WIN 2 HOCKEY TICKETS

SEE THE RED WINGS AT OLYMPIA STADIUM

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

504 Help Wanted Office-Clerical

CLERK to assist in busy Auto/Radio shop, answering phones and light bookkeeping. Salary $2 hour to start. Apply between 10:30 AM - 3 PM, Factory Official Radio, 30758 Grand River, Farmington Hills.

SECRETARY
Maple Rd.- Telegraph Area. Neat, Mature person with typing, dictaphone, pleasant telephone personality. Good pay and benefits for the right person. Mail replies, to: Box 22L, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER-RECEPTIONIST
For one girl office. Apply in person. Qualitrol Color Lab, 15497 Beech Daly, Redford Twp.

BOOKKEEPER- Industrial plastic supplier seeks bookkeeper to take charge of accounting functions. Pleasant working environment, small company, paid benefits. Call Pontiac Plastics for appointment. 853-4802

SECRETARY, part time, shorthand or dictaphone, typing, general office, pleasant atmosphere. Oak Park. 547-0560

PART TIME help needed immediately. Filing & telephone duties, 4 hours per day. Please call Mr. Grasshiser, 477-7180.

ACTIVE OFFICE in Farmington Hills requires sharp gal with experienced office skills for filing, general filled position. Must be organized, have light typing, accurate typing and aptitude for figures. Good salary with hospital and life insurance, profit sharing, pension and other plus benefits. 626-3113

SALES SECRETARY
Administration
Looking for a career minded individual willing to accept responsibilities. Basic office skills required. Typing, phone, figures, etc. Experience preferred. Highly challenging position with progressive company located in Bloomfield Hills. Good starting salary with company benefits. Call Enco Marketing 642-0255

LEGAL SECRETARY
Mature Woman preferred with Legal Secretary experience. Wanted for full time work. Southfield Office. 354-0080

RECEPTIONIST
Busy office is in need of a good Receptionist. Telephone answering and typing, good typing skills are required. Call BLOOMFIELD 642-0271

GIRL FRIDAYe
Experienced general office. Good at detail. Alan Lori, Livonia; Mrs. Roman

EXPERIENCED TYPIST for order department. Full time, personal interview. Apply at Sister Wallcoverings, 31146 Schoolcraft between Merriman and Merriman.

CLERK-COMPUTER
Permanent full time position available for someone who works well with numbers and is experienced in the use of a 10 key adding machine. This is an entry level position but it will lead you into the exciting world of computers. Pleasant working conditions in a modern Livonia area office. Our needs are immediate so please call Mr. Augustine 548-3202 Ext. 51, after 10AM.

EXECUTIVE SECRETARY to General Manager of radio station. Typing 45 wpm, shorthand necessary. Requires promotion & public contact. Salary commensurate. Contact 546-9600
Equal Opportunity Employer M/F

BOOKKEEPER
Experienced full charge bookkeeper through trial balance & financial statements. Computer input & readout experience preferred. Troy location. Call for interview. 649-4500

PERSONNEL
Terrific spot in corporate area offers $210 plus start. For your people & project handling skills. Downriver location provides convenience & top benefit package. Call 542-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

PROFESSIONAL IMAGE
Professional Association needs you to prepare their income tax. General Secretary Spot. Requires no shorthand for $800 start. Attend conventions, meet interesting clients. Call 649-4144.
Your Boss Pays Our Fee
HARRIET SORGE PERSONNEL

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing, permanent, good benefits. NAS Creditors Service, 353-8200
An Equal Opportunity Employer

RYDER TRUCK RENTAL is looking to hire a mature, ambitious individual to fill a full time opening in our rental staff. Individual must have some college experience and be willing to learn the business. If interested contact Terry Bigney at 13101 Eckles Rd., Plymouth.

TYPIST Downtown law firm, will train on Mag Card. Must type 40 wpm. Accuracy important. 963-2500

WORD PROCESSOR, downtown law firm. Legal experience not necessary. Must type 65 wpm, accuracy important 963-2500

RECEPTIONIST - primarily phones. Light typing. Monday-Friday 8:30 Mon. thru Fri. prefer young and eager to learn, starting salary $130 week. Ask for Mrs. Kay 538-5600

SEE AD under 547 Office - Part time, 10am-2pm daily.

