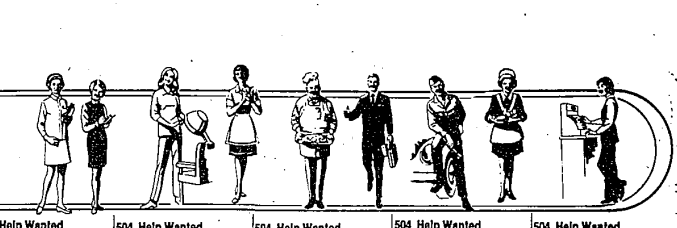
Help Wanted



500 Help Wanted

SERVICE STATION ATTENDANT
Maple-Lahser area
Call Judy at 332-2005

SERVICE STATION ATTENDENT - Morning shift. Southfield area. Call after 10am. 557-4044

SERVICE STATION attendens & recver driver. Good working conditions, must be reliable, paid commission, reply: Morrien Service Center, 24048 Southfield, corner 10Mile.

SHIPPING & RECEIVING Clerk required by industrial distributors. Experienced ft. B. Richardson Company 399-5400

SHOP PERSON, permanent position for maintenance, repair & transportation of contractors tools & equipment. Apply in person at: Terre Haute Industries, 12311 Stark, Livonia.

SOUTHFIELD PUBLIC SCHOOLS Community Education Program seeks responsible adult to lead latch Key Program from 7:30-9:00 & 3:45 - 6:00. Call after 5pm. 353-5285

STOREROOM CLERK

We have an immediate opening for a reliable individual to assist our food & beverage controller. Lifting involved. Will work Saturdays.
Please Apply In Person:
Personel Office
Mon Thru Fri
9am-1pm 3pm-4pm
SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Rd.
Southfield, Mich.
An Equal Opportunity Employer

SUBSTITUTE TEACHERS For the City of Pontiac. Bachelor's degree with a minimum of 6 hrs. of education required. Previous experience preferred. $33 day pay rate. Apply Personnel Dept. Pontiac Board of Education, Administration Bldg. 350 Orchard Track Dr. East between 9-3.
An Equal Opportunity Employer

SUCCESSFUL
Yes than you are probably striving for more personal and professional growth team to administer our course on attitude development and personal effectiveness, part or full time. Call today at 477-4094

SUPERVISOR MACHINE SHOP

Fast growing manufacturer of rubber and plastic products now offer good opportunity to join the company at a Manager level. Applicant must be experienced as a supervisor in a machine shop operation, have knowledge of tools dessigns and be able to direct the work activity of our tooling department. This responsible position offers an excellent salary, monthly bonus, profit sharing, and many other benefits. Send resume with salary history to:
GENERAL MANAGER
Exotic Rubber & Plastics
Box 395
Farmington, Michigan 48024

SWIM CLUB MANAGER
Bloomfield Hills area. June to Sept. 1980. 48 hours per week, supervise staff of 10. Previous supervisory experience & mechanical aptitude desirable. Could be ideal job for retiree or teacher. Competitive salary. Resume and summary of experience to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAX PREPARERS with minimum 3 years experience. 721-4720

TEACHER ASSISTANT needed, experience or degree required. Red Bell Children's Nursery 34120 Ford Rd. Westland. 729-3434

TEACHER'S AIDES
Applications now being accepted for afternoon teacher's aides and all day substitutes. Contact Personnel Period at: Childrens World, Redford, 537-3689

THE CITY OF LIVONIA POLICE MATRONS
$3.50 PER HOUR

Part time - irregular hours. Minimum calicis pay $3.50. Must be Livonia resident and D.S. citizen, at least 53 years old with H.S. diploma or equivalency certificate, minimum height 5 ft. 4 in. Apply by Friday, Dec. 21, 1979 to City of Livonia Civil Service Commission, 33135 7 Mile Rd.,
An Equal Opportunity Employer

TOOL MAKERS

Bench hands, bench fitters, experienced in machine building. Applications now being accepted at new plant in Novi area.
WILSON AUTOMATION
42445 W. 10 Mile Novi

TRANSMISSIONS R & R MAN Excellent working conditions. Free uniforms. Paid holidays and vacations. Call 525-7363

