504 Help Wanted Office-Clerical

BOOKKEEPER with some supervisory experience for ladies apparel shop. Well established. Good salary and pertinal Mail resume showing experience to Box 364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT PLEASANT person needed. Good phone personality. Background in Accounts Receivable helpful. Must know 10 key adder, light typing. Southfield area. Call Marilyn, 353-4010

Builder/Developer
Of luxury housing in W. Bloomfield is seeking a well organized, well groomed, mature individual with some typing ability to train for a position in our sales operation. Hours are 12 noon to 6pm Can work minimum of 3 day week if desired. Some weekend work required. This is an ideal position if you have had outstanding career, but have been out of the work force a while and wish to work again. Good chance of career advancement with stable organization. Contact Jane Vanitz at 626-2500 for interview Mon.-Tues.

BUSY SOUTHFIELD OFFICE
Needs someone with light bookkeeping knowledge. Some experience helpful. 352-3750

BOOKKEEPER SECRETARY
for 1 girl office with good typing skills and bookkeeping thru trial balance for busy Southfield office. Benefits. Salary open. 569-7300

BOOKKEEPER SECRETARY
for 1 girl office with good typing skills and bookkeeping thru trial balance for busy Southfield office. Benefits. Salary open. 569-7300

BOOKKEEPER/SECRETARY
For consulting firm, must be well organized and able to handle company books through trial balance. Pleasant friendly surroundings, salary commensurate with experience. Send resume to Box 384, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Indoor tennis club, Bloomfield Hills. Full time position, hrs. 10am to 6 pm. Mon. thru Fri. Tennis knowledge desireable. Call for Appt.
332-9221

BOOKKEEPER
Merrill Lynch - Bloomfield Hills Brokerage experience, knowledge of margin necessary. Call Tom Desmond 9AM-4PM 647-3200

BOOKKEEPER
MERRILL Lynch Bloomfield Hills - Bookkeeping experience, knowledge of margin necessary. Call Tom Desmond 9AM-4PM 647-3200

• CAREER OPPORTUNITY •
Houston leading in Office Manager for Professional Corporation of Dentists in Livonia. Requires working knowledge of basic bookkeeping, ability to organize, motivate & supervise others, pleasant personality with patients & staff & general office skills including some typing. Experience desired but will train right person. Send resume & sample of work writing to Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CASHIER
Join the exciting world of Fashion at Hadley's. We have an opening for a full time Cashier with clerical duties at our Twelve Oaks Store. Call Mr. Hazrick
348-5600
HADLEY'S
CASHIER
Merrill Lynch - Bloomfield Hills. Previous experience helpful but not mandatory. Proficient typing, must enjoy public contact. Call Tom Desmond, 9AM-4PM 647-3200

Change Your Style FOR 1980
And Make Your New Year Resolutions Pay Off.
Work Temporarily For
Witt
The Temporary Help People
All Office Personnel Needed
SECRETARIES
TYPIST
CLERKS
SWITCHBOARD OPRS
Give yourself a break and call:
525-0330
569-7500
259-7788
For more information, ask about our Bonus and Gold Card Discount Program.

CLERICAL CAREER CONSULTANT
Nationes largest will train you for a career in personnel. We offer job satisfaction and high potential earnings.
Sterling & Sterling
338-7400

CLERK TYPIST
GENERAL OFFICE. Must be excellent typist. Knowledge in all phases of office procedures required. Liberal salary, excellent benefits, full time employment only.
DUNN TOOL CO
ask for Alex Brown
425-9075

CLERK TYPIST
Interesting position with fashion retailer for individual who has experience in general office work & typing skills of approximately 50 - 60 wpm

