

RECEPTIONIST SECRETARY wanted for small Sterling Heights office, part time, will work in to full time. Call ask for Greg. 739-2030

EXCELLENT opportunity for the right girl! Friday!. Clerical, customer contact and organizational skills required. Call 548-7020

AD AGENCY seeks typist. 3 years experience. Start immediately. Excellent salary. Call 'Jeff': 559-0200

TYPIST-STATISICAL for CPA office. Perform variety of duties. Bookkeeping knowledge helpful. Jerome S. Chapnick, CPA, P.C. Southfield area. 354-4130

ACCOUNTING CLERKS, Mortgage Company in Southfield Trd. is seeking individuals for their accounting department. 45 WPM typing skills required. Salary commensurate with experience. For interview call Miss Landyce
An Equal Opportunity Employer 355-6500

CLERK TYPISTS. Mortgage Company in prime Southfield location is seeking individuals for clerical positions. No experience necessary. Minimum 35 WPM typing. For interview call Miss Landyce
An Equal Opportunity Employer 355-6500

MORTGAGE DOCUMENT CLERKS. Mortage company in prime Southfield location is seeking experienced individuals for their Mortgage Control department. Excellent employment opportunity including outstanding fringe benefits. For interview call Miss Landyce. 355-6500
An Equal Opportunity Employer

CLERK TYPIST
Needed for Southfield CPA office. Experience required. Call 352-5500

AUTO DEALER

Northwest area GM dealer needs experienced BOOKKEEPER with knowledge of accounts receivable and accounts payable. Excellent pay and full fringe benefits. Contact MIKE SANTE:

Morris Buick Co.
342-7100

SWITCHBOARD OPERATOR
With clerical duties, typing required. Excellent fringe benefits. 474-8200
An Equal Opportunity Employer

KEY PUNCH

Several permanent openings on the day and afternoon shift. Corporate offices of international organization headquartered in Troy.
Must have working experience or key punch training.
Call 362-4444 ext 256 for an interview appointment.
Equal Opportunity Employer M/F

CLERICAL

World headquarters of international corporation located in Troy has several permanent openings for experienced individuals in Accounts Receivable or Payroll.
Requires good clerical skills and typing ability. Benefits are provided.
Call 362-4444 ext 317 for an interview appointment.
Equal Opportunity Employer M/F

Accounts Payable CLERK

Permanent position available at corporate offices of international organization headquartered in Troy.
Requires good math aptitude and the ability to type, some experience preferred.
Call 362-4444 ext 317 for an interview appointment.
Equal Opportunity Employer M/F

LEGAL STENO-TYPIST. Conscientious person capable of accepting responsibility without constant supervision. Excellent typing and shorthand required. Mag card experience helpful. Excellent working conditions and benefits. Southfield location. Real Estate Dept., Prudential Insurance Co. 358-4200
Equal Opportunity Employer M/F

FULL TIME LUMBERMAN - experienced preferred. Apply in person only. American Hardware Supplies, 31245 W. 8 Mile, Livonia.

LEGAL Secretary for in house attorney. Real estate background helpful. Good typing and shorthand required. Excellent benefits. Southfield area. Call 9 - 5PM. 569-4800

GENERAL OFFICE
Farmington Hills. General insurance agency. To join amiable small group in pleasing surroundings. Reasonable secretarial skills with moderate bookkeeping experience, salary open and commensurate with your skills. Call Mr. Rosenthal: 553-8000

RECEPTIONIST
Dependable person who enjoys variety. Typing required. Opportunity for advancement. Please call Edna Fields 357-1100

Accounts Receivable Clerk

Experienced in Accounts Receivable? Your skills are needed immediately by a Farmington Manufacturer. We offer excellent working conditions and fringe benefits. For immediate consideration call:

476-7100, Ext 277
Equal Opportunity Employer M/F

SECRETARY - Mature person for challenging position in busy Farmington Hills food brokerage office. Must have excellent typing skills, good phone etiquette and neat/well groomed appearance. Shorthand required and dictaphone experience preferred. Excellent salary, fringe benefits and working environment. Send resume to P.O. Box 615, Farmington, MI 48025, Attention: Fran, or call 824-8300

