504 Help Wanted Office-Clerical

SECRETARY-GEN'L MGR MANUFACTURING
Typing-Shorthand, travel arrangements, mature. Salary $10,000-$12,000 to start. Excellent benefits, including dentist. No agency Fees.

ACCOUNTING DEPARTMENT MFG
Good billing or invoicing experience, prefer 55 or better wpm typing. $700-$750 range to start. Fully paid benefits including dental No agency fees.

CREDIT DEPT-MFG
Ability to handle customer calls, light typing, good figure aptitude. $160-$180 a week to start. Full benefits including profit sharing. No agency fees

CREDIT CORRESPONDENT-DEARBORN AREA-MFG FIRM
Basic accounting-some typing, must have credit experience. $800-$850 to start. Fully paid benefits. No agency fees

PERSON FRIDAY
WALLED LAKE
Beginner - excellent typing IBM, phones, calculator. Salary $525 absolute minimum, excellent career and benefits. Interviewing-Independent Company will negotiate no agency fee

BETTY HAMIL PERSONNEL
424-8470

ENGINEERING secretary excellent career opportunity for a self starter to act as secretary typist in the engineering department of a NYSE mana facturer. Above average skills with 2-3 years experience, we offer full company paid benefits including 13 paid holidays, call for interview appointment or apply in person 8-5:30 pm Cox Instrument 1330 Fullerton (1 block E. of Greenfield). Detroit, Mi. 48227 255-5700
Equal Opportunity Employer M F

SECRETARY
MAJOR INSURANCE COMPANY has 3 responsible positions open for a Secretary in our Sales Department. Requirements Are Accurate typing in excess of 50 WPM. Knowledge of dictaphone, with aptitude. Diversified work, good opportunity for advancement. Full benefits including Time Award Program. Southfield area
Call CHERYL JOHNSON
644-4100
An Equal Opportunity Employer

DESK CLERK
Full time. Apply in person. Del Prado Motel, 11200 Telegraph, Detroit

RECEPTIONIST
Front desk variety work for outgoing person with accurate typing and pleasant phone manner. West suburban location. Good advancement. $650 Fee paid
PERMANENT STAFF 522-4210

EARN HOLIDAY MONEY HERE!

STENOS
TYPISTS
KEYPUNCH
SEC'YS

Call For Appointment

MANPOWER
TEMPORARY SERVICES
19500 Middlebelt, State 318E, Liv

478-1130

24755 5 Mile, Redford

538-3130

26015 Woodward Suite 305
Huntington Woods

543-1080

29234 Ryan, Warren

573-6440

20600 Eureka, Suite 196, Taylor

283-1860

981 Columbia, Detroit

965-7000

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

PART time receptionist-secretary for Southfield office. Sharp, dependable person with pleasant business manner for telephone & general office duties. Call 569-4345

SECRETARY to life insurance agent. Bloomfield Hills office, flexible hours. 3 - 5 per day. Benefits, insurance, excellent starting pay. 646-5020

504 Help Wanted Office-Clerical

CLERK TYPIST
45 WPM accurate typing for a part time CETA position in a human services agency. Must be a minimum of 55 years old and live in Oakland County. Excellent Southfield location with free parking. $2.90 hr. plus some company paid benefits. Call Amy at 967-0500

ACCOUNT ADMINISTRATOR
Mature, professional person to work in fast paced, detail oriented, Southfield food broker office. Accurate typing skills and aptitude for figures - a must. Office experience desired. Permanent position with full fringe benefits. Immediate opening. Call Mr. Pawlovich between 2 - 5PM
355-3400

DICTAPHONE TYPIST
Mature gal to handle all dictaphone transcribing, file maintenance & general office duties. Must excel in typing skills & spelling. Permanent position with fringe benefits in fast moving, detail oriented, Southfield food broker office. Call Mr. Pawlovich between 2 - 5 PM 355-3400

TYPIST-SECRETARIAL
General Office. Oak Park area $4.10 an hour to start. Advancement to monthly salary, bonus, benefits. Box 504 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

OFFICE help for retail chain, experience helpful but not necessary, fully paid Blue Cross and profit sharing, please call 358-1191

