Help Wanted

504 Help Wanted Office-Clerical

A CHANGED OUTLOOK
$13,200
Small office of major supplier needs outgoing person with solid secretarial skills. Benefits, fee paid. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

ADMINISTRATIVE ASSISTANT
Work in staff area for large corporation. Skills include typing & shorthand (a several year) past background as secretary to an executive given much responsibility in the administrative area. Excellent salary, excellent benefits & company pay one fee. Hurry and call for a personal interview.
PERMANENT STAFF
Southfield 353-0505

ADVERTISING AGENCY
SECRETARY
Southfield ad agency needs experienced secretary with excellent shorthand & typing skills.
557-1414

AMBITIOUS, AGGRESSIVE Women wanted for 3 Openings as Receptionist, Clerical & Sales Counselor - $7000 to $15,000. Full benefits. Flexible hours for Interactions Dating Club. Ask for Mr. Gray. 557-4222

ASSISTANT MANAGER opening at racquet ball club in Madison Hgts., must have secretarial, mathematical and decision making skills, outgoing friendly personality over 25, call Pam between 10am-6pm Mon.-Fri. 589-0900

ATTENTION
Full time and part time typists needed. Men & women. No experience necessary. Will train. Contact US Army Recruiting for appointment 547-3389

AUDITING CLERK TRAINEE
Challenging entry level position for Southfield firm. Typing required. Excellent benefits with rapid advancement opportunities. No previous job experience necessary. Call 353-3200

AUTO BOOKKEEPER
To assist in dealership office. Must be familiar with all phases of Automotive accounting. Experienced only need apply. Good pay & benefits including FREE dental. See or call Louisa Wright for an appointment.
Lou LaRiche Chevrolet
40875 Plymouth Rd.
453-4600

AUTOMATIVE Manufacturer's rep located in Southfield needs office secretary, typing, adding machine and phone work essential, call for details. 358-5200

FEMALE preferred with experience in automobile releases and scheduling production shipments for Plastic company in Troy. Call: 588-5120

AVAILABLE-TRAINING
SECRETARY TRAINING for residents of Oakland County with High School diplomas or equivalent currently unemployed or underemployed. This is an excellent opportunity to prepare for a rewarding career as a Secretary. This program is sponsored by Oakland County C.E.T.A. Equal employment opportunity. For more information call Ms. Smith 382-3981

TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

BILLING CLERK, must type 60 WPM. Experience preferred. Excellent paid fringe benefits. Schoolcraft-Evergreen area. Call 272-4547, ask for Peggy.

BIRMINGHAM CPA FIRM
Excellent opportunity for individual with Secretarial & Bookkeeping skills, who is interested in developing an accounting career. 644-8650

BIRMINGHAM CPA FIRM
Needs full time General Office help. Typing, filing and misc. Must type 55 to 60 WPM. Experience preferred, but not necessary. $550 to $150 per Mo. plus parking. Call between 9 and 5, as of Nov. 26th. 647-7590

BOOKKEEPER Accounts receivable, accounts payable. 3 years experience. Computer helpful. Mature business attitude essential. Dearborn location. Barbara 336-8300

BOOKKEEPER, basic accounting functions require your debit and credit experience. Southfield firm plans to put it all on Computer and will train you to direct the input. $10,000 start. 649-4144. Your salary goes paid per fee.
HARRIET SORGE PERSONNEL

BOOKKEEPER, full time, with experience through trial balance and taxes for construction company in Farmington Hills. 851-0200

BOOKKEEPER, full-time. 9AM-6PM. Position includes various office duties as well as learning our automated Accounting System. Bookkeeping experience necessary. Automotive helpful. Please send resume & salary requirement to: Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48152

BOOKKEEPER - full charge, 3 years experience, 2 years college preferred, some cost accounting preferred. Full benefits 644-4941

BOOKKEEPER, full time, experience with payroll taxes, sales tax and financial statements, work in Southfield accounting office on several sets of books, call 559-4875

BOOKKEEPER & GENERAL OFFICE
Thru Trial Balance for Livonia area Construction firm. Must be familiar with peg-board system. Salary commensurate with ability. Send resume to "Bookkeeper & General Office", 29200 Vassar Ave. Suite 224, Livonia, MI. 48152