CLERICAL SECRETARY
For Southfield firm, part time job, approx. 3 - 5 hours per day, 1PM - 5 PM, 5 day week, 4 hours on Sat. Minimal experience required - typing. Call for appointment 9 AM - 5 PM 355-0150

LEGAL SECRETARY, excellent typing and dictating skills required. Will train qualified person. Salary negotiable. Southfield. 557-4900

GEN. OFFICE CLERK

Immediate opening in a new executive office for a mature, responsible person, must be well organized for this 1 girl office. Accurate typing, shorthand, and bookkeeping experience required. Southfield location, excellent benefits, salary commensurate with ability. Call

837-4500

BOOKKEEPER - Full time, with experience. Must be familiar with payroll tax forms & accounts payable/receivable. New office, nice working conditions. Apply between 9AM-4PM at SHIFRIN & Gibson Co. between Farmington & Levan off I-96.

SECRETARY WANTED for Southfield Law Firm. Good typing a must. No legal experience necessary. Will train. Contact Gayle at 569-4318

DATA ENTRY
We need Data Entry people for Livonia & Birmingham locations. Will consider part time. 645-8705

504 Help Wanted Office-Clerical

PART TIME receptionist - light typing, for computer store. Southfield-Farmington area. Mr. Blatecki 356-8111

IMMEDIATE OPENING for full time, friendly, competent, office worker. Duties vary, including typing, filing and cashier work. Must have telephone and front desk personality. Saturday work required.
ARNOLD WILLIAMS MUSIC INC.
5701 Canton Center Rd.
Canton 453-6586

TYPIST NEEDED for out-patient mental health clinic in Wayne. Accurate typing of 60 WPM required. Dictaphone experience helpful. Call Vicki at 721-4100

EXPERIENCED DENTAL Assistant, Farmington office. Call 553-4660

SECRETARY - Statistical typing, receptionist. Suburban CPA firm. Excellent pay for dedicated Professional Person. 424-9050

SEC'Y/BKKPR
To assist store manager. Must possess excellent figure aptitude as well as typing & bookkeeping skills. Ability to deal with general public. Good growth opportunity for highly motivated person. Tel-it Mall, Southfield location. Call Personnel Manager, Silvert's Inc.
883-4410

FRONT DESK
A client company in Birmingham needs reliable enthusiastic person with a good phone voice. Medium typing and some figure aptitude & plus. $700 a month. Call Nancy.
644-4500
SNELLING & SNELLING AGENCY

CAREER OPPORTUNITY in Hotel Sales & Catering, New Center area. Call from 1 to 4 PM, Mon. thru Fri. only 873-4100

IMMEDIATE OPENING
Clerical, typist, good with figures needed for pleasant Southfield location. Shorthand desirable but not necessary. Benefits included. Only mature responsible person need apply. Call for appointment. 557-1430

DATA TECHNICIAN
PART TIME
Our Mid-Detroit hospital is currently seeking a Data Technician to work 20 hours per week. Major responsibilities will include editing and batching forms, basic Math calculations, and typing statistical reports, etc. Must be a H.S. grad with excellent typing skills and some experience working with forms control systems and numerical data. We offer an excellent wage rate and benefits. Apply at the Personnel Department.
METROPOLITAN HOSPITAL
1000 Tuxedo, Detroit
An Equal Opportunity Employer

Immediate Openings
Secretaries, typists, general office, light factory, etc. Apply at:
18600 Middlebelt Suite 310E
Across from Livonia Mall
Livonia Office Pavilion
478-1130
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
FTD is looking for mature Junior Secretary for our Marketing Division. The qualified individual will be well organized, able to work independently, and have a flair for detail. Typing of 60 wpm and Dictaphone experience necessary. If interested, contact Jean Kendall.
FLORISTS TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 284
An Equal Opportunity Employer

PART TIME Typist/Receptionist for Southfield CPA Office. Accurate, mature, dependable. Pleasant telephone disposition. Call for interview. 353-4330

SALES SECRETARY
Challenging position with suburban firm. Much customer contact. Perfect spot to use your experience and good typing. Call now.
353-2090
SNELLING & SNELLING PERSONNEL

MATURE PERSON to fill Clerk-Typist position with construction company. Must have excellent phone personality and be able to type 30 WPM. Please contact Elsie or Ingah between 9 and 3 PM. Quality Construction Co. 846-5733

EXECUTIVE SECRETARY-for Southfield, requires 3 years experience for 60wpm typing and 90wpm shorthand. $850. Fee Paid.

ACCOUNTS PAYABLE-for Troy requires one to two years bookkeeping experience plus 55wpm typing, variety of office duties. $750. Fee Paid.

