# Help Wanted

## 502 Help Wanted Dental-Medical

RN-SUPERVISOR
Seeking energetic RN to supervise and motivate our Midnight Staff. Excellent benefits, 4/3 days per week. Come join the Management Team at the 1978 Facility Of the Year. Contact Susan Heaston, RN. 728-8100.

$10 PER HOUR
RNS needed for special project in Farmington. Full or part time. Starts immediately. Regular nursing. No specialty needed. Apply in person 9am-5pm, 18415 W. 8 Mile, just west of Lodge.

## 504 Help Wanted Office-Clerical

A BANK HIRING TRAINEES
Tellers
Clerk Typist to $10/wk.
Steno & Secy's to $14,000
Many other positions available. Most Fees paid by Employer.
Employment Center Inc
569-1636

ACCOUNTING CLERK
TO $12,000
PAID FEE
Ideal opportunity! Experience in Accounts Payable a must!
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

ACCOUNTS PAYABLE CLERK
Immediate opening for experienced accounts payable clerk with good typing ability and construction experience for busy builders office located in Southfield. 354-5007

Accounts Payable
Northwest area contractor has opening in Accounting Department for highly qualified individual with heavy computer experience. Demanding position with excellent salary and fringe benefits. Send resume to:
P. O. Box 633
Novi, MI 48050
An Equal Opportunity Employer

ACCURATE TYPIST
A general office work
Experienced. Southfield firm Benefits. 424-8335

ADD $$$
FOR 1980
Immediate Openings
SECRETARIES'
TYPISTS
Must be 18 & have transportation.
Apply Mon. thru Fri. 9-3
19105 Middlebelt, Suite 318E
Livonia, MI.
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-6511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

ADVENTUROUS POSITION
In modern growing suburban firm needs organized person. Good typing. $10,000 a year, fee paid. Call Polley.
644-4600
SNELLING & SNELLING AGENCY

AMBITIOUS aggressive women wanted for 3 openings as a receptionist, clerical, and sales counselor. $7,000 to $15,000. Full benefits, Healthy hours. Intersections Dating Club. Call Mr. Gray 559-6322

An Administrative/Secretarial career opportunity for an Experienced Typist. Must type 85WPM, be expert on phone, able to handle clients and vendors. Poised. Cheerful. Promotable. Shorthand not required. For well established Redford Area Creative Consulting Firm. Salary open, includes Blue Cross.
255-4163

ARE YOU
TIRED OF BEING
AT HOME
Temporary assignments available for experienced:
SECRETARIES
TYPISTS
WORD PROCESSORS
SWITCHBOARD OPR.
Call for appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ATTENTION!
This is the job for you. Chance to grow with suburban company. Show them what you can do. Typing, phone variety. Benefits & fee paid.
We specialize in office services.
ROTH YOUNG
PERSONNEL SERVICE 559-3300

AUTO DEALER wants a car biller, experienced. 5 day week. Paid Blue Cross many benefits. Call for appointment Jim O'brien, Kreg Lincoln Mercury.
274-8800

BRANCH SECRETARY - needed for Southfield office of national equipment leasing/financing company. Excellent benefits & compensation package. Principles only call
569-2423

BREAK INTO A LEGAL CAREER!
General office experience. Shorthand/Typing $250 month.
Snelling & Snelling, 399-3450

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

## 504 Help Wanted Office-Clerical

AVAILABLE-TRAINING
SECRETARY training for residents of Oakland Cty with High School diploma 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 CETA. Equal employment opportunity. Training will be held in Livonia & Troy. For more information, Ms Smith 362-5991

BIRMINGHAM ATTORNEY has immediate opening for mature, motivated individual with previous general legal experience. Type accurately, light shorthand, dictaphone skills. To assist in all office responsibilities. Salary & benefit package.
645-9406

BOOKKEEPER - experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time.
557-3257

