WIN ICE CAPADES TICKETS

AT: OLYMPIA
MARCH 13-19

IN THE
OBSERVER & ECCENTRIC CLASSIFIED DRAWING

BEGINNING MONDAY, FEBRUARY 26

FIND YOUR NAME IN THE CLASSIFIED SECTION

502 Help Wanted Dental-Medical

DENTAL INSURANCE Secretary - Full time in Fisher Building-Detroit. Certified Dental Assistant with experience preferred. Must have good secretary skills. No Evenings or Saturday. Benefits included. 871-2144

DENTAL RECEPTIONIST- Full time, in Fisher Building in Detroit. Certified Dental Assistant with experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No Evenings or Saturdays. Benefits included. Good potential for qualified person. 871-2144

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degree of maturity & sense of responsibility, is 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 100, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DIETARY AIDE
Full time days. Apply in person.
FRANKLIN MANOR
CONVALESCENT CENTER
30600 Franklin Rd., Southfield
352-7390

NURSES
Southfield Rehabilitation Center is now accepting applications for R.N. and L.P.N.'s All shifts available. Excellent benefits, acute care rate & education reimbursement plan. No rotation. Contact nursing office. 569-1000 ext. 219.
Southfield Rehabilitation Center
26901 Cooley Street, Winter Dr.
Southfield, Mich. 48075

RNS & LPNS
Full time afternoons, part time midnights. Apply in person.
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile
476-8300

NURSE AIDES
Full time, all shifts. Apply in person.
WILLIAMSBURG
CONVALESCENT CENTER
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

RN-LPN
Good starting salaries, and good benefit benefits. Afternoon and midnight shifts. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXPERIENCE PLUS
Nimble fingers on the typewriter keys can begin new career with growing company. $750 month, fee paid. Call Gina.
644-4600
SNELLING & SNELLING AGENCY

Secretary
A great opportunity for a sharp secretary to earn $170 per week plus benefits working in a new ultra modern office located in Livonia. For an easy going atmosphere & a chance to advance with a growing company call between 11AM-5PM Monday thru Friday.
478-3830

RECEPTIONIST - for Troy legal firm. Typing, filing and general office duties. Salary $650 to $750 plus benefits and fee paid.

LEGAL SECRETARY - for Southfield company, no shorthand, but mag II required. Salary $900 to $1000 plus full benefits and fee paid.

EXECUTIVE SECRETARY - for Ferndale companies general manager. Mature person with good skills will earn $900 to $1000 plus excellent benefits including dental. Fee paid.

ADAMS & MARTIN PERSONNEL
920 E Maple BIRMINGHAM
646-5600
DIAL A JOB
24 hr. service to hear about our most recent openings.
646-8780

SWITCHBOARD/CASHIER
For auto dealership. Must have auto dealership experience. Blue Cross plus full benefits and fee paid. Ward. Ask for Irene or Karen
548-1600

GENERAL OFFICE. Mature woman with typing experience. Good fringe benefits, full time. Hours 9 AM - 5 PM. Call Marsha: 644-4454

STENOGRAPHER - Part time to take dictation by telephone at her home. Call after 7PM. 851-9458

504 Help Wanted Office-Clerical

SECRETARY
Birmingham property management firm needs bright secretary/gal Friday with telephone know - how. Good typing a must, some shorthand preferred. Salary commensurate with experience. Call Metro Group Management Corp., 645-3111.

ACCOUNTING CLERK
Life insurance Co. located in Plymouth has opening for Clerk Typist. Figure Aptitude & Light Typing Required. Contact Mr. Gray. 453-8500

LEGAL SECRETARY
Needed for Bloomfield Hills Law Firm. Minimum 2 years experience with excellent skills. Salary commensurate with ability. Contact Susan at 642-3720

MEET THE MEDIA
Public relations firm seeks assistant. Type 55, Dictaphone a plus. Benefits. Fee Paid. Call United Personnel 559-8575

STENOGRAPHER/TYPIST - Advertising agency in Troy has immediate opening for capable girl. Shorthand helpful, hours 9AM-5:30PM. Good benefits. Call Mrs. Rust. 649-5600

GENERAL OFFICE
Sharp person wanted to perform general office duties, such as: filing, adding machine, phone backup, & light typing, to work for an expanding retail drug chain. Experience helpful but not necessary. Excellent working conditions & Benefits. Dearborn Location. Call for an appointment. 336-4700

KEYPUNCH
Keypunch operator needed for Suburban office, located in Dearborn. Knowledge of 3742 helpful. Experience helpful but not necessary. Salary commensurate with experience. Excellent benefits & opportunity for hard working individual. Call for an appointment 337-4700

RECEPTIONIST/Typist. Varied duties. National firm. Southfield area. 569-7144

SECRETARY-some insurance claims experience, for Troy firm. Type 70wpm plus dictaphone. Fee Paid. to $9500.