Position offers good starting salary, regular salary increases & a well rounded employee benefit program. Southfield area. Call Mrs. K. Jerous, 833-6955 to arrange for an interview.
Winkelman's
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

clerical
PART-TIME CLERK
Regional office has opening for a mature, responsible part-time clerk (Mon. - Fri.). Position requires good typing skills, filing and general office duties. Applicant must be well organized, neat in appearance, with good business and telephone communications skills. For an appointment, call:
J. Cochran
Reg. Admin.
(313)353-2990
OCE INDUSTRIES INC
19400 W. Ten Mile Rd.
Suite 211
Southfield, MI 48075
Equal Opportunity Employer M/F

CLERICAL POSITION young aggressive person for phone and customer contact. Accurate typing (no shorthand) some bookkeeping billing & filing experience, preferred. Half days Sat. in summer. Farmington area. 476-5740

CLERK for office supply Store. Prefer experienced. Benefits. Apply in person, back for Dana Wasson, Modern Office, Inc. 31535 Southfield Rd., Birmingham.

CLERK SECRETARY - person with good typing ability, experience helpful. Call Mr. Hosford 9 to 4 P.M., Brunswick Corp., Bloomfield Twp. 858-7840

CLERK TYPIST opening for our new office location in Farmington Hills. Require high school typing & other machine background. Major benefit package. Call or write for interview.
TOKEN CORP.
32351 W. 8 Mile Rd
Livonia, Mich 48152
(313)477-8633

CLOSING CLERK-TYPIST
For Real Estate related service company located in Livonia. Must be detail conscious, type 60 WPM, high school graduate, 1 yr. experience in real estate office or lending institution. Permanent full time position available with good company benefits. Phone for interview 476-8822, ext 313
An Equal Opportunity Employer

COMPUTER & BOOKKEEPING experience, full time. Excellent benefits. Interviews, Jan. 23 & 25.
Novi 348-8400

COMPUTER OPERATOR Trainee. Must have good typing skills and bookkeeping background. Livonia area. Please call Mr. Jim Moncrieff at
525-1660

CONSTRUCTION firm in Southfield looking for young girl to assist bookkeeper, no experience needed but typing & transportation necessary, call between 9-5. 557-1511

EXECUTIVE SECRETARY
For senior partner of national law firm at its Southfield office. Legal experience helpful. Contact Office Manager, 444-0848

EXECUTIVE SECRETARY. 1 girl office Experienced Typing and shorthand required 12 Mile-Telegraph area. Full benefits plus profit sharing. 354-6300

EXECUTIVE SECRETARY
Happily expanding Southfield company seeking professional secretary for challenging positions. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information 352-3290

EXECUTIVE SECRETARY
FORTUNE 500
Be a part of suburban staff with your skills and professionalism. Top benefits. Fantastic opportunity with national sales office. Minimum $10,200 Fee paid. Call Kathy.
353-2090
SNELLING & SNELLING PERSONNEL

EXPERIENCED Dental Assistant. Full and part time. Mrs Bloomfield.
626-0600

EXPERIENCED Legal Executive secretary for law firm in Farmington Hills, salary commensurate with experience & ability. Call after 1 PM.
626-2448

EXPERIENCED legal secretary wanted for small Troy firm in general practice Good basic skills, professional attitude, able to assume substantial responsibility. Salary commensurate with ability and dedication 643-8500

EXPERIENCED legal secretary wanted for Ren Cen law firm, excellent typing required, shorthand & word processing experience helpful. Call Jan
647-6860

EXPERIENCED SECRETARY
Good typing & shorthand, but commensurate with experience. Livonia Area. Good Benefits 425-9030

FILE CLERK, full time position at least 6 months experience required. Troy Area. 649-1300

FRUSTRATED??
National company needs person interested in sales to sales management career. Initial average earnings of
$18,000
Higher in some cases
Call T. L. Terry
643-8915

FULL TIME POSITION AVAILABLE Must be able to type & answer phone. Aptitude for figures needed. Knowledge of accounts payable useful, will train. Neat appearance, pleasant personality. Company paid benfits. Salary $550 to start. Apply in person, 9am-5pm. Allstate Associates, Inc., 12001 Levan Road, Livonia

FULL TIME position assisting in bookkeeping department. Some basic experience necessary. Apply in person Hagopian & Sons, 14600 W. 8 Mile

FULL TIME position assisting in bookkeeping department, some basic experience necessary, apply in person Hagopian & Sons, 14600 W. 8 Mile.