RECEPTIONIST - Typist, Southfield accounting firm needs competent intelligent girl to handle front desk. Bookkeeping helpful. 559-7850

CLERICAL TYPIST
Southfield CPA office. Good salary, benefits. Some office experience desirable. Parker Watts & Co., 310 Travelers Tower. Call Miss Yolan. 354-6300

BOOKKEEPER
Full charge bookkeeper thru general ledger, trial balance, with knowledge of Accrual system and financial statement. Competitive salary and benefit program. Call 559-2810

SECRETARY - co ordinator, required to coordinate transitions, in customer owned telephone system, must be personable, and have proven experience in self-management, call Joan 354-4444

SECRETARY - Receptionist. Southfield firm needs person with pleasant phone manners and ability to meet clients, must be excellent typist, willing to learn and accept additional responsibility. Call Joan 354-4444

504 Help Wanted Office-Clerical

LEGAL Secretary, for downtown office. Experienced, or will train individual with neat appearance and good typing. 963-7755

YOUNG MOTHER, 25-30 hours a week. Life Insurance Agency, Farmingham area. General office work. Good salary. 644-5944

BOOKKEEPER - thru financial statement, challenging position with Southfield accounting firm. Flexible hours avail 9a - 6p. 559-7852

GENERAL OFFICE. Order/Stock Control clerk. Typing required. Call for appointment 644-7370

EXPERIENCED office worker, light typing, telephone answering and general clerical work. $150 starting salary plus benefits. Apply in person: Ultima Designs, 2002 Professional Town Center, Suite 40, Southfield, Michigan.

MATURE woman for 1 girl Birmingham office, 3 afternoons per week, good typing ability and telephone voice, call between 8-12. 646-5313

CENTRAL Accounting for nursing home corporation needs person to answer phones, typing, filing, general office duties, call Sharon 477-7457

CLERK TYPIST, good typing and math required. Full time, 40 hrs. office. Troy area. 362-2200

RECEPTIONIST required for Southfield firm, typing, filing, misc. duties. Call Mon. thru Fri. 9-4 424-6770

TYPIST - General office. Part-time position for person with typing ability and telephone skills. Excellent working conditions. Salary open. 477-6066

EXPERIENCED TYPIST - full time, will train for Mag Card I. Self-starter, communicate with experience. Benefits. An Equal Opportunity Employer - Age No barrier. 569-3600

RECEPTIONIST for fashionable salon. 478-8010

IMMEDIATE OPENING

for an aggressive, reliable, self-motivated secretary. Must be experienced for a fast growing Real Estate office. Please call Jack Cole. 626-8000.

Century 21
FAIR TOWNE CO.
626-8000

KEYPUNCH OPERATOR
We have a day position available for a keypunch operator with a minimum of 1 year experience on IBM 129 and/or Univac 1710. For further information contact Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

TYPIST

To work in department relating to data processing. Excellent opportunity to work with and learn Data Entry Work. Liberal employee benefits. Apply today:

S.M.C.
800 Junction, Plymouth
425-5600

KEY PUNCH OPERATOR
Experienced or will accept trainee who has completed school. Must have knowledge of IBM 129 equipment. Excellent opportunity to learn data entry work. Liberal employee benefits. Apply today:

S.M.C.
800 Junction, Plymouth
425-5600

YOUNG GAL needed in young, fast-growing office. Must type fast & accurately. 8 Mile-Merriman area. 478-7770

PHONE PHONE ORDER/CRT
We have opening for sharp individual with good communication skills to take incoming orders using CRT. CRT experience preferred or excellent typing required. Troy location. 115 & I-75 Excellent Fringes. Contact A. A. Henderson 358-2070, Ex. 216
An Equal Opportunity Employer

FULL TIME Clerk Typist to work for executive secretary of national company located in Farmington Hills. Interesting and varied duties for person with inquisitive mind. Contact Jane Proctor at 851-7700

SECRETARY for a small but busy office in Livonia. Excellent typist! Able to handle customer phone calls, shorthand preferred. Call A. Williams: 522-5255

STATISTICAL TYPIST
Rapidly expanding, medium size Birmingham CPA firm is seeking experienced typist. 35 hour work week, paid overtime, bonus, fringe benefits, salary commensurate with experience.
HARRY M. GORDON CO.
642-6722