TELEX OPERATOR-Career with Southfield firm. Plush office. Fee Paid to $12,000.

BOOKKEEPER-Southfield firm. Fee Paid to $12,000.

ACCURACY
Personnel Service
642-3050 358-2010

AVAILABLE NOW

Exec.Sec'y Ann Arbor to	$14000
Keypunch Operators	$8400
Personnel Clerk	$7800
Claims Assistant	$7800
Dictaphone Operator	$8500
Insurance Rater	$9600
Clerk Typist	$7250

Many other positions available in the N. E. and N. W. Suburbs.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 22968 Hallman
Farmington Hills 553-3100
Saturday by appointment

RESEARCH
Enjoy the fun & excitement of team effort & discovery! Help edit published articles & meet grant deadlines. Dicta spot needs no shorthand. $10,500-$11,400. Call 562-8900

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

Public Relations
RECEPTIONIST $170
For major suburban engineering firm. Assist with clients' accounts, schedule appointments and book travel arrangements, type 55WPM, will train with 1 year previous office experience. Excellent benefits. Company paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY- $200
Fee FEE PAID. Troy Company needs typing, 65WPM and shorthand 90WPM. 3 years experience, knowledge of travel arrangements.
TYPISTS- $150
FEE PAID.
Suburban firm needs skills of 55WPM, excellent benefits.
PLACEMENT PLUS PERSONNEL
358-3250

TEMPORARY - JOBS -
SECRETARIES
BOOKKEEPERS
TYPISTS
RECEPTIONISTS
Don't let your skills go to waste. Earn top wages, work interesting jobs. Come in or call
642-3650
Accuracy Temporary Service
1000 No. Woodward, Birmingham

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

504 Help Wanted Office-Clerical

PERSONALITY PLUS
ACT as PR Connector with people & problem emphasis, learn marketing skills while representing this firm's public image. $10,500-$12,000 with Ability to deal with people.
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

EXCELLIVE SECRETARY - large national Southfield firm, work with executive relation manager, good typing & shorthand required, benefits, $250. Fee paid.

SALES SECRETARY - Troy VP, greet and handle customers, typing 40 WPM, shorthand, 90, accurate and experience necessary, $975, fee paid.

GENERAL OFFICE - good typing, customer contact, strong phone ability for automotive account. $750, fee paid.

LOIS RAY PERSONNEL
559-0560

SECRETARY/ CUSTOMER SERVICE
We are one the country's leading manufacturers of steel and are seeking a secretary/customer service representative for our sales office in the Southfield area. Responsibilities include handling inquiries regarding products, pricing and delivery, coordinating customer and sales peoples' needs, composing and typing correspondence and various other office functions. An excellent salary and benefit package plus the opportunity for advancement make this position desirable for those who are career minded. For more information, call our sales office - 355-9000 - 9 am-5 pm on Monday.
ARMCO INC
Equal Opportunity Employer M/F

BOOKKEEPER
Experienced thru Trial Balance and Payroll. Located in Southfield. Good working conditions. Fringe benefits. Please call 358-1191

ADMINISTRATIVE OR EXECUTIVE SECRETARY. Assistant to president of large engineering firm in Southfield area. Must be strong leader, good motivator & willing to accept responsibility & exercise authority to accomplish company objectives. Send resume to: Box 261, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DICTAPHONE SECRETARY
With figure aptitude, diversified duties, benefits, Southfield Area. Call Anita DeGeorge. 352-0500

SECRETARY for 1 girl office. No bookkeeping or shorthand required. Dictaphone, desirable. Permanent job. Dearborn area. Call 561-2700

SOLICITOR & RECEPTIONIST
Day and evening work hours available. Work in plush Lathrup Village office. Hourly plus bonuses. Call Mr. Edwards for personal interview. 557-7000

SECRETARY - BOOKKEEPER
Seeking a mature individual for a full time, salaried position on our Church Staff. Requires good communications skills, typing and math aptitude. Location convenient to Southfield and Grand River. For interview call Dr. Crawford at: 272-3550

MORTGAGE CLOSING CLERK
Southfield mortgage company seeks a responsible & intelligent individual experienced with mortgage closing documents. Ajor title company procedures. Salary commensurate with experience. Call Max Blatt 353-8100