FULL TIME salaried position as clerk typist in pleasant office atmosphere. Included are all company benefits. For personal interview call Diane Fike 968-8300

504 Help Wanted Office-Clerical

GENERAL ACCOUNTING - immediate opening for individual with progressive general office accounting experience including receivables, payables, and billing. Must have typing and 10 key adding machine experience. Please call Personnel Office for further information. 843-7200

GENERAL ACCOUNTING
Immediate opening for individual with progressive general office accounting experience including receivables, payables & billing. Must have typing & 10 key adding machine experience. Please call the Personnel Office for further information 843-7200

GENERAL OFFICE
We are seeking a girl interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant South field location & full benefits. For appointment call Lia at 353-3200

GENERAL OFFICE - Telegraph Rd.-Birmingham. Typing required, National Company. All Benefits. 8:30AM to 5PM 5 days. Our Employees know of this Ad State Salary desired. Send Resume to Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Unemployed? Are you tired of sitting at home? Need extra cash? Why not join your office skills to use while meeting new people, working five days you want & the area you want. Short or long term assignments to those with good office skills. 544-2400. No Fees! Shafer Temporary Service

GENERAL OFFICE. Experienced with accounts Payable & general clerical duties for manufacturing firm. Full time. 15700 Dale, Prekell Telegraph

GENERAL OFFICE
Southfield - real estate, full time position. Typing, general office duties. Call 559-3200

GENERAL OFFICE- we are a service company seeking a girl with some typing ability. Duties include telephone answering, typing filing. Liberal fringe benefits. Call for appointment 345-0300

GENERAL OFFICE. 12 Mile-Greenfield area. Required by Branch Sales Office of national corporation with excellent benefits. Experience in telephone and dictaphone and good filing skills are required, in addition to accurate typing and good organizational ability. 557-4070

GENERAL OFFICE
Main Office of Retail Drug Chain needs a person to assist Accountant in most Bookkeeping duties. Must be good with numbers. Bookkeeping experience helpful. Excellent working conditions & benefits. Apply in person, on Fri., Jan 25th, 9AM to 1PM at 15350 Century Dr. (1 block No of Rotunda Dr., E. of Greenfield) in Dearborn 336-7420

GENERAL OFFICE CLERK
Livonia based manufacturer of industrial filtration equipment needed a General Office Clerk to process mail, distribute office supplies, type and relieve switchboard operator. Position will eventually be responsible for microfilming activities.
We offer a good starting salary with a chance for advancement and company paid benefits which include tuition reimbursement, etc
If interested in the above position please contact Devinee McIntoy at
HYDROMATION COMPANY
39201 Amrhein Rd.
Livonia, MI 48150
464-0600, Ext. 232
Equal Opportunity Employer M. F

GOOD WITH NUMBERS?
Beautiful Troy firm is looking for your figure skills and light knowhow in payables and receivables. Your smiling disposition starts you today. Call Mark now! 649-5900
SNELLING & SNELLING
TROY

GREAT BOSS!
FEE PAID
Super opportunity with suburban firm. Good typing and some organizational ability are all that's needed!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

GROUP INSURANCE CLERK
Part time permanent position, 25 hours per week. Need congenial person with pleasant telephone manner. Requires 2 years of recent experience in implementation and administration of group hospitalization, dental, disability and life insurance plans, etc. Excellent fringe benefits and starting salary. Call Mrs. Janos, Birmingham Public Schools, 644-9300, extension 246

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an exciting new job with Somebody Sometime. We need your skills for temporary jobs in your area. Positions available are:
Typists
Figure Clerks
Secretaries
Apply now and start your temporary position tomorrow
Somebody Sometime