GAL FRIDAY for Livonia Insurance Agency. Insurance experience preferred. 261-2230

SWITCHBOARD Operator/Receptionist. No experience necessary, will train. Health benefits included. Bloomfield Hills location. 647-0900

FULL TIME help wanted. light secretarial work. Mon. through Fri. 8:30am-5:30pm. Bloomfield area. 338-9255

ORDER DEPARTMENT
Mature, responsible person needed in rapidly growing company. Detail work with good math aptitude. Typing 35 WPM, excellent benefits. Southfield area. For appointment call 353-3200

OFFICE MANAGER with full charge bookkeeping experience for growing retail company. Good starting salary, many fringe benefits, pleasant working conditions in Farmington Hills Area. 851-8855

SOUTHFIELD LAW Firm seeks bright, experienced receptionist with good skills. Room for advancement in this growing firm. Excellent benefits. Salary commensurate with experience. Please call Mary at. 353-8100

FULL Time receptionist, pegboard knowledge, appointments, etc. Experienced only, Southfield area. Monday through Friday. 8AM-5PM. Salary open. 557-2520

SECRETARY, good typist, knowledge of varied office equipment. Must be a self starter. Congregation B'Nai Moshe. Call Mr. Schader for appointment

ACCTS. RECEIVABLE CLK. Seeking an experienced individual for nice Livonia office. Must be capable of handling all receivable functions for approximately 100 accounts. Very good benefits. Start immediately. Pill application: 1980 Globe Street, 1 block east of Newburgh, 1 block north of Plymouth 644-1020

SECRETARY-Plymouth area, must be experienced, type well, and excell at Customer Relations.

RECEPTIONIST - for Southfield law firm, typing and experience preferred. 352-9080

TYPIST - full or part time - needed by Rochester CPA Firm. For computer input. Must enjoy heavy typing. Some 10 key adding machine experience preferred. Please call Connie. 651-6655

504 Help Wanted Office-Clerical

CLERICAL POSITIONS

Immediately available with a Farmington Hills manufacturing company. Must have good typing skills, and general office experience.
Excellent wage and fringe benefit package as well as pleasant working conditions. Please apply in person between 1-3:30 PM. Mon. thru Fri., at:

WHITLOCK, INC.
23231 INDUSTRIAL PARK DR.
FARMINGTON HILLS, MICH.

INTERESTING POSITION

Diversified duties in new Troy location. Shorthand, typing, general office skills required. Girl Friday duties for executives. Major medical plus good salary to right person. Send Resume to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SWITCHBOARD-CASHIER - experience helpful but not essential. Medium size dealership. Liberal benefits. Send resume to: P.O. Box 76, Plymouth, Michigan 48170.

ACCOUNTING CLERK
Farmington area company seeks an experienced person to work in the accounts payable dept. Experience in Accounts Payable required.

TYPIST - day shift, full time. 50WPM typing speed required. Any communicate with experience. Benefits. An Equal Opportunity Employer - Age No barrier. 569-3600

PART TIME Secretary, typing, organizational skills. Church Religious Education Program. Call 646-2264

GIRL FRIDAY - Receptionist to work in small growing company particularly in Sales department. Coordinating shipping. Experience necessary including typing skills. 35 per hour. Apply Bertrand Inc., 44052 Yost Rd., Canton or Call 397-3070

SHARP GIRL needed with office skills and some medical knowledge. Apply in person, Lahser Hills Nursing Home, 15300 Lahser Rd., Southfield near 10½ Mile Rd.