BOOKKEEPER-retail furniture. Experienced thru profit and loss. Permanent position. All benefits. Farmington area 478-7272

TYPIST TRAINEE
Accurate typist with ability to handle customer on telephone needed in Redford area Call Mr. Hamilton 868-8600

DETREX CHEMICAL IND
An Equal Opportunity Employer

ENJOY INTERESTING & challenging work with growth company. Our local office of Nationwide Sales Finance Company has opening for an alert individual with some typing skills and credit investigation. Good salary, outstanding employee benefits and pleasant working conditions in Troy area. Call 879-8605
Equal Opportunity Employer M F

CLERICAL POSITION
For Food Distribution Center. Hours 3pm-11pm. Mon. through Fri. Excellent benefits and working condition.
455-1400

PART Time position for management office, must have experience in accounts payable, bookkeeping and payroll and some telephone & typewriter Call Elaine. 559-8729

PART TIME Secretary, typing and organizational skills, church religious education program. Birmingham area 646-2221

CLERK TYPIST 8780
For many suburban corporation offering full fringe benefits including 1 week Christmas vacation, plus standard 2 week paid vacation, dental plan and cost of living allowance. Excellent promotional opportunity, type 55 WPM, company paid fee
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

INSURANCE
Birmingham agency is looking for a girl, experienced in personal lines Homeowners. For confidential interview call Mrs. Hunt 644-5804

BOOKKEEPER - TYPIST for small, pleasant Southfield office. Security and excellent fringe benefits for dependable hard worker. 354-6560

GAL NEEDED - One gal office, typing, telephone, filing and keep things organized. Looking for someone to work 8.30 to mid afternoon now. 8 to 5 later. Call 559-2010

BOOKKEEPING ASSISTANT
Accounts Receivable and Payroll department. Some typing. Some experience required. Preferably living in Farmington area.
474-7744

ACCOUNTING CLERK
An excellent opportunity exists for individual with accounts receivable experience in one of the nation's top growth companies. The ideal applicant will have at least an associate degree and exposure to data processing systems in a medium size company. We offer a good salary and an excellent benefit package. Call Robert Merrick after Tues. Nov. 28
GUARDIAN INDUSTRIES
Northville, Michigan 48167

LEGAL SECRETARY - available now, Birmingham area. Permanent, part time position for Fridays only, 9-5. Call Carol at 642-1585

504 Help Wanted Office-Clerical

PLANT THE SEED FOR YOUR FUTURE
'Let-us' help you 'Cultivate' your career. Receptionist/Secretarial needed in Southfield area. Requires Typing 50 + wpm, salary plus, $550 to $650. Company pays fee. 'Reap the Harvest' now. For 'Peat's' sake - call.
PERMANENT STAFF 353-8505

SALES SECRETARY
FEE PAID
Advance rapidly with this top international company!. Professionalism and good skills are the keys! To $9,450. Call Kathy now!
353-2090
SNELLING & SNELLING PERSONNEL

EFFICIENT mature person to work with management team of large beverage distributor. Interesting, diversified duties. Must have experience working with figures. Typing skills a must. At least 55-60 WPM. Must be knowledgeable of office machines. Salary based on wage & excellent fringe benefits including dental and health plan fully paid 5 days a week. Call Mrs. Peet at 833-8400

DATA PROCESSING OPPORTUNITIES
Key Punch Operator
Downtown firm has immediate opening for individual with minimum 1 year key punch experience. Background in computer operations desirable. If you are reliable, self-motivated, willing to learn, & like diversified duties, this job is for you
Applications Programmer
Position requires a minimum of 2 years ANS COBOL Experience & a business applications background. Responsibilities include modifying, maintaining & writing business applications program. Communications background & machine operator knowledge desirable. Present hardware HIS 64/20. Competitive salary & excellent fringe benefits in suburban area. Send resume outlining experience & salary history to:
Data Processing
P.O. Box 01 Taylor MI 48180
An Equal Opportunity Employer

INSURANCE SECRETARY
Large Troy agency needs person with thorough knowledge of commercial lines to assist salesmen. Good compensation & fringes. Call Mr. Petersen 643-6500
An Equal Opportunity Employer