ACCURACY
Personnel Service
843-3050 358-2018

AUTO LEASING COMPANY
Has immediate opening for good typist in our car order department. Salary commensurate with experience. Pleasant working conditions, with benefits. Plymouth-Telegraph area. Call Mr. Hesse, 537-8750

LEGAL SECRETARY
Large, prestigious law firm has 2 openings for experienced professionals. We offer an opportunity to challenge your initiative, and skills to the fullest, and to grow with our progressive firm. Shorthand a plus, but not required.

An exceptional salary and fully paid benefit package, coupled with first class working conditions, make this an outstanding opportunity. Our employees know of these openings.

Please send resume or letter of experience to: Box 20K, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
equal opportunity employer M/F/H

CLOSING SECRETARY, experienced in Real Estate to work for title company located in Oakland County. Call for appointment between 1 and 5 pm. 879-7090

504 Help Wanted Office-Clerical

SECRETARY
Major insurance firm is looking for a mature, responsible person to become secretary to our regional vice president. Applicants should possess strong secretarial skills including math aptitude and ability to work independently and a high degree of confidentiality. Full benefits. Salary based on experience. Southfield area. Call Cheryl Johnson after 2:30-7:0 644-4100
An Equal Opportunity Employer

BOOKKEEPER
Complete books, thru financial statement, & payroll taxes, for various clients in Southfield's CPA Office. Full time & experienced. 557-5257

INSURANCE SECRETARY
Experienced, salary commensurate with experience. Call for appointment. Farmington Hills area.
553-2280

NEED A Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want.
478-8350
OFFICE PERSONNEL POOL
Temporary Personnel Since 1946

CLERK TYPISTS
Home office of local insurance company has immediate openings for CLERK TYPISTS. 4% day work week, liberal fringe benefits. For additional information and appointment call:
453-2000

ADVERTISING SECRETARY.
No shorthand! Enter the world of advertising in this fine suburban firm. Variety plus. $10,800. Call today.
353-2090
SNELLING & SNELLING PERSONNEL

SWITCHBOARD/TYPIST
Busy Real Estate Office needs dependable person Tues. thru Sat. 11 AM to 8 PM. Bookkeeping helpful. U of D Area. King Realty, 342-8600, Ext. 22

OFFICE CLERICAL
We have an excellent position for a good organizer who enjoys responsibility and likes working with people. 55 wpm. typing, some shorthand, a figure aptitude, and some artistic ability helpful, but not necessary. Call Mrs. Sales office Call Ruth, Investors Diversified Services, 31990 Greenfield, Southfield. 968-1000.
Equal Opportunity Employer M/F

ONE GIRL office in Plymouth, take charge type gal with experience in bookkeeping, filing, typing & telephone savy. Salary commensurate with experience. for appointment 459-7360

SECRETARY - Legal experience preferred but not required. Good typing skills, enjoyable working conditions. Southfield firm. 569-0088

ACCOUNTS PAYABLE Clerk. Retail experience required. Located in Southfield. Good working conditions & fringe benefits. Please call: 358-1181

BOOKKEEPER - Interesting position with the Rochester Hills Harper Club. Experienced, full charge, able to start immediately. Ask for Margaret. 852-1502

ACCOUNTS PAYABLE
Opportunity in a 2 girl Troy office requires a knowledge of bookkeeping, good telephone personality, be detailed minded and the ability to type 55 WPM.
Contract Music 583-9777

Clerks
Data Entry
Secretaries
Typists
Something New Has Been Added
THE WONDERFUL WORLD OF WITT
Ask about our bonus and discount program. Top rates, interesting assignments close to home. Work by day, week, or longer.
NO FEE NO CONTRACT
11 LOCATIONS
FOR OFFICE NEAREST YOU CALL
967-0336
Witt Services Inc.

MEDIUM SIZE Commercial Line Insurance Agency has a position with advancement for person with secretarial skills. Shorthand, dictaphone, typing, high school diploma required. Some general office duties. Previous office experience preferred. Salary open. 273-5076

KEYPUNCH. Experienced operators. Plymouth area. Days, afternoon. Temporary. 536-5160

PART TIME Legal Secretary in my Downtown Birmingham Office. 1½ days per week. 646-5029

MATURE woman Mon.-Fri. Very light bookkeeping & typing. Pleasant phone voice. Bedford. Call Verna, 9 AM-5 PM. 535-0787

SECRETARYS
Bloomfield Hills Advertising Agency has immediate opening for Secretaries with some previous experience. Accurate typing at 60 WPM and good telephone manner required. Light shorthand helpful. Phone: 646-1900 ext.215
Equal Opportunity Employer M/F