WANTED: Gal Friday - Permanent part time help, for busy office, Schedule a must, 1-4, Mon.-Fri. Farmington Hills Area - Send resume to: Box 566, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

VARIETY JOB
Friendly Livonia company needs mature well organized person with good typing for challenging position in plush office. Good starting salary, full benefits. Very promotable and company pays our fee. Hurry before this goes!
PERMANENT STAFF 522-4210

SALES SEC'Y
Friendly W. Suburban sales office needs well organized person with excellent typing and dictaphone for diversified and challenging position!. Excellent starting salary, full benefits and company pays our fee! Great opportunity to grow with the company.
PERMANENT STAFF 532-4210

RECEPTIONIST
Rapidly expanding Livonia company needs friendly person with good typing for front desk position in beautiful office. Excellent starting salary, fantastic benefits, very promotable and company pays our fee! Hurry before it's gone!
PERMANENT STAFF 522-4210

SECRETARY-RECEPTIONIST
Quality close knit office seeks capable, enthusiastic person with extra typing and shorthand skills. Pleasing phone personality A MUST. Bookkeeping experience helpful but not mandatory. Job contains variety and requires a willingness to accept challenges as they occur. Excellent working conditions, good benefits. Farmington Hills area. 8:30 to 5 pm.
851-8800

BOOKKEEPER
Small quality office seeks individual experienced in the following: Accounts payable, accounts receivable, payroll, and general office skills. Shorthand a plus. References required. Excellent working conditions and good benefits. Farmington Hills area. 8:30 to 5 pm.
851-8800

ACCOUNTS PAYABLE CLERK
Experience required. Located in Southfield. Good working conditions and fringe benefits. Please call: 358-1191

EXECUTIVE SECRETARY
Excellent suburban company will pay the fee for your good administrative skills and experience. Variety plus responsibility. $11,700. Call today.
353-2090
SNELLING & SNELLING PERSONNEL

SWITCHBOARD RECEPTIONIST
Beginner position, light typing, $575 minimum, full benefits. No agency Fees.
BETTY HAMIL PERSONNEL
614-8470

SECRETARY
Land development company. Excellent typing, dictaphone. Send resume to: C. Lacey, Suite 201, 911 W. Big Beaver, Troy, Mi. 48084.

504 Help Wanted Office-Clerical

SECRETARIES
SENIOR TYPISTS
CLERK TYPISTS
FIGURE CLERKS
GENERAL OFFICE
TEMPORARY
TOP RATE
We are expanding. We have job assignments near your home. If you are interested in working a few days, a few weeks, or a few months call us. We have what you're looking for. For more information and a personal interview, call office nearest you.
SOUTHFIELD 569-6604
TROY 362-4070
VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

MATURE WOMAN- telephone and general typing-40 hours. Apply in person: Northville Laboratories, 7 Mile Rd. and Rogers, Northville; or call 349-1500

ADMINISTRATIVE ASSISTANT TO $11,500
FEE PAID. Your flair for detail and organizational abilities are needed by automotive firm. Type 50 plus.

PERSONALITY PLUS TO $750
FEE PAID Rapidly progressing Southfield firm needs your typing of 55 plus for this variety front desk position. Hurry!!

EXECUTIVE SECRETARY $800 PLUS
FEE PAID. Large firm is looking for a competent secretary to work with head of department. Good shorthand and typing is a must.

COMPUTER OPERATOR TO $14,000
FEE PAID. Well known company is seeking an individual with experience on an IBM system 3, model 10 or 15.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BE POSITIVE
About your future in comfort and security. Great boss, typing, benefits, fee paid. $700 a month. Call Sandee.
644-4600
SNELLING & SNELLING AGENCY

SWITCHBOARD/TYPIST
Busy Real Estate Office needs dependable person. Hours Mon. thru Sat. 11 AM to 8 PM. Bookkeeping helpful. U of D Area. Kelly & Hall. 7 Mile & Wyoming. 341-8000, Ext. 22

SECRETARY. Film Co. Southfield. Typing, filing, figure work. High pressure. 1 gal office. Shorthand helpful but not necessary. Call Mr. Buxbaum. 357-1711

EXPERIENCED EDIT CLERK
To work in Data Processing Dept of suburban manufacturing company. Good aptitude for figures necessary. Diversified paper work. Opportunity to learn Data Entry work. Liberal Employee benefits. Apply immediately!
S. M. C.
800 Junction, Plymouth
425-5600

LEGAL SECRETARIES PARA-LEGALS
Small but very prestigious law firm, located in Renaissance Center, needs solid typing, dictaphone and shorthand skills. Bonus. No fee. Salary to $13,000.