FURNITURE Store needs General Office girl. Days or evenings full time. Excellent pay and benefits. Must have common sense and be good with figures. Call Fran, 477-0300

SECRETARY for Law Office -Legal Experience preferred. Very pleasant office, hours & salary open. Silvan Lake Area 338-4555

LEGAL SECRETARY
Experienced. To work in Travelers Tower building in Southfield. Salary commensurate with ability and experience. 355-3900

ACCOUNTANT with experience in Payroll, Receivables, Payables, Month End Closing - wanted for small growing company. Good typing and adding necessary. Start $4.00 per hour with benefits. Apply: Bertrand Inc., 44052 Yost Rd., Canton, Call 397-3070

A BOOKKEEPER
N.C.R. 3500 operator. Will teach if required. $14,000 annually. After 12 Noon daily 341-8080

LIVONIA area, Accounting and payroll experience required. Pleasant telephone voice essential. Good working conditions. Blue Cross, Dental and life insurance. Write: Box 398, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

TYPISTS
Troy Advertising Agency has immediate openings for experienced typists. Hours 8-5:30 PM. Good benefits, good location. Call Mrs. Rust 649-5400

EXPERIENCED LEGAL secretary wanted for Southfield law firm. Good typing skills and some shorthand required. Call Mrs. Nolan: 557-8300

PROPERTY MANAGEMENT
Southfield location. Excellent opportunity for a mature, career-oriented person to learn various phases of property management. Must have poised business manner, good oral and written communication skills, typing 60 W.P.M. and dictaphone. Send resume to: P.O. Box 905, Southfield, MI. 48037.

A MATURE SECRETARY
Light typing, telephone, but not necessary. Telegraph Road near 12 Mile. Call Mary Ann. 645-2800

INSURANCE AGENCY in Southfield needs person with 2 years insurance background to assist in servicing commercial property casualty accounts. Call Sue Pinnell 352-7200

GENERAL office work; clerical, typing, and some bookkeeping. 1977-78 high school graduate. Young ages preferred. Start at top and phone No. Apply: Box 398, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CLERK/TYPIST, busy law office. Will train. No legal experience required. Livonia area. For interview call Chris 427-5700

COMPUTER OPERATOR

ALBIN INDUSTRIES
34228 Indopiex Circle
Farmington
is seeking an experienced Computer Operator with some bookkeeping experience or understanding. Operate Nixdorf 8870 Mini Computer involving system. Call Mon. thru Fri., 3 to 5 PM
646-1130

478-3521

An Equal Opportunity Employer

RECEPTIONIST-must be neat, type well and be pleasant on the phone. Permanent position, excellent fringe benefits. Contact Mr. Larry Besir, Office Manager, Price Brothers, 12651 Newburgh Rd., Livonia. 466-1100

Keydisc/Keypunch

Experienced operators accepted for top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Shfld/Livonia 569-2220
Utica 254-1910

SOUTHFIELD-Telephone canvasser for real estate company. Hourly plus commission. Attractive phone voice essential. 7 Mile, Inkster, Mr. Coughlin 532-3400

STENO-CLERK position for the Reimbursement Department located at Northwestern Regional Psychiatric Hospital. Must be able to meet civil service requirements & pass civil service exam. Starting salary $4.89 per hour. Contact Reimbursement Dept. for appointment at 348-1800 ext 493

RECEPTIONIST, Chiropractor's office, mature adult woman. Mon-day, Wednesday, Friday, 9 AM to 6PM. Non smoker, Plymouth area. 459-0200

CLERICAL POSITION
including typing and general insurance office work. Experience desired but not necessary. Call Rochester. For appointment, call Rochester 651-7231

EXCELLENT full-time typist needed with good telephone skills for local insurance agency. Hours between 8AM and 4:30PM Mon thru Fri. 525-9194

HOUSEWIVES-students-retirees, part and full time help wanted. January to April 1979, free training income tax preparation. 548-2184, 348-2825

504 Help Wanted Office-Clerical

SECRETARY BOOKKEEPER, full or part time. Automatic pattern and Model shop. Located in Troy. Needs mature, pleasant person for one girl office. Basic office skills and bookkeeping desired. Required to do simple taxes, payroll, and light typing. Call 588-8511

NURSES AIDES - needed, all shifts. Full or part time, experience or will train, extended care facility for elderly mentally and physically handicapped young adults. Blue Cross Blue Shield plan available. Apply Oak Hill Nursing Home 31225 Grand River, Farmington 477-7737

KEY PUNCH OPERATORS
Henry Ford Hospital, Troy location is currently looking for Key Punch Operators with a minimum speed of 10,500 strokes per hour. Experience in Key Disc System preferred. We offer an excellent salary & benefit package with shift differential. For Appointment, for Key Punch Test qualified applicants may call Ms D. Lalo, 689-5300
HENRY FORD HOSPITAL-TROY
2948 Cattermole, Troy