RECEPTIONIST - development firm needs receptionist with switchboard experience to handle busy phones. Good telephone technique a must. Light typing, good benefits. 9-5. 5 day week. Southfield area. 569-0404

SECRETARY - busy executive needs top notch secretary with excellent shorthand, typing and grammar skills. Real estate background helpful. Good benefits. 9-5. Southfield area. 569-0404

PART TIME Legal Secretary, Southfield office. 4 hours day; 5 days per week. Some legal experience preferred, excellent typist. Call Sandy. 8:30 AM - 5 PM. 353-0227

SECRETARY-Dearborn office has opening for experienced mature person with good office skills. Contact Mr. McNeat. 563-5060

RECEPTIONIST. Neat, mature person to answer phones, do general office work with light typing. Next area. Contact Mr. Henry: 348-5800

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the Tri-county area. Permanent, part time & temporary positions are available immediately. Never a fee to you for our professional service. Call this week for details on positions in your area.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2080
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 643-9063
Dearborn 336-5777

GIRL FRIDAY needed, excellent phone personality a must, accurate typing. Benefits. Call between 8-4PM weekdays. 348-7700

LEGAL Secretary for Rochester Attorney, good typing and shorthand, salar y commensurate with experience, no legal experience necessary. 651-9050

TYPIST
Southfield based mortgage company needs typist for our servicing department. Excellent opportunity for the right individual.
355-2200

SECRETARY-FARMINGTON AREA. Light shorthand required. Sales or purchasing experience helpful. Excellent working conditions and benefits. Mail replies to: Box 20E Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

GENERAL OFFICE position with Birmingham area CPA firm, full time, must have good typing skills, nice phone personality and know office experience. Call before 4:30PM 646-5029

SECRETARY-PERSONNEL
ARA, the unique service management company is seeking a bright and assertive personnel secretary for our Southfield headquarters. We desire a self-personable individual with 2 years clerical experience, good typing skills with shorthand a plus. Organizational skills and initiative are an integral part of this position. We offer an excellent starting salary with a comprehensive benefit package and the potential for career growth in a fascinating business.
For an appointment please call Janet Poorman 644-7500
An Equal Opportunity Employer

BOOKKEEPER
Experienced. Full Time. References. Good salary. Warren area. JEE-0079

SECRETARY
UNITED WAY AGENCY OFFICE IN SOUTHFIELD AREA
Requires experience with good secretarial and general office skills. Daily duties are interesting, varied and rewarding. Excellent fringe benefits fully paid by employer. Starting salary negotiable. For information and appointment call Mrs. Nash or Mrs. Kirkner at:
557-6777
An Equal Opportunity Employer

DEPARTMENT SUPERVISOR
Southfield CPA firm has opening in processing department for supervisor who can handle varied workload with staff of six. Knowledge of bookkeeping helpful. Good salary & benefits. Call 358-1411

ACCOUNTING DEPARTMENT CASHIER
TYPE 55WPM
Accounting background helpful. Call American Title Insurance Co.
An Equal Opportunity Employer

TYPIST-Southfield CPA firm is expanding its processing department and is in need of good typists. Diversified work, good salary and benefits. Call 358-1411

SECRETARY
Responsible position for someone with initiitive. Must like working with figures. Salary open. Southfield/12 Mile area.
557-7733

SOUTHFIELD LAW FIRM desires experienced legal secretary. Pleasant surroundings including benefits. Shorthand required. Call Cynthia at 557-3500

ACCOUNTS RECEIVABLE in general office. Full time - 40 hours. Call Sandy at Warm Air Wholesale, 531-2340

LUNCH TIME RECEPTIONIST - 2 hours a day, Mon. thru Fri. Law Office near 15 Mile & Telegraph. $3.00 per hour. 644-6330

OFFICE HELPER
A couple days each week, vicinity of Maple/Coolidge in Troy. Must be well experienced and able to do simple bookkeeping and neat accurate typing. Computer experience helpful. Phone

BOOKKEEPER/SECRETARY
Experienced bookkeeper with strong accounts payable background good secretarial, skills including 10key. Executive typewriter, needed for challenging job. Birmingham Royal Oak area. Small office. Call between 10am and 3pm. 851-6070

CLERICAL-PERMANENT. Must type, be good in basic arithmetic, hours 8:45 - 5pm. Call before 6PM, 258-8000
An Equal Opportunity Employer