Southfield	272-8500
Madison Heights	545-1700
Livonia	525-5170
Dearborn	565-3500

LEGAL SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, the placement specialists in the legal profession? Start your new year in a position you enjoy.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0450
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2043

504 Help Wanted Office-Clerical

IF YOU like to answer the telephone & know how to type, I have a job for you! Full time. Call 557-1020

Immediate Openings
We specialize in office services.
Our clients have urgent needs for good secretarial & clerical skills. Call today for confidential referral & begin work tomorrow.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

INSURANCE OFFICE
Mature person for part time clerical. 10 to 4:30, 5 days per week. Excellent pay, pleasant surroundings, Southfield area. Call after 5pm. 478-0440

KEYPUNCHER
Part Time. Experienced 3741 operator Troy location 528-3920

KEYPUNCH OPERATOR. Minimum 1 year experience on IBM 3741 or TAB 700 Days. Medical billing. Small office. 12 Mile-Farmington Road 553-0850

KEYPUNCH OPERATOR/TRAINEE
For Farmington area company. Afternoons, 4 to 12. Minimum 6 months current office experience. Demonstrate position with excellent salary and fringe benefits. Send resume to
P. O. Box 637
Novi, MI 48050
An Equal Opportunity Employer

PBX OPERATOR, PART TIME
Includes some weekends, for small manufacturing facility. Apply at Personnel office, Southfield Rehabilitation Center 21400 Foster Winter Dr., South field, Michigan. 569-1500, ext. 317

PERMANENT PART TIME
position now available in busy Southfield office. Heavy phone work. Call today for an appointment.
557-2505
PHONE OPER./RECEPT.
Need experienced telephone operator with heavy training in Dimension system for opening as Phone Operator/Receptionist in very busy Southfield office. Must be reliable and responsible. Excellent benefits. Call after 4PM for appointment. 353-8100 ext 203 or 317

RECEPTIONIST. $175. Bright, sparkling. YOU will welcome clients & type! Rosemary Ford Employment Service 424-8616

RECEPTIONIST, Switchboard spot needs personality plus type, interested in front desk with Southfield Professional Group. Learn PBX board as your first step to promotion. $700
Call 582-8900
Your New Boss pays our Fee.
HARRIET SORGE PERSONNEL

RECEPTIONIST
$9360
Start your career! Greet clients for busy office. Typing and phone work a plus. Company benefits.
CALL YOUR NEAREST OFFICE
SOUTHFIELD 353-2990
TROY 649-5900
LIVONIA 478-3500
SNELLING & SNELLING

RECEPTIONIST
Run front desk of Southfield professional office. Great public, answer phones, light typing, and light bookkeeping. This is a Mon - Fri., 8 to 5 PM position
Call Davis Smith, Medical Personnel Service 557-7290

RECEPTIONIST for Bloomfield Hills office, good typing skills necessary, call Jan 647-6860

RECEPTIONIST TYPIST
Southfield property management company in Northland area. Must be good at a busy telephone, pleasant working conditions. Marion 569-5555

RECEPTIONIST
FULL TIME
Typing Necessary
8 AM-5 PM
Salary Commensurate With Experience
Call For Appointment
459-1400

RECEPT./TYPIST
Long & short term assignments available. Work close to home. Jobs suited to your skills. Want something different? Variety of jobs. No Fees! Meet interesting people. Call
544-2400
SHAFER
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Serving Business Since 1947

SALES ASSISTANT - Entry-level position with one of the largest Industrial Electronic Distributors in the nation. Clerical work, typing preferred, but will train the right person. Benefits & Profit Sharing. Call Steve Martian. 525-1800

SALES SAVVY
Phone contact is the V.I.P for this Sales Consensus Group offering $185 to start for bright personable typist. Details are important, $88 quickly add to your start.
Call 569-4144
Your New Boss pays our Fee.
HARRIET SORGE PERSONNEL