BOOKKEEPER
Learn computer accounting. Some bookkeeping experience desired, will train. Pleasant working enviorment, many fringe benefits.
Call Pat, 453-2255

BOOKKEEPER - part time, full charge thru trial balance & financial statements, mature, experienced with peg board system, call Mrs. Karr 464-4466

BOOKKEEPER SECRETARY
Must have experience & references, full charge, part time, competitive salary and benefits.
626-7272

BOOKKEEPER TO $16,000
Excellent opportunity. Suburban location. 4 days!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

BOOKKEEPER
Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial statements. Please mail resume with salary requirements to: Controller, C/O TWI International, 29621 Northwestern Highway, Southfield, Mich. 48034.

BOOKKEEPER (through Trial Balance. Typing required, at least 7 years experience, Reliable, Mature, References. Salary open. Excellent working conditions and Benefits. Southfield Area. Call Mrs Forbes 557-1622

BOOKKEEPING & SECRETARIAL-skills required for general contractors office, 12 Mile & Northwestern area. 033-0330

BRIGHT, SHARP PERSON with good clerical skills to train as legal assistant with large Southfield Law firm at American Center. Degree preferred. Mr. Bornstein. 355-3000

BRIGHT WOMAN
With clerical skills & mathematical aptitude wanted for sales analysis, inventory control & inside order writing. Farmington Hills area.
Call Ron
478-1745

BUSY OFFICE needs full & part time help. General office work. Must type 45WPM. Livonia location. Own transportation. 435-6770

BUSY SOUTHFIELD office is looking for a well organized person with good phone and typing abilities. For interview, call Paula Huttala at 352-3750

CAREER OPPORTUNITIES
Partial listing Of Current Openings
EXEC. ADVERTISING SEC'Y
Excellent typing, various duties, correspondence. Experience & shorthand helpful but not necessary, position is promotable. $11-13,000/yr.
ADVERTISING BKKPR.
2 yrs. experience with an advertising agency. A/P, A/P, billing, payroll, time studies, job costing, peg board experience. $16-19,000/yr.
ACCOUNTING
Ideal situation for person living in Livonia area, light background in A/P-A/R. Must have knowledge of reconciliations, 50 wpm. Career oriented, position can lead into management. Will train data processing. $11-13,000/yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

CASH & CARRY Office, experience preferred. Wholesale Food Distributor located in Livonia. Call for appointment 477-7650

CHIROPRACTIC ASSISTANT, part time, will train, Novi area. 349-5170

CITY OF FARMINGTON
GENERAL OFFICE CLERICAL
Position available for person with 1 to 2 years experience in general office and clerical work. Must have ability in typing, bookkeeping, operating cash register and adding machine. Apply Farmington City Hall, 23630 Liberty St.
An Equal Opportunity Employer

CLAIMS APPROVER
Large insurance company wants data on CRT. Experience in medical and hospitalization claims approval. Excellent benefits and $10,000. plus. Fee Paid. Call Judy at:
353-2090
SNELLING & SNELLING PERSONNEL

CLERICAL HELP
We are looking for a person with multiple office skills. Promotions are available. Some inside sales. (3 person office). A very positive sales organization. Must live in Plymouth-Livonia area. Salary dependent on experience. Excellent benefits. Fee paid. Call Bob or Larry at 459-6332 Tuesdays or Wednesdays, 8 AM to 12 Noon only.

CORPORATE - secretary, administrative office, large Southfield firm, good typing & shorthand required, $11,400, fee paid.

FULL CHARGE - bookkeeper, Southfield medical office, salary commensurate with experience.

RECEPTIONIST - medical background, good typing, salary open.
LOIS RAY PERSONNEL
559-0560

DENTAL RECEPTIONIST/Assistant for Birmingham specialist. Opportunity for career minded individual. Previous dental experience necessary. 647-7739

GENERAL OFFICE, part time, possibility full time, for insurance office. West Bloomfield area. 626-2632 or 626-7627

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT- needed for local medical society. Good secretarial skills required with some medical knowledge preferred. Major benefits. Please send resume to Box 988, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE Legal Secretary for busy Southfield attorney. Experience necessary. Excellent pay, fringe benefits. Telegraph/12 Mile area. Call Mrs. Rose 352-3221

EXECUTIVE SECRETARY
Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have solid secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.
Somebody Sometime
272-8500

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information. 353-3209

EXECUTIVE SECRETARY. Permanent part time Southfield area. Challenging position serving top executives. Call for appt. 557-7757

EXPERIENCED ACCOUNTS Payable bookkeeper for computerized system. Call Barbara at 478-0500 ext. 44. Bob Saks Oldsmobile, Inc. Farmington Hills.