TRAVEL AGENT
Fully experienced in the Management qualities. Salary commensurate with experience. Call Ruth at Travel Global Travel. 968-1050

TRUCK MECHANIC for Ford Gas and Diesel Deer. Contact Jim or Jay for an interview between 8 and 9:30 AM Mon. thru Thurs. Wages open. 453-1030

WANTED: Janitor or Janitress - work 4 hours per evening, 5 days week. Birmingham area. Call Michigan Maintenance Co. 647-0228

WANT TO EARN extra money? Work part time mornings, afternoons & evenings. Abacus Inventory. 852-9156

W. BLOOMFIELD FIRE DEPT.

Is seeking applicants for the position of fire fighters. To qualify you must be an Advanced Emergency Medical Technician certified by the State of Michigan & meet requirements of Twp. Ordinance #54. Applications will be accepted by Twp. Clerks Office until 4:30 pm Dec. 20, 4460 Orchard Lake Rd. W. Bloomfield

500 Help Wanted

WASTEWATER TREATMENT PLANT OPERATOR

An employee in this full-time position will perform the operational work in the Wastewater Treatment Plant and lift stations in the collection system. This is a semi-skilled position involving routine operations, maintenance, testing and other related work as assigned.

Minimum qualifications

In order to qualify for this position, an applicant must:
1. Possess a State of Michigan Class "D" Treatment Plant Operator's certification or equivalent education or training. AND
2. Possess a valid Michigan operator's or chauffeur's license.

Applications will be received at the Municipal Offices of the City of Rochester, 400 Sixth Street, Rochester, Michigan 48063.

The City of Rochester is an equal opportunity employer.

WIN SCHULER'S
Applications now being accepted for:
COOKS
JANITORS
Apply in person:
6066 W. Maple
West Bloomfield

502 Help Wanted Dental-Medical

NURSE AIDES

to work in pleasant senior citizen apartments complex. Southfield area. Afternoons, midnights & weekends. Part time & one full time. Experience necessary. Call Joyce.
Franklin Club Apts.
28340 Franklin Rd., Southfield
353-2810

ACCEPTING Applications for experienced Dental Technician, or will train qualified unexperienced person. Full benefits. Redford. 538-6663

ATTENTION NURSING ASSISTANT Nursing Assisting position open on all shifts at Valley Care Center. In service classes, will train, apply at 30 Square Lake Rd., between 14Pnk, Monday through Friday. Use Cerf'er Door in Lighly entrance. 338-0345

ATTENTION RN'S
Floor supervisory positions open at Valley Care Center, 30 Square Lake Rd. Bloomfield Hills. New salary scale in effect. Excellent fringe benefits. Positions available on all shifts. For appointment Contact E. Radalovich Director of Nursing Service. Between 9-5PM Monday through Friday at 338-0345

BOOKKEEPER - Medical clinic looking for experienced bookkeeper. Good pay and fringer benefits. Ask for Jan 591-0440

BOOKKEEPER/OFFICE MGR.
Clinical lab - Southfield. Medical billing experience preferred. Would consider training ambitious bookkeeper for billing. Salary open. Will pay top dollar for proper person. Excellent benefits. Blue Cross Blue Shield, prescription, dental, major medical and life insurance. Send resume to Box 173 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
For Dental Office Detroit. Must have previous experience in dental office. Will train applicant for Dental Dental Insurance. Good secretarial skills required. Some accounting background preferred. Must be Mature & Responsible. Others need not apply. Salary commensurate with credentials. Good opportunity for right person. Send resume to Box 451, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE assistant for Livonia orthodontic office, part time. Experience preferred but will train. Must be responsible and have own transportation. Call 8-12 261-8860

CHAIRSIDE DENTAL ASSISTANT
Conscientious and dedicated person wanted to assist in a progressive group practice. Top medical and fringe benefits. Excellent starting salary. 1 year previous experience preferred. Westland. Ask for Cathy or Shirley. 722-5130

CREDIT MANAGER

A Detroit hospital is seeking a Credit Manager to be responsible for the supervision of credit, collections and cashiering functions.
3 or more years hospital credit and collections experience required. Degree preferred.
Salary is commensurate with previous work experience and educational background. Excellent fringe benefits.
Please send detailed resume in confidence to: Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