SECRETARIAL & ADMINISTRATIVE ASSISTANT Troy. Great position for individual with good skills. Benefits New working conditions. Call 649-8050

SECRETARIAL POSITION
Mature woman preferred for small office, good wages. Livonia area
525-0020

SECRETARY
For a growing district office in the desirable Livonia area. Good typing skills, shorthand helpful. 36 hour work week. Excellent benefits
For Interview Call
EQUITABLE LIFE
ASSURANCE SOCIETY
425-4630
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIES
Co in Birmingham is needing experienced Secretary with good typing & shorthand skills. Excellent benefits & promotions. $13,000 year. Fee Paid 544-4400. Shafer Employment Service.

SECRETARIES
FTD is looking for mature Jr. Secretary. The qualified individual will be well organized, able to work independently, have a flair for detail and typing of 60 wpm. Shorthand and/or Dictaphone experience a plus. If interested contact Sue Cebali.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION.
355-9300, ext. 253

SECRETARIES TYPISTS STENOS
Short and long term temporary assignments. Good locations
NEVER A FEE
PERSONNEL POOL
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Temporary Personnel Since 1946

SECRETARIES TYPISTS
needed for temporary jobs
NO FEES
DETROIT SUBURBS
Matchmakers
Office Services, Inc.

Detroit	963-5026
Suburbs	398-4390

SECRETARY
Diversified duties with a knowledge of general office helpful. Must have sound typing and some shorthand skills. Excellent fringe benefits. Apply to Personnel Office 459-0930

SECRETARY for new office of major automotive supplier in Market Place Heights. Must be experienced in all phases of office procedure. Please send resume to W. J. Lahm, 509 E. University Drive, Apt 502, Rochester, 48063

SECRETARY full time, must have good telephone manner, typing, required, firm deals with Hospitals & Doctors, good pay & benefits. W. Bloomfield. Call between 4Pm & 6Pm 855-6885

SECRETARY-GENERAL OFFICE
Experienced for small pleasant office in Southfield. Good typing skills, shorthand preferred, machine transcription necessary. Work well with others. Good fringes. Competitive salary. Call
557-6777

SECRETARY - mature woman, accurate typing, shorthand, bookkeeping background helpful, must be able to work independently & assume responsibility, experienced, references required 355-0310

SECRETARY NEEDED for one person office Southfield, typing, light bookkeeping, 4 days, 40 hours. Please call Craig Jackson 358-3430

SECRETARY NEEDED
For Southfield law firm. Experience preferred. Call Janet for appointment.
352-9050

SECRETARY
RECEPTIONIST
Well established company wants to use your skills and ambitious attitude in their sales department. $800 a month, and this spot is open now! Call Ann
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY/RECEPTIONIST
Fast paced CPA firm in Southfield - heavy typing, busy telephone - must be good with figures. Call 559-2670

SECRETARY. Established Bloomfield Hills Business Law firm seeking third Secretary. Excellent typing skills required. Experience with word processing equipment, previous legal experience and shorthand desired but not required. Salary open. Call 647-5111

SECRETARY. Office in Birmingham. Must have shorthand and good typing. Salary commensurate with experience and capabilities. Send resume to P.O. Box 147, Birmingham, Mi. 48012

SECRETARY
1 girl office. Experienced and accurate typing required. Farmington Hills area. 553-4251

504 Help Wanted Sales

YOU CAN SELL REAL ESTATE
Our nationally famous training program can double your income. We offer sales tools competition can't match. Immediate openings. Attend our no obligation Career Seminar on Thursday, January 31, 7:30 p.m., at 27436 W. Six Mile at Inkster, Livonia. Call 261-2600 for your complementary reservation.
Real Estate One. INC.
REALTORS
An Equal Opportunity Company

504 Help Wanted Office-Clerical

SECRETARY - to president, typing 70 WPM, shorthand 80, good experience required, $11,400, fee paid

