Help Wanted

504 Help Wanted Office-Clerical

BANK CLERK
New accounts clerk needed for our West Bloomfield office. Previous teller experience preferred. Good math aptitude & typing skills required. Must be available for Saturdays. Excellent salary & benefit package. Call Ms. Slezak for appointment.
LIBERTY STATE BANK & TRUST
296-1860
An Equal Opportunity Employer

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK
We need
SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS
Long and short term assignments available. Ask about our BONUS PLAN
NO FEE NO CONTRACT
ALSO
We are pleased to announce the opening of our new WIXOM OFFICE:
For more information call
LIVONIA 525-0330
DEARBORN 565-8060
REN CEN 259-7788
WIXOM 669-2409
SOUTHFIELD 569-7500
Witt Services
The Temporary Help People

BILLING CLERK - Farmington Hills Steel Tubing Supplier. Will train capable Clerk. Typist to perform billing & computer entry functions - benefits - Call 477-1400

BILLING 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 Cobait.
FLORISTS TRANSWORLD DELIVERY ASSOCIATION
355-9300, EXT. 253

GENERAL OFFICE - type 45 WPM - CRT terminal, good math aptitude. To $700, excellent company, full benefits. Bernl Personnel, 26661 Coolidge Oak Park. 548-2052.

GENERAL OFFICE CLERICAL - Interesting position with Jewelry Association security organization located in N W Detroit area. Type 45wpm, billing, payroll, but leads into investigation duties. Full time, but hours flexible. Excellent fringe. Call Bill Mon thru Fri 10am-1pm. 837-6733

GENERAL OFFICE
Experienced office clerk for typing, filing, detail work and keypunch operation. Must be good with figures. Call after 4 PM
355-2530

GENERAL SECRETARY with bookkeeping experience, immediate opening, Southfield. Ask for Mr. Holden. 559-9822

GIRL FRIDAY - One woman office in Birmingham. Good typing skills, client expertise and pleasant phone personality. Interest in engineering a bonus. Full benefit company. 647-2730

GIRL FRIDAY with managerial abilities able to handle large variety of interesting tasks.
Ask for Wally.
477-4767

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 "Somebody 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 and set up an interview with Ms Shirley Heintz, at 352-2830
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 minimum Long term assignment. Ask for Gayla
Not an Agency-Never a Fee.
KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

INSURANCE CLAIMS
A super office needs YOU NOW. Experience in health claims lands you prestigious position. Excellent salary and benefit package.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

MATURE GAL, for Secretarial position for Pension Department of Life Insurance Agency in Birmingham. Life Insurance experience preferred, benefits offered. 647-4949

PURCHASING CLERK
National printing ink manufacturer seeks individual for it's corporate purchasing department. Some of the duties include processing of orders, telephone contact with suppliers and general typing. Applicants should possess a pleasant telephone voice and the ability to work with a variety of people. Previous purchasing experience helpful but not required. Interested applicants should apply during the hours of 9 A.M.-11 A.M. and 1 P.M.-4 P.M. or call 538-6800, ext. 10 for appointment.
Flint Ink CORPORATION
25111 Glendale
South Redford,
MI 48239
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER WANTED
Part-time, flexible hours. Travel Agency. Experience required. 226-4583

BOOKKEEPER PART TIME, approximately 4 hours daily. Mon-Fri. Typing required. Bookkeeping House experience helpful. Birmingham area. 644-4544

CANTON-PLYMOUTH area wanted 1 to 9 P.M. Monday thru Friday good speller with basic typing skills and pleasant personality. Prefer responsible college student to start immediately. Call Mrs. Good 522-6090

cASSIST DIRECTOR
Of
Fashion Merchandising School
Supervor Secretarial Administrative Skills and Fashion knowledge required
Call
After 7 PM
626-6921

CLERICAL CAREER CONSULTANT
Nation's largest will train you!
Snelling & Snelling
336-7400

CLERICAL OPPORTUNITIES
Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability to experience plus outstanding fringe benefits. For appt. call Mrs. Fischer
355-0500
Or apply directly at:
GUARANTY MORTGAGE CORP.
3200 Town Center Suite 300
Southfield
An Equal Opportunity Employer

CLERICAL
Property management company in Northland area to be trained for posting rents, filing, etc. Typing necessary. Pleasant working conditions. Recent experience not necessary. Call Marion.
569-5555.