EXPERIENCED WORD PROCESSING Specialist wanted for Southfield Law Firm. Call between 8:30 AM - 5 PM. 557-8300 ext. 18

EXPERIENCED SESECRETARY wanted for Construction Company in Farmington Hills Area. 851-0700

RECEPTIONIST NEEDED for management office. General office skills with heavy contact & light bookkeeping. Southfield area. Call 353-1811

504 Help Wanted Office-Clerical

SECRETARIAL - LEGAL
Position for experienced secretary with administrative flair seeks individual responsibility, opportunity for creativity & strokes for quality of performance. Machine and shorthand dictation skills. Salary plus incentive fringe. N. of 12 near Telegraph. 642-8606

BOOKKEEPER
Experienced through trial balance to work on varied sets of books for Southfield area CPA firm. Call Mrs Swenson 548-3133

KEYPUNCH OPERATOR. Experienced. Full time, 8:30 to 4:30. Excellent fringe benefits. 2 Mile, Middlebelt area. 525-4560

OFFICE CLERICAL, mature person for small office. Duties include typing, filing, phone work. Good benefits, pleasant working conditions. Call Jo. 827-7808

IMMEDIATE OPENING
Customer Service & Clerical
Experience helpful but not necessary, will train. Excellent benefits. Call for interview 533-4700.

HAMILTON/AVNET ELECTRONICS
An Equal Opportunity Employer

GENERAL OFFICE
Do you like to type, file & do varied office assignments? We are sure to be interesting in someone.
CLERK TYPISTS
TRANSCRIPTIONIST
LEGAL CLERK
Birmingham location, excellent employee benefits, on the job training, promotional opportunities. Call Vicki Sata for appointment, 645-2700.

LIBERTY MUTUAL INSURANCE CO
Telegraph at 13½ Mile
An Equal Opportunity Employer

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

LEGAL SECRETARY, will train. Southfield location, call Madeline. 354-3500

RECEPTIONIST
Mature attitude, type 60 wpm., and pleasing telephone personality will qualify you for this challenging position with Southfield property management firm. Excellent salary and benefits available. Phone: Annabelle Grainger. 352-1450.

LEGAL SECRETARY. Experienced, mature, for general practice. Fast typist, hard work, good pay. Oakland Mall area. 588-7272

LEGAL SECRETARY needed for growing Southfield Law firm specializing in corporate tax practice. Mag card experience preferred. Call ext. 21 354-3200

KAUFMAN INSURANCE GROUP
General Insurance
Move to new quarters in the American Center Bldg., 18th floor. 27777 Franklin. Southfield. Additional people needed for full and part time positions.
Commercial Lines
Personal Lines, Experienced
Secretary/Dictaphone
Clerk/Typist
Call Mrs. Wick, Personnel Director
354-0200

ARE YOU A TYPIST
We have openings in the Southfield area for people who have excellent typing skills. If you are personable and reliable, we have the temporary position that you have been looking for. Please call 272-6500 for an appointment.
Somebody-Sometime Temporary Help
16415 W. 8 Mile Rd., Detroit
17222 Farmington Rd., Livonia
(in the Burton Executive Park.)

CASHIER
Light Office 4-5 days a week, must work 1 evening & Saturdays.
ALVIN'S at Davison
249 Pierce St.
Birmingham
No Phone Calls Please

INSURANCE TYPIST. Bookkeeping experience helpful. Good opportunity for growth. Top salary & excellent working conditions. Southfield location. 352-4100

INSURANCE
Expanding Southfield agency. Top salary for qualified, experienced insurance agent handling commercial rating. New office, excellent working conditions.
355-4400

GENERAL OFFICE
Small growing Southfield manufacturer firm. Will train energetic person. Some typing required. Farmington Hills area. Contact Mr. Greg Willis 851-6070

AUTOMOBILE Dealership needs accounts receivable person. Excellent benefits. 8 Mile/Grand River, Redford Twp. Mr. C. Kruse 538-5600

FULL CHARGE - Bookkeeper, seeking position with growing Birmingham Area. Property Management Company. We are seeking an experienced bookkeeper to handle our accounting department. Pleasant office. Salary open. Send confidential resume, Metro Group Management Corp., 608 W. Maple Rd., Birmingham, Michigan 48010

EXECUTIVE SECRETARY FOR FARMINGTON HILLS BASED FIRM. TYPING AND MATHEMATICAL SKILLS REQUIRED. CALL MS. HANSON 851-1900

504 Help Wanted Office-Clerical

KEY PUNCH OPR.
Due to recent expansion, local insurance company has immediate opening for KEY PUNCH OPERATOR with experience on IBM 129, 5496 or decision data 9410. 4½ DAY WORK WEEK, liberal fringe benefits. For appointment, call 453-2000.