The headquarters of this national firm is seeking a candidate with at least 1 year para-legal, real estate experience. Position is full time para-legal. Must be aggressive and self-motivated. No fee. Salary to $14,000.

Troy client engaged in workmen's comp and negligence is seeking 2 professionals with good office skills. Pleasing personality a definite plus'. No fee. Salary to $10,600.

Beautiful work environment in Town Center in Southfield. This client needs a Mag II operator experienced in this legal field. No fee. Salary to $13,500.

Many other fine positions now available for those seeking permanent, part time, or temporary employment.
PERSONNEL AT LAW
2000 TOWN CENTER
SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

TYPIST
For Southfield real estate operation. Will train. Full time days per week. Must enjoy typing & have good vocabulary & spelling skills. 353-2970

TYPIST FOR BUSY ADVERTISING DEPARTMENT OF FARMINGTON HILLS REAL ESTATE FIRM. CALL MRS. MENOTT 851-1900

HELP!
We need:
CLERKS
JR. & SR. TYPISTS
SECRETARIES
DEPARTMENT
DATA ENTRY
We have long and short term assignments close to your home. Ask about "The Wonderful World of Witt" bonus program.
NO FEE NO CONTRACT
'11 LOCATIONS
For office nearest you:
967-0336
Witt Services, Inc
THE Temporary Help People

BOOKKEEPER wanted, full charge, experienced through trial balance and payroll records. Please call 559-6875

LIBRARY CLERK
Must Type, flexible hours, minimum wage. W. Bloomfield area. Call 682-1888 Ext. 30

EXPERIENCED LEGAL Secretary - Southfield office - salary commensurate with experience. Call 357-2394

MARKETING
SERVICE REPRESENTATIVE
Position available for individual with maturity, poise and 1 to 3 years experience as a customer service representative or public contact worker. Computer terminal experience and insurance background desirable but not mandatory. Typing required. For further information call;
ALEXANDER HAMILTON LIFE INSURANCE CO OF AMERICA
553-2000

504 Help Wanted Office-Clerical

MATURE WOMAN for small, busy office in Farmington Hills. Bookkeeping experience helpful light typing. Must love figures & be willing to learn our bookkeeping procedures. Reply P.O. Box 484, Farmington, Mi. 48024.

TYPIST - For Southfield area. Interesting, pleasant office. Fee paid. $700. James Personnel. 548-8666

GENERAL OFFICE for financial service company. Good math aptitude and telephone skills. Light typing. $150 per week to start. 40 hours week. Good opportunity for growth. Call Mike Nakai, 559-5982

HELP!
We need CLERK TYPISTS to work in the Southfield area. Ask about our bonus program.
Witt Services
WITT SERVICES

PART TIME Gal Friday for manufacturer's rep. Troy office, must be good typist with pleasant phone voice, hours flexable, ideal for housewife or mother with kids in school. Between 9 and 5. 689-5343

CLERK TYPIST, full time, 8 AM - 5 PM. RS Electronics, 34443 Schoolcraft. 525-1155

SECRETARY for fast growing company, accurate typing and bookkeeping required. Good phone manner, initiative. Hours 9 to 5:30. Salary commensurate with experience. Call Mr. Ryan for appointment. 576-0335

Secretaries
Typists
Bookkeepers
10-Key Clerks
Data Entry
Key Punch
Switchboard
DON'T LET YOUR OFFICE SKILLS GET RUSTY!
We have a variety of temporary CLERICAL assignments in your area. If interested apply at any listed locations.
29419 5 Mile, Livonia
522-4020
2229 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
22777 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

BOOKKEEPER needed for young rapidly growing corporation in Southfield. Pay commensurate with ability. Call Mrs. Hall, 358-7678

CLERK-TYPIST
Part Time
Clerk typist needed in the mornings only for Clinical Laboratory located in Livonia. Good typing ability needed. Excellent salary. Send replys to:
Box 256
Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY for troy law firm, 2 to 3 years secretarial experience required. Salary commensurate with experience. Ask for Mr. Price 643-8300

BOOKKEEPER
Complete books, thru financial statements & payroll taxes, for our clients in Southfield's CPA Office. Full time & experienced.
357-5257

VETERINARY OFFICE, seeks personable assistant and nurse. You would be interested in learning office procedures, typing skills an asset. Westland area. Reply to: Box 263, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BUSINESS IS BOOMING
We need junior and senior TYPISTS to work in the Southfield area. Ask about our bonus program,
967-0336
WITT SERVICES

CLERK-Typist, full time. Accounting for investing. General office, pleasant atmosphere. 547-0546

SECRETARY. Full-time or part-time. Pleasant office. Near Farmington Hills. 3 girl office. Shorthand a definite asset. Light, pleasant personality, mature, able to meet with public. Call 531-7759

SECRETARY
WEST DEARBORN
BUILDER DEVELOPER
Full time. Typing and bookeeping experience required. Apply in person between 11 AM - 5 PM. 24610 Michigan Ave., Dearborn.