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 with Southfield area with leading national manufacturer. Mature person with good skills & typing organization & communications. Company benefits include hospital, medical & dental plan, life insurance, & retirement income. Applicants with these qualifications should send resume to P. O. Box #300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

CLERK TYPIST, permanent part time position. Mon to Fri, 1 PM - 5 PM for 1 girl office in Southfield Insurance Agency. For appointment. 559 1100

CONSTRUCTION SALES Related business needs an Inside Sales Orient-d person, experienced in taking & expediting customer phone orders (some walk-in trade) Light typing & filing. 476-8022
An Equal Opportunity Employer

CUSTOMER RELATIONS CLERK. Needed for progressive Life Insurance Agency. Prior experience in customer contact, both on the telephone and in person Excellent working conditions and benefits. Call
DEARBORN
352-5600

Convenient location, start to $235 & no shorthand needed! The opportunity is yours at your way-takes aggressive self starter with ability to use dictaphone. Control the clerk book when you call
562-8900
Your New Boss Pays Our Fee
HARRIET SUBIGE PERSONNEL

DICTAPHONE TYPIST
Southfield. Average 30 Hrs. per week, flex-hours. Medical experience preferred, but not required. Dependable, speed with accuracy. Call Rosemary for typing test. 557-3444

EXCELLENT OPPORTUNITY
Career minded person with light bookkeeping, typing, diversified duties, possible entry into marketing level. Professional working conditions. Full or part-time. Call Renee 352-4454

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 Secretarial position open with Ann Arbor based entrepreneurial company. Mature, flexible person with excellent skills, extensive experience, & excellent references. This is a challenging position which requires poise, intelligence, & a very secure personality. Top salary will be paid for the right person. Please send resume to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

EXPERIENCED legal secretary, with excellent shorthand & typing skills, for Troy office, general practice. Salary commensurate with ability. 362-3660

EXPERIENCED legal secretary needed for Farmington Hills law firm. Good typing and dictaphone skills required. Excellent benefits. Call Linda Widrig. 851-9600

EXPERIENCED Legal Secretary needed for growing Southfield law firm, excellent typing & shorthand skills required, salary negotiable 353-0330

FARMINGTON HILLS location has opening for Receptionist position. Call Ruth Mahaffaly 477-6666

FILE CLERK, full time, 8am - 5pm. RS Electronics, 34443 Schoolcraft, Livonia. 525-1155

FULL Charge Bookkeeper through trial balance, experienced with payroll tax returns & office procedures. Detroit, near New Center area. Salary flexible Contact Thomas 871-7500

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 hour week. Please call Mrs. Evelyn Walsh on Tue. Wed or Thurs 661-0622

FULL-TIME, mature Office Person needed to dupicate calls, read maps, typing & light bookkeeping. Must have pleasant phone personality. 642-0710

GENERAL ACCOUNTING CLERK, full time, experienced in accounts receivable & payable, Bloomfield Hills Ask for Betty 626-7200

GENERAL SECRETARIAL OFFICE TYPIST
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, Gleason, Mich 48067

GENERAL OFFICE
We are seeking a gal interested in a career in the business world. Entry level position offers advancment opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call Liz at 353-2369

GENERAL OFFICE - Full-time, 40 hour week. Mature woman, good with figures, alert & dependable. Middlebelt & Schoolcraft area. Salary - $700 per month. Reply to Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE CLERK
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355-9300, EXT. 253

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GIRL FRIDAY with managerial abilities able to handle large variety of interesting tasks.
Ask for Wally.
477-4767

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 "Somebody 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 and set up an interview with Ms Shirley Heintz, at352-2830
Pitney Bowes
24590 Lahser, Southfield
An Equal Opportunity Employer

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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 minimum Long term assignment. Ask for Gayla
Not an Agency-Never a Fee.
KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

INSURANCE CLAIMS
A super office needs YOU NOW. Experience in health claims lands you prestigious position. Excellent salary and benefit package.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

MATURE GAL, for Secretarial position for Pension Department of Life Insurance Agency in Birmingham. Life Insurance experience preferred, benefits offered. 647-4949