EXTRA $$$$
FOR
CHRISTMAS
IMMEDIATE OPENING
For Secretaries, Typists, Office Clerks, Marketing People, day & afternoon shift, must be 18 and have transportation.
Apply Mon. thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

FIGURE TYPING
Terrific beginning opportunity available for typist with good statistical ability. Rapid advancement and growth potential. Full benefits and excellent working conditions. Call 353-3200

GENERAL OFFICE & typing to learn order desk in food brokerage office. Pleasant surroundings. For appointment call 626-1000

KELLY CARRIES KLOUT
Don't go back to work without us. KELLY SERVICES is top dog in the temporary help field. KELLY offers top assignments, top pay, excellent merit increases, bonus referral plan and paid vacations. We need: SECRETARIES with shorthand. TYPISTS, BOOKKEEPERS, CLERKS and more. Keep your office skills from getting rusty while earning extra money for the holidays. Come into the office nearest your home to apply:
Not an Agency - Never a Fee
29443 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
&
23777 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

GENERAL OFFICE.
Pleasant atmosphere, good typist. Southfield firm is looking for you. Call 559-8484

GENERAL OFFICE - minimum 60WPM typing & light bookkeeping for Southfield area. Experienced only. Call 9am-5pm. 355-1050

GENERAL OFFICE & receptionist must have typing ability, general office skills, Wixom area, call Larry at 624-1500

GERMAN CLERK TYPIST
We are looking for a German Clerk for our International Division. You must be fluent in German and English, have a good Math aptitude and an excellent phone manner. If interested, contact Debbie Dunlap.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, Mi 48037
355-9300, ext. 283

GIRL FOR GENERAL OFFICE
Willing to learn light Bookkeeping. Typing 50WPM. 8 AM-5 PM. Mon. thru Fri. Redford Area. Ask for Pat. 937-8700

HELP I need a woman to work in my home to help organize business records. Must be neat in appearance and possess bookkeeping knowledge. Choose your own hours. Redford Twp area. Call for interview. 534-5812

INSURANCE CLAIM EXAMINER. Must be experienced in Disability, Health and Dental. Full and part-time. Southfield location. 559-9700

INSURANCE PROCESSOR for Southfield mortgage company. Must type, insurance background preferred. Salary open. Call Beverly. 355-5515

KEYPUNCH OPERATOR
Rapidly growing Real Estate Company 2-3 yrs. experience required. Experienced with Diskette equipment preferred. Salary open. Pleasant working conditions.
Apply In Person
SELIGMAN ASSOCIATES
24901 NORTHWESTERN Suite 700
Southfield, Michigan
355-2400

LEGAL PRESTIGE
$12,000 PLUS
FEE PAID. Established firm. Excellent benefits and potential!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

LEGAL SECRETARY, experienced. Shorthand required, interest in Domestic Relations Excellent salary and benefits. Southfield area. 353-0930

LEGAL SECRETARY. Experienced Prime location in Travelers Tower. General law practice flexible hours. Call Mr. Ambrose. 356-7800r

LEGAL SECRETARY
Experienced, shorthand required. Southfield. Starting salary $250 per week plus benefits. Call 353-4141

LEGAL SECRETARY. Experienced Southfield Law Office. Good salary and benefits. Immediate opening. Call Marilyn 358-0100

LEGAL SECRETARY for Farmington Hills Law Office. Position open immediately. Salary commensurate with ability and experience. Call 553-5880

LEGAL SECRETARY - $11,700. Fee Paid. Established firm needs individual with light legal experience. Excellent opportunity. Sorting & Sterling. 336-7400

LEGAL SECRETARY TRAINEE
Be part of this busy law firm and learn word processing for Good typing a must. Plush office. Great benefits. $10,400. up. Call Kathy. Now!
353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARIES
SOUTHFIELD. Negligence & labor practice. Plenty of work. Shorthand required. Congenial atmosphere. Benefits. Bonus. To $250 per week.