RECEPTIONIST/Phone Operator. Mature person for 4½ day week. Light Typing helpful. 5 Mile/Telegraph area. Call for appointment. Widmer Office Supply. 534-1464

EXPERIENCED Receptionist Typist for busy office of Industrial Distributor. Royal Oak near I-75. Excellent benefits, growth potential for career minded individual. 399-5400

TECHNICAL SECRETARY
Manufacturers representative of automotive original equipment manufacturers. Shorthand, typing, phone, detail oriented. Company benefits. Bloomfield Hills. Send resume to Box 116. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

WINTER BLAHS GOT YOU DOWN
Long and short term positions available near your home.
INTERESTED?
FOR MORE INFORMATION
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

BOOKKEEPER-OFFICE Manager, for busy Dentist office-Detroit. Administrative ability with high degree of detail. Some degree of responsibility - absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 19G, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

A BANK SECRETARY
$198. Wk. Spots available. Fee Paid by Employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center. 569-1858

TOP NOTCH LEGAL SECRETARY
For Personal Injury Law Firm. Legal experience required, excellent typing and good shorthand required, word processor experience helpful Call Anita at.947-6860

SECRETARY
with business machine experience to run computer & handle varied office duties for manufacturer in Royal Oak. Pleasant working conditions, good benefits including profit sharing & pension plan. Send resume, including salary history to Box 73A, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LEGAL SECRETARIES
We have many fine openings for experienced legal secretaries. Fee paid by employer.
HILLSTROM & ROSS AGENCY
Southfield 626-8188

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

505 Help Wanted Food & Beverage

COOK for nights. 3-10 PM older reliable person. 15 Forest Place, Plymouth, Mich. 453-3510

Waiters-Waitresses
For Rafter's Restaurant. Apply in person. 8th Floor
STOUFFER'S NORTHLAND INN
21000 Northwestern Hwy., Southfield

BUS BOYS - nights, part time, experience preferred. Call for interview. 851-4094 522-1820

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE

We need an ambitious person to assist with our Accounts Payable. Good personality and willingness to work overtime as needed is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Payable experience with EDP exposure and you want a challenging position with a growing corporation, please apply at:

The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan

Equal Opportunity Employer

MICHIGAN NATIONAL BANK OF DETROIT
Has opening for
ACCOUNTING CLERKS
- Southfield location moving to Livonia.
- 2 years previous experience in or education in accounting required.
- Familiarity with bank reconciliation helpful.

Excellent salary benefits, and opportunity for advancement.
Qualified applicants please call
525-8600
An equal opportunity employer

505 Help Wanted Food & Beverage

CASHIER-HOSTESS
For Rafter's Restaurant. Apply in person. 8th Floor.
STOUFFER'S NORTHLAND INN
21000 Northwestern Hwy., Southfield

WAITRESS WANTED, part time nights. 5-10PM, 3-4 nights a week. Apply in person: Coney Island, Grand River-Halstead, next to K-Mart.

FOOD Checker-office. Daily, part time, combined food checker and assisting with general office work. References required. Bloomfield area. Call for interview. Bedell's Restaurant. 334-4561

WAITRESSES-DAYS
10AM-5PM. 5 day week, free meals, paid vacation after 1 year. Willing to train, must have neat appearance. Apply before 10AM or after 4PM, at the Northland Center Maple House Restaurant.

COOKS, Dishwashers wanted, good starting rate. Apply at: Fior D'Italia, 12 Mile & Northwestern Highway, Franklin Shopping Plaza.

RESTAURANT MANAGER
NIGHTS
Are you happy in your present position? Then stop by and see how happy people make up our organization. Come join us. For information call Mr. Adams.
542-0900

COCKTAIL WAITRESS. Part time, evenings and weekends. 416-1550

WAITRESSES-full time positions, evening work. Neat appearance, experienced. Apply in person: Oscar's, 20625 Northwestern Hwy., Southfield. 353-4806

FOOD PREP
Looking for young man who desires position in food preparation and stockman's job. 4 days per week. 4 pm - 12 midnight. Good opportunity for advancement. Apply in person
HILLSIDE INN
41641 Plymouth Rd. Plym.

KITCHEN AIDES, full time. Apply: Hendry Convalescent Center, 105 Haggerty Rd. Plymouth. 455-0300

WAITRESS, IDEAL for working mother, 4-8 hours a day. Weekends & days off. Apply from 10-4PM at Plum Hollow Lanes, 8 Mile & Latpar.