BOOKKEEPER ASSISTANT
Farmington Hills manufacturer needs girl experienced in accounts receivable, payables, office procedure, inventory control and interest in computers & 34 Modern 2 girl office. Call for appointment 478-1220

TYPIST. 50 w.p.m.. 3 years purchasing experience desirable. Apply at Coordinated Industries, 20825 W. 8 Mile, Livonia 476-0200

ACCOUNTING Clerks Mortgage company in Southfield is seeking individuals for their investor accounting department. Knowledge of Fnanna Ginnie, Fhlmc or vinde debit reporting desirable. 45 WPM typing skills required. Salary commensurate with experience. For interview, Miss Landygo 355-6500.
An Equal Opportunity Employer

FULL TIME-Part charge Bookkeeping, education and we experience necessary. Also responsible for payroll and general secretarial duties. Good salary and fringe benefits. Bring resume to: Hagelstein Paint and Chemical, 21671 Telegraph Rd. south of 10 Mile in Southfield

CLERICAL position available in Southfield for person with good typing skills, good figure aptitude and the ability to handle a variety of office tasks. Call Kathy 559-7872

EXPERIENCED BOOKKEEPER To record books of original entry & prepare books for monthly visit by accountant. Experience in bank floor-planning very helpful but not essential. Call & ask for Kendra Todd 261-2530

SECRETARY - Insurance, immediate placement for qualified person. Promotion has created this opening. Life insurance experience helpful but not required. We need a mature person with several years office experience, your 50 WPM typing skills, good math ability, and communication skills will be used as you fill this important position. General office duties as well as calculating rates for group policy proposals. Excellent benefit plan, free parking, Livonia location, call for details after 12 noon.
478-7500
SAFECO INSURANCE CO.
29500 Vassar Livonia
An Equal Opportunity Employer

NATIONAL firm looking for receptionist, light office work, good typing ability, apply Fox Photo, 775 Davis, Plymouth
An Equal Opportunity Employer

SECRETARY - 15 Mile - Telegraph area, national firm looking for mature individual with typing skills and dictaphone experience. Girl Friday type, excellent fringe benefits, salary based on experience. Box 516, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY Typist full time for very busy office. Accurate typing 55-65WPM, filing and phone. Intelligent self starter. Hours - 9-5PM Bloomfield Hills area, salary negotiable. 647-3060

GENERAL OFFICE
To join small office located in Plymouth. Reasonable office skills needed, good math skills necessary. Must be self-starter and high school graduate. For interview, call between 9AM-4PM daily. 459-2552

ACCOUNTING DEPARTMENT
General office: Typing, keypunching, basic accounting. Grand River-Hillsdale area. Contact Dave Clements 476-8700

ORDER Desk clerk and general worker with pharmaceutical experience. Apply Great Lakes Wholesale Drugs, 11721 Levan, Livonia

KEY ENTRY Operators.

Key Punch - Key to Disc

Temporary Long Term Assignments

TROY AREA

Starting rate $3.65 plus benefits including annual bonus

For office nearest you call:

565-0266

EXEC-U-TEMP

BOOKKEEPER
Experienced thru Financial Statements. Sales & Payroll taxes for Southfield CPA Office. 557-3257

CUSTOMER SERVICE Representative wanted at American Way. Must be self motivated, enjoy working with people and have general office skills. Call C.R. Hubbard Mon. thru Fri., for appointment: 332-8000

Ass't Bookkeeper
General Bookkeeping Ass't. for accounts payable, payroll, quarterly returns. Bank reconciliation, typing. Property management office in the Northland area. Call Marion, 569-5555

TWO GIRL office requires self directed person for secretarial position. Good office skills and ability to accept responsibility a must. Call for interview 645-9488

ADMINISTRATIVE SALES, typing and good phone rapport necessary. Part time or full. 381-8857

FULL-TIME Secretary wanted. Typing, shorthand required. Salary open. Reply: P. O. Box 157, Lathrup Village, Mi. 48076.