BLOOMFIELD HILLS. This 7-attorney practice has an excellent reputation. Domestic relations experience a "plus". Benefits. Bonus. To $230 per week.

RENAISSANCE CENTER. Beautiful work environment, library in medical malpractice. Litigation experience an asset. Benefits. Pension plan. To $250 per week.

SOUTHFIELD. If you can type 70 w.p.m. and use the dictaphone, this busy office will train you in legal. Great opportunity to break into the legal profession. To $180 per week.

Never a charge to you for our professional placement assistance.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 336-5775
Renaissance Center 567-0142
Troy 649-2965

LEGAL SEC'Y TRAINEE
Prestigious West suburban legal firm will train friendly person with good typing for front-desk variety job in plush new office. Generous starting salary to $800 plus bonus and benefits, and company pays our fee. Excellent opportunity for bright beginner. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

LIVONIA. We are now accepting applications for full time Secretary. Typing & transcribing required. Must have pleasant telephone manner and be able to travel if required. Pleasant working conditions. Call Virginia 427-5718

NATIONAL book wholesaler located in Livonia has an immediate opening for a clerical typist, job responsibilities include answering telephone, mail room, clerical functions, typing, for further information call Mr. Pedoce between 10am-12 noon. 535-1060

NEED HELP
WITH EXTRA
Christmas Expenses
Temporary assignments available for experienced:
SHORTHAND
TYPISTS
MAG CARD
SWITCHBOARD
Call for appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

NO DULL ROUTINE
OR BOREDOM HERE
Your ability and desire to deal with people will win you this challenging position. Some typing and lots of phone work. Great salary. Fee paid. Call immediately
PERMANENT
STAFF
TROY
524-1750

504 Help Wanted Office-Clerical

MONEY
FOR CHRISTMAS
If you have any OFFICE SKILLS
WITT
The Temporary Help People Need You.
NO FEE NO CONTRACT
TOP PAY
SUPER BONUS &
INCENTIVE PROGRAM
Please Call
569-7500
269-7788
525-0330
For more information and the office nearest you.
NORTH WOODWARD area - Secretarial & general office duties. 398-6350

Office/Clerical
Full time positions available. Basic clerical duties required. Experience with 3rd party insurance forms helpful, fringe benefits. Livonia location. Call
427-2000, Ext. 263

OFFICE GIRL - full time position, subject to Secretary. The Hostalite, 15700 Middlebelt, Livonia, Mi. 48154

OFFICE MANAGER - TYPIST
Local CPA firm has opening for Statistical Typist with Supervision skills. Basic knowledge of accounting a must. Plymouth, Michigan 48170.

PART-TIME CLERICAL.
Filing, posting, typing in Accounting Dept., large Distributor of major Corp. Livonia area. Call 522-5060

PART-TIME Real Estate Secretary 2-3 yrs. experience required. Experienced with Diskette equipment preferred. Salary open. Pleasant working conditions.
Apply In Person
SELIGMAN
ASSOCIATES
24901 NORTHWESTERN Suite 700
Southfield, Michigan
355-2400

PART TIME Secretary- General office work, 2 to 3 days per week. Southfield area. 354-6462

PRIVATE LAB. Southfield area. Evening position in processing department. Part time, call Monday thru Friday 1pm-3pm 557-8085

PSYCHOLOGICAL CLINIC
Needs receptionist/typist with good phone skills, full time. Long Lake - Telegraph area. Call 646-3500

RECEPTIONIST - $850 per month. Fee Paid. Super opportunity for sharp individual. Sorting & Sterling. 336-7400

RECEPTIONIST/TYPIST
Birmingham Law Office needs experienced receptionist. Good typing skills necessary. Call Marie for appointment at 644-2650

RECEPTIONIST needed part time for modern Troy office 12:30 - 5:30 daily. Mature, conscientious attitude plus moderate typing skills, age no barrier. Call mornings. 649-3600
An Equal Opportunity Employer

RECEPTIONIST with strong typing skills for family service agency in Southfield. Must communicate with clientele from Evangelical churches and with professional staff. Salary commensurate with experience. 557-8320