COOKS
BUS BOYS
FULL TIME - DAY SHIFT
CAR HOPS
FULL TIME - DAYS
Paid vacation and meals. Apply in person:
Livonia Big Boy
Plymouth & Farmington Rds.
421-4349

FOOD SERVICE VACANCY
The Bloomfield Hills School District is seeking an individual to supervise its pupil operation. This department supplies lunches to the 10 elementary schools in the District.
Ten month position with fringe benefits. Salary open.
Contact the Personnel Office
4175 Andover Rd.
Bloomfield Hills, Michigan
Phone 647-1011
An Equal Opportunity Employer

Earn Extra Money
Part time work
Serving food to Retirees
Call for Appointment
Franklin Club
Apartments
353-2810

WAITRESSES. Full time days. Sundays and Holidays off. Apply: Mason's Lounge, 13490 Farmington Rd., Livonia.

WAITRESSES
Full and part time. First and second shift openings.
Maple House
Restaurant
24723 Southfield Rd.
Near 10 Mile, Southfield

WAITRESS
Days & night shift. Full and part time. Apply in person between 9 am and 11:30 and 2 pm to 4 pm. See Dee.
BOX BAR
777 W. Ann Arbor Tr.
Plymouth, Mi.

DISHWASHERS - part time, nights. Farmington Hills restaurant. Call 851-4094

MATURE WOMAN needed for late shift. Hours are from 6 to 1 a.m. 6 days a week, no weekends. Mikey's Food Factory, 28701 Plymouth Rd.

505 Help Wanted Food & Beverage

KENTUCKY FRIED Chicken and H. Salt Management company has a full-time position for secretary interested in statistics. Good salary with benefits, experienced preferred but will train. 9 Mile-Telegraph area. Call for an appointment 353-7604

BUS BOYS
Select part time evening shift available. Excellent working conditions. Apply in person. Monday thru Friday, 1pm-3pm, or by appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington
477-8545

BUS BOYS
Excellent day shift now available, 7am-3pm Monday thru Friday. Weekends off. Top pay. Apply in person. Monday thru Friday, 1pm-3pm, or by appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington
477-8545

WAITRESS wanted, Cocktail lounge in Westland, experience not necessary. 427-0622

DIAMOND JIM BRADY'S
Needs Cooks
Food Preparers
Dishwashers
Experience Helpful.
Please apply Tuesday & Friday 1-4; Saturday 12-2; Prudential Town Center (The Gold Highrise at 10½ & Evergreen located above the theater.)

WAITRESSES - must be over 21. Bus Boys, days. Apply in person: Red Lobster, 5774 N. Wayne Rd., Westland.

Little Caesar's Pizza Station
STOP!
LOOK NO FURTHER!
We will pay $3 per hour, give you free meals and uniforms.
Where? Why? How? When?
See our Manager anytime or call - he has the answers.
24459 Telegraph, Southfield
S. of 10 Mile 353-5990

23780 Michigan, Dearborn
E. of Telegraph 561-6420

Northland Mall, Southfield
9 Mile and Evergreen

COCKTAIL WAITRESS
Part time. No experience necessary. Apply in person. Mon.-Fri., 1-5. HINES PARK INN, 36655 Plymouth Rd., Livonia.

SIGN OF THE BEEFEATER
is now taking applications for
FULL TIME WAITRESSES
part time need not apply
Apply in person
7647 N. Wayne Rd.
WESTLAND SHOPPING CTR.

AT Arthur Treachers Fish & Chips time is money. Your time 3 days or more per week. 3-6 hours per day, working full or part time, days or nights at these Arthur Treacher locations:
29010 W Seven Mile, Livonia
649 Ann Arbor Rd., Plymouth

ACCEPTING APPLICATIONS for salads, salad and pastry people. Experience helpful. Day & night shifts available. Excellent starting salaries and fringe benefits. Reliable transportation necessary. For appointment 453-8179

HOSTESS - Part Time. For lunches 11 to 2 PM. Must be highly experienced and have excellent references. Immediate openings. Round Table Club, downtown Plymouth. Interviews by appointment only. Ask for Mr. Smith. 453-1626

WAITRESSES wanted. Days. Southfield area. Call Mr. Dunn. 424-8410

COOKS
Full time, 8 am to 2:30 pm & 11 am to 7:30 pm. shift. Air conditioned kitchen, fringe benefits. Redford Villa Nursing Home. 537-3233