504 Help Wanted Office-Clerical

INSURANCE CLERK needed for Southfield Mortgage Co. Insurance background preferred, salary open. Call Beverly 352-9512, Ext. 276

KEYPUNCH OPERATOR
for Farmington area company, afternoons 4-12, minimum 6 months current working experience required. Call 10 AM 5456-129 or Decision Data 9610. Hourly rate commensurate with ability & experience. Call Mr. Feehan for appointment. 313-478-4300

KEY PUNCH OPERATORS
Work at home, minimum 30 hours per week, must be experienced and detail oriented. Call between 10 AM and 2 PM, only Mon thru Fri 477-6638

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

LAW OFFICE secretary, part time, good typing skills necessary. Dictaphone experience helpful. Farmington Hills area 851-6646

LEGAL SECRETARIES
Highly respected established agency serving the legal community throughout the 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 for expanding Southfield law firm. Excellent salary. 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, desires experienced legal secretary for substantial responsibility.
Call 557-4436

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant management, benefits, better hours, something closer to home? If your answer is "yes" to one or all of the above, the time to contact us is now. The demand for experienced Legal Secretaries is phenomenal! In general the positions offering $200-$250 to start. Sometimes even more for those who can do the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Call, come in, or mail your resume in total confidence. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWER BLDG.
SOUTHFIELD, MICH 48075
Southfield 358-0060
Dearborn 322-3140
Renaissance Center 567-0144
Livonia 649-2912

LEGAL SECRETARY, Experienced for Birmingham-Southfield area. Four attorneys, firm growing, opportunity to complete its staff. New facilities and equipment. Salary commensurate with experienence 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 typing skills are a must. Contact Lynn Ann Wells with your background today.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARIAL position, 1 girl office, dictaphone, shorthand, legal experience, light bookkeeping, good benefit opportunity. Salary and benefit package. 642-9406

LEGAL SECRETARIAL position 1 girl office. Birmingham area. Dictaphone, shorthand, legal experience, light bookkeeping. Growth opportunity. Salary & benefit package. 642-9406

LEGAL SECY, experienced, for southfield Town Center office. Proficiency in shorthand, dictaphone transcription Will train on Word Processor. 352-8100

LOOK AGAIN
Suburban exclusive has pleasant personality. Excellent benefits Type accurate FEE PAID $700 per month Call Lynn
644-4600
SNELLING & SNELLING
AGENCY

MATURE, professional person to train in office support for fast paced, detail oriented Livonia food broker office food service division. Typing minimum 45 w.p.m accurate-good in basic math. Next person who is friendly, pleasant, with high energy level. 1 year office experience desired. Permanent position with full fringe benefits. Call Mr. Fischbach Monday, Feb 25 between 2-4pm 591-1900

MEDICAL RECORDS SECRETARY. For home health agency in N. W. Detroit. Prefer medical records experience. Excellent organizational skills and planning, and customer phone contact. Salary, excellent benefits, friendly atmosphere. 255-4200

NEED $$
We need Secretaries, Typists and other office skills for temporary and permanent jobs
NO FEES
SCOTT GROUP
BLOOMFIELD HILLS 334-9750
ROYAL OAK 542-9232

NOW TAKING applications at 6775 Brandt Road, Romulus. Mon 5 - 9PM. General office, accounts receivable, filing, phone Good benefits

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
Mature. Management experience in all phases of small office including accounting to trial balance, hiring-supervising clerical staff, handling officers personal/confidential matters. Steno and typing absolutely necessary. Mini-computer and selectric typewriter operation helpful. Salary commensurate with experience. Excellent fringe package including profit and pension sharing plans. In Lathrup Village. Send complete resume in confidence to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRUDENTIAL
Opening for Personal Secretary @ 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. Phone Personnel for interview, 357-5000
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

PART-TIME lease and rental assistant. Must type. Assorted office duties 5 hours daily. Call Mr. Nowak, Armstrong Realty. 525-0590

PART TIME POSITION OPEN
Mature woman needed for Telephone Light typing & some office work. Southfield area. Will train. Call for interview. 352-3505

PART TIME Receptionist (typist 4pm-8pm
Mon thru Wed
644-3500

PART TIME TYPIST
9am to 3pm 60WPM. Southfield. Neat appearance. Some phone work. Call Judy between 9AM-6PM. 645-8950

PAYROLL - clerk, good typing, knowledge of computerized payroll, and all tax regulations, colleague or business school training, salary open

GENERAL - clerk, Southfield firm, typing 55 WPM, using 10 key adding machine and calculator - invoices, benefits, $625, fee paid

SECRETARY - Northland area, typing 70 WPM, do correspondence, fast paced office, salary qualified beginner $10,400, fee paid

LOIS RAY PERSONNEL
559-0560

PERSONNEL SECRETARY
We're looking for a full time Personnel Secretary who is poised, pleasant and professional. Excellent typing and Shorthand skills are necessary requirements, in addition to basic office skills. Duties in this office are diversified and challenging. This individual must be able to work well with employees and other staff department personnel. Good starting salary, excellent working conditions and benefits. Send resume to
Box 522
OBSERVER & ECCENTRIC
36251 SCHOOLCRAFT
LIVONIA, MICHIGAN, 48150
An Equal Opportunity Employer

PROCESSING CLERK
Must have good typing, clerical skills, and possess basic math knowledge. Full time position, with full benefits, on-call during Central Holiday Inc. Publications Division. 865-5060, ext. 210

RECEPTIONIST
required for Southfield firm. 50WPM typing, filing & misc duties. Call Mon Arnette Fox 9am-5pm. 424-8770

RECEPTIONIST, needed for Bloomfield Hills law firm, typing required 55 WPM. 644-3600

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 Wallcovering, 13225 Hamilton Rd., Livonia

RECEPTIONIST
A gem of a job in an exclusive jewelers office Super -plush surroundings Spotlight position for your refined telephone voice and good typing skills Start at $3,100 with fast raise to $10,400 Call Joanne today.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST SECRETARY. Fee paid. 50WPM typing. Pleasant phone personality. Interesting & diversified for main office of retail chain. Call Cindy 968-2400

RECEPTIONIST SECRETARY for modern Southfield office. Good typing & telephone skills a must, some experience preferred Call Mrs Bestesen.
424-8860
Equal Opportunity Employer M/F

RECEPTIONIST GENERAL OFFICE Full time position for a pleasant individual in a small international manufacturing firm, to answer switchboard and type 55 WPM. Salary $800 month Livonia Plymouth area. Contact Mary Ann. 455-6000

SALES ASSISTANT
Entry level position with one of the largest industrial electronics distributors in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Martinez at 525-1800

SALES SECRETARY
We are seeking a dynamic person interested in a challenging secretarial position involving public relations work. Accurate typing 60 WPM and shorthand a must. Flexible starting salary & benefits. For more info call
353-3209

SCHOOL MOTHER
Part time, general office, flexible hours Hours Farmington Hills area between 10-4pm, Mon-Fri. 478-7222

SECRETARIAL
Large Southfield real estate brokerage company requires experienced secretary. Excellent typing a must with some shorthand knowledge. Excellent working conditions Located in the 9 Mile - Greenfield area. For more information call Steven Martin.
569-5555

SECRETARIES AND TYPISTS
NO FEES
Have immediate assignments. Apply today, work tomorrow. High pay rates, special get acquainted offer.
$100 BONUS
Paid after you work, your first 200 hours. This offer is for new applicants only who register between now and May 15th, 1980. Apply in person, Mon. thru Fri. from 8:30 to 4pm.
557-8600
STAFF BUILDERS
Pinewood Plaza Building Suite 505
22256 Greenfield
Southfield

SECRETARY-Challenging position in Southfield. Good salary and transportation. Top pay & benefits including vacation and bonus this year. Shorthand/excellent typing skills. Call Sea-Land, 569-6444
Equal Opportunity Employer M/F

SECRETARY
Clerkypist
Immediate opening for individual with excellent typing skills and general office experience. We offer excellent working conditions and benefits. Call for interview
476-7100, Ext 277
Diamond Automation Div.
23400 Haggerty Rd
Farmington
Equal Opportunity Employer M/F

SECRETARY
Executive Assistant
If there is nowhere to advance with your present firm and you have good secretarial skills and experience, this maybe the job for you. Very busy partner needs a right arm 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

504 Help Wanted Office-Clerical

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

SECRETARY for Farmington Hills investment firm. Excellent career opportunity for organized, dependable individual with good typing and shorthand skills. Pleasant work environment, competitive salary and fringe benefits. Send resume in confidence to Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Full time. Must have experience in AP/payroll system and some knowledge of payroll. Other duties inventory control, receiving, customer orders and shipping department paper work. Some phone work. Typing average 45 words p/m and be accurate with figures. Hours, 8:30 to 5:30. Good benefits. Manufacturing company in Southfield area. Please send resume to Box 8424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-GIRL Friday
For prestigious Southfield firm, must have typing skills & be self organized Salary commensurate with ability & experience. Call Mr Lewis 557-4556

SECRETARY
Must be good typist, able to take shorthand and handle workload for several account executives. Northland shopping center. For appointment call, Walding Division, 26261 Greenfield, Oak Park, Mich 48237 548-7675 569-2900, ext. 363
Equal Opportunity Employer M/F

SECRETARY
Part time - 9 AM. to 2 PM. weekdays Light bookkeeping. Birmingham
644-9220

SECRETARY
Part Time - Southfield Birmingham Typing, Dictation, Light Bookkeeping skills required. 20 hrs. minimum per week. $4.50 per hour to start. For interview Call between 9 AM-5 PM 645-2820

SECRETARY. Receptionist for professional firm in Oakland County. Good typing and telephone skills required. Apply Box 504 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Saks is seeking an individual with excellent administrative and good secretarial skills to serve as secretary/assistant to our assistant general manager. Some experience necessary. The individual we desire should be highly motivated, enjoy the pace and challenge of retailing and like working with people. Duties will be varied and will include typing, filing, and simple expense ledger bookkeeping. We are offering a competitive salary, 37½ hour week, and excellent benefits including full discount privileges. Career growth within the Saks Company is possible. Apply in person to Personnel Manager
SAKS FIFTH AVENUE
SOMERSET MALL
TROY, MICH.

SECRETARY SOUTHFIELD. Local office of national firm seeking part time, one part time to begin in March. Duties include typing, telephone, referred, good typing skills, ability to organize work. Bookkeeping and sales experience helpful. Salary $800 month Contact Mrs. Bestesen.
424-8860
Equal Opportunity Employer M/F

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

SECRETARY - 1 girl office, Payroll, typing, filing, full time. N.K.B. Inc. 31975 Globe, Livonia 591-1860

SECRETARY
10 month position, 7½ hours per day. Minimum 50 wpm typing Contact West Bloomfield Schools.
682-3555

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

SHARP GAL preferred - wanted with experience in bookkeeping & office skills. Small company located right in person. Beach Engineering, 45089 Grand River, Novi. 348-1144

SMALL BUSINESS looking for an experienced mature person who can perform the following duties secretarial, light bookkeeping, typing, accounts receivable & payable, order processing, purchasing, and 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.
474-6666

SOUTHFIELD based advertising agency - immediate opening for statistical typist. Must type 60WPM. Good company benefits Call 827-4343
Equal Opportunity Employer M/F

SOUTHFIELD LAW FIRM seeking full time experienced Legal Secretary. Pleasant atmosphere.
Call Vicki. 353-6506

SOUTHFIELD Law office seeking bright, self-motivated secretary with excellent typing skills. Will train right person. 355-3048

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

SUPER SECRETARY
If you possess superior spelling, grammar & typing skills we are interested. Call for interview Mr. Ken Wakter.
649-2205

TELEPHONE SALES
Due to Company expansion, needed additional Telephone Sales Gals. Work from office, 5 days, hours 9 AM-4 PM. Apply at Stays and Jennifer, 23743 W. 7 Mile Rd., corner Beech Daly.