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant surroundings, more challenge, better hours, something closer to home? If your answer is 'yes' to one or all of the above, the time to contact us is now. The demand for experienced legal secretaries is phenominal! We are receiving requests from attorneys and corporations on a daily basis. The openings exist throughout the tri-county area, including downtown Detroit. In general the positions are offering $200-$250 per week to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement services. Call, come in, or mail your resume in total confidence. We stand ready to help you achieve your goals. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2530
SOUTHFIELD, MICH 48075
Southfield 358-0060
Troy 649-2965
Dearborn 277-5757

JUNIOR ACCOUNTANTS for local CPA firm. Must have Bachelors Degree and transportation. Send resume to: R J Dickshott & Co. 19500 Middlebelt Rd., Suite 101, Livonia, Mi. 48152.

OFFICE GIRL
Sharp, good at follow up to be trained for drapery and lighting fixture control and purchasing. Alan Lori Design Center, Livonia.
477-6500

SECRETARY Strong skills in typing and clerical duties. Starting salary 30 hour week Excellent fringe benefits Contact M-W Well 661-1000 ext 223

TYPIST
General office typist working in sales department. Prefer man 1 yr experience Novi, Michigan location Call Mr. Vara after 5:30 pm for appt interview at 476-8100

SECRETARY wanted for medical salesman. Flexible hours, some evenings 8-10 PM. Commissions available. After 6PM or anytime weekends 569-1407

SECRETARY to do majority of office jobs for a small manufacturing company in Walled Lake. Call for appointment 624-6801

SECRETARY for Birmingham CPA office Statistical typing necessary, bookkeeping helpful. Call Mr. Sitron, between 8:30AM-5PM. 645-1189

EXPERIENCED BOOKKEEPER - Compensation commensurate with experience. Knowledge of Construction business helpful 331-3231

GENERAL OFFICE
Challenging position for person with good math aptitude, typing required, excellent benefits, with rapid advancement opportunities. Southfield area Call 353-3299

SECRETARY IV
Salary $13,938 to $16,111 (Effective 12-1-78) By the closing date for filing applications, applicants must be a bonafied resident of the City of Livonia & a Citizen of the United States, have completed the 12th school grade, or have a valid equivalency certificate, & have had a minimum of 3 years of responsible full time, paid secretarial work experience - must have been the personal secretary to a Department Manager or similar position. Minimum skills. Shorthand - 100 wpm, typing 50 wpm. Apply: City of Livonia Civil Service Commission, 33055 7 Mile Rd., Livonia, Michigan 48152. No later than Friday December 8, 1978
An Equal Opportunity Employer

CLOSING SECRETARY
Experience required, Real Estate or Title Co. background. Pay Plan. Beautiful working conditions. Call Mrs. Cheyene.

CENTURY 21
LIBBY & ASSOCIATES SOUTH
835 Forest Birmingham
642-8100

KEYPUNCH OPERATORS
Henry Ford Hospital, Troy Location, is currently looking for Keypunch Operators with a minimum speed of 10,500 strokes per hour. Experience on Key Due System preferred. We offer an excellent salary & benefit package with shift differential. For Appointment for Keypunch Test, qualified applicants may call Mrs. Ann Bro, 689-3200
HENRY FORD HOSPITAL, TROY
2919 Cattermole, Troy

GENERAL OFFICE
Southfield location, excellent opportunity for individual with good office skills and shorthand or speedwriting. We are a branch office and participate in our company sponsored profit sharing program. Call Ms. Sternberg Mon. thru Fri. 9-1:30 pm 352-7757
Equal Opportunity Employer M F

KEYPUNCH-KEY TAPE OPRS-Schoolcraft - Middlebelt Area. Minimum 6 months experience. Full and part time, days, afternoons & midnights 522-1710

BOOKKEEPER
Part time Wed Thurs Fri 10-3:30, simple bookkeeping and record keeping for quantity food service, background or knowledge of foods helpful. Complete training, 2 weeks, 1 week Christmas holiday. Apply Mon. Tues or Wed 1-5 pm. Stouffer's at Meadowbrook Hall, Adams-Walton Rd., Rochester, Mi.
An Equal Opportunity Employer

TYPIST-RECEPTIONIST
Now testing well-groomed, personable ladies for position with apartment complex. Must have own transportation, able to run errands and have pleasing telephone voice. $3.45 to start with automatic increases and auto mileage. Mon. thru Fri. 8:30 AM - 5 PM, prefer Farmington area resident.
474-7515