BOOKKEEPER
Excellent opportunity for person with full charge capabilities. Growing mortgage company offers you a chance to grow with us in both income and responsibility. Liberal starting salary, outstanding working conditions and benefits. Bright, commodious quarters in modern, Southfield office building. If you are experienced, knowledgeable and relate well to those with whom you work, we want to talk to you. Call Mr. Goldman for appt. 557-7040

BOOKKEEPER
FULL CHARGE. Southfield office. Good working conditions. Call 559-7870

BOOKKEEPER - full time, benefits, food discount, call between 2-5 pm for personal interview. Friendly Family Restaurant, 42370 Ann Arbor Rd. Plymouth. 459-5190

BOOKKEEPER & GENERAL OFFICE
Thru trial balance. Pegboard experience. Livonia based Construction Co. CPA recruiting for Client. Send resumes to Bookkeeper, 29200 Vassar, Suite 224, Livonia, Mich. 48152

BOOKKEEPER/GENERAL OFFICE
Experienced thru Trial Balance, Taxes, Peg Board. 1 girl office.
Southfield. 352-2550

BOOKKEEPER - thru trial balance, to manage Troy office, and supervise staff, Salary $800 to $1000. Agency fee paid.

SERVICE - Director for suburban health care company. Sales oriented person with supervisory skills able to deal with professional people. Salary $18,000 plus extraordinary benefits and fee paid.

SALES - secretary for Southfield company, good skills & telephone experience required. Salary $12,000 plus benefits and fee paid.

CLERK - typist for exciting ad agency. Light experience & average typing to work in sales promotions dept. Salary $825 to $850 plus benefits and fee paid.

SOUTHFIELD - insurance company needs secretary, no shorthand with good life insurance background. Able to compose own letters. Salary $775 plus top benefits including dental. Fee paid.

ADAMS
&
MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BOOKKEEPER
With restaurant experience needed for pleasant Birmingham restaurant. Ask for Paula 644-0050

BOOKKEEPER. Experienced full charge bookkeeper through Trial Balance and Financial Statement. Computer in-put & read-out experience preferred. Troy office. 649-4500

CAREER MINDED Secretary required with good typing, shorthand and organizational skills. Minimum 3 to 4 years experience. Southfield area.
Call Mrs. Lukas. 569-4900

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

Cashier/Accounts
Receivable Clerk for work in student billing, cash receipts & collection. Evenings - until 7pm
Send resume to:
BUSINESS MANAGER
MADONNA COLLEGE
36600 Schoolcraft Rd.
Livonia, MI 48150

CLERK TYPIST
City of Novi. Salary $10,370 to $10,790, plus COLA and comprehensive fringe benefit package. Typing speed 50 WPM., excellent general clerical skills and good working relationships with the public required. Apply no later than Feb. 8, 1980, City of Novi Personnel Department, 45225 W. 10 Mile Road, Novi, MI. 48050.
An Equal Opportunity Employer

• CLERK/TYPIST •
For Red Cross Office in Bloomfield Hills. High school Graduate or equivalent. Typing 45 WPM - accurately. Basic knowledge of office procedures. Good communication skills, pleasant personality. For appointment, call American Red Cross,
ask for Miss Nerse 334-3575
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

CLERICAL
OPPORTUNITIES
Graham Mortgage Corporation
a Subsidiary of
MANUFACTURERS NATIONAL BANK OF DETROIT
Due to our rapid growth, we have openings in the following areas for individuals with mortgage banking experience:
ASSUMPTIONS-PAYOFFS
FORECLOSURE
HAZARD INSURANCE-ESCROW
LOAN DOCUMENT CONTROL
SHIPPING
ACCOUNTING
Competitive salaries, excellent fringe benefits including fully paid Hospitalization and Dental Insurance. Interviews daily, ask for Mrs. Fischer.
3000 Town Center, Suite 300
Southfield, Michigan
An equal opportunity employer

## 504 Help Wanted Office-Clerical

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
Our expanding national corporation, which will soon have offices in Farmington Hills, is offering a challenging clerical position for individuals with typing skills of 40 plus, general math aptitude and good communication skills. Responsibilities will include customer contact, misc. typing and work on our computer terminals. Our corporation offers regular salary increases and a full range of benefits. If you would like to be considered for this excellent position please call Debbie Vitale at
352-1832
Manufacturers Hanover Mortgage Corporation
24700 Northwestern
Southfield, MI.