505 Help Wanted Food & Beverage

WAITRESSES
For Coffeteria, full time days. Paid holidays, and vacations and Blue Cross. Apply in person between 2 and 4 PM.
Mochus West Maple
160 W. Maple, Birmingham

DISHWASHER, afternoons 11 Am. to 4 Pm. Monday thru Friday. Starting $3 hour. Chris's Coney Island, Plymouth area. 455-6161

BARMAID - private club, part time & evenings. Livonia area. Call after 6 pm. 522-7522

BARMAID - days, good hours, good salary, call for appointment. Gusslevy's Pub & Grub, Farmington 478-8868

BARTENDER - Experienced only. Apply in person for evening shift 4 to 12 PM, Tuesday thru Saturday. Service bar position only, no tips. Must have excellent references. Immediate opening. Interviews by appointment only. Round Table Club, downtown Plymouth. Ask for Mr. Smith. 453-1626

ASSISTANT MANAGER positions open for aggressive individuals who wish to move with progressive fast food company. Liberal salary, incentive bonus, health insurance. Experience helpful but not necessary. Send resume to Mr. Tony's Submarine Shop, Personnel Manager, 20411 W. 12 Mile, Suite 208, Southfield, Mich. 48076 or call 355-0100

COUNTER WOMAN. Apply in person at Day's and Hamburgers, 33650 Ford Rd. Westland.

WAITRESS - Experience preferred. Will train. Days or afternoons. 851-2060

SHORT ORDER COOK
FULL TIME ONLY
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

Little Caesar's Enterprises
is now accepting applications for MANAGER & ASSISTANT MANAGER TRAINEES. Must be 18. Apply in person between 3 - 5 PM. 30800 Southfield Rd. at 13 Mile

WAITRESSES
AFTERNOON & MIDNIGHTS
FULL TIME
Apply in Person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

BUS BOYS
FULL & PART TIME
Apply in person
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

EXPERIENCED COOK wanted, full or part time. Napoleon's Restaurant, Plymouth. 459-8370

HUNGRY RESTAURANT Needs Food & Cocktail Waitresses, also Kitchen Help. Will Train. Plymouth, Mich. 459-8370

DISHWASHERS
WAITRESSES
DENNY'S is now hiring for the above positions as our 21 PM. 7 AM. shift. Benefits include group life and hospitalization, profit sharing, paid vacation, and excellent starting wage if you qualify. Please apply in person.
DENNY'S
RESTAURANT
114 Pierce Mall
Rochester, Michigan
Equal Opportunity Employer M/F

FULL TIME OPPORTUNITY
Applications are now being taken for full time WAITRESS help. Earn from $130 - $140 per week plus benefits. Must be sharp and have transportation. Apply in person between 2-4 PM.
SIGN OF THE BEEFEATER
18901 W. 8 Mile
5 blocks W. of Southfield

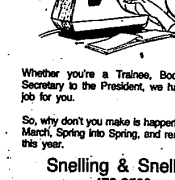
504 Help Wanted Office-Clerical

MICHIGAN NATIONAL BANK OF DETROIT
Has openings for
GENERAL CLERKS
- Previous typing, or Keypunch experience preferred.
- Figure ability helpful
- Southfield location moving to Livonia.

Qualified applicants please call
525-8600
An equal opportunity employer

ADMINISTRATIVE ASSISTANT • SECRETARY • RECEPTIONIST • BOOKKEEPER • ACCOUNTING CLERK • EXECUTIVE SECRETARY

WE WANT YOU TO:
1. Put a spark in your life
2. Meet new people
3. Broaden your horizons
4. Make the money you deserve
5. Get more out of life
6. Learn and advance yourself



Whether you're a Trainee, Bookkeeper or Secretary to the President, we have just the job for you.

So, why don't you make is happen. March into March, Spring into Spring, and really blossom this year.

Snelling & Snelling
478-3500

505 Help Wanted Food & Beverage

Don't Settle for Hamburger When you can have Steak!
We've expanded and need new Personnel to help us grow
NOW HIRING
ALL TYPES OF KITCHEN HELP
Cooks, Dishwashers, Salad
Personnel, Garnish Personnel
WAITERS-WAITRESSES
SERVICE ASSISTANTS
BARTENDERS-COCKTAIL WAITRESSES
DOOR HOST - HOSTESSES
Steak and Ale
32750 Concord, Madison Heights
588-4450
Apply in person Mon. thru Fri. 2:30-4:30 PM

Q&E