RECEPTIONIST/TYPIST
Pleasant phone personality needed for front desk. Accurate typing 50 WPM for forms. Experience required. Immediate opening. Excellent benefits package. Medical management company located in American Center Building, 11 Mile and Franklin Rds. Call Mrs. Weil. 353-0420

RECEPTIONIST
Suburban clinic offers front desk position. Good typing a must. Excellent benefits and salary. Position expected starting at $750. minimum. Call Joanne Headley now!
353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST
TYPIST
Do you have a good phone voice? Do you type 45 WPM? Do you have a good figure aptitude? Then you may qualify for this company fee paid position paying $3.75 per hr. with benefits. Call now.
PERMANENT STAFF
Southfield 353-0505

RESPONSIBLE, CONSCIENTIOUS mature person to assume charge of client files for Large Southfield law firm at American Center. Full time position involves charge in present system and other duties. Mr. Bornstein, 355-5000

SALES
RECEPTIONISTS
• Part Time
• $3/hour plus commission & incentives
• Credit Union Service
• N.O.W. Checking Accounts
• Optic Care Plan
• Group Life Insurance Available
• 1 Week Training
• Promotion to full time
• 14 hour/week Monday thru Weds 4-8 PM. Sat. thru Sunday 12 to 6 PM.
For interview, call Global Homes Inc. at 522-6500 ask for Mr. Foster or Ms Donohue.

SALES SEC'Y
Friendly Farmington Hills sales office needs outgoing person with good typing for diversified public contact job. Beautiful offices, excellent starting salary to $850 plus bonus and benefits, and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

SECRETARIAL
Sales assistant position for responsible person with Merrill-Lynch in Bloomfield Hills. A chance to grow for an experienced individual. Call Nancy 8am-5pm at 647-3200

SECRETARIES
LOOKING FOR A NEW CAREER? LARGE MANUFACTURING FIRM LOCATED IN FARMINGTON HAS SEVERAL OPENINGS FOR CAREER MINDED SECRETARIES. MUST BE MATURE INDIVIDUALS PREFERABLY WITH EXPERIENCE IN ENGINEERING AREA. GOOD TYPING & SHORTHAND REQUIRED. WILL ALSO BE MAKING TRAVEL ARRANGEMENTS FOR EXECUTIVES. TEMPORARY ASSIGNMENT TO RESULT IN PERMANENT EMPLOYMENT IN WAYNE AREA. $220 PER WEEK TO START.
Somebody
Sometime
CALL 272-8500
For Appointment

SECRETARY/RECEPTIONIST
Full time. Pontiac stock brokerage firm needs mature, responsible person. Handle phones, greet the public, typing. Excellent benefits. 332-8117

SECRETARY - Receptionist, immediate opening in CPA firm for qualified mature person with statistical typing and general office skills. 474-5575

504 Help Wanted Office-Clerical

SOUTHFIELD Law Firm seeking responsible Secretary with excellent skills. Salary commensurate with ability. Call Mary at: 424-9296

SECRETARY-ABC TV-Sales. Typing, shorthand and light math. Call Ed Estelle. 444-1111 ext 534
An Equal Opportunity Employer

SECRETARY - automotive manufacturer's rep. Shorthand, typing, bookkeeping. Southfield Ask for Marcy. 424-8200

SECRETARY - District sales office of national company. Call Gary. 553-2820
An Equal Opportunity Employer

SECRETARY
Experience necessary in General Insurance Agency office procedures. Downtown Northville. Call: 349-1122

SECRETARY FOR LIVONIA FIRM
Accounts Receivable, Payable and Cash Receipts Shorthand preferred. 591-6230

SECRETARY
For Plymouth Law Firm, excellent typing ability, dictaphone experience & shorthand. 453-4044

SECRETARY for medical manufacturer, good typing a must, some experience with accounts payable/receivable. Call Barbara. 453-0059

SECRETARY
FORTUNE 500
COMPANY
The chance you've been waiting for! Use your good skills in this top corporate headquarters office. $11,400. Fee Paid. Call Ann today!
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY
FTD is looking for a Junior Secretary for our Communications division. The qualified individual will be well organized, have a flair for detail, the ability to deal effectively also charge and type 55-60 wpm. If qualified contact Sue Cebulski
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 184