CLERK
For General Office. Full time, excellent benefits, must type 45WPM or better. Will train. Opportunity for growth. Apply in Person between 9 AM-3 PM. Mon. thru Fri. Upper level, Gratiot Auto Supply, 31435 Stephenson Hwy., Madison Heights, Michigan.

CLERK OF THE Courts/1. City of Westland. Starting salary between $8,000-$9,000 per year. Good benefits. 35 hour work week. Typing approx. 40-50 wpm. Call between 8-5 PM. 522-3250

CLERK
Responsible for office machines, support services & operation of Xerox 9200 & Pitney/Bowes mail machines. Send resume to:
BUSINESS MANAGER
MADONNA COLLEGE
36600 Schoolcraft Road
Livonia, MI 48150

CLERKS
MARKETING DEPARTMENT
Will be responsible for clerical functions relating to agent records and licensing. 40 w.p.m. typing, good math skills.
POLICY HOLDER
SERVICE DEPARTMENT
Working with policy loans and cash surrenders on insurance policies. Strong math and written & verbal communications skills. Send resume or call:
GAIL BROOKS
MACCABEES MUTUAL
31800 Northwestern Highway
Southfield Mich. 48237
357-4800
An Equal Opportunity Employer

CLERKS
PART TIME
We need an Accounts Receivable Clerk and an Order Processing Clerk to help us on a part time on-call basis at our Westside office, located at Greenfield and Jeffries X-way. Should have bookkeeping experience and be available from 8:30 AM. to 5 PM. several days a week as needed. Please call:
961-2242 ext 243
Equal Opportunity Employer M/F

CLERK
To assist in Office bookkeeping functions. Answer phone & prepare Bank Deposit. Subtd., Farm. area. 253-8600

CLERK TYPIST
Full time, 4 day week, 10 hour day. Call between 8:30AM-6PM.
858-7060

• CLERK/TYPIST •
General Office position. Good telephone personality required. Salary commensurate with abilities & experience.
478-7277

CLERK-TYPIST
To work in small office. 9 Mile-Lahser area. Hours 8:30am-4:30pm.
353-0222

CLERK
TYPIST
We are seeking a person with at least 2 years office experience. Accurate typing a must. Previous advertising experience would be helpful.
To arrange for an interview, call Mon. thru Fri. between 9AM-5PM at 963-7711.
CUNNINGHAM
DRUG STORES, INC.

CRT TRAINEE
Day & night shift, 40 hour week, 50WPM typing required. Southfield firm. Call Mon-Fri, 9am-5pm. 424-8710

CUSTOMER SERVICE ASSISTANT.
Who is capable of working with clients by mail, phone, and in person. Troy office of major life insurance company. Good typing necessary. A liking for figures would be a plus. Salary commensurate with experience and skills. Age no barrier. Phone mornings 649-5600.
An Equal Opportunity Employer

ELECTRIC-MECHANICAL drafting-person. Must have good hand and be able to type. Troy area.
332-2460

ENTRY LEVEL position for design and manufacturing company. Must be an excellent typist. Good organizational skills required. Pleasant telephone manner in dealing with people a must. Competitive salary and benefit package.
525-8510 ext. 442

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
Secretary to President of established national company located in the Birmingham area. Individual with good secretarial skills who is a well organized self-starter. Please send complete resume to Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - secretary, east suburban location, excellent typing, shorthand & experience, $13,000 fee paid.