EVENING (5-9) RECEPTIONIST Typing Required. 13 Mile-Orchard Lake Road. Call Jim Stevens 851-1300

GENERAL OFFICE
Office background should include light bookkeeping, typing, general filing. Periodic day time travel. Excellent benefit package. Salary commensurate with experience. Interviews by appointment only Tuesday thru Friday. Contact: HELEN GREEN
C.A. Muer Corp.
2 Washington Blvd., Detroit
965-1772
An Equal Opportunity Employer

OFFICE GIRL - light typing and phone. Southfield area. 557-0770

CLOSING SECRETARY
Experience required. Real Estate or Title Co. background. Top Pay! Beautiful working condition. Call Mr. Cheyene.
CENTURY 21
LIBBY & ASSOCIATES SOUTH
835 Forest Birmingham
642-8100

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

504 Help Wanted Office-Clerical

INSURANCE,
Westside Insurance Agency is looking for a commercial line Underwriter, min. 2 years experience in both fire and casualty.
425-2227

Order Desk/Customer Service
Reliable, mature person for machine tool distributor. Experienced only. Applied Manufacturing Systems Inc. 588-8100

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

KEY PUNCH
Several permanent openings on the day and afternoon shift. Corporate offices of international organization headquartered in Troy.
Must have working experience of key punch training.
Call 362-4444 ext 296 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

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

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

BOOKKEEPER Secretary. Experienced trial balance, payroll, monthly statements through Trial Balance. Good typist, good math personality very important, must be willing to learn all office duties & responsibilities. Manufacturing company located in Southfield. Send resume with salary desired to Box 372, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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

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

EXPERIENCED office help, part time 16, light typing & phone, Southfield 557-0770

A BANK SECRETARY
8?1, WK. Spots available. Fee Paid by Employer for permanent work in typing & Shorthand, previous experience not necessary. Employment Center 569-1636

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	565-8360
DETROIT	963-0880
CLAWSON	585-6387
LIVONIA	525-0330
FARMINGTON	478-8080
WYANDOTTE	284-9050
OAK PARK	547-0330
MT. CLEMENS	791-3060

WITT SERVICES

505 Help Wanted Food & Beverage

CHEF WANTED, for Franklin Hills Country Club, excellent salary and benefits. Call Mr. Peppo at 626-2120

COOKS & WAITRESSES
Night Shift. No experience needed will train. Apply in Person, after 3 PM. Lum's Restaurant, 30471 Plymouth Rd., 1 blk. W. of Middlebelt, Livonia.

WAITRESSES, full or part time. Hours 11PM-7AM. Palace Fine Foods No. 15, Main St., Northville.

505 Help Wanted Food & Beverage

GRANT'S RESTAURANT
has need for
WAITRESS
Experienced preferred. 26009 Five Mile Rd., Redford.
592-8952

WAITERS
Experience preferred for Continental restaurant. The Meeting Place, Restaurant, 4105 Orchard Lake Rd., Orchard Lake. 851-0060

525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

EXPERIENCED BARTENDER wanted. Immediate opening. Top salary, good benefits pay, $3.25 hour. Ideal for housewives and students. Apply in person today and take advantage of this excellent opportunity. 7 Mile & Telegraph, Bloomfield. 12 Mile & Southfield Hwy., Southfield or 12 Oaks Mall, Novi

WAITRESS - over 21 to work full time nights, paid holidays, vacation after 1 year, apply in person Box Bar, 777 W. Ann Arbor Trail, Plymouth

WAITRESS - mornings. 10:30AM-3:30PM, Monday thru Friday. Good tips 455-6161

COOKS WANTED for AM shift for senior citizens apartment complex in Southfield in Jackson area 353-2810

CHEF WANTED
For Franklin Hills Country Club Excellent salary & benefits. Call Mr. Peppo 626-2120

WAITRESSES WANTED, no experience necessary, apply in person. Coral Gables, 22609 Ecorse Rd., Taylor.