RECEPTIONIST, TROY area. Must type and do miscellaneous clerical. Call 588-6506

TYPIST for Insurance Agency. Good opportunity, excellent working conditions. Salary open. Southfield location. 355-4400

TYPIST - File Clerk for service department of progressive company. 45 w.p.m. and salary open. 398-3707

GENERAL OFFICE & receptionist for steel company in downtown area. 559-2313

TYPIST-day shift, 40 hour week. 50WPM required. Southfield area. Call Mon. thru Fri., 9am-5pm. 424-8770

CLERICAL - male or female, general office, typing, filing, telephone, for sales organization. Excellent benefits, pleasant working conditions. Salary commensurate with experience. Southfield location. Call between 8:30 - 5 PM. 646-1885

WANTED-IBM SYSTEMS 23 Computer Operator with experience and accounts receivable and accounts payable. Salary commensurate with experience. Hours flexible. Send resume to: Midwest COM Systems, 18250 Northland Dr., Suite 243, Southfield, Mich. 48075; or call 557-4090

EXPERIENCED secretary needed for advertising agency, to answer phone, act as receptionist, accepts type mile, of 50 wpm, Blue Cross benefits, 38 mile, Southfield area. Call Mr. Schetter, 557-0583

504 Help Wanted Office-Clerical

SEC'Y/BOOKKEEPER
To assist store manager. Must possess excellent figure aptitude as well as typing & bookkeeping ability. Ability to deal with general public. Good growth opportunity for highly motivated person. Tel-12 Mall Southfield location. Call Personnel Manager, Silver's Inc.
883-4410

RECEPTIONIST, 4 lawyers, telephone experience, light typing. Southfield area 358-0630

LEGAL SECRETARY - Comp. experience preferred. Bloomfield Hills.

CLERICAL - RECEPTIONIST, immediate opening in the Farmington area for Consolidated Stations. For more information call
851-0029
An Equal Opportunity Employer

TEMPORARY HELP
March 15 thru July 31. Manufacturing Plant office position for capable person with average Typing skills, good communicator. Must be good at figures, interested in bookkeeping & detailed oriented clerical jobs. Experience desirable, will train. Kimbell Machines Co. Maple Grand River, Novi. 349-5550

DATA PROCESSING CLERK -IBM 3741 Key Punch experience preferred. Job requires self-motivation, paid vacations and other benefits. Pontiac Stadium area. 373-8800
An Equal Opportunity Employer

CUSTOMER SERVICE
Returning to work force? Excellent opportunity in Livonia office for mature individual who enjoys people, diversified work and can type 45-55 WPM. If you have office experience, you could qualify for this most interesting spot. Good salary and excellent benefits including dental. Free parking.
CALL TANIA TERRY
525-1600
MICHIGAN MUTUAL INSURANCE
Affirmative Action Employer

SECRETARY - Statistical typing, receptionist, challenging assignments, financial growth. Suburban CPA firm. 626-9000

RECEPTIONIST - TYPIST - Experienced, 50WPM minimum. Pleasant Southfield office. Call Joan. 352-1155

SALES TRAINEE
With train selling furniture, supplies. $175 to start - ongoing person. Some paid benefits. No agency fee.

ACCOUNTS PAYABLE
Strong personality, mature, 50 wpm typing, $800 minimum No agency fee.

CLERK TYPIST-MATURE
For underwriter trainee position, $700 minimum, fully paid benefits including dental. No agency fee.

EXECUTIVE SEC'Y-TROY
Excellent typing-shorthand, construction background helpful to $23,000 minimum. Fully paid benefits. No agency fee.
PLUSH OFFICES

FULL-TIME BKKPR-TROY
Must have excellent construction bookkeeping experience. $13500 minimum. Fully paid benefits No agency fee.

PERSON FRIDAY
Southfield-Telegraph Rd. area. 50 minimum typing, light spelling, some bookkeeping experience.

EXCELLENT APPEARANCE
Public contact experience. Super Job! Starting salary $800 range. Paid benefits. No agency fee.

KEYPUNCH
PREFER MATURE PERSON
Grown children Ferndale location. 129 experience and 5036. 1-2 years. Salary range $190-$200 plus full benefits including dental. No agency fee.