LOIS RAY PERSONNEL
559-0560
SECRETARY TO SALES DIRECTOR
SOUTHFIELD LOCATION
Large automotive supplier providing good fringe benefits. Must have general office experience. Good typing & shorthand experience necessary along with pleasant phone manner. Position open immediately. Salary commensurate with qualifications. $12,000 range. Call Ms. McGee Monday thru Friday, 8:30am-5pm.
559-5520

SECRETARY
TRAVEL AGENCY
Challenging opportunity with suburban agency. Lots of variety and your benefits will include travel. Hurry! Call Judy immediately.
353-2090
SNELLING & SNELLING PERSONNEL

Secretary/Typist
Mature person to perform typing, filing and other duties. Medical background helpful. Attractive wages, fringes and pleasant working conditions. Full time Call for interview Westland area
FOUR CHAPLAINS
Convalescent Center
261-9500

SECRETARY wanted for law firm in the Fisher Bldg. Legal experience preferred, typing 60, shorthand helpful. Excellent working conditions, salary commensurate with ability and experience. Call Linda 872-4630

SECRETARY
We have a challenging & diversified position in the Marketing Department of our Northwest area Manufacturing plant, for a sharp personable secretary with above average skills. Individual should have 3 years experience in a Manufacturing environment & typing 60WPM, shorthand helpful but not required. Send Resume or call for an interview appointment.
Attention Personal
COX INSTRUMENTS
15300 Fullerton
Detroit, Mich. 48227
838-5280
Equal Opportunity Employer M F

SECRETARY
$14,000
FEE PAID Fortune 100 corporation
Sterling & Sterling
336-7400

SEC'S/TYPISTS
Long & short term assignments available, work close to home. Jobs suited to your skills. Want something different? Variety of jobs. No Fees! Meet interesting people. Call
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Serving Business Since 1947

SOPHISTICATED SPOT
Prestigious suburban law firm is looking for a top secretary with legal experience. Good typing skills are needed. Shorthand helpful but not required. Excellent starting salary and benefits Company pays fee

PERMANENT STAFF COMPANY BIRMINGHAM
642-3050

TOP NOTCH legal secretary, wanted for Bloomfield Hills law firm, legal experience required, excellent typing & good shorthand required, word processing experience helpful. call Jan
647-6860

TYPIST
General office work. Must type 60 WPM. Be accurate. Excellent fringe benefits. 34401 Schoolcraft Road, Livonia
525-1717

504 Help Wanted Office-Clerical

START THE YEAR RIGHT
Temporary Assignments available for experienced
SECRETARIES
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPR.
Call for appointment
Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

STATISTICAL Typist and General Office Livonia area CPA firm Pleasant working conditions. Salary commensurate with ability. Send resume to Typist, 29200 Vassar, Suite 224, Livonia, Mich. 48152

STENOGRAPHER WITH Bookkeeping experience Clerk typist also needed office located in the Birmingham Bloomfield area. Send resume to Box 334 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE AUTHORIZATION Clerks, flexible hours, full or part time, 8.30am-10pm Minimum wage - opportunity for advancement with growing company in Oak Park 968-3249

Temporary Openings
Bookkeeper - Accountant for long term assignment, Pontiac area

We also need qualified people to handle short and long term assignments in clerical, typing, bookkeeping operators and secretaries. No Fees
CALL ALPHA 689-9090
R & S PERSONNEL

TERMINAL OPERATOR- Order Department, experience required, excellent pay and fringes, opportunity to advance Farmer Dist Co. 23601 Schoolcraft, Livonia 522-5000
An Equal Opportunity Employer

TYPISTS
Positions available for full time typists. Benefits include medical insurance, life insurance, credit union services plus 2 weeks paid vacation
National Accounts Systems Call Mr Baldwin 353-2681
An Equal Opportunity Employer