CAFETERIA help wanted, ground floor at the Travelers Tower in Southfield Call between 8AM and 1PM 356-8030

HOGAN'S RESTAURANT - Telegraph at 15 Mile. Are taking applications for waitresses, cooks, kitchen help, bartenders and hostesses. All shifts available, call for an appointment 626-1800

KITCHEN HELP - Part time, Lunch hours $3.50 to start. Will train. Town Pump, Walled Lake.

FOOD & cocktail waitress, nights, no Sundays or Holidays. Apply in person Rochester Elks Club, 600 E University, Rochester

RESTAURANT help wanted - bartender & dishwasher, full time. Host or hostess, 3 days per week, part time. Waiters & waitress & bus help days & nights. Applications being taken at 29455 Northwestern Hwy., Southfield, in the Applegate Shopping Center or phone after 1 P M 352-0710

BUS PERSONS, cooks, evening shift, part or full time in our west Halstead Big Boy, 21301 Halstead, Farmington Hills 477-8111

KITCHEN HELP wanted - responsible male or female, no experience necessary, will train, full or part time. Apply: Side Street Pub, 860 Frelick, Plymouth

WAITRESSES, excellent wages. Village Restaurant, 23091 Orchard Lake Rd., Farmington Hills 851-2545

Restaurant Help
BUS PERSONS
Lunch & Dinner
DISH MACHINE OPERATORS
Dinner
COCKTAIL WAITRESSES
Lunch & Dinner
BARTENDERS
Lunch & Dinner
COOKS
Lunch & Dinner
MAINTENANCE
For Mornings
EXCELLENT COMPANY BENEFITS
EXPERIENCED or WILL TRAIN
FLEXIBLE HOURS
HIGH STARTING SALARIES
APPLY IN PERSON
After 10 AM
Mondays thru Saturdays
THE DRY DOCK
26855 GREENFIELD
SOUTHFIELD
S. of 11 MILE
Equal Opportunity Employer M F

ASSISTANT MANAGER
For private club, experience in food cost accounting & familiar with restaurant & bar operation. Apply 31 1431 E. Big Beaver, Troy.

COOKS
Full-time and part time positions are available. Good working conditions, good salary, fringe benefits. Apply Between 2-5PM Monday thru Saturday at The Spaghetti Company, 11005 Middlebelt, Livonia. (Wonderland Shopping Center) An Equal Opportunity Employer

CASHIERS, day work, Mon. - Fri. Apply in person Kopy Land 1st Twelve Oaks Mall, Novi.

505 Help Wanted Food & Beverage

COOKS
Dinner shift
18 years or High School grad
Should know steak & dinner preparation

WAITRESSES
Must be 18 or older
Dinner shift, full time

Apply in Person:
8 AM - 4 PM Mon. thru Sat.

PERKINS
Cake & Steak
501 So. Wayne Rd.
Westland

An Equal Opportunity Employer

HOSTESSES
Excellent part & full time day and evening shifts now available. Must have neat appearance. Good pay. No prior experience necessary. Apply in person between 1 PM & 4 PM, Monday thru Friday, or by appointment.
Blakeney's Ranch House
28333 Grand River, Farmington
477-8545

COOKS
Full time, 6 am to 2:30 pm and 11 am to 7:30 pm shift. Air conditioned kitchen, fringe benefits Bedford Villa Nursing Home, South Lyon 437-2333

CHARLEYS CRAB looking for night and afternoon dishwashers and greeters day help. Apply in person at I-75 and Crooks Rd 879-2002
An Equal Opportunity Employer

Ass't Banquet Manager
For suburban hotel. Neat appearance. Must work flexible hours. Call for appointment. 9am-5pm
569-6700 ext 315

SALAD GIRL needed, full time, days, at St. John's Seminary. 55001 Five Mile, Plymouth. Apply 9AM - 2 PM. Mon. thru Fri. 453-6200

COOKS. Day or night shift. Short order experience desired. Palace Fine Foods No 15, Main St Northville.