DEC TYPIST - FERNDALE
50WPM, accurate, shorthand nice, good phone voice & personality. 3400 typing a must. Excellent promotions. Fully paid benefits. No agency fee.

ACCOUNTS PAYABLE CLERK
Good typing, figure aptitude. $750 Min. Fully paid benefits. Royal Oak. No agency fee.

LEGAL SECRETARY-TROY
Opening in March. Plush Offices! $12,000 range, paid benefits, no agency fees.

STENO
For general manager, manufacturing, excellent typing, shorthand. Personality, good speaker voice most important. $11-$12,000 range salary. Excellent fully paid benefits including dental. No agency fee.

BETTY HAMIL PERSONNEL
424-8470

DICTA TYPIST & SECRETARIES
We have long and short term assignments. Dictaphone. If you type 50 accurately, work when and where you want. No fee. Call Pat.
TEMPORARY STAFF 353-0507

SECRETARY
Typist, part time steady, 3 PM-5 PM daily. United Hebrew Schools Southfield 354-1050

IMMEDIATE OPENINGS
Secretaries, typists, general office, light factory, etc. Apply at:
19500 MIDDLEBELT, SUITE 318E
Across From Livonia Mall
Livonia Office Pavilion
478-1130
26075 WOODWARD, SUITE 305
Huntington Woods
543-1080
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY
for 1 girl business office in Troy, of national industrial finance/lease company. Accurate typing, good pleasant phone personality required. Call 689-2977

DICTATION TYPIST needed for Southfield insurance firm. Experience helpful. Call Beth.
An Equal Opportunity Employer

MATURE PERSON to fill clerk-typist position with a food broker company, must have good phone personality and be able to type 40WPM. Please contact Ms. Vella between 8:30-1:30PM. 559-2070

WOMEN PREFERRED, some bookkeeping, accounting, typing general office experience, will train, Plymouth Area. 455-1888

RECEPTIONIST-Typist, full time Monday thru Friday, minimum 60WPM, switchboard experience helpful. Birmingham. 644-8500

LEGAL SECRETARY for large Southfield Law Firm. Excellent skills necessary. Full benefits and vacation, salary commensurate with ability. 358-4600

504 Help Wanted Office-Clerical

SOUTHFIELD SEC'Y
Jr. Secretary, type 55 plus Dictaphone. Need experience. Plush office. $700 month to start.

FLOATER SEC'Y . Type 60, 3 yrs. Sec'y experience. Flexible personality. Bring resume. $900 to start. Company pays fee. Call
PERMANENT STAFF 353-0505

Receptionist/Typist
Active Real Estate office seeks individuatwith good clerical skills, pleasing phone voice, available for full time employment. Contact Jack Keoshian at 538-2000

CENTURY 21
TODAY 538-2000

REDFORD TWP. insurance agency has permanent, part time positions available for general office and clerical work. Must type. Some office experience preferred. Hours flexible. 532-4560

SECRETARY
Good typing skills, general office skills. Excellent fringe benefits & working conditions. Evergreen-Grand River, Novi. 349-5550

CLERICAL position for photographic department of medical office. Typing, and photography experience required. Must have 2 to 3 years with the public needed. Excellent working conditions and benefits. Please call between 9:30AM-1:30PM, and ask for Mrs.Forbes 557-1022

SECRETARY
Seeking an intelligent, responsible person who can work well under pressure. Must have diversified skills, typing and dictaphone a must. Excellent opportunity with future advancement. Salary commensurate with experience. Southfield area.
CALL TANIA TERRY
661-5240

SECRETARY. Mon. thru Fri. 9 to 5, in the Northland area, must type 50-60 wpm, must have good telephone voice, be willing to learn keypunch, 44 hourly, call 559-1629

PART TIME SECRETARY needed for sales office in West Bloomfield area. Shorthand & typing essential. Call between 9am-4:30pm, Mon thru Fri. 661-5240

CLERK
PART TIME ONLY
Part time clerical position with large area employer. Typing skills a must 20-25 hours per week. Mon thru Fri Days only. $4.43 per hour. Send resume of job history to: Box 290, Pontiac, Mich., 48056
An Equal Opportunity Employer

LEGAL SECRETARY
Legal experience preferred but not required. Good typing skills, enjoyable working conditions. Southfield firm.
569-0888

MANUFACTURERS Representatives in Southfield desires an alert, all around office secretary, pleasant surroundings & good benefits. Bright personality helps, but have to assume responsibility & take charge in everyday routine necessary for effective functioning of a busy office. Good typing & shorthand skills necessary. 569-0505