TELLER
Full time position is open at our office located in Oak Park on Greenfield opposite Northland. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings of Detroit
20800 Greenfield, Oak Park
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TELLER
Full time position is open at our office located in Lathrup Village on Southfield at Sunset (11½ Mile). Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings of Detroit
27777 Southfield Rd.
Lathrup Village
An Equal Opportunity Employer

TOP TYPIST
Large commercial realty firm in Southfield needs legal-caliber typist for contracts & correspondence! Top $ plus benefits. Duties include other secretarial responsibilities. Paid Blue Cross and vacations. Salary $200 per week. Only experienced applicants with solid office & typing experience.
Send Resume to
(no telephone calls please)
WILLIAM LEVITT
CARL ROSMAN & CO.
717 Travelers Tower
26555 Evergreen Rd
Southfield, Mi. 48076

TOWNE CENTER secretary for corporate law office, experienced preferred, good grammar & spelling a must. Competitive salary & benefits, reply in confidence stating experience and salary requirements to Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - experienced, Birmingham area Part time for medical insurance forms and letters. 3 or 4 hours daily, 4 days a week. $5 per hour. Reply to Box 516, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - PART TIME
30 w.p.m., evenings. $5 an hour. Troy area. Fee paid
Monarch Personnel 773-5900

TYPISTS NEEDED
Detroit & Suburban Locations
Part & Full Time Openings
Call for details.
Personnel Pool
LIVONIA
478-8350
Supplemental Personnel Since 1946

VICTOR
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 559-8404
An Equal Opportunity Employer

KELLY CAN!
KELLY SERVICES - CAN help you keep your office skills from getting rusty! KELLY - CAN help you earn more money! KELLY - CAN provide an interesting variety of top assignments, top pay rates, merit increases, bonus referral plan and more. Stop in or call KELLY Office nearest your home and find out about all the things KELLY - CAN do for you
Not an Agency - Never a Fee
29449 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

1STENOS TYPISTS
Long & Short Term Assignments.
MANPOWER
TEMPORARY SERVICE
Apply Mon. thru Fri 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
476-1120
26075 Woodward, Suite 305
Huntington Woods
543-1800
Renaissance Center
Tower 100, Room 1909
259-6511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
EVENING HOSTESSES
COCKTAIL WAITRESSES
LUNCH & DINNER SHIFTS
COOKS
DAY & NIGHT SHIFTS
Apply Mon. thru Fri., 3PM - 4PM
THE DRYDOCK
26855 GREENFIELD, SOUTHFIELD
S. of 11 Mile
An Equal Opportunity Employer

ASSISTANT COOK
Ambitious lady willing to work days Will train, good starting wage. Apply at The Chalet, 20105 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 Arthur Treachers 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 29010 W 7 mile. 474-8482, 640 Ann Arbor Rd. 459-8855

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

BARMAID
Experienced. Evenings. Redford Bowl. 531-2250 Grand River. 531-2271

505 Help Wanted Food-Beverage

BARMAIDS - Experienced only. Nights. For Farmington Hills restaurant. Call for interview 851-4094

BIG BOY RESTAURANT
Needs waitresses, cooks, hostess. Day shift, special housewife shifts available. 255 W. Big Beaver, Lobby, Top Of Troy Building. 362-2040

BROILER COOK, Nights Farmington area restaurant. Must be able to do all phases of broiler work For interview call 851-4094

BUS BOY
FULL TIME - DAYS
Paid vacation and meals Apply
Livonia Big Boy
PLYMOUTH & FARMINGTON RDS
421-4349

BUS BOYS, 18 and over, also hostesses, waiters and waitresses. Must be experienced. Apply in person. Hamilton's Place, 30235 Southfield Road

COCKTAIL WAITRESS & weekend bartender experienced. No phone calls Apply in person VIP Palace, 3000 Town Center Southfield 10 Mile and Evergreen

COOK
Experienced, mature. Must have references Full time evenings.
WAITRESSES
Evenings & weekends to serve elderly residents at senior citizens apt. complex
Apply in person
Franklin Club Apts
28300 Franklin Rd. Southfield
OR CALL SUSAN
3532057

COOK
For Adult Foster care home Full time Canton Area 455-1187

COOK
Part time - days. Sundays, holidays off. 5 days a week. No experience necessary. Mason's Lounge, Schoolcraft at Farmington, Rds., Livonia.
421-9633

COUNTER WOMAN
Apply in person, Bob's Hamburgers, 33550 Ford Road, Westland

DAY FOOD PREPARATION
Apply in person
Between 2pm-4pm
RED LOBSTER
5774 North Wayne Road
Westland
Equal Opportunity Employer M-F