COOKS
(prefer experience)
DISHWASHERS
18 and older. Excellent wages and benefits. Please apply in person:
DENNY'S
7725 Wayne Rd.
Westland, Michigan
An Equal Opportunity Employer

WAITRESS. Experienced. For cocktail lounge. Pleasant environment. 5 nights weekly. Barmaid or bartender, experienced. Part time-Fridays & Saturday nights Golder Spike Lounge, 28001 Joy Rd Westland. Call after 9 AM: 522-0454

BAKER WANTED Dependable experienced baker, night shift and weekends. Apply at Dawn Donuts 29600 Ann Arbor Rd., Plymouth

GAS ATTENDANT and Porter Need dependable person. Apply at Dawn Donuts. 29600 Ann Arbor Rd., Plymouth

COCKTAIL WAITRESSES - for bowling concourse & lounge. Apply Satellite Bowl, 25451 Michigan Ave Dearborn Heights 561-5053

BAR MAID
Fun Nights - apply in Person; Nicky's, 35780 5 Mile Rd., Livonia 464-5262

INVENTORY & RECEIVING Clerk for food & beverage in suburban country club. Excellent benefits, gratalization & meals Call Wed thru Sun. after 12 noon 626-2125

WAITRESSES
FULL TIME EVENINGS
BISTRO
RESTAURANT
W. MAPLE AT COOLIDGE
TROY
576-1711

COOK
DAYS
Excellent wages, benefits, working atmosphere.
APPLY IN PERSON ONLY
WIN SCHULER'S
The Grate Steak
2601 Rochester Rd.
Rochester, Mich.
An Equal Opportunity Employer

DISHWASHERS, waitresses, bus est. cooks, salad person. Palace Fine Food. 31411 Southfield Birmingham.

EXPERIENCED BARTENDERS wanted - part time for private country club. Please call 349-3656

505 Help Wanted Food & Beverage

ALL RESTAURANT POSITIONS
Elias Brothers Restaurants are now hiring full and part time

•COOKS •CASHIERS
•HOSTESSES •WAITRESSES

Day & night shift
excellent wages and benefits. Experience not necessary, will train Apply at
BIG BOY RESTAURANT
located at 25555 Grodan Rd. in Southfield at 10 Mile & Telegraph across from the Telex Plaza.

Elias BROTHERS RESTAURANTS
Equal Opportunity Employer M/F

BONANZA
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

WAITRESSES
ALL SHIFTS. Top salary. (33-45 per hr. based on experience), vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 2 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm

EXPERIENCED barmaid, 5 days week, call for interview Nite Cap Bar, 24817 W. McNichols, Detroit 534-7259

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 manager. 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

Restaurant Help
MOUNTAIN JACK'S
Positions are available for the Following Areas
BUS PERSONS
DISHMACHINE OPERATORS
PREP PERSON
COCKTAIL WAITRESS
WAITRESS
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
2200 ROCHESTER CT
Corner of Rochester & Stephenson
Equal Opportunity Employer M F

DAY COOK
Full or part time
No experience necessary
Apply in person
BONANZA
33456 W. 7 Mile
at Farmington Rd., Livonia

WAITRESSES
FULL TIME
DAY & NIGHT SHIFTS
NO EXPERIENCE NECESSARY
APPLY IN PERSON
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile Rd
Between Southfield & Evergreen

HOSTESS
FULL TIME & NIGHT POSITIONS
NO EXPERIENCE NECESSARY
APPLY IN PERSON
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

506 Help Wanted Sales

Michigan Chandelier Co.
Is accepting applications for full time retail sales people. Excellent working conditions in fashion oriented store. Call Mr. King, at
626-2548

FANTASTIC OPPORTUNITY
Need an Outgoing, Trim Figure Clerk? Like people and exercise? Fantastic opportunity for a new rewarding career with ELAINE POWERS FIGURE SALON. We are looking for a warm personality, trim figure and a neat appearance. No experience necessary. Will train for full or part time positions. Excellent opportunities for advancement and salary.
CALL FOR INTERVIEW
Livonia, call Lori 261-1563
Westland call Lori 261-1563
Daily, Birmingham Salon 642-9556
or Postnac Salon - 644-1070

COUNTER WORK in Pastry Shoppe. Apply in person. The Bakers Loaf, Square Lake at Northwestern Highway, Southfield. 354-LOAF

JACOBSON'S
HOLIDAY HELP
Positions open for 40 hrs week in sales and wrappers. Apply in person
JACOBSON'S
336 W. Maple Birmingham

505 Help Wanted Food & Beverage

EXECUTIVE CHEF
Exciting new position open. Gourmet experience necessary. Excellent working conditions in a new senior citizens complex.
FRANKLIN TERRACE
26962 Franklin Rd., Southfield
352-7390

HELP WANTED for
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 42965 Twelve Mile Rd. (North of the Mall — near Sears.) Fill the application out and leave the information there. Will call you for interview shortly.