APPOINTMENT Secretary/Receptionist needed, phone experience desirable, flexible hours, opportunity for advancement at Interface Inc. Dating Club. Call Mr. Gray. 569-6222

SECRETARY
PRODUCT TESTING LAB
Seeking Mature experienced Secretarial Candidates. Good Typing & Organizational skills required. Technical Correspondence preparation & shorthand skills a plus. Excellent salary & benefit package. Send confidential resume to: Box 565, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL OFFICE
Applicant must possess aptitude for figures, and ability to type 35 WPM. Office experience helpful, but not essential. For further information, call Personnel Dept.
ALEXANDER HAMILTON LIFE INSURANCE CO. OF AMERICA
12 Mile & Farmington Rd.
553-2000

MANAGING GENERAL AGENCY
- UNDERWRITER -
For expanding property and cosualty firm based in Southfield. Excellent opportunity for agressive production oriented person. Call E. Wick, Personnel Dir. 354-0400

NORTHWEST Detroit Company needs "sharp" girl for part time clerical office work with growing company. Call after 5PM. 491-7200

FULL TIME general office work. Must have car. 362-3810

SECRETARY
Experienced with advance typing and shorthand skills. Good organizational skills Effective PR Center required. Apply in person at Personnel office, Madonna College, 36600 Schoolcraft Road, Livonia. An Equal Opportunity Employer.

CASHIER, 4 nights weekly, mature, 18-25 hourly, apply in person. Beaudoy's, 134 Hunter, Birmingham 644-5222

STATISTICAL TYPIST-experience necessary with strong secretarial background. Must be self starter. For Southfield CPA firm. Full time permanent position. 557-0440

GENERAL LEDGER Bookkeeper, typing a must, 1 girl office. Experienced only. 425-0778

Sec'y/Recept. Office Manager
Dearborn Area
Immediate full time position open for girl possessing better than average office skills which will include proficiency in basic office procedures. Responsibilities are many and varied with new challenges daily. Typing 60 plus, shorthand advantageous. Knowledge of the German language an asset. Starting salary commensurate with experience. Company paid hospitalization plan included. Please forward brief resume, including salary requirements, to: Box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

FULL TIME afternoon Supervisory position available in private lab for mature individual. Call Monday thru Friday, 12-3PM. 557-0040

PART TIME position on day shift available in private lab. Call between 12-3 PM, Monday thru Friday. 557-0040

SECRETARY
Real estate office in Southfield looking for Girl Friday. Call Audrey 557-1996

504 Help Wanted Office-Clerical

INVENTORY CLERK
Prefer some experience, but not necessary. Must be good with figures, good typist, must be able to work with pressure. If interested Call . 591-0044

CLERICAL
Newark Electronics, an enterprise of Premier Industrial Corp., has an immediate opening for a person with a pleasing telephone voice. Other qualifications include light typing, filing and other related clerical duties. We offer a pleasant working environment along with a complete compensation program which includes many fringe benefits. If you meet qualifications and would like to arrange for a confidential interview, please call Mr. C. Bannan.
967-0600 Ext. 251
An Equal Opportunity Employer

SECRETARY
Sales Coordinator must be alert and able to handle deadlines, fast shorthand and ability to handle detail. Excellent opportunity for the right person. Send resume to P.O. Box 576, Farmington Hills, Mich 48016
An Equal Opportunity Employer

SECRETARY
For A Busy W. Bloomfield Real Estate Office. Good Typing & Ability to deal with the public needed. No Shorthand. Call Mr. Hayden.
851-0300

GENERAL OFFICE HELP needed. 3 days per week, from 8:30 AM - 6:30 PM for busy life insurance agency. Good typing essential. No experience necessary. Call Mrs. Martin Morn., Tues or Wed at 357-3700

DENTAL RECEPTIONIST
Pleasant, energetic, friendly individual sought for W. Bloomfield General Practice. Experience preferred, but not essential. Full time, no holidays or evenings. Benefits available. 682-4370

INSURANCE AGENCY
Position in commercial lines department, some experience helpful. Will train proper beginner. Typing required. Beautiful Southfield office. Contact Mrs. Basso. 358-1100

PRODUCTION TYPIST for church bulletins, 2 days a week, in our office. Wed. & Thurs. Hours 8 AM - 4:30 PM. Located in Industrial Park at 10 Mile & Grand River. Call Celia 478-8760

NEED IMMEDIATELY
Secretary to work in plush Southfield office. Good typist, book-keeper, busy phone. Blue Cross benefits. Call
559-5812

GENERAL OFFICE
Bright person needed to handle a variety of duties, to assist in management of high volume company. Some typing necessary. Salary commensurate with experience. Call Mr. Gray for appointment at 559-7000. Advance Watch, 12260 Beech Daly, Redford.