BOOKKEEPER/Secretary. Experienced in taxes, financial statements through Trial Balance. Good typist, good phone personality very important, must be willing to learn all office duties & responsibilities. Manufacturing company located in Southfield. Send resume with salary desired to Box 272 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARIES

Very active Southfield office needs a well skilled secretary to work directly for one of the partners. Varied responsibilities. Must be able to work well with all types of people. Solid benefit program. Salary to $15,000.
This downtown general practice needs a candidate with good general office skills. Must project a professional image. Nice working conditions. Benefits. Salary to $11,000.
Many other fine openings now available for experienced legal Secretaries seeking permanent, part time or temporary positions. Never a charge to you for our professional & discreet placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2540
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

Accounts Payable

Experienced, to assist in Accounting Department. Must be mature and have an aptitude for figures. Novi area. Call Ms Harrier weekdays 10 AM to 3 PM.

349-5000

General office

Typing, filing, detail work. Must be good typist and willing to learn keypunch operation. Southfield area. CALL AFTER 4 PM.

355-2422

PART TIME for Southfield office, telephone, typing, general office experience necessary. Call Kathy, 569-3219

SECRETARY for small Southfield Law Office, must have 1 year legal experience. Salary commensurate with ability.
Mr. VanRiesen 559-5470

LEGAL SECRETARY

EXPERIENCED in DOMESTIC RELATIONS & REAL ESTATE.
Helpful. Good typing & shorthand skills required. Excellent salary & benefits. Monday through Friday 9AM to 5 PM.
SOUTHFIELD LAW FIRM.
559-7500 Ext.154

LEGAL SECRETARY

EXPERIENCED in REAL ESTATE & CORPORATE. Good typing & shorthand skills required. Excellent salary and benefits. Monday through Friday, 9AM to 5 PM.
SOUTHFIELD LAW FIRM
559-7500 Ext.154

TYPIST/RECEPTIONIST
Telephone, Telex, Teletype, file. Varied office duties. Experience preferred. Call for appointment.
ACE CONTROLS INC.
Farmington Industrial Park
476-0213

Data Entry

$5-$5.50 Hr.

Key Punch
Key To Disc
Key To Tape

Long or short term temporary assignments. Day and afternoon shifts available. All areas of Detroit and suburbs.

For Office Nearest You
CALL

565-0266

Exec-U-Temp

SOUTHFIELD LOCATION - excellent opportunity for individual with good office skills, shorthand or speed writing. We are a brand new office and participate in our company's Affirmative Action program. Call Mr. Dee, Mon. thru Fri. 355-7415
Equal Opportunity Employer M/F

EXPERIENCED office help, part time 4-6, 12pm typing & filing. Southfield 557-0770

TEMPORARY NO FEE

SECRETARIES
STENOS
DICT TYPISTS
SR. TYPISTS

Get the best assignments in town at the highest rate of pay. We respect your needs and interests and will put you to work when and where you prefer. One easy phone call will give you all the information you want:

478-8350
OFFICE
PERSONNEL POOL

504 Help Wanted Office-Clerical

GENERAL OFFICE

Interesting, diversified position, is Troy located. Shorthand, typing, general office skills required. Girl Friday duties for executive. Major medical plus good salary to right person. Send Resume to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Christmas MONEY

Let us help you earn that extra money you'll need for Christmas while making use of your clerical skills. Register now with our TEMPORARY EMPLOYMENT DIVISION.

High Rates Paid
"We Pay You ...
You Don't Pay Us"

Suburban OFFICE SERVICES
Rochester 651-1500
Farmington 477-9342

STENOS
TYPISTS
Keypunch

JOIN #1

IMMEDIATE OPENINGS
Long & Short Term Assignments
Call For Appt. Today

19600 Middlebelt, suite 310E, Liv
478-1130

36755 S Mile, Redford
538-3130

26075 Woodward, Suite 205
Huntington Woods
543-1080

29256 Ryan, Warren
573-6440

30600 Eureka, Suite 106, Taylor
283-1860

481 Columbia, Detroit
965-7000

MANPOWER
TEMPORARY SERVICES
"World's Largest Temporary Help Service"
An Equal Opportunity Employer

A BANK SECRETARY
$171. WC Spots available, Fee Paid by Employer. Must have typing & Shorthand, previous experience not necessary. Employment Center. 569-1626

EARN EXTRA CASH
TEMPORARY ASSIGNMENTS

Join forces with our temporary personnel. Work a day, a week or longer. We offer interesting work, pleasant surroundings and a choice of location.