SECRETARY
General Dynamics Communications, a national leader in the growing business communications industry, has an immediate opening for an experienced secretary in its Detroit office.
The individual will provide diversified secretarial support to the Operations Manager and Staff.
The person we seek must have three to five years secretarial experience, possess strong secretarial skills and dictating equipment experience. Shorthand preferred but not necessary. This individual will be enthusiastic, flexible, and well-organized.
GDC offers excellent salary, full benefits, and a planned development program.
If interested, please contact Bill McCarty at (313) 399-4322.
General Dynamics
Communications Company
21300 Coolidge
Oak Park, MO 48237
Equal Opportunity Employer M/F

SECRETARY - Good typing & shorthand skills. Immediate opening. Land Management firm, Schoolcraft and Merriman. 522-5030

SECRETARY needed for a challenging position with a Troy law firm. Good salary and benefits. Call Connie for an interview. 362-1610

SECRETARY
needed for Sales Department of progressive Southfield Company. Typing and shorthand required. Excellent working conditions and benefits. Salary commensurate with experience and willingness to learn. For more information call Liz at 353-3109

SECRETARY
One girl office.
Typing essential.
559-8063

SECRETARY
Opening for mature person with good skills. Some figure work and Typing. Shorthand not required. Hours 8:30am-4:30pm. Troy area. Call 649-1714

SECRETARY/RECEPTIONIST
Troy Advertising Agency
If your excellent skills are coupled with a pleasant personality we can offer you a very nice package. 689-8343

SECRETARY RECEPTIONIST needed for Farmington area, property management/real estate office. Must have good typing and spelling skills and pleasant phone manner. Interviews by appointment only Mon. Fri. 27715 Grand River in Farmington. 476-7744

SECRETARY
Small Southfield Law firm - good typist, prior Legal experience not necessary, will train. Call 355-2948

SECRETARY - With experience to work for prominent legal firm. Type 65, shorthand 80, knowledge of leases & contracts helpful but will train. Excellent pay for learning & rapid promotion. To $13,200 to start. Fee paid. Blastale Personnel 645-5884

SECRETARY
$200 Week - Fee Paid
Snelling & Selling
336-7400

SEEKING individual with good typing skills, math aptitude & previous office experience for various clerical positions. Call Paul Geyer. 355-9200

SOUTHFIELD INSURANCE AGENCY has openings for group health claims analysts. Minimum of 2 years experience required. A & S and dental claims background helpful. Call: 355-5850 ext. 259.

SOUTHFIELD law firm seeking experienced, full time legal secretary, call Vickie 355-8568

SUPER JOB!
FEE PAID
Great benefits, salary, hours, and much more are offered for your accurate typing and outgoing nature!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

TYPING, filing, answering phones, (shorthand - not necessarily required). Experience necessary. Troy area. Ask for Sue 588-0441

TYPIST
Immediate opening for career position with well established company in Downtown Detroit area. Must have good typing, transcribing and grammatical skills. Excellent benefits, free parking. Salary based upon experience. Phone for appointment. 962-4220
An Equal Opportunity Employer

TYPIST - RECEPTIONIST, pleasant with ground, good telephone, typing & spelling skills, full time. Livonia. Call Mrs. Karr 464-4466

504 Help Wanted Office-Clerical

SECRETARY.
For Sales Department. Duties preparing quotes, correspondence, sales promotion. Skills: Organizational ability and accurate typist. Must have shorthand ability with excellent spelling and grammer. 40 hr. week, good starting rate. Top company paid fringe benefits: Retirement plan, disability insurance, dental plan, etc. Located in Farmington Hills. Call Ed. Kresh 553-4300

SECRETARY. This Partner needs a Partner. Dearborn professional group offers $13-$16,000 start for take-charge type with Exec know-how. Top benefit plan. Call 562-8960.
Your new boss pays our fee.
HARRIET SORGE PERSONNEL

TYPIST - with some general office experience, Westland area, accounting office, call for appt. 721-4720

TYPIST
Work exciting
Temporary Jobs
For Glamorous Co.
Many Scott Group
Assigments Go
Permanent
There Is Never A Fee
Charged To You
Brush Up On Your Skills
Call Us For A Fun Position
SCOTT GROUP
334-9790
1383 N Woodward Suite 102
Bloomfield Hills
or 542-9232
738 S. Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

WANT TO GO
BACK TO WORK?
But not for 40 hours
a week every week?
We need qualified TYPISTS and SECRETARIES for short and long term temporary assignments in good locations.
LET US HELP YOU GET
BACK IN THE MARKET
PLACE.
PERSONNEL POOL
NO FEE
LIVONIA
7 Mile Middlebelt area
478-8350

Your Future Starts
At The End of This Ad.
Progressive company seeks self starter with good typing to train in word processing. You'll be working in beautiful surroundings, making top salary along with company paid benefits. Call immediately.
PERMANENT
STAFF
TROY
524-1750

505 Help Wanted Food-Beverage

Baker
Pastry Cooks
Experienced preferred but will train apprentices. Top quality product. French Gourmet. Middlebelt at 14 Mile, Farmington Hills. Call for appt. anytime Mon. 626-1760

BANQUET WAITRESSES wanted - apply in person Mon. thru Fri. from 3-5pm. Holiday Inn of Southfield, or call Catering Office for appt. 353-7700

BAR MAIDS AND WAITRESS needed. No experience necessary. Nights and days available. 534-0803

BUS BOYS/DISHWASHERS
No age requirement. Apply in person: El Nibble Nook, 27725 W. Eight Mile Rd., Livonia.
BUS BOYS
FULL & PART TIME
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

BUS PERSONS
Immediate opening, day shift. Apply in person 2-4pm, Tues.-Sat. Kay Bonham.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Near 12 Mile
Southfield

CASHIER
Evening shift. Experienced preferred, but not necessary, will train. Apply in person only between 3 and 5 PM.
MACHUS RED FOX
Telegraph & 15 Mile Rd.
Birmingham

CHEF
Kitchen Manager needed to take full charge of Italian-Mexican restaurant in Northwest Suburbs. Excellent salary and benefits. Call, ask for John 357-2820

CHEF/NIGHTS
Unique Birmingham restaurant now interviewing experienced individuals for night kitchen leader/worker. Call for appointment. 626-1840

COCKTAIL WAITRESS needed for early time. Steak and Ale, 12 Mile and Orchard Lake Rd. Apply in person 2:30-4:30PM, Monday thru Friday.

COOK, experienced, for Lodge kitchen operation. Luncheons and prep cooking for party nights. Located in Plymouth. Call Mr. E. Cole, 8 to 4 PM. 453-1780

COOK
Part time for prep days. Apply at the Ala Carte Cafe, Northwestern at Inkster. 532-0710

505 Help Wanted Food-Beverage

COOK
Needed for all shifts. Must have knowledge of pizza, Italian & Mexican food $5 per hr. and up. Must be experienced and dependable. Apply in person between 2-4PM Tuesday through Friday at Cafe Flora, 18 Mile & Northwestern, Franklin Shopping Plaza.

COOK'S HELPER, no experience necessary, 11 AM to 2 PM, good pay. Goal Farm Tavern, Novi. 349-7038

DAY WAITRESS
Must be over 18. Apply in person
Cloverleaf Bar & Dairy
447 Forest, Plymouth

DISHWASHER MAINTENANCE help days Call for interview. Saratoga Trink, 42050 Grand River. Novi.
349-7770

FEMALE to work days at Soda Saloon in Livonia. Must be 18. 11am-5pm. Mon.-Fri. Start at $3.25 per hour. Apply at 29200 Five Mile near Middlebelt.

FEMALE wanted to work days at Dinos Pizza in Plymouth. Will train as assistant manager. Hours 11AM-5 & 7PM, Mon thru Fri., approximately 35-40 hours per week. Start at $3.25 per hour. Apply at 9456 Lilley Rd. Plymouth.

FOOD & BEVERAGE MANAGEMENT
Fee Paid. High profit Company. Must have experience in full service restaurant Management.
Baron Personnel 354-6690

FULL TIME COOK
Days. Apply by calling Shirley at Merri-Bowl Lanes, Livonia
427-2900

GRILL COOK
NEEDED FOR
SNACK BAR
Weekends
Over 18. Apply in person
MAYFLOWER LANES
26600 PlymouthRd.
½ mile W. of Beech Daly

HOSTESS, full time Monday through Saturday. Some office experience helpful. Apply at The Ala Cart Cafe, Northwestern at Inkster. 352-0710

JCPENNEY
NORTHLAND
Is now taking applications
for positions in
RESTAURANT
Waiters/Waitress
Full & Part Time
Short Order Cook
Dishwasher
Benefits include excellent working conditions, discount on purchases, paid vacation & holidays, profit sharing, hospitalization & more. Apply in person
JCPENNEY, Personnel Office
NORTHLAND ONLY
Mon. thru Fri. 9:30am-4pm
Sat. 9:30am-1pm
Equal Opportunity Employer M/F

KITCHEN help for lunch hours, 5 days. Will train. Waitress, nights, part time, will train. Walled Lake 624-2870
TOWN PUMP BAR

LADIES, part time, day or night shifts, no experience necessary. Apply at McDonald's, Ford Rd. & Middlebelt, Garden City, 808 Rochester Rd., Rochester, or Pontiac Trail, S. Lyon.

MANAGEMENT
One of the largest licensees of Arby's Roast Beef Restaurant is currently planning major growth & expansion into new markets. As a result this we will be in need of several management trainees. We can provide competitive salaries, benefits and excellent opportunity for advancement for those qualified. If you would like to explore your opportunity with us either call 744-4050 Mon. thru Fri. 9am-5pm or write Arby's Inc. 3549 S. Dort Hwy. Flint, Mi. 48507

MANAGEMENT OPPORTUNITY, no experience necessary will train. Openings: Apply at McDonald's, Middlebelt & Ford Rd., Garden City. 808 Rochester Rd., Rochester or Pontiac Trail in South Lyon.

NIGHT COOK BROILER MAN
Full time. Apply at Haygrovel, 32780 Five Mile Rd. Livonia.
464-5555

PLYMOUTH TOWNE APTS.
Now hiring full time cooks & waitresses, must have experience in restaurant cooking & waitress service. Call Mr. Norris 455-0510

RESTAURANT MANAGEMENT
Fee PAIL TRAINEE. Full service restaurant, 5 day work week, back to back days off. Fixed schedule. College or business experience.
Baron Personnel 354-6690

SALAD
GIRL
PART TIME DAYS
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

SHARP Waitresses days. Experienced only, with food & cocktails. Apply in person. Fingers Saloon, Ten Mile & Telegraph, Tel Ex Plaza. 353-3910

SHORT ORDER
COOKS
FULL & PART TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

SIGN OF THE
BEEFCARVER
Is now taking applications
FULL TIME
WAITRESSES
(Part time need not apply)
Apply in person 2PM-4PM
7647 N. Wayne Rd.
WESTLAND SHOPPING CENTER

SILVERMAN'S
RESTAURANT
Is looking for experienced breakfast cooks. Prefer 2 years experience. Top wage. Serious inquiries only.
34410 Ford Rd., corner of Wildwood in Westland.

Waitresses
AFTERNOONS & MIDNIGHTS
FULL TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

505 Help Wanted Food-Beverage

BONANZA
ATMOSPHERE ON A BUDGET
NOW HIRING
PART TIME
DAYS AND NIGHTS
Apply in person between 2 PM - 4 PM
Monday thru Friday
BONANZA RESTAURANT
38350 W. 10 Mile Rd.

RECEPTIONIST

We are looking for an individual with a pleasant telephone manner and good typing skills. Filing experience helpful. We offer an excellent fringe benefit package.

Observer & Eccentric Newspapers
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We are an equal opportunity employer

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Major food manufacturer has opening for permanent sales office clerical position. Company has long term lease in desirable Bloomfield Hills location. Good starting salary. Major medical/dental, retirement and profit sharing plan. Send resume with salary history to:

The Quaker Oats Co.
4190 Telegraph Rd., Suite 308
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DETROIT BANK & TRUST
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An Equal Opportunity Employer Male/Female Handicapped

PART-TIME TELLERS
TYPISTS
SECRETARIES
CLERKS

National Bank of Detroit will be interviewing at the Plymouth Cultural Center, for part-time tellers and other part and full-time positions such 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 Plymouth Cultural Center, 525 Farmer Street, Tuesday, November 27, from 10:00 a.m. - 3:00 p.m.

NATIONAL BANK OF DETROIT
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NBD