TYPISTS
positions available at Northville Regional Psychiatric Hospital. $5.23 per hour to start. State Civil Service applications may be obtained from the hospital or any MESC office. An exam is required.
NORTHVILLE REGIONAL PSYCHIATRIC HOSPITAL
4100 I West Seven Mile Rd.
Northville, Michigan 48167
An Equal Opportunity Employer

TYPIST to work for publisher, mechanics, friendly office, small company, time off anytime. No shorthand. Note boss bad office 474-0602

WANTED
EXPERIENCED Legal Secretary for growing law firm in suburban Bloomfield. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience 255-4728

WORD PROCESSING
Opportunity for person seeking challenging position in Southfield business area. Training on CPT Word processor. Accurate typing 60wpm & dictaphone experience required. Pleasant atmosphere plus full benefits. For more info call Liz or Patty at 352-3290

YOUNG WOMAN to train for note/desk sales. Typing helpful. Benefits Apply in person. Modern Office, Inc. 31535 Southfield Road, Birmingham

505 Help Wanted Food-Beverage

BAMMARD, night, attractive, $3.50 an hour for Northwest 538-6834

WALLEY LAKE Waitress Days & nights. Will train. Also Short-order Cook. Nights only. Town Pump Bar
624-2872

505 Help Wanted Food-Beverage

BAKER WANTED - Bloomfield area. Good opportunity for experienced baker. Salary negotiable. Call Steve or Ken 354-2488

BARMAID NEEDED
Some experience. Nights
Andy's Bar, 18443 Plymouth Rd., Detroit, Mi 937-3630

BAR MAIDS and WAITRESSES
Full time help, experience necessary. Day and evening shifts
Call Becky 851-3253

BARMAIDS - needed for days, great with customers. Apply at service station. Fingers Saloon Southfield, 10 Mile - Telegraph, Tel - Ex Plaza 352-3810

BARMAIDS & Waitresses, experienced preferred, excellent wages & tips, apply at Somebody's. Mon thru Fri after 1 PM, 13090 Inkster Rd. 532-0505

CASHIERS, HOSTESSES, Bartenders, All shifts, apply in person Holiday Inn of Southfield 26555 Telegraph Rd

COOKS - full & part time, day position only, above average wages, uniform & food allowance. Apply in person Fri 3-5, Sat. 11-2 Friendly Family Restaurant 24224 Orchard Lake Rd. Farmington Hills 474-5877

COOKS HELPER & 2nd cook, experienced waitress assisting, for Plymouth Towne Apts. Call Mr. Norris.
455-0510

COOKS
Must be able & dependable
WAITRESSES
Experienced
PANTRY HELP
Apply in person only
Darlin' Lilly's
29200 Orchard Lake Rd.
Farmington Hills

COOKS, WAITRESSES, BUS BOYS
Experience necessary, all 3 shifts Apply in person Tuesday, Restaurant, 6071 Middlebelt, Garden City

COOKS
With 2 Yrs. experience in high volume restaurant. High hourly rates, company benefits, paid vacations. Apply in person at The Ground Round Restaurant located at 26767 Grand River, Redford Grand River near Beech Daly

COUNTER WOMAN
Boy's Hamburgers, 35850 Ford Rd Westland

DISHWASHER Prefer ambitious young man able to work days. Good starting wage Apply at The Chalet, 37025 Plymouth Rd Livonia

FAIRN EXTRA MONEY - Part time positions available for experienced cooks Starting pay $4.50 per hour. Old Time Deli Inc., 27704 Orchard Lake Rd., Farmington Hills

EXPERIENCED WAITRESS Wanted for morning or afternoon. Apply in person, 5 Spot, Village Restaurant, 31231 Southfield Road, Beverly Hills

FEMALE to train as day manager at Hone Pizza in Northville. Carryout. Hours 11AM to 4 or 5PM. Monday thru Friday. Start at $3.50 per hour. Apply at 1053 Novi Rd between 8 & 9 Mde.