REGISTER NOW
OUR CLIENTS NEED
SECRETARIES
STENOGRAPHERS
TYPISTS
SWITCHBOARD
CLERKS
KEY PUNCH

Call the office nearest you, Monday thru Friday 10 Am. to 3 Pm.

DEARBORN	565-8060
DETROIT	962-0884
CLAWSON	585-8287
LIVONIA	525-0320
FARMINGTON	478-8848
WYANDOTTE	284-9066
OAK PARK	967-0336
MT. CLEMENS	791-3050

WITT SERVICES

505 Help Wanted Food & Beverage

EMPLOYMENT OPPORTUNITIES
- Part time Cashier, 11 AM to 3 PM, Monday thru Friday. Part time or full time Cashier, 3 PM to 1 AM. Over minimum wage, pleasant working conditions, paid holidays, uniforms - company paid laundry, meals. Apply at: Burger King, 22026 Orchard Lake Rd. at 13 Mile, Farmington Hills. 851-7473

BONANZA
ALL YOU CAN EAT & REFILL
BONANZA is now taking applications for our new Bonanza at 10 Mile and Grand River in Farmington Hills.
FULL TIME — PART TIME
NO EXPERIENCE NECESSARY
COOKS — DISHWASHERS
CASHIERS — COUNTER GIRLS
BUS PEOPLE — HOSTESS
STUDENTS
Good jobs for after school and weekends.
ADULTS
Day hours are flexible so you can get your kids or spouses off in the morning and still be home to greet them in the afternoon.
Apply at THE BONANZA,
Mon. thru Sat. 2-5 P.M.
7 Mile and Farmington Rd.
in the Kmart Shopping Center
33456 W. 7 Mile

505 Help Wanted Food & Beverage

COOK - Part time or full time. Apply in person. Koney Island, Livonia Mall, 29084 W 7 Mile Rd., Livonia.

SIGN OF THE BEEFEATER
is now taking applications for
FULL-TIME
WAITRESSES
(part time need not apply)
Apply in person 3 PM - 4 PM
7667 W. Warren Rd.
WESTLAND SHOPPING CENTER

ASSISTANT MANAGER must have experience with Pizza, Fringe benefits, good wages, Paid vacation. Day and evening work. Apply after 1 PM at Little Caesar's Family Inn, Plymouth, corner Ann Arbor Road and Sheldon.

HEAD COOK, full time, Thurston Hot Lunch Program, experienced only. Equal opportunity employer. 271-0600

Little Caesar's
Carry-out Managers
MANAGER TRAINEES
No Experience necessary
Your kitchen experience is your own business. But whatever it is, we have a job that is both fun and educational - certainly rewarding. So if you don't "Fool Around" you'll have a High School diploma & don't mind the hours, morning for Little Caesar's will give you personal growth, a good salary and fully paid benefits. If this is you and your friends are interested, call...
Ed Kurawas, Dir. of Personnel
Little Caesar's Enterprises, Inc.
38200 Grand River, Farmington Hills, MI 48018.
478-8190
Equal Opportunity Employer M/F

BARMAID, experienced, part time. Over 21. Also Waitress wanted evenings. Please call after 11 AM 537-5420

RESTURANT
Several Positions available with children's menu, experienced only. Apply in Person, 2-5pm, Sheraton Southfield Hotel, 17017 W. 9 Mile Southfield
An Equal Opportunity Employer

COOKS WANTED
For AM shifts for senior citizens apartment complex in Southfield. Call Mark: 353-2810

WAITRESSES - afternoon shift. Full and part time. Apply in person: Lad's Restaurant, 5 Mile and Farmington Rd.

HELP WANTED to work days or closing at Burger King Restaurants. We offer flexible scheduling and excellent starting pay, $2.25 hour. Ideal for housewives and students. Apply in person today and take advantage of this excellent opportunity. 15 Mile and Telegraph, Bloomfield; 12 Mile & Northwestern Hwy. Southfield; or Twelve Oaks Mall, Novi.

WAITRESSES - Part time evenings. Plymouth Bowl, 40475 Plymouth Rd. 459-4770

GRILL PERSONNEL - Full time nights. Will train the right person. Apply: Plymouth Bowl, 40475 Plymouth Rd. 459-4770

WAITRESS SUPERVISOR
Part time position available for energetic person with restaurant experience, to supervise evening waitresses & utility crew. Duties include scheduling, training, supervising & assisting banquet waitresses & utility workers. Must enjoy working with young people. Evenings 4-11pm, 5 days per week. Some Sundays. Good Pay. Free meals. Company benefits. One week - Christmas Holiday. Apply: Stouffers at Meadowbrook Hall - Adams & Walton Roads, Rochester. Daily 2-5pm. An Equal Opportunity Employer

WAITRESS - Alla Carte dinner with cocktail experience. Apply in person between 2 and 5 PM: Botsford Inn, 28400 Grand River, Farmington.

NOW HIRING Waitresses, part time and full time. Town Crier. 549-1900

BAR HELP and CLOSERS wanted. Must be 18. Apply Little Caesar's Pizza Parlor, 208 S. Wayne Rd., Westland. 728-1400

COOK, experienced. Morning shift, good pay, also Dishwasher, all shifts. Christo's Family Dining, Redford. 533-0915

WAITRESSES, bartenders, must be 18. Dishwashers, busboys, will train. Call 626-2600

Restaurant Help

MOUNTAIN JACK'S
Positions are available for the
Following Areas
BUS PERSONS
DISHMACHINE OPERATORS
PREP PERSON
COCKTAIL WAITRESS
WAITERS
BARTENDERS
HOSTESS
MORNING
MAINTENANCE PERSON
Excellent Pay
Excellent Company Benefits
Flexible Hours
Experienced or Will Train
Apply in Person
Between 2-4 Mon. Thru Fri.
3280 ROCHESTER CT.
Corner of Rochester & Stephenson
Equal Opportunity Employer M/F

WAITRESS
Bus boys & dishwashers also needed. Waitress should be experienced, neat & attractive - part time. 669-2322

WAITRESS
Busboys & dishwashers also needed. Waitress should be experienced, neat and attractive. Part time. 559-2810

DISHWASHER, part time, 11am-6pm. Mon-Fri. Excellent salary plus meals. Plymouth area. Christ Coney Island, Great Scott shopping center.

EXPERIENCED BARMAIDS wanted. Apply in person between 2-5 pm. 28676 Franklin Rd. 13 Mile & Northwestern Area.

WAITRESSES, all shifts available. Business established. See manager, no phone calls. Landmark Restaurant, 37135 Grand River, Farmington.

505 Help Wanted Food & Beverage

COOKS

Immediate opening for short order cook, also experienced cook, able to assume responsibility. Above average salary. Call Personnel Manager, 10am-5pm, Monday thru Friday, 258-3463 or apply in person 2pm-5:30pm Tuesday thru Saturday, Kay Bonham
TUNNEL BAR BQ
29161 Northwestern Hwy., near 12 Mile
Southfield, Michigan

CHUCK MUER'S Northville Charley's is hiring day waitresses. Apply in person: 41122 7 Mile, Northville.
An Equal Opportunity Employer

CONSCIENTIOUS Cooks can name their own price. See manager for confidential interview. Landmark Restaurant, 27135 Grand River, Farmington.

EMPLOYMENT OPPORTUNITIES
- Part time Cashier, 11 AM to 3 PM, Monday thru Friday. Part time or full time Cashier, 3 PM to 1 AM. Over minimum wage, pleasant working conditions, paid holidays, uniforms - company paid laundry, meals. Apply at: Burger King, 22026 Orchard Lake Rd. at 13 Mile, Farmington Hills. 851-7473

Family Restaurant
NOW HIRING
Full & Part Time
WAITRESSES
BUS BOYS
HOSTESSES
MAINTENANCE
Excellent working conditions. Interested in mature, conscientious applicants only. No experience required.
APPLY IN PERSON
1-3 PM. Mon. thru Fri.
Or Call For Appointment
Blakeney's Ranch House
28333 Grand River
FARMINGTON 477-8545

BARTENDERS
Experience not necessary. Full and part-time available. The Meeting Place Restaurant, 6195 Orchard Lake Road, Orchard Lake. 851-0060

FOOD SERVICE HELPERS
Food service personnel, age 18 and up, on-call basis, to assist with catering functions. Ideal for persons wanting occasional part-time employment. Day, night & weekend functions. For application, contact:
Eastern Michigan University
Personnel Office
112 Oak Welch Hall
Ypsilanti, MI 48197
(313) 487-3430

AFFIRMATIVE ACTION
EQUAL OPPORTUNITY
EMPLOYER & ED. INSTITUTION

WAITRESSES
Wanted. Must be 18 years at Dino's Pizza Parlor. 31535 Joy Rd., Westland. 261-7720

WAITRESSES, full and part time, good wages & fringe benefits. Novi Area. 537-3070

DISHWASHER Part time good salary and hours, afternoons, 6PM-8PM, Plymouth Area, Chris' Coney Island, Great Scott Shopping Center. Call after 6PM 455-8181

BARMAID & WAITRESS needed for evening shift. Livonia area 261-2130

ATTRACTIVE BARMAIDS and Waitresses, full or part time, day or evening shifts. Big Tease Lounge. 334-8509

THE MINE
Now Hiring Full time Waitresses. Apply in person between 8AM-5PM.
HOLIDAY INN
30375 Plymouth Rd.
Livonia
Across from the Terrace Theater.
An Equal Opportunity Employer

Family Restaurant
NOW HIRING
Full & Part Time
WAITRESSES
BUS BOYS
HOSTESSES
MAINTENANCE
Excellent working conditions. Interested in mature, conscientious applicants only. No experience required.
APPLY IN PERSON
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28333 Grand River
FARMINGTON 477-8545

505 Help Wanted Food & Beverage

COOKS

NIGHTS
Experienced in broiler work. 5 nights week. Farmington Hills restaurant. Call for interview:

851-4094

COUNTER help and finisher. Mature person willing to work counter and finish dessert, only in person: Dawn Donuts, 29600 Ann Arbor Rd., Plymouth. Monday shift 6:00AM to 2PM.

BARMAID & Waitresses, now taking applications, apply in person Delta Lady, 22628 Woodward.
545-5443

ASSISTANT MANAGER
Wanted for afternoon shift, 3-11. Palace Restaurant, 23225 Telegraph. Southfield. 352-2320

BAKER, Grill Cook and Counter worker. Full or part time. Apply in person, Bagel Nosh Restaurant, 10 Mile at Evergreen, Southfield.

WAITRESS-FULL TIME
Apply in person: Time Fine Food, 23071 Plymouth Rd. Liv. 261-8890

505 Help Wanted Food & Beverage

Little Caesars PIZZA STATION

WE'RE READY—ARE YOU?
We're ready to hire now.
Are you available to work
Mornings—Lunches?
If so, Visit or Call
Our Manager—he would like
to talk to you.
LITTLE CAESAR'S PIZZA STATION
353-5990 — 561-6420
24459 Telegraph — 23780 Michigan Ave.
S. of 10 Mi., Southfield — E. of Telegraph, Dearborn

HELP WANTED

McDonald's

of Novi, Twelve Oaks
YES, WE'RE COMING VERY SOON
AND WE NEED YOUR HELP!

No experience needed, just the desire to work hard with the No. 1 restaurant organization in the industry.

Part-time and full time help needed for day, night, and weekend shifts.

We pay good wages, vacation pay, free meals, and other excellent benefits.

JOIN THE NO. 1 TEAM NOW!
Pick up your application at our building site from 9 a.m.-5 p.m. daily at 42665 Twelve Mile Rd. (North of the Mall — near Sears.) Fill the application out and leave the information there. Will call you for interview shortly.