DARK ROOM TECHNICIAN
Doctors office. 6 mornings a week. No experience. Redford area. 937-8155

DENTAL ASSISTANT
Northland area
Mature & experienced. 4 day week 549-0439

DENTAL ASSISTANT
West Bloomfield area. Experienced preferred, 4½ days, salary negotiable. Benefits. Call 851-2540

DENTAL ASSISTANT/Receptionist
Orthodontic office, negotiable hours, basic experience necessary, willing to train in Orthodontics. 879-4290 266-8270

DENTAL ASSISTANT for oral surgery practice in Livonia. Mon. thru Fri. 8am-5PM 427-3330

DENTAL ASSISTANT
4½ days
Farmington Hills
553-3171

$10 PER HOUR
RN'S needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specially needed. Apply in person 8am-5pm. 16415 W. 8 Mile, just west of Lodge.

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full time. Pleasant and clerical skills required. Livonia area.
After 5 PM, call: 353-9106

DENTAL ASSISTANT- Chairside. West Bloomfield General practitioner, education or experience preferred. 851-4606

DENTAL ASSISTANT
Full Time. W. Dearborn. 4 day week, no Saturdays. Excellent benefits. Experience preferred. 565-5507

DENTAL ASSISTANT
Personable, enthusiastic young gal to join our team. Experience preferred but will train bright individual and quick to learn. Plymouth/Livonia area. 420-2040 or 626-1494

DENTAL ASSISTANT
For outstanding dental office in Birmingham. Bright, impeccably groomed and interested in training for long term employment in demanding position. Write to: Box 198, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASST - EXPERIENCED
Farmington Hills
Mon. thru Fri. 9am-5pm.
Salary & benefits. 626-1417

DENTAL ASST - full time Oral Surgery office, Birmingham area. Dental background necessary. Good benefits. Call between 9am-5pm 647-7336

DENTAL ASST. also Receptionist. Good opportunities for mature, experienced person. Good typing. Farmington orthodontist. 855-5510

DENTAL RECEPTIONIST
Full time for expanding group practice in Fisher Building, Detroit. Graduate Dental Assistant or at least 3 years experience preferred. Must be neat, personable, mature, responsible and have good secretarial skills. No evenings or Saturdays. Excellent potential for qualified person. 871-3144

DENTAL RECEPTIONIST, full time, for Farmington office. Experience preferred, but will train motivated individual. Salary & benefits. 553-2477

DENTAL RECEPTIONIST Livonia area, experience in dental office and knowledge of dental insurance preferred. Must be mature neat and personable. Able to handle patient accounts. 477-6753

DENTAL RECEPTIONIST - Part time, 2½ days for two dentists office. Some experience preferred. Pegboard insurance. Westland. Send resume to Box 182,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST, experienced with knowledge of dental, payroll, board, insurance, appointment book control. Restrative practice. Salary & benefits commensurate with experience. Southfield. 559-3095; if no answer call 557-5371

DIETARY AIDE
Dependable person needed in modern, clean, health care facility.
As high as $3.50 per hour to start
Over fringe benefits
Four Chaplains Convalescent Center
25349 Joy Rd, Westland
261-9500

DOCTOR'S RECEPTIONIST for Southfield orthopedic office. Monday thru Friday. Salary commensurate. 569-6100

EKG TECHNICIAN. Southfield area. Monday, Tuesday, Thursday, Friday. Accurate typing is required but not necessary. Southfield 557-3503

EXPERIENCED MEDICAL Insurance biller for busy Internist's office. Detroit office in Westland. Looking for a dynamic individual interested in future growth. Salary is commensurate with age typing skills, background in accounting would be helpful. Please call between 9 AM-Noon. 525-2555

HEALTH CARE PEOPLE

Use your skills and experience in your own home as a foster parent to a mentally handicapped young adult or adult. Receive approximately $540 per month for each client placed into your home. Our staff will give you guidence, training and support, for information call Northville Residential Training Center
349-8000 ext. 238 or 233.