FOOD SERVICE SUPERVISOR for large suburban hospital. Must have extensive experience in all phases of food service, dining room, catering, banquet, group functions. Take charge attitude a necessity, all benefits and salary commensurate. Please write ability Apply in person. Holiday Inn of Southfield, 26555 Telegraph Southfield

GRILL HELP
Nights, mature. Apply in person at Lexington Square 42001 Ann Arbor Rd Plymouth 453-4880

HOLIDAY INN OF SOUTHFIELD is close to the Jeffries Expressway, near Lahser, and is accepting applications for immediate employment, positions available, cocktail server Days & eve dining room waiters, day & eve banquet servers, day bus boys. Holiday Inn of Southfield, 26555 Telegraph Rd Southfield

HOSTESSES
Attractive, mature women needed for day and night shift. Must be personable and able to accept responsibilities. Good pay for right people. Apply in person between 3-5 at Morning Place, 4105 Orchard Lake Rd., Orchard Lake

WAITRESSES WANTED. Part time days. From 11:30 am to 2:30 pm. Apply in person Cozoy Island, Grand River Halstead near Nine Mile

WALLEY LAKE Waitress Days & nights. Will train. Also Short-order Cook. Nights only. Town Pump Bar
624-2872

506 Help Wanted Sales

Your Needs Come First at
NORWOOD REALTORS
REAL ESTATE SALES
Progressive company has 3 openings for people interested in building Sales Careers. Free training and Guidance. For confidential appointment call:
851-7190 478-5000

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Everything you wanted to know and were afraid to ask about Real Estate.
We have an outstanding FREE TRAINING program and are interested in people interested in a full time Real Estate Career.
Call TODAY for no obligation reservation.

SHARON SILVARMAN	JACK COLE
478-6510	528-1200
Jan. 30- 7:30 P.M. 32619 Grand River, Farmington	Jan. 29 - 7:30 P.M. 1055 E. Long Lake Rd., Troy

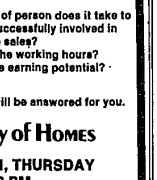
TM DURBIN THE DURBIN COMPANY•REALTORS
The Durbin Company, Realtors has a limited number of openings.
We have an outstanding FREE TRAINING program and are interested in people committed to a full time Real Estate Career.
Our strong management backing, superb office facilities and effective merchandising tools, combine to assure you of a successful and profitable career.

FRAN MIRSKY	TIM PULTE
Manager	Manager
851-1300	851-6000
6345 Orchard Lake Road W. Bloomfield	29920 Orchard Lake Rd. Farmington Hills

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/CASHIER
We need an ambitious person to assist with our Accounts Receivable and Cashier section. Good ability to meet the public is required. We offer an excellent salary combined with a comprehensive benefit package. If your background includes Accounts Receivable and/or Cashier experience, please apply at:
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer

CLERICAL CLERK
General office and typing experience required. Full time permanent position in busy marketing department for Southfield based corp.
Please Call Mrs. Munro
355-1100
Equal Opportunity Employer M/F

CAREER NIGHT
LEARN HOW YOU CAN SUCCEED AS A REAL ESTATE SALES COUNSELOR

GARY L. COOK
Manager
• How do you get started?
• What does it take to become a professional?
• How does the future look in the real estate business?
• What type of person does it take to become successfully involved in real estate sales?
• What are the working hours?
• What is the earning potential?
These important questions and many more will be answered for you.
HITCHCOCK Gallery of Homes
JANUARY 31, THURSDAY
7:00 PM
The Gallery of Homes
METROPOLITAN BANK BUILDING
ON GRAND RIVER AT FARMINGTON RD.
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RESERVATION REQUIRED
Call Today! 478-4100

505 Help Wanted Food-Beverage

BONANZA
MANAGER TRAINEE
LIVONIA AREA
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
For appointment, call
474-0203
BONANZA RESTAURANT