ADMINISTRATIVE ASSISTANT
Bright person needed to handle a variety of duties, to assist in management of high volume company. Some typing necessary. Salary commensurate with experience. Call Mr. Gray for appointment at 559-7000. Advance Watch, 12260 Beech Daly, Redford.

A BANK SECRETARY
$198. We Spots available. Fee Paid by Employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center. 569-1020

APARTMENT PROJECT.
Near I-75 & Oakland University, seeks person as Rental Agent & to run project office. Light Office Duties with some light work. Experience not necessary but must be mature with pleasing personality & able to deal with public in person & on the phone. Full time permanent position with good salary & hospitalization insurance. Please call 852-4300

SMALL MANUFACTURING Company in Livonia has immediate opening for office help. Duties include general clerical work and some purchasing. Excellent opportunity. Send resume to: Box 227, Observer & Eccentric Newspapers, P.O. Box 2788, Livonia, Mich. 48150

COMPUTER OPERATOR - IBM System 32, experience required, position is with a CPA firm in Farmington Hills, jobs are non-rush. System 34 on order for this Fall 477-5500

EXECUTIVE Secretary, twelve bookkeeping experience, 8 Mile - Grand River area. Redford. 5 day week. For appointment, call 255-4010

INSURANCE AGENCY needs experienced commercial lines person. Salary open. Southfield area. 275-5476

ACCOUNTS PAYABLE & payroll clerk. Prefer experience in reporting computerized payroll. Birmingham area. 644-6500

RECEPTIONIST/SECRETARY - for 1 girl office. Light typing and bookkeeping. Will train. Corvette Custom. 477-5455

RECEPTIONIST
Needed for Southfield Law Office. Typing & Experience necessary. 352-9083

SECRETARY NEEDED for busy office - typing & shorthand required. Plymouth area. Hours between 5-6 PM. 459-5550

CLERICAL HELP NEEDED
At a Plymouth location, full time temporary 8:30 to 5:00 PM. No experience necessary. For more information call 459-4200

FULL TIME position available for Oak Park office, general office work, typing required, fringe benefits, call 968-6181

SECRETARY
SALES OFFICE in Southfield area, needs responsible person for secretarial and general office clerk. Pleasant atmosphere in 2 girl office. Excellent benefits and salary.
353-5030

HIGH SCHOOL graduate typist, good at figures. Some shorthand required. Fringe benefits, salary commensurate with ability. Send resume to box 228 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

PERMANENT full time position in small, quality service organization, friendly working conditions, in well-established national company, company benefits, typing, billing, filing & light phone ability required. Call Mrs. Kerstie 399-8320

GENERAL OFFICE work. Immediate opening. Bookkeeping, typing, filing. Call Terry for an appointment. 543-5700

OFFICE CLERICAL
Two girl office in Southfield needs second Girl Friday. Hours: 8am-5pm. Monday thru Friday. Pleasant surroundings. Some record keeping experience helpful, but not necessary. will train. Call Marilyn 215-5166

SALES SECRETARY
One girl office, Southfield area. Must type dictaphone experience. 569-1414

504 Help Wanted Office-Clerical

EXPERIENCED only, telephone survey, and for setting appointments. Call 'Debra' between 10-2 PM 855-1098

ACCOUNTANT- part time position open for Accountant to assist in tax work for small business. Livonia area. 522-6460

EXECUTIVE secretarial position with commercial and industrial real estate firm in Southfield. Shorthand, typing and good administrative skills required. Immediate opening. Send resume to: Box 241 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EAST SIDE Builder needs general office help, good typing skills. Send resume to: Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY
Responsible, hardworking individual for sales office in Livonia. Shorthand and good typing skills musts'. Full time, fringe benefits. Call 522-5000 Ex 30

PART TIME
Transportation company has immediate opening for afternoon clerical. Sorting of bills and manifest writing. 4 pm - 9 pm Mon thru Fri. Good pay. Call Marilyn 882-3300

ICE CAPADE TICKET WINNER
R.D. Chmielnitzky
30130 Deer Run
Farmington Hills, MI 48018
Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, February 27, 1979 to claim your two free ICE CAPADE TICKETS 591-2300 ext 243
CONGRATULATIONS!

PART TIME
CLERK/TYPIST
Nine Mile- Southfield Area - Strong Typist - Dictaphone experience, good spelling skills (Permanent) 10AM-3PM, 5 days 474-8990

INSURANCE AGENC