HIGHEST STARTING RATE IN AREA
$6.85 RN'S
$6.25 LPN's
Shift Selection Available
Opportunity for Teaching
Benefits include:
Blue Cross
Uniform Allowance
Vacation
Sick Days
Paid Holidays
Parkview Extended Care Convalescent Center
Ypsilanti
313-483-6125

JEWISH HOME FOR AGED
Full Time RN, 11-7 Shift
$6.37 hourly, $51. daily,$18,250. yearly
Plus 3 week paid vacation.
Part Time RN 3-11 Shift
$6.37 hourly, $51. daily
Vacation pro-rated
Call Miss Young 9AM-3PM
255-2326

LAB CLERK needed for medical lab in Livonia, 8AM-4PM, Mon. thru Fri. with alternating Saturdays. Contact Lab. 427-5106

LIVONIA PHYSICIAN seeking full time lab assistant with basic knowledge in medical assisting & office duties. Please call 9 to 5, 476-8100

MATURE MEDICAL RECEPTIONIST
Internist in Farmington. Full time office. Part-time. 30 Hrs. weekly. Wed. off. Should be strong typist with good English and Grammar. Excellent opportunity for re-entry into job market. Call mornings only. 356-9595

MEDICAL ASSISTANT
Experienced only for internists office in Southfield. Must know lab, EKG, Electrocardiogram, PF, general assist and knowledge of MC, MA, MMS, x-ray helpful. 559-5858

MEDICAL ASSISTANT, part time, experience necessary in EKG, X-ray & venipuncture. In pleasant Troy office. 649-3443

MEDICAL ASSISTANT
For internist in Farmington. Must know EKG, Vena-puncture, pulmonary function, and some reception work. Call Linda. Closed Wednesdays. 478-1077

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - full time, 9 Mile - Greenfield area, typing, pegboard, filing, phones, experience desirable. 557-7011

MEDICAL RECEPTIONIST needed experience helpful. Southfield Area. 352-9321

MEDICAL RECEPTIONIST
Warren & Evergreen area, full time. Experienced in Medicare, Medicaide, & Blue Shield. 371-0500

MEDICAL TECHNOLOGISTS MT(ASCP)

The Grace Hospital Division has a pretentional career growth opportunity for Medical Technologists who seek challenge in a stimulating, comprehensive clinical and educational environment. We have a current opening for:
Section Rotation-Days
Contact:
MAGRUDER JONES
494-8082
OR
CAROL MAURIZIO
937-5094
HARPER-GRACE HOSPITALS
Grace-Hospital Division
5990 John Rd.
Detroit, Michigan, 48202
Member of the Quadrangle Group
Equal Opportunity Employer M/F

MLT - Full time for busy doctors office. Southfield. Monday thru Friday 8 AM-4 PM. Hematology, Urinalysis, Bacteriology & HLA experience preferred. Ask for Meg. 355-2743

NURSE AIDES
Full Time - Midnight Shift
Apply in person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSE AIDES
Mature persons for all shifts.full and part time.Will train, good benefits. New nursing rate. See Ms. Watkins.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.,
An Equal Opportunity Employer

NURSES AIDES
3-11 PM. Start $3 an hour, benefits.
Apply in person.
Wishing Well Manor
520 W. Main St., Northville.

ONE MEDICAL Assistant & 1 Receptionist for active General practice, Berkley Area. 541-0778

OPTOMETRIC OFFICE Assistant, Tuesday, Thursday & Friday, 2-8 PM, Saturday 8 AM-2 PM. Typing, telephone. Grand River & Farmington Road area. 476-0885

PATIENT Accounts Manager

A Detroit Hospital is seeking a Patients Accounts Manager to be responsible for the supervision of all third party patient billings and data input functions.
Three or more years hospital billing experience required. Degree preferred. Knowledge of computerized billing systems helpful. Salary is commensurate with previous work experience and educational background.
Send detailed resume in confidence to: Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PLYMOUTH AREA
Part time Dental Hygenist
2-3½ Days a Week
Call between 9-5 PM 453-4150

PODIATRY WANTED, 18 & over preferred. No experience necessary. Part time to start. Farmington-Novi Area. 476-0500

RADIOLOGY CLINIC
Needs X-Ray assistant & Transcriptionist, hours flexible. Northwest Suburbs. 347-7559