CLERICAL - level entry position, Southfield firm, good figure aptitude, typing 45 WPM, $224, fee paid.
LOIS RAY
PERSONNEL
559-0560

## 504 Help Wanted Office-Clerical

EXECUTIVE - secretary, east suburban location, excellent typing, shorthand & experience, $15,000, fee paid.

CLERICAL - level entry position, Southfield firm, good figure aptitude, typing 45 WPM, $224, fee paid.
LOIS RAY
PERSONNEL
559-0560

EXEC SECY
Career interest counts with this VIP offering great benefits. Big 3 contacts. Shorthand & typing skills put you out front in Executive Row. Make travel plans, take travel quotes. $250 plus with top benefits.
Your New Boss pays our Fee.
642-8900

HARRIET SORGE PERSONNEL

EXPERIENCED Accounts Receivable Clerk. Other office duties. Some nights & weekends. Call for appointment.
631-9000

EXPERIENCED bookkeeper, able to complete thru trial balance, part time position. 24 hours per week, downtown Birmingham location. 645-5010

EXPERIENCED Dental Assistant. Full and part time, West Bloomfield.
626-6600

EXPERIENCED legal secretary wanted for Ren Cen Mt. area. Excellent typing required, shorthand & word processing experience helpful. Call Jan
647-6860

EXPERIENCED Legal Secretary for law firm in Farmington Hills. Salary commensurate with experience & ability. Call after 1 PM.
478-3448

EXPERIENCED responsible Legal Secretary for senior attorney in established Southfield law firm, personal injury litigation. Salary commensurate with skills and experience. Contact Mr. Vosko.
353-1550

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

FILE CLERK
Full time file clerk, experience helpful but not necessary, some overtime required. $800 a month. Contact Mrs Packard at 355-9200, ext. 244

FILE CLERK
Wanted for large office in Southfield. Minimum experience acceptable. No typing. Permanent. Good benefits. NAS Creditors Service. 353-6300
An Equal Opportunity Employer

GAL FRIDAY-challenging position open for experienced and mature individual possessing good math, grammar, typing and Dictaphone skills plus an aptitude for dealing with people. Ability to take charge and work independently needed for various administrative duties 35-39 hours per week with the option to set your own hours. Northwestern and 13 Mile area. For further details, call Mr. Garfield. 855-1010

GENERAL OFFICE
We are seeking a gal interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & fringe benefits. For appointment call Liz at
353-3209

GENERAL OFFICE
Receptionist and secretarial duties in spanking new suburban high rise. Fast-paced office needs good typing. To $10,400. Fee paid. Call Joann now - it won't last!
353-2090
SNELLING & SNELLING
PERSONNEL

General Office
Experienced office clerk for typing, filing, detail work and keypunch operation. Must be good with figures. Starting salary $175 per week. Open interview between 4 & 6 PM at:
24901 Northwestern Hwy.
Suite 712, Southfield

GENERAL OFFICE-Redford area. Good typing & filing skills. Heavy office experience helpful but not required. Mrs. Owen, J & I Industrial. 537-8700

GENERAL OFFICE. Experience with Accounts Payable & general clerical duties for manufacturing firm. Full time. Fenkell/Telegraph. 532-0774

GENERAL OFFICE. Must type, have good phone answering voice. Interested please come in & fill out application at 21250 W. 8 Mile Rd., between Farmington & Merriman. 477-3200

General Office - Typist
Large commercial realty firm in Southfield needs pleasant person for general office work with good typing skills. At least one year office experience required. Full Blue Cross & vacation. Salary commensurate with experience & business references. Send resume to: (no telephone calls please)
William Levitt
CARL ROSMAN & CO.
717 Travelers Tower
26555 Evergreen Road
Southfield, MI 48076

Happiness
IS....
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

IF YOU ARE INTERESTED
in a personnel position with us, we have an immediate opening for an experienced, mature woman with accurate typing and office skills. Pleasant surroundings and good benefits in a Bloomfield Hills title insurance office. For an interview call 645-8160

LEGAL
SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Southfield area law firm of three lawyers desire experienced legal secretary for substantial responsibility. 644-4414

LEGAL SECRETARY
With experience
One attorney office in Westland
525-9690

LEGAL SECRETARY
Southfield office. Salary commensurate with ability. Hours negotiable. Call Joanne at: 552-0710 or 557-1333

## 504 Help Wanted Office-Clerical

IF YOU'RE
GOOD...
You ought to be KELLY. We need SECRETARIES, BOOKKEEPERS, WORD PROCESSORS, CLERKS and more. Keep your office skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. Apply at the office nearest your home.
Not an Agency - Never a Fee
29410 W. 8 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1108
4000 Town Center
Suite 1225, Southfield
352-7490
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

INSURANCE
ACCOUNTS PAYABLE POSITION - in Accounting Dept. of large insurance agency in Southfield. Heavy background necessary. Comprehensive benefit package. Call Pam Hines at 353-5800
An Equal Opportunity Employer

INSURANCE AGENCY - West Bloomfield. Experienced person to take charge of personal lines. Top salary, future & benefits. 851-1800

INTERESTING secretarial, full/part time, position for real leasing consultant firm in Southfield/Farmington Hills area. Dictaphone experience required. Call Bobbi at 626-6200

• KEYPUNCHERS & TYPISTS •
Full-time Keypunch Operators needed to fill openings on Afternoon & Midnight Shifts. Experienced Operators or recent Keypunch School Graduates preferred, will train accurate 55 to 60 WPM typists. We have an attractive Fringe Benefits package including Medical & Dental Insurance. Contact Betty Flick, 789-6511, ext. 465 - Ann Arbor.

KEYPUNCH & IBM Accounting Machine Operator. Some clerical duties. Full-time employment. Excellent working conditions & fringes.
Farmington area. Call 476-8200
An Equal Opportunity Employer

KEYPUNCH OPERATOR
For Farmington area company. Afternoons, 4 to 12. Minimum 6 months current working experience required on IBM 5496/129 or Decision Data 9610. Hourly rate commensurate with ability and experience. Will be trained in computer operations. Call Mr. Feehan for appointment at: 478-6200

LEGAL SECRETARY
Divorce and comp. experience preferred. Salary commensurate with experience, excellent fringe benefits. Moving to new Southfield office 2-1-80. Call 644-3213

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience.

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred. Salary commensurate with experience. 335-4141

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience. 255-4720

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 assistance. Assistance. Isn't it time you called Personnel 1 to 1, the placement specialists in the legal profession? Start your new year in a position you enjoy.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn
Renaissance Center 567-0141
Troy 649-2042

LIVONIA!
FEE PAID
Super job!
Excellent benefit package!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

MANUFACTURERS REP'S OFFICE
Orchard Lake and 13 Mile rd. needs experienced general office help. Is hard, daily, good on phones, good typist. Pleasant work. Send resume to box 364 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE COMPANY in Southfield is in need of an Escrow Audit Clerk. Must have figures aptitude, mortgage experience preferable. Salary open. Call Beverly. 355-5313

MOVING to Troy - expanding corporation will require 2 secretary - receptionists - good typists, shorthand a must. Stimulating environment. Applications being taken for appointment. Contact Sam at. 524-1761

NOVI Firm seeking general office secretary-receptionist, experience well-qualified. Call for appointment. 348-8100

OFFICE CLERK - experienced in typing & filing, shorthand not essential. 356-7000

OFFICE MANAGER - experienced, mature person, typing 60 WPM, shorthand, bookkeeping, for medical office nursing plant in N.W. Detroit. 273-7592

OFFICE MANAGER. experienced. Growing Law Firm in Farmington area needs qualified individual to run 1-person office. Must be proficient programmer computer but must have basic knowledge of bookkeeping, accounting, typing & filing. 40 hours. Mon. - Fri. Pay commensurate with ability. Call Mon. - Fri., 10AM-4PM. 642-6707

ORDER DESK - applicant must like working with people. Duties includes taking telephone orders, customer follow-up, pricing and various other clerical functions. Typing required, must have at least 5 years experience. Call for interview. Livonia. 525-5565

PART TIME FULL CHARGE
BOOKKEEPER FOR
INVESTMENT COUNSELOR
We are looking for a workaholic. Someone who is task-completion oriented rather than wanting to work specific hours. Brokerage house experience or familiarity with stock market terminology a definite 'plus'. Typing helpful. Requires several hours each day, Monday - Friday. Birmingham area. 644-4514
John Cooper Assoc. Inc.

PART TIME - light typing & shorthand, general, Northland area.
559-3320

PART TIME OFFICE HELP
General office duties. Experience preferred but not necessary. Fun type job. Call after 4pm. 557-0414

RECEPTIONIST for Bloomfield Hills office, good typing skills necessary, call Jan 647-4880

RECEPTIONIST & General office work. Ask for Janice. 537-0403

## 504 Help Wanted Office-Clerical

PART-TIME office. Some evenings and weekends. Must have good personality, appearance, basic office skills. Retail furniture store, Bloomfield. 334-4777

PART TIME/Receptionist for Birmingham advertising agency, must do some light typing and be willing to run errands with company car, 5 day week, 8:30 - 1PM. Call B A C & K Advertising
645-0200

PEOPLE GREETER
Type, 50 wpm., downriver location. $650 a month.
Snelling & Snelling, 399-3450

PERSONNEL DEPT. needs part time (20 hrs. per week), clerk typist. Duties include assisting with telephones, filing, typing, 60 WPM. & dictaphone. If you have the skills call Dennis Hart at The Taubman Co. in Troy:643-5079

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. 353-9770 ext. 203 or 312

RECEPTIONIST good typing experience necessary for excellent opportunity with growing Southfield firm. Good fringe benefits. 352-5600

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

RECEPTIONIST for medical office, typing essential. 9-5 PM Monday through Friday, excellent benefits. Gd. River-8 Mile area. 476-7733

RECEPTIONIST - Secretary for Southfield Law Firm. Excellent opportunity for sharp, reliable person with minimal supervision. 569-0888

RECEPTIONIST
Needed for phones, typing, some outside work. Beautiful surroundings in Prudential Town Center. Full time position. Call Lesley.
353-4010

RECEPTIONIST
Up front position. Good possibility to work in an exciting atmosphere of fun. Full time. 9:30am-5:30pm. Five day work week. Oak Park area. Benefits. Relocating in W. Bloomfield. 968-8070

RECEPTIONIST - needed for Troy area, typing, phone answering, some data entry, part time, paid holidays, call 879-2900

RECEPTIONIST - needed for Troy area, typing, phone answering, some light typing & payroll, send resume to PO box 8284 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
$190 PER WEEK
FEE PAID
Front desk spot for charmer.
SNELLING & SNELLING
336-7400

RECEPTIONIST
Exciting, fast-paced firm needs your friendly smile & happy voice in their luxurious lobby. Must enjoy meeting the public. Clerical skills helpful. Send confidential resume to: Mr. Elliott, P.O. Box 691, Southfield, Mi. 48037.
An Equal Opportunity Employer

RECEPTIONIST-TYPIST
CPA firm in Southfield, busy telephone, stat typing required.
559-7870

RECEPTIONIST
To answer busy phone, typing, filing, etc. Must be dependable. 9 Mile - Greenfield area. Call Marion.
569-5555

RECEPTIONIST/TYPIST
Southfield mortgage firm needs pleasant personality for telephone answering, typing & general office work. 5 day week, 9-5, in congenial working environment in modern office building with plenty of parking. Call Mr. James Harris for interview app't.
557-7066

## 504 Help Wanted Office-Clerical

RECEPTIONIST
$10,400
For well established suburban company, handle incoming calls, book flights and travel arrangements and handle light bookkeeping. Excellent benefits which include dental and fully paid hospitalization. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST
Michigan National Bank of Detroit is seeking an individual for 14 Mile and Crooks rd. location to serve as receptionist/switchboard operator and perform routine clerical tasks.
Apply in person. Michigan National Bank employment office, 16111 W 8 Mile, between Southfield and Greenfield or phone
837-8600
An Equal Opportunity Employer

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
TEMPORARY SERVICE
Serving Business Since 1947

SALES SECRETARY
$12,000
For rapidly expanding suburban company offering comprehensive benefit package with possible dental plan and paid Blue Cross coverage. Qualified candidate will possess phonability to handle clients, typing speed of 60 wpm and some shorthand. Duties include follow up on shipments and order processing. No Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SALES
SECRETARY
Super busy sales office in Southfield needs friendly, responsible person with good secretarial skills for a challenging and diversified position. Good benefits, salary to $12,000 and company pays our fee. Hurry!
PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARIAL
Diversified assignments in construction company, located in Novi area. As well as assisting corporate executive in handling correspondence, records, reports & performing responsible secretarial work requiring knowledge of office practices & procedures. Must have above average typing & shorthand skills & minimum of 2 years experience. Send resume & salary requirements in complete confidence to Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARIES
TYPISTS
needed for temporary jobs
NO FEES
DETROIT
SUBURBS
Matchmakers
Office Services, Inc.
Detroit 963-5026
Suburbs 398-4390

SECRETARY - full time. Typing, filing required. Five day work week. For appointment call 525-0850

## 504 Help Wanted Office-Clerical

SECRETARY - Administrator, Southfield office of major computer company, typing, clerical skills required, complete benefits package including health & dental coverage, advancement opportunity, salary commensurate with ability & experience.
Call Mrs. Papula 358-5065

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 433-0930

SECRETARY
Diversified duties, light travel, involved in customer service contact. $13,000-UP.
Snelling & Snelling
336-7400

SECRETARY for Farmington Hills corporate office. Excellent career opportunity for organized dependable individual with good typing and shorthand skills. Pleasant work environment, competitive salary and fringe benefits. Phone for appointment.
478-9900

SECRETARY, full time, must type from dictating machine, telephone work, general office. Call 8am-4:30pm
531-4184

SECRETARY NEEDED
For Southfield office. Typing. Experience preferred. Call Janet for appointment.
352-9050

SECRETARY
Part time, Southfield area
Typing, shorthand, light bookkeeping
358-3450

Secretary
Personnel
Full time position for poised individual with pleasant personality, ability to work well with people, and willingness to learn. Excellent typing, secretarial skills and shorthand required. Diversified duties include working with employee benefits programs and daily contact with employees and other departmental personnel. Understanding of labor contracts and safety programs helpful. Good starting salary, plus excellent benefits. Send resume to:
Box 402
OBSERVER & ECCENTRIC
NEWSPAPERS
36251 Schoolcraft
Livonia, MI. 48150
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Fast paced CPA firm in Southfield - heavy typing, busy telephone - must be good with figures. Call: 559-7870
559-7870

SECRETARY/Receptionist - full and part time for downtown Farmington office. General typing required, shorthand helpful. Mr. Blimnik or Mr. Barbieda 478-6000

SECRETARY wanted for full time employment with Troy tawfirm. Salary commensurate with experience. Call A R Bastle at: 362-2260

## 504 Help Wanted Office-Clerical

SECRETARY
Student services - business office. Keypunch or data entry experience required. 12 month position, 8 hours per day. Fringe benefits. Apply: Personnel Office, 8 AM. - 4:30 PM. Mon. - Fri., Bloomfield Hills School District, 4175 Andover Rd., Bloomfield Hills. (1 block W. of Telegraph. S. of Long Lake Rd.)

SECRETARY to President of construction company located in Novi. Computer shorthand & excellent typing skills essential. Individual sought will have had progressive secretarial experience, must be well organized & capable in meeting priorities. Will display a poised business manner & have excellent oral & written communication skills. Salary commensurate with abilities plus benefit package. Only experienced need apply. Send resume with salary requirements in complete confidence to Box 388 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
We are looking for a self-starter with top skills. A person with a pleasant and positive attitude looking for growth potential. Excellent opportunity for the right individual. Send resume to
P. O. Box 576
Farmington Hills, MI 48018
An Equal Opportunity Employer

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 essential. Send Resume and call for an interview appointment.
Attention Personnel
COX INSTRUMENTS
15300 Pulberton,
Detroit, Mich. 48227.
835-5570
Equal Opportunity Employer M/F

SECRETARY
Your good secretarial skills could put you on this professional team. Good opportunity for person with experience, looking for a real opportunity to advance. Send confidential resume to: Mr. Shields, P.O. Box 691, Southfield, Mi. 48037.
An Equal Opportunity Employer

SECRETARY. SMALL Construction related Firm looking for Secretary to work in 2 girl office, good telephone manner a must, typing experience helpful, salary commensurate with experience. Good benefits. Please send resume to: 12763 Stark Rd., Livonia, Mich 48150.
Attention S. Ramsey.

TYPIST - RECEPTIONIST wanted. 60 WPM typing skills required, apply in person. Catering Office, Holiday Inn Of Southfield, 28555 Telegraph

TYPIST - RECEPTIONIST
Light bookkeeping. for Southfield CPA firm. 352-3230

## 505 Help Wanted Food-Beverage

RED LOBSTER
INNS OF AMERICA
For The Seafood Lover In You
6850 Telegraph Rd., Dearborn Heights
(between Ford & Warren)
Now taking applications for:
• WAITRESSES & WAITERS
• HOSTESSES • CASHIER
• NIGHT KITCHEN
• DAY PRODUCTION
• NIGHT DISHWASHERS
• BUS PERSONS
Benefits Include: Major Medical, hospitalization that includes maternity benefits and dental plan, profit sharing, meal allowance. Training provided. Apply in person only between 9-11 AM or 2-4 PM. No Phone Calls Please
Equal Opportunity Employer M/F

## 505 Help Wanted Food-Beverage

BONANZA
A THIS-OR-THAT OR A BUDGET
MANAGER
TRAINEE
LIVONIA AREA
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
APPLY MON. THRU FRI. Between 8 AM-10 AM, 2 PM-4 PM
36350 W. 10 MILE RD.
(1 blk. W. of Grand River)
BONANZA RESTAURANT

Steak and Ale Restaurant
Is now accepting applications from neat and well groomed individuals for the following lunch and dinner positions:
WAITERS & WAITRESSES
SERVICE ASSISTANTS
HOSTESSES
COOKS & PREP PEOPLE
DISHWASHERS
Please apply Mon. thru Sat. between 9 AM-4 PM at...
24666 Northwestern Hwy (at 10 Mile),
Southfield 353-7448

## 505 Help Wanted Food-Beverage

J. Ross Browne's Whaling Station
NOW HIRING
J. Ross Browne's is now hiring restaurant personnel. Full or Part time. Lunch or Dinner. We will train.
FOOD WAITERS/WAITRESSES
COCKTAIL WAITRESSES
BUS BOYS/BUS GIRLS
HOSTESSES
MAINTENANCE MEN
BROILER COOKS
CASHIERS
FOOD PREP
DISHWASHERS
MANAGEMENT TRAINEES
Apply in person between 8 AM and 6 PM
Monday thru Saturday
See Michael Eng
J Ross Browne's
is located at
2262 Telegraph Rd.
Bloomfield Hills, Michigan
(Intersection of Square Lake Rd. and Telegraph)
Adjacent to Showcase Cinema Theatres
Equal Opportunity Employer M/F
Due to various state labor laws, we are forced to set a minimum age of 18.