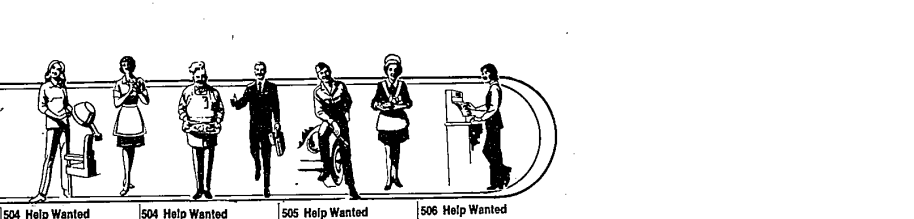
Help Wanted



504 Help Wanted Office-Clerical

MATURE CLERK TYPIST
Part time clerical. Light typing. 12:30-4:30 PM., 5 days per week. Excellent pay, and pleasant surroundings. Southfield area. Allen & PM. 478-0649

CLERK TYPIST
CREDIT DEPT
Minimum typing skills 55 w.p.m. Competitive salary, all fringe benefits. Contact Mr. King

PANASONIC
23975 Research Dr./Farmington
477-2760
An Equal Opportunity Employer

CLERK TYPIST - immediate position in Southfield area with leading national manufacturer. Mature person with good skills & typing organization & communication. Company benefits include hospital, medical & dental plan, life insurance, & retirement income. Applicants with these qualifications should send resume to P. O Box 8500 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

CLERK TYPIST $8,840
Your typing skills and Real Estate knowledge could land you this great job in Livonia. Lots of advancement for the right person. Company paid fee. Call Carol 478-3500

CLERK TYPIST $780
For rapidly expanding suburban company offering comprehensive benefits which include paid hospitalization and dental plan. Handle general duties in traffic department, type 55, excellent advancement potential. Company paid fee.
525-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

CONSTRUCTION SALES Related business needs an inside Sales Oriented person, experienced in taking & expediting customer phone orders (home walk-in trade) Light typing & filing 476-8022
An Equal Opportunity Employer

Credit Investigator
Insurance Clerk
Some typing. Small loan bank experience Southfield area
Call: Mr. McCauliff
CITICORP
HOMEOWNERS, INC.
552-8000

Customer Service
Handle Phones, solve problems, some Secretarial duties & work with numbers. Typing 50WPM & light Shorthand. $800 month, benefits & Fee Paid. Call 544-4400

SHAFER
Employment Service
Serving Business Since 1947

DATA ENTRY operator openings for experienced trainers with good typing speed. Open shifts on afternoons & weekends, all positions are seasonal. Located in western Livonia. CCH Computax, 12433 Globe. Call Gail 591-1668

DEARBORN
Convenient location, start to $235 & no shorthand needed! The opportunity to do it your way takes aggressive self starter with ability to use dictaphone Control the check book when you call

562-8900
Your New Boss Pays Our Fee
HARRIET SUBIN PERSONNEL

DICTAPHONE TYPIST
A bright future awaits you with a prestige legal firm working for two attorneys. No legal experience necessary. Hours are 9 to 5, good starting salary and benefits, lovely offices and company pays our fee. Call now

PERMANENT STAFF
SOUTHFIELD 353-0505

EXECUTIVE SECRETARY
Needed by Farmington Hills manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern, computerized 4 girl office. Excellent pay and benefits for the right self-motivated person. Call for appointment.
478-1200

EXPERIENCED LEGAL Secretary for Law firm in Farmington Hills. Salary commensurate with experience & ability. Call after 1 PM 626-3448

504 Help Wanted Office-Clerical

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 to president of Madison Hts. company, good typing, some bookkeeping. Will learn computers & work in plush offices for $15,000 or better. Able to work unsupervised. Benefits include dental, profit sharing & COLA. Agency fee paid.

RECEPTIONIST - Secretary for Southfield data processing firm. Dependable person with good typing will be trained on word processing equipment. Salary $700 - $750 plus benefits & fee paid.

SECRETARY - with bookkeeping experience for large suburban ad agency. Work in financial dept. in beautiful environment. Salary $11,000 plus excellent benefits & 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

EXPERIENCED BOOKKEEPER
full time position, Pontiac area.
Call Connie Luberda.
Ext. 352 334-5901

EXPERIENCED LEGAL Secretary
For general practice in Wayne-Westland firm. Salary commensurate with experience. Call Terry, 729-2300

EXPERIENCED legal secretary, with excellent skills, and typing skills, for Troy office, general practice. Salary commensurate with ability. 362-2660

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing and dictaphone skills required. Excellent benefits. Call Linda Widrig, 851-8500

EXPERIENCED
WORD PROCESSING OPERATOR
for Bloomfield Hills office. Call Mary Lou 9-5 851-8865

FARMINGTON
SECRETARY
Excellent opportunity at major Farmington Hills company. Diversified position working for vice-president of manufacturing in beautiful office. Requires typing of 60 and shorthand of 80. Good starting salary to $800. Fantastic fringes, good advancement potential and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

FULL TIME BOOKKEEPER with experience thru general ledger, trial balance, payroll and related taxes for non profit agency located in W. Bloomfield Pleasant working conditions and 35 hours week. Please call Mrs. Evelyn Walsh on Sun. Tue. or Thurs. 661-0652

FULL TIME Clerical position. General office work, light key punching experience. Send resume to 21175 Telegraph, Southfield, Mi. 48034, attn: JoAnn

GENERAL OFFICE - experienced in 10 key adding machine & typing. Apply in person Opportunity Sales, 3170 Walnut Lake Rd., Walled Lake

GENERAL OFFICE CLERICAL
Interesting position with local investigation/security organization located in N/W Detroit area. Type 45wpm, billing, payroll, but leads into investigation duties. Full time, but hours flexible. Excellent fringes Call Bill Mon thru Fri 10am-4pm.
837-8733

GENERAL OFFICE - Challenging position for experienced and mature individual possessing good math, grammar, shorthand, typing, and dictaphone skills, plus an aptitude for dealing with people. Ability to take charge and work independently needed for various administrative duties. 25-30 hours per week with the option to set your own hours. Northwestern & 13 Mile area Call Mr. Garfield. 855-1010

504 Help Wanted Office-Clerical

GENERAL OFFICE for Southfield CPA, permanent full time position, type 45 to 50 WPM. Office experience preferred, $4 hr.

GENERAL OFFICE-TROY
We are seeking girl with good secretarial skills & a pleasant telephone manner for our busy office. Good benefits & working conditions. Send replies to Box 254, Clawson, Mich. 48017

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 & full benefits. For appointment call Liz at 353-3209

GENERAL OFFICE - Full-time, 40 hour week. Mature woman, good with figures, over 4 years experience. Middlebelt & Schoolcraft area. Salary - $700 per month. Reply in Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45-50 WPM. Office experience helpful but not essential. For further information call Personnel Dept.:
Alexander Hamilton
Life Insurance Co.
Of America
12300 Mt. & Farmington Rd
553-2000

GENERAL OFFICE CLERK
FTD is offering an excellent opportunity for an individual who possesses excellent organizational ability and a flair for detail. The qualified individual should have 10 key adding machine experience, experience in the preparation of invoices and reconciling accounts, and typing of 60 wpm. If qualified, contact Sue Schalk.
FLORISTS TRANSWORLD
DELIVERY ASSOCIATION
355-9300, EXT. 253

GENERAL SECRETARY
$12,000 FEE PAID
Perfect position for a dynamic secretary. Outstanding career spot for your excellent skills and Birmingham location. Call Mark now.

SNELLING & SNELLING
TROY

GIRL FRIDAY - One woman office in Birmingham. Good typing skills, clerical experience and pleasant phone personality. Interest in engineering a bonus. Full benefit company. 647-2720

GROW WITH US
Position open for right gal who is a self starter, innovative, with math aptitude and accounting background. Accurate typing essential. Lots of detail work. If qualified call Virginia at 643-8500

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
How would you like to work for a good company like Pitney Bowes? We have an opening for receptionist and if you have telephone experience, good typing skills, the ability to work well with people & enjoy a fast pace in an office, we would like to hear from you. Please call & set up an interview with Ms Shirley Heintz, 642-3333.
Pitney Bowes
24590 Lahser, Southfield
An Equal Opportunity Employer

IF...
You type 65 WPM, take shorthand at at least 80 WPM, have light bookkeeping and dictaphone experience and good communication and organizational skills, the Sales office of a major company in Livonia area needs you. Must have resume. Long term assignment. Ask for Gayla.
Not an Agency-Never a Fee.
KELLY
SERVICES
"The Kelly Girl People"
29443 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

INSIDER PROFESSIONAL SALES
Starting at $9,360
This golden opportunity offers a challenge and a future. Bring your office skills to this exciting company. Lots of promotion from within. Call Thom. 478-3500

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred. Salary commensurate w/experience. Benefits. 355-4141

LEGAL SECRETARY
Southfield area law firm of three lawyers dealing in real estate and corporate law, desire experienced legal secretary for substantial responsibility.
644-4436

504 Help Wanted Office-Clerical

INSURANCE
Agency has opening for full or part time clerk-typist. American Center Bldg., Hill & Call Mrs. Brick. 354-0400

KEYPUNCH OPERATOR
for Farmington area company, afternoon 4-12, minimum 6 months current working experience required on IBM 5496-129 or Decision Data 9510. Hourly rate commensurate with ability & experience. Call Mr. Feehan for appointment. 313-478-4300

KEYPUNCH
OPERATOR
Part time day position for Keypunch Operator. Minimum experience required is 6 months on IBM 129 or 3742 machines. Either phone Carol at 851-9400, Ext 250 or apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

LEGAL SECRETARY
Experienced in domestic relations. Good typing and shorthand skills. Five years experience. Excellent salary and benefits. Call Monday through Friday, ext. 154, 559-7500

LEGAL SECRETARY - Troy offices. Experience required. Salary commensurate.
362-2660

LEGAL SECRETARY
Southfield office. Salary commensurate with ability. Fringes negotiable. Call Joanne at 552-0710 or 557-1233

LEGAL SECRETARY, Experienced for Birmingham-Southfield area. Four attorney firm needs third secretary to complete its staff. New facilities and equipment. Salary commensurate with experience and skills. Call for interview
645-9000

LEGAL SECRETARY
Would you like to work in one of the most glamorous suburban areas for a prestigious law firm that pays over $800 a month? It can be yours! Good benefits, fee paid. Do not hesitate. Call Ann Wells with your background today!
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY $11,700

Career spot, plenty of advancement here! Beautiful Southfield Town Center location. Your legal background and top clerical skills will land you this great job. Call Debbie.
353-2090
SNELLING & SNELLING
478-3500

LEGAL SEC'Y, experienced, for South-field Town Center office. Proficiency in shorthand, dictaphone transcription. Will train on Word Processor. 358-1000

LIKE NUMBERS?
FEE PAID. Train for interesting position with nationwide company! Hurry!.
TOWN & COUNTRY
EMPLOYMENT CENTER

MANUFACTURERS REP'S OFFICE
Orchard Lake and 13 Mile rd. needs experienced general office help. 5 hours daily, good on phone, good typing, pleasant work. Send resume to box 106 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE, Math Oriented Self-starter for Insurance Office Collection Desk. Varied duties, light typing, bookkeeping background helpful. Pleasant Southfield office, good salary, excellent benefits
352-1155

MATURE - person for general office, apply Spectrum Automation, apply between 10am-3pm. 34447 Schoolcraft, Livonia

NEED $$
We need Secretaries, Typists and other clerical skills for temporary and permanent jobs.
NO FEES
SCOTT GROUP
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9322

NOW TAKING applications at 6775 Brandt Road, Pontiac, Mich. 9 - 4PM. General office, accounts receivable, filing, phone. Good benefits.

OFFICE ASSISTANT
25 to 30 hours per week
College background required
851-0313

OFFICE CLERICAL, must have formerly worked in doctors office and experienced with Blue Cross, Blue Shield
543-7200

OFFICE CLERK
$160/wk Fee Paid
Lots of variety! Prime loc.
Snelling & Snelling
336-7400

OFFICE MANAGER-RETAIL
Diversified duties full knowledge of A/R-NCR posting, machine-daily balancing-banking. Must have 10 key adding machine skills. Knowledge of balancing accounts receivable-accounts payable, check register purchase journal. Interviews only Tues., Feb 19, 9am-12 noon.
TOWNE & COUNTRY
INTERIORS
23009 Gratiot Ave. Dr.
(between Telegraph & Outer Drive.
Dearborn, Mi. 48124

SALES ASSISTANT
Entry level position with one of the largest industrial electronics distributors in the nation. Clerical or phone person preferred but will train the right person. Benefits and profit sharing. Call Steve Martinas at 476-1800

SALES MARKETING AGENCY
Light bookkeeping, typing, diversified support to office manager. Fee paid. Every day week, professional working conditions. Excellent opportunity for career minded person. Call Ms Hiller, 352-4404

504 Help Wanted Office-Clerical

OPPORTUNITY TO $13,000!
FEE PAID
Ideal situation for career motivated individual seeking advancement opportunities! Insurance or banking experience a plus.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

PART TIME clerk, for membership department, Greenfield area. 20 hours per week including Sunday. Call Judie Sandweiss 661-1000, ext. 168

PART-TIME Inter and mid assistant. Must type. Assorted office duties. 5 hours daily. Call Ms. Nowak, Armstrong Buick-Opel 525-6900

PART TIME Receptionist/typist
6pm-8pm
Mon thru Wed.
646-3500

PART TIME TYPIST
5am to 1pm, 8WPM. Southfield. Neat appearance. Some phone work. Call Judy between 2pm-5pm. 646-8890

PART Time Warehouse Clerk/Typist. Approx. 16 hours per week. AM. Typing & Adding machine experience required. $3.75 per hr. starting. Call for appt. in AM. Vulcan Tools, 12747 Inkster Rd., Livonia. 522-3020

PERSON FRIDAY-Sales Department
Moving Downtown
Dynamic Retail organization. 70 WPM typing, light shorthand, aggressive individual required. $12-13,000 Min. Paid Benefits. Fee Paid.

EXECUTIVE SECRETARY TROY
Construction experience a must. Excellent typing & shorthand. Take charge type. Sharp appearance. $13,000 Min Range. Full Benefit Package. Fee Paid.

PERSON FRIDAY-SECRETARY
Excellent typing, no shorthand. Ideal for Retired, Livonia, Dearborn resident. Excellent benefit package including Dental, Disability. Salary $900 Min. range. Fee Paid.

PERSON FRIDAY-BIRMINGHAM
Career minded Retail inventory experience required. Bookkeeping, Payables, Receivables, Peg Board, Typing 45 required. Salary $225 per week Min range. Fee Paid.

SECRETARY PERSON FRIDAY
Ideal for Dearborn-Livonia residents. Must have Shorthand, typing, prefer Technical knowledge for Engineering Firm. Ground floor position. Much promotion. Bookkeeping knowledge a plus. Salary very open & good benefits, open background. Fee Paid.
BETTY HAMILL PERSONNEL
424-8470

PERSON to answer phone and schedule service calls for technicians. Must be able to use maps and have good phone manner. Southfield area. 30 to 40 hours weekly. Call between 3PM to 5PM. Ask for Judy 357-4434

PRESENT JOB BORING??
TRY THIS ONE-10,500
Farmington Company will train you for this exciting order desk position. Friendly office where you will learn new things. Solid career opportunity here. Call Thom.

SNELLING & SNELLING
478-3500

PRIVATE SECRETARY $9,350
This career spot has a challenge, advancement, great benefits! Your sharp clerical skills will definitely get you all you want. Plus a Southfield location. Call Debbie today. 478-3500
Equal Opportunity Employer M/F

PUBLIC RELATIONS/
FEE PAID
Work in busy sales department of suburban firm! Good typing and an aptitude for figures a must!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

RECEPTIONIST
required for Southfield firm. 50WPM typing, filing & misc duties. Call Mrs. Ferris 559-8700

RECEPTIONIST-FILE CLERK
Diversified person needed for growing distributorship in Plymouth. Some typing, must have good math ability. Paid insurance and benefits. Send resume to: Manager, P. O. Box 542, Plymouth, MI 48170.

RECEPTIONIST, needed for Bloomfield Hills law firm, typing required. Call Margie. 332-5256

RECEPTIONIST - Experience required. Additional duties: filing, mail & light typing. Excellent starting salary & benefits. Call Mr. David 358-4270

RECEPTIONIST-Telephone Operator for wall coverings distributor. Pleasant phone personality a must. Personal interviews only. Apply at Slater Wallcoverings, 12232 Merriman Rd., Livonia.

RECEPTIONIST
A gem of a job in an exclusive jewelers office. Super plush surroundings. Spotlight position for your refined personality and good typing skills. Start at $8,100 with fast raise to $10,400. Call Joanne today.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST
TYPIST
Friendly West suburban company needs pleasant person with typing of 50 for variety job with public contact. Beautiful offices, excellent starting salary, benefits, room for advancement and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

RETAIL DEVELOPMENT Firm has immediate opening for an experienced, mature Secretary with ability to work without direct supervision. Position requires good typing, shorthand, grammar, telephone contact. Excellent, fully paid Company benefits including Insurance package & profit sharing. Southfield location. Salary negotiable. Call
569-6800

ROYAL OAK
FEE PAID. Be Secretary to busy Company President! Typing and shorthand a must!.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

Sales Secretary
Busy sales office needs energetic person to type and process orders. Good pay and benefits for cheery disposition and well known national company. Fee paid. Call Dianne.
SNELLING & SNELLING
TROY

FULL TIME
Secretarial position, 1 girl office for a large corporation. Experience necessary in typing, telephone, filing, dictaphone. Down town Plymouth. Call between 10-4 PM. 459-7876

504 Help Wanted Office-Clerical

SECRETARIAL
OPPORTUNITIES
Partial Listing Of Current Openings
ADMINISTRATIVE ASST. $11-13,000
Mature individual for new office, 60 wpm, insurance or law background experience a plus.
SEC'Y/RECEPTIONIST $11-12,000
Southfield location, 60 wpm or better. Some college preferred.
SECRETARY $10-11,000
Credit & collection Secretary, 1 yr. experience in a manufacturing area. 55 wpm, good phone & letter composition leading to Executive Secretary.
TYPIST $9-10,000
1-3 yrs. experience, 60 wpm, basic math skills, excellent typing & grammar.
Fee Paid Positions, Call Now
PLACEMENT PLUS
PERSONNEL 358-3250

SECRETARIES
AND
TYPISTS
NO FEES
Have immediate assignments. Apply today for temporary assignments. Paid after you work, your first 200 hours. This offer for new applicants only who register between now and May 15th, 1980. Apply in person, Mon. thru Fri. 9-5 PM.
557-8600
STAFF BUILDERS
Pinewood Plaza Building Suite 505
22255 Greenfield
Southfield

SECRETARY Bookkeeper, Girl Friday for local office, independant oil company. Some travel.
626-6046

SECRETARY-Challenging position in Southfield, international manufacturer. Top pay & benefits including vacation and bonus this year. Shorthand/steno/text, typing a must. Call Sea-Land.
569-6844
Equal Opportunity Employer M/F

SECRETARY
Executive
Assistant
If there is nowhere to advance with your present firm and you have good typing skills and experience, this maybe the job for you. Very busy partner needs a sharp person to help him. Unlimited responsibility here. Excellent starting salary. Send confidential resume to: Mr. Bentley, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY
FEE PAID
Progressive company in beautiful suburban high-rise is offering position for take charge type. Wide range of duties and challenging pace. Advancement galore! Will send to school for training! To $11,440 don't pass this up.
Call Kathy now!
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY for 2 partners in
5 Man Birmingham Law Firm.
Call Mr. Young 642-5555

SECRETARY - full time, excellent benefits, typing, filing required. Livonia area, call for appt. 525-0850

SECRETARY-GIRL Friday
For prestigious Southfield firm, must have good typing, clerical skills, and possess basic math knowledge. Full time position, with full benefits, including dental. Contact Helm Inc. Publications Division.
559-3180

PRUDENTIAL
Opening for Executive Secretary to top Sales Rep. Salary negotiable. Require 55-60 typing and 80-100 shorthand. Permanent employment, pleasant working conditions and executive office facilities. Located in Southfield 5 day week, paid vacation, excellent employee benefits. Please Phone
357-5000
Equal Opportunity Employer M/F

SECRETARY
It's not a job, but a career with this blue chip company working for a new executive who needs your good secretarial skills. Secretarial salary and benefits. The company pays our fee. Don't hesitate - call now.
PERMANENT STAFF
SOUTHFIELD 353-0505
An Equal Opportunity Employer

SECRETARY
Must be good typist, able to take shorthand and handle workload for several account executives. Northland location. For appointment call, Wilding Division, Belt & Howell Co., 18,000 W. 8 Mile Rd., Southfield, Mich. 48075 569-2900. 355
Equal Opportunity Employer M/F

SECRETARY WANTED
Full time for major computer corporation branch office in Southfield. Good typing, general office skills. Will train on word processor. Excellent pay and fringe benefits 352-7600

SECRETARY-RECEPTIONIST
Excellent typing and office skills, good phone manner, bookkeeping experience helpful but not required. Interview by appointment only. Estates Inc., 32716 Grand River, Farmington 474-7744

SECRETARY/Receptionist for professional firm in Oakland County. Good typing and pleasant phone personality. Apply Box 504 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
RECEPTIONIST
$8,400 FEE PAID
Advance your career with company handling national accounts. Friendly phone manner a plus. Troy location. Call Debbie now
SNELLING & SNELLING
TROY

SECRETARY
Southfield
Telex, typing, filing
553-8575

SECRETARY SOUTHFIELD. Local office of national firm seeking one full time, one part time to begin in March. Dictating equipment experience preferred, good typing skills, ability to organize work. Send resume and salary requirement to box 508 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Southfield, good typing, shorthand & experience for beautiful new offices. $13,200, fee paid.

ADMINISTRATIVE - secretary, diversified skills required, shorthand, good typing & shorthand required. Benefits, $13,200, fee paid.

PROMOTIONAL - company needs secretary with typing of 70 WPM, excellent opportunity in busy surroundings. $10,000, Fee Paid

PAYROLL CLERK - typing skills, knowledgeable and experienced in computerized payroll, federal, state & local taxes. Salary open.

LOIS RAY
PERSONNEL
559-0560

SECRETARY to work in Brokerage firm, downtown Rochester. Good math and typing skills required. Call Gail 652-6400

SECRETARY $13,200
handle flight arrangements and travel itinerary for well established suburban company offering comprehensive benefits which include paid Blue Cross and dental plan. Qualified candidate will possess previous secretarial experience, with typing speed of 60 and some shorthand. Fee paid.
355-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY $8,000-$9,000
one one is a winner. Very friendly office needs your pleasant personality to handle phones and other duties. Start tomorrow and take a weeks vacation this summer. Call Thom. 478-3500

504 Help Wanted Office-Clerical

SECY'S/TYPISTS
Want something different? Long & short term temporary assignments. Work close to home. Variety of jobs suited to your skills. Experience preferred. Call Now! 544-2400 or 883-5600

SHAFER
Temporary Service
Serving Business Since 1947

SECY
$12,000
Fee Paid
Super opportunity for sharp person.
Snelling & Snelling
336-7400

SHARP GAL preferred - wanted with experience in bookkeeping & office skills, good working conditions, apply in person. Beach Engineering, 46088 Grand River, Novi. 348-1144

SHARP TYPIST
Bright and detail orientated typist required for fast paced fun filled sales office. Meet new people every day. Excellent fringes and top pay. Call today. Dianne
SNELLING & SNELLING
TROY

SMALL BUSINESS looking for an experienced mature person who can perform the following duties: secretarial, light bookkeeping, typing, accounts receivable & payable, order processing, telephone & customer phone contact. A challenging opportunity for someone interested in a young expanding company. Salary commensurate with ability and experience. Send qualifications and resume to: Digital Motor Sales, 23414 Industrial Park Court, Farmington Hills, Mich., 48024
474-0665

SOUTHFIELD LAW FIRM seeking full time experienced Legal Secretary. Pleasant atmosphere.
Call Vicki. 352-6606

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
Dictaphone experience, good typist.
542-7215

SUPER JOB
Secretarial/ Office Receptionist type work. If you can type well, answer phones, use a dictaphone, make travel arrangements, run errands, etc. you might be interested in this flexible hours job with a bright new manufacturing company in W. Farmington Hills. Good pay, fun people, nice surroundings. Call or write Norma at:
CMI
PO Box 670
23231 Halstead
Farmington Hills, Michigan 48024
478-5050

TELEPHONE SALES
Due to Company expansion, needed additional Telephone Sales Girls. Work from office, 5 days, hours 8 AM-4 PM. Apply at Mayer Janitorial, 35743 W. 7 Mile Rd., Livonia 591-2300

TOWNE CENTER secretary for corporate law office, experienced preferred, good grammar & typing skills, some competative salary & benefits, reply in confidence stating salary expectations, salary requirements to : Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPING POSITION AVAILABLE with rapidly growing title insurance company located in Southfield. Must be capable of typing minimum 50WPM. Call David Lewis 559-3180
An Equal Opportunity Employer

TYPIST-order desk, accurate 55-60WPM. Dependable, will train. Taylor Engineering. 32567 Schoolcraft, Livonia 425-0700

VARIETY SECRETARY $9,360
If you like variety in your job this is it! Fast paced office, with beautiful new location. In your backyard of Livonia. Put your clerical skills to work. Call Debbie.
SNELLING & SNELLING
478-3500

WANT TO Be an Electrical Engineer? Young Man or Women with good Architectural Drafting hand Troy Area.
362-2460

KELLY
CAN!
KELLY SERVICES - CAN help you keep your office skills from getting rusty! KELLY - CAN help you earn extra money! KELLY - CAN provide an interesting variety of top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. We need SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, CLERKS and more. Stop in the KELLY Office nearest your home and find out about all the things KELLY - CAN do for you.
Not an Agency - Never a Fee
29443 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
Suite 1225, Southfield
352-7490
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for full and part time Waitresses and Cooks. Good benefits, vacation pay and meals furnished. Apply between 8 & 11 AM and 2 & 5 PM at 24901 Northwestern Hwy., Southfield. Elias Bros. Restaurant.
An Equal Opportunity Employer

AMUSEMENTS, LADIES night out work days. Will train, good starting wage. Apply at The Chalet, 39305 Plymouth Rd. Livonia.
ASSISTANT MANAGERS
If you are a responsible self motivated, man or woman, loves to work with people and are interested in developing a career in the food service industry further Teachers may be the place for you. We presently have a training position open in our Livonia and Plymouth location. If you are interested in developing management skills as assistant manager, while receiving competitive salary and benefits. Please call for an appointment or apply between 1-5PM Mon. thru Friday at 29110 W 7 mile. 474-8422, 660 Ann Arbor Rd, 459-8855

DISHWASHER
Evening Shift
Ala Carte Cafe
Southfield 352-0710

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

505 Help Wanted Food-Beverage

ATTRACTIVE, Responsible, Bar Maid. Evenings. Private Club Livonia Area. For
522-4090

BAR PERSON
For part time work in bowling lanes call for appointment.
353-5450

BROILER COOK, Napoli Farmington area restaurant. Must be able to do all phases of broiler work. For interview call 851-6984

BUS BOYS, 18 and over, also bestesses, waiters and waitresses. Must be experienced. Apply in person, Hamilton's Place, 30333 Southfield Road.

COCKTAIL WAITRESSES-
Excellent Tips, Apply in person 3PM-5PM, Monday thru Friday. Victoria Station, 1475 W. Big Beaver, Troy.

COCKTAIL WAITRESSES- Part time evenings, experienced only. Apply in person. Town Club, 32 W. Adams, Suite 1204, 225 N. Woodward, Berkley

Cooks, Dishwashers, Salad, Waitresses, Waiters, Bartenders, Hostesses, experienced only. Apply between 3 and 6 pm. 1000 N. Main, Rochester.

COOK - Short Order
Experienced weekdays. $140
Phone after 5 PM
349-1888

COUNTER PERSON wanted to work 9am-3pm, Monday thru Friday. Apply at Papa Romano, 23900 W 9 mile, Southfield. 354-0070

DAY HELP WANTED, full and part time. Flexible hours for energetic individual for day and afternoon shift. Good hourly pay, uniform provided, benefits for full time employees and promotion opportunities. Apply between 1-5PM Mon thru Fri at 640 Ann Arbor Rd Plymouth Mi., or 29010 W. 7 Mile, Livonia

DELIVERY PERSON wanted to work 11am-3pm Monday thru Friday. Must have own car. Apply at Papa Romano, 23900 W. 9 Mile, Southfield.

DISHWASHER, & Bus Help. Private club in Southfield. Call between 2-4 PM. 355-4674

FOOD PRODUCTION
SUPERVISOR
For Rafter's Restaurant
Must be experienced in food preparation. Day shift starting at 6am
Free Meals & uniforms
Apply in person, Room 131.
Stouffer's
Northland Inn
21000 Northwestern Hwy., Southfield

FOR RENT with option, 3 bedroom ranch, fenced yard, fully fire garage, Cherry Hill school district. Call after 4 PM, 255-8868 or 533-8202

MAITRE D' wanted for Suburban Country Club. Excellent wages & benefits. Call Mon. thru Fri., after 10AM, 851-2200

MATURE Individual needed for Amy Donut shop, full & part time positions open for midnight only. Good pay, pleasant, working conditions. Apply in person at Amy-Joy Donuts, 11320 Middlebelt, Livonia.

McDonald's
MAINTENANCE
FULL TIME HELP NEEDED
Starting pay $4.25 hour.
Apply in person at
38600 W MILE RD
or Grand River across from Holiday Inn, Farmington Hills

OPENINGS FOR
Days & Weekends
Good Starting Wage
Good Benefits
Apply at
BURGER KING
23660 Telegraph, Southfield
(Near 8 MILE)

PIZZA DISPATCH needs delivery persons familiar with Farmington Hills area. Starting wage $3.35 per hour at least 18, have own car & insurance. Possible management opportunity for the right person. Between 6pm - 8 pm anyday call
626-9184

RESTAURANT MANAGEMENT
Fee Paid. TRAINEE. Full service restaurant 5-6 day work week, back to back days off. Fixed schedule. College or business experience.
354-6690

SHORT ORDER Cooks & Pizza makers, Southfield area, call between 9 AM and 5 PM. 557-3200

SOUS CHEF
Experienced Chef needed for 400 room Suburban Hotel. Supervisory experience required. Excellent career opportunity & benefit package.
Call for appointment
Barbara Golinske, 559-6500, ext. 7251.
An Equal Opportunity Employer

SVEDEN HOUSE
Now Taking Applications
Full time female
Apply in person 8AM - 5PM
Farmington Place
Grand River-Orchard Lake area.

WAITRESSES
ALL SHIFTS
Top salary, vacation pay, uniforms and meals furnished. Apply in person between 6 & 10 AM and 3 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm

WAITRESS wanted, part time nights. The Black Lantern Pub, 21633 W. 8 Mile Rd. 592-9010

506 Help Wanted Sales

REAL ESTATE SALES
FREE
TRAINING CLASSES
Up to 80% commission with management potential. Earnings of $30,000 - $40,000 or more. No fixed hours. Be your own boss.
CALL MR. RICHTER 522-3500
RED CARPET REALTY

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee per month. Large without disturbing present job. 557-3266

AREA BUSINESSMAN, seeks mature person for diversification of income. Part time, serious inquiries only. Call for appointment, 421-3496

505 Help Wanted Food-Beverage

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
38350 W. 10 MILE RD.
(1 blk. W. of Grand River)
BONANZA RESTAURANT

506 Help Wanted Sales

ACCENT
YOUR POSITIVE
Join our professional sales team Super bonus plan. PAST EXPERIENCE TRAINING, & More! Call us today for a confidential interview
Steve Lathhan - Southfield 557-6700
Dick Randazzo - Plymouth 455-5200
Bill Wuterstoen - Livonia 476-9100
Jerry Pociask - Westland 721-8400
Pat Sheehan - Dearborn 388-2200

Chamberlain
ACCOUNT EXECUTIVE
Communications company has immediate position for experienced account executive. BA in Communications or related field preferred. Send resume to Wilding Division, Bell & Howell Co., 18000 W. 8 Mile Rd., Southfield, Mich 48075
Equal Opportunity Employer M/F

ADVERTISING SALES
Livonia based firm looking for sharp, agressive people to call on local businesses right of your office. Excellent commission. For appointment call

ADVERTISING
Southfield sales firm is looking to fill 4 openings. No sales experience necessary. Paid training program for those who qualify. Starting salary $600 per month & up No traveling
Call between 7pm-9pm for appointment. Ask for Tom Larkin
559-2040
559-2173
Ass't Mgrs.

HOW WOULD YOU
LIKE TO WORK
60
HOURS A WEEK
ALL OVERTIME
YOU COULD
HANDLE
MINIMUM $50.00 PER HR.
Distributing gift items to businesses. No experience necessary. Rapid advancement. Regular pay increases and many other benefits.
CALL MR. MARK
261-4010

AUTOMOBILE LEASING SALESMAN
Good opportunity with Company car and expense account. Background in auto and/or truck leasing preferred. Call John Carroll at 643-0200
Automotive Leasing, Inc., Troy.

AVON
START YOUR OWN
BEAUTY BUSINESS
You don't need experience to sell quality Avon cosmetics and fragrances. You set your own hours and the harder you work, the more you earn. Call
427-4000 546-1877
879-8177

BE A FULL or part time fashion counselor, will train. Part-job, no investment. Queen Way To Fashion Call Sue 261-3419, or Pat 552-4378

CAN YOU spend $300/week? Top commission paid for advertising kits for Detroit's hottest new magazine. Must have car & imitative, mileage paid. Call appt call 424-9038

CONCRETE & ASPHALT sales representatives to New Pulp! or part time. Car, experience preferred.
642-9169

REPLACEMENT WINDOW
SALES
Window manufacturer requires sales rep to call on home improvement industries in the Detroit Metro area. Excellent income incentive & fringe benefits. Send resume to box 110 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COSTUME JEWELRY Sales help wanted. Full or part time. Apply in person. Ind Labs. Second level, Twelve Oaks Mall

DISTRIBUTOR
SALES
PERSON
National manufacturer of institutional cleaning chemicals needs persons to call on established distributors and open new accounts in Southeast Michigan.
2 to 5 years sales experience desirable. Position offers: Substantial guaranteed monthly draw, high commissions, company benefits, protected territory.
Please send brief resume including salary history and requirements to Box 480, Observer & Eccentric Newspapers, 36251 Schoolcraft