RECEPTIONIST wanted for Livonia Medical Clinic. Must have experience. Accurate typing a must. Good pay and fringe benefits. Ask for Dee 591-0440

RN
FULL TIME DAYS
Mature RN needed with supervisory capabilities. Good wages and fringe benefits.
APPLY IN PERSON
WISHING WELL MANOR
320 W. Main
Northville

RN-LPN

Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN, LPN, Or Medical Assistant, full or part time, Westland Office. No Saturdays. Should know EKG, Venapuncture, Physical Therapy. Call for interview 728-1212

RN'S - LPN'S
- ENJOY -
• YOUR PROFESSION
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

VETERINARY ASST - Receptionist. Experience preferred but not essential. Orchard Lake Animal Hospital, 4300 Orchard Lake Road, near Pontiac Trail 682-4817

502 Help Wanted Dental-Medical

RN'S & LPN'S
OUTSTANDING NEW SALARY AND BENEFIT PACKAGE

- You are invited to join the progressive staff at Botsford General Hospital. We have openings in most areas.
- Excellent salary scale
- Our benefit package includes fully paid Blue Cross; Major medical; dental; prescription; generous vacation allowance; twelve (12) sick days per year; with a 10% bonus paid at year-end for unused sick time; vision care and more.
- Our philosophy is total patient care utilizing all licensed personnel.
- A generous differential is paid for a degree in nursing.
- ❶ OUTSTANDING NEW WEEKEND SHIFT AND HOLIDAY DIFFERENTIAL.
- Every other weekend off.
- No shift rotation.
- We offer an extensive on-going in-service program in med/surg and critical care.
- Immediate positions are available on the afternoon and midnight shifts.
- Request for shift change will be honored as vacancies occur.

PLEASE CONTACT: Human Resources Dept.
BOTSFORD GENERAL HOSPITAL
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

502 Help Wanted Dental-Medical

ATTENTION
HOUSEWIVES, STUDENTS, NURSES AIDES
JOIN THE BEST!
We have the best facility & give the best care.
ACT NOW
On the opportunity to be a member of our team. Experience not necessary, only prerequisite is kindness & interest. On the job training provided.
HCC wants you...
...Come Grow With Us.
APPLY NOW!
HENDRY CONVALESCENT CENTER
105 Haggerty Rd. 455-0510 Plymouth
INQUIRIES & VISITATIONS INVITED

502 Help Wanted Dental-Medical

RN'S & LPN'S
Needed at:
Northville Regional Psychiatric Hospital
RN's- $18,144 and up
based on experience
LPN's-$13,133 to start
Michigan Civil Service benefits
Contact Mrs Dixon at 349-1809 ext. 231
An Equal Opportunity Employer

RN'S - LPN'S
& NURSE AIDES with recent hospital/nursing home experience.
Immediate assignments Schedule when you are available to work. Top pay.
AMC HEALTH CARE ONE
Livonia
478-2590
Mon. Wed. Fri. 9-2
Southfield Pontiac
Mon. thru Fri. 9-3 Mon, Tue, Thurs 9-2
569-2781 643-6970

RN'S - LPN'S & NURSE AIDES
Are you interested in rehabilitative nursing? Full & part time positions needed at Appletree Lane Convalescent Center. 641-1143

504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers to $163wk.
Clerk Typist to $158wk.
Stenos & Sec'y to $12,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNT ADMINISTRATOR to do life insurance premium payment accounting for insurance service company located in Southfield (Northwestern area). Must be good with numbers & be able to communicate well on telephone. Starting salary, $10,000. For an appointment call Mrs. Kosakal, 559-5595

ACCOUNTING CLERK
$150 per week. Fee paid. Super opportunity with growth company.
Snelling & Snelling
355-7450

ACCOUNTING CLERK
Perform clerical duties including operation of 10 key adding machine and light filing. Accuracy with figures essential. Call: 352-1850

ACCOUNTS Payable- Troy firm seeks mature, thorough individual having good judgement and numerical aptitude. Duties include payable, payroll, inventory costing, CRT entry, typing & normal office functions. Company paid benefits Call Mr. Kanar. 280-0101

ADMINISTRATIVE ASSISTANT
Deal with top management in one of the areas largest credit unions. Good secretarial skills needed. Excellent benefits include, cost of living, to $14,400. Call Ann now!
353-2090
SNELLING & SNELLING PERSONNEL

A Merry Christmas
FROM
Witt
The Temporary Help People
Who can make your Christmas merrier by offering you extra money.
SECRETARIES
TYPISTS
CLERKS
ALL OFFICE SKILLS
are needed for long and short term assignments.
Super Bonus Program
Gold Card Discount
NO FEE - NO CONTRACT
SOUTHFIELD 569-7500
LIVONIA 525-0330
REN CEN 259-7788

A NEWLY CREATED Opening for an extra sharp plus person Bloomfield firm. Good typing. $1,000 a month. Fee paid. Call Polley. 644-4600
SNELLING & SNELLING AGENCY

APARTMENT COMPLEX office in Westland needs Rental Agent for Saturdays and Sundays only. Call 10AM to noon. 558-0455

AVAILABLE-TRAINING
SECRETARY TRAININI for residents of Oakland County Vocational 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., training will be held in Livonia. Equal opportunity employer. For more information call Ms. Smith. 352-5391

BANK BOOKKEEPER
Previous bank experience preferred. Competitive salary offered, plus excellent benefit package. Apply Mon. - Fri. 10 AM - 4 PM.
MANUFACTURERS BANK
OF LIVONIA
15357 Newburgh
An Equal Opportunity Employer

BEGINNERS SECRETARY
$8300
Diversified Jr. Secretarial position available in well established import firm. Typing 50 wpm, and shorthand 80 wpm. Exciting diversified opportunity with above average benefit package. Convenient area and working hours. Act now. Call Mary for immediate interview.
649-5900
Snelling & Snelling PERSONNEL

BILLING CLERK - Merrill Lynch in Bloomfield Hills. Hours approx. 9 AM. to 8 AM. salary negotiable. Ask for Tom Desmond 8 Am. to 4 PM. 647-3300

BILLING - clerk, beautiful Southfield company, good figure aptitude required for accounting dept. $850. fee paid.

SECRETARY - Southfield firm, typing 85 WPM, dictaphone experience, $10,500, fee paid
LOIS RAY PERSONNEL
559-0560

CLERK TYPIST with bookkeeping knowledge, full time, Mature Southfield Location. 358-7449

504 Help Wanted Office-Clerical

BIRMINGHAM LAWYER needs secretary and girl Friday. Will train smart college girl who plans on law school or earn legal experience. Nice office near 555 Building and good pay. 645-0750

BOOKKEEPERS/ASSISTANT manager trainee position with a major food service company is seeking qualified individuals. Any interested parties send resume or letter of interest to Box 0128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER- Experienced. Short hand helpful. Permanent position for construction company. Novi area. Reply to Box 148 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FEE PAID. Farmington location, excellent starting salary.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

BOOKKEEPER for womens apparel store in Rochester, with retail experience. Wages commensurate with experience. 641-7861 or 375-1557

BOOKKEEPER - full time, experience with payroll, able to prepare all financial statements, work in Southfield accounting office on several sets of books. 559-4875

BOOKKEEPER - small construction company located in Detroit has an opening for an experienced bookkeeper. Responsibilities include full charge of disbursements, receipts, payroll & account analysis. Excellent starting salary. Send complete work & salary history in strictest confidence to: Mr. Wallis, 2550 South Telegraph Rd., Suite 105, Bloomfield Hills, MI. 48013

MACKEY & MACKEY CPA'S
Recruiting For An
An Equal Opportunity Employer

BOOKKEEPER/Trial Balance Statement wanted for Livonia CPA firm. Full time employment. Send resume to "Bookkeeper" Suite 204, 29200 Vassar Ave, Livonia, Michigan, 48152.

BOOKKEEPING ASSISTANT
Must have college degree, general ledger account analysis. Help needed to close books for fiscal year end. Typing a plus. Permanent position with benefit package. First National Monetary Corporation, 4000 Town Center, Suite 1870, Southfield

Christmas With KELLY

Don't go back to work without us. KELLY SECRETARIES hops in the temporary help field. KELLY offers top assignments, top pay rates, 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 to the office nearest your home to apply:
Not an Agency - Never a Fee
29449 W. 8 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

CLAIMS EXAMINER
Entry Level Position
Requires 1 yr. experience processing group medical and/or disability claims. Excellent benefits & opportunity. Call Gail Brooks, 557-9400, Ext. 245

MACCABEES
MUTUAL LIFE INS. CO.
25800 Northwestern Hwy.
Southfield, Michigan 48037
An Equal Opportunity Employer

CLERICAL CAREER CONSULTANT
Nations largest will train you for a career in personnel. We offer job satisfaction and high potential earnings.
Snelling & Snelling
356-7400

CLERICAL
Clerk, general office, full time. Adding machine experience required. Excellent benefits and working conditions.
Call 455-1400

CLERK-TYPIST, part time or full time, permanent position. Basic clerical typing & filing with consulting engineering firm in Farmington Hills, hours flexible, call for appointment. 851-4310

CLERK TYPISTS
Mortgage company in Southfield is taking individuals with good typing skills and good math aptitude for positions in the Loan Administration department. Salaries commensurate with experience plus outstanding fringe benefits. For appointment, call Mrs. Fischer.
355-0500.
An Equal Opportunity Employer

CLERK TYPIST
We are looking for a strong typist with good communication skills for our membership division. The right individual should possess typing of 55 wpm, knowledge of office procedures and an ability to work well with people. If qualified, contact Sue Cebali.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext 184

PAYROLL - clerk for Royal Oak manufacturer, recent experience required, company offers full benefits, salary of $7875 and agency fee paid.

SECRETARY - receptionist for nice Birmingham company, general office duties and average typing, recent high school grad will make $4 to $4.25 per hr. to start.

BILLING - clerk for exceptionally nice Troy development company, good math ability and some general office experience required, start at $671 with full benefits and fee paid.
ADAMS & MARTIN
820 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

504 Help Wanted Office-Clerical

COLLEGE STUDENT - General Office - Part Time. 4 to 8 PM, Mon thru Fri. Some typing, filing & phone. Pleasant surrounding. 13 Mile & Orchard Lake area of Farmington Hills. Call for interview, ask for Rose 851-7150

ESTABLISHED FIRM in Redford seeks industrious reliable secretary for permanent inside sales & general office position. Must have good typing skills and pleasant telephone manner. Excellent benefits and salary, 40 hr week. Call for appointment 535-3636

EXCITING OPPORTUNITY FOR BIGHT PERSON WORKING IN COLLECTION DEPARTMENT OF APARTMENT MANAGEMENT FIRM IN SOUTHFIELD. WILLING TO TRAIN INTELLIGENT, ARTICULATE, DEPENDABLE, ACCURATE PERSON FOR THIS DIVERSIFIED/DEMANDING POSITION. MUST TYPE AND COMPOSE OWN LETTERS. CALL 10AM-NOON ONLY 358-0455

EXECUTIVE SECRETARY
$13,000 FEE PAID. Prestigious national corporation needs super sharp individual. Full benefits
Snelling & Snelling
326-7400

EXECUTIVE SECRETARY
Experienced mature secretary to work without direct supervision. Must be aggressive and willing to take on administrative assistant level responsibility. A high degree of proficiency in the following job skills is a must. Typing, grammar,dictation equipment, telephone,calculator. Real Estate development co. Southfield location. Excellent fully paid company benefits, including insurance package and pension profit sharing, salary negotiable Call 569-4100

EXECUTIVE SECRETARY

For regional office. Pleasant person needed to fill immediate opening. Must type 60 WPM and take shorthand. Looking for a well organized and self-motivated individual with high energy levels. Must have excellent telphone skills Apply in person.
Personnel Office,
Lord & Taylor
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EXECUTIVE SECRETARY
Part time, mornings only, shorthand & typing. Apply in person. Monday thru Min. thru Fri. 9-12 PM, The Heartwude, 11850 Mayfield, Livonia, MI.

EXPERIENCED LEGAL SECRETARY for growing Southfield law firm. Excellent typing and light shorthand required. Ext. 21. 354-2100

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IMMEDIATE OPENING

For Secretaries, Typists, Office Clerks, Marketing People, day & afternoon shift, must be 18 and have transportation.
Apply Mon thru Fri. 9-3
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Livonia, MI
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Huntington Woods
25075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Room 1999
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Pontiac
2911 Pontiac Lake Road
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Immediate opening for individual with ability to balance computer reports to work at our Troy Office. Background education in accounting desirable. Keypunch and/or typing ability desirable. Will work 6 AM to 2 PM; hours may vary, some overtime. Apply in person Monday thru Friday, Personnel Dept., 5th floor.
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FOR IMMEDIATE EMPLOYMENT
We need a versatile Secretary/Receptionist with shorthand or equivalent in our busy Birmingham office. We offer excellent working conditions and benefits in exchange for your skills. Experience preferred. Salary negotiable. Call 646-5522

GENERAL LEDGER BOOKKEEPER. Assist CPA, taxes and financial statements. Hours flexible. Work at home. Send resume to box 188 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP. No shorthand, good typing ability. Prefer mature woman with office experience. Farmington Hills Full time. 553-2100

GENERAL OFFICE - Good typing skills necessary. 5 days per week 8am-5pm. Pleasant Livonia based company. Call Mary at 591-2222

GENERAL OFFICE
Secretary wanted for Southfield firm. Excellent opportunity for the right individual. Must be good typist with pleasant phone voice. 555-8484

General office, responsible person who can work with minimum supervision can type 45WPM accurately has some dictaphone knowledge & pleasant phone voice. Will train bright beginner. 559-3100

GENERAL OFFICE WORK
Monday through Friday 8-5pm, duties will include telephone, typing, filing, computer terminal, copying, etc. Company paid fringes. For personal interview call 474-6634

GENERAL OFFICE
Career opportunities, full time positions now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Jean at 642-4200.

IMMEDIATE OPENING
For dependable person with outstanding personality to answer phone, filing, typing and/shorthand necessary. Opportunity for advancement & excellent benefits. Call for personal interview.
Alside Supply Center
Division of Alside, Inc.
Wholly owned Subsidiary of U. S. Steel.
8 AM to 4:30PM 882-8336
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INSURANCE Agency underwriter position. Business typing needed. Prefer an intelligent mature person with some knowledge of the business, but will train. Salary open. Jarvis Agency, Farmington Hills. 626-8775

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INVENTORY Control Person - retail appliance store, Westland area. 421-1438

INVENTORY CONTROL PERSON
For retail chain located in Town Center Building in Southfield. Experience desirable. Fully paid Blue Cross and profit-sharing. Please call. 358-1191

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

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LEGAL SECRETARY to assume responsibility for legal office specializing in real estate, estate planning and corporate business. Overlooking Airport, Tel-Twelve area. Excellent hours. Salary and overtime bonus. For appointment call 879-0459 or 642-9496

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Dearborn 336-1777
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Troy 649-3065

LEGAL SECRETARY.
Who can assume substantial responsibility wanted for small Birmingham law firm. 642-6433

LEGAL SECRETARY with experience for Bloomfield Hills law firm, no shorthand, excellent typing, salary commensurate with experience and ability. Call 858-5445

MAG CARD OPERATOR
For growing Southfield law firm specializing in corporate, pension area and estate planning. Ext. 21. 354-3200

MATURE, RELIABLE PERSON
For General Office
Southfield Area
559-6245

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OFFICE GENERALIST/Receptionist. With experience in full charge bookkeeping work. Call Northwest Blueprint, Warren. Ask for Vola 977-8330

PART Time permanent small office needs mature person to run invoices, file and answer phone. Experienced with Burroughs or similar calculator & pleasant speaking voice a must. Call soon, (no phone calls) 10AM-3PM. Closed Dec. 24 through 27. Target Party Sales, 647 Manufacturer's Drive, Cherry Hill Industrial Center, Cherry Hill & Newburgh Rds, Westland.

PART TIME Real Estate Secretary with experience in U.N.R.A. and B.B.B.B. 3 nights a week and alternate weekend days with possibility of expansion. Shorthand preferred but not necessary. West Bloomfield area. Reply to Box 120, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Secretary needed in Birmingham, good typing with pleasant phone manner