506 Help Wanted Sales

NATIONAL TITLE COMPANY has immediate opening in Management at one of its local Branch offices. Individual must be a self motivated aggressive person who is interested in working for a progressive company with excellent opportunity for growth. Title Insurance experience required. Call Mr. Forster or Mr. Alcala for interview appointment.
569-3100
An Equal Opportunity Employer

CAREER OPPORTUNITY
The largest real estate organization in the country, over 6,000 offices referring transferees. We have excellent training facilities and field training for the newly licensed. Positions open in Birmingham office. Top commissions!
Call Mr Romano for appointment
CENTURY 21
LIBBY & ASSOCIATES
642-8100

AUTO WHITE-UP
SALESMAN
Brake Specialist Shop has opening for a salesman to come in to sell & write brake jobs & repairs. Mechanical experience helpful $200-$300 per week 6 day week. Apply in person.
LIVONIA BRAKE CENTER
31250 Plymouth Rd
Corner Merriman

Look No Further!
Southfield advertising firm has a few openings left in their Sales Department. Salary open to experienced people. Call Mark Lewis between 9AM-5PM at
559-2189

SALES PEOPLE
for
Women's Designer Accessory Store
at Twelve Oaks. We need fashion oriented people for part time & full time sales. Apply or call at Twelve Oaks customer service desk.
Mason Shops Ltd.

SALES LADY for Childre Store. Full time with a friendly personality. B

Train For A CAREER IN SALES
Grow with the Number One & the world's largest and fastest growing APPLIANCE SERVICE CONTROL offers a unique opportunity for beginning sales people to grow with our company into high paid career positions.
• Car allowance or company car provided
• No experience necessary, if you have a strong sales aptitude we will train you
• Superior training
• Protected territory
• Excellent benefits and retirement
• Opportunity to join our Management Development Program and profit from our promotion from within policy
If you have confidence in yourself and sales ability, call Jerry Weiss at 221-0430
Equal Opportunity Employer M F

FANTASTIC OPPORTUNITY
BOHEMIAN SCHERRER'S CLEANERS, SALESGIRL or CLERK. Like People and exercise? Fantastic Opportunity for new rewarding career with ELAINE POWERS FIGURE SALON. We are looking for a warm personality, trim Figure. Neat appearance. No experience necessary. We will train for full or part time positions. Excellent opportunities for advancement and salary.
CALL FOR INTERVIEW
Livonia, call Lori 261-1563
Westland call Lori 261-1563
Daily, Birmingham Salon 642-9556
Dearborn call Carrie 277-1002

BROOKS FASHIONS
The Nation's most successful Junior Sports chain has openings for qualified sales people in Detroit stores. We are looking for outgoing, energetic people with fashion know-how full and part time positions available. Apply in person. Fairlane Town Center, 12 Oaks Mall, Lakeside, Eastland

AREA BUSINESS Man seeks high income-oriented individual with PMA background or vacation family business. Send resume to: Box 394, Observer & Eccentric Newspapers, 36251, Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
PART TIME
Excellent opening for capable LEGAL SECRETARY with above average skills in typing and shorthand. Ideal part time hours in executive offices, 20-25 hours per week, 10 A.M. to 2:30 P.M.
Must have good experience in an attorney's office or legal firm. Should know the proper legal terms and their meanings.
Good salary with parking provided. Call: Personnel Office.
835-9500 ext 241
BORMAN'S, INC.
An Equal Opportunity Employer

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS
National Bank of Detroit will be interviewing at the Wonderland Center for Part-Time Tellers and other part and full-time positions as: Typists, Secretaries, and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at Wonderland Center, Market Place Bldg., Plymouth Rd. entrance, on Thursday, Nov. 30th, from 10AM-3 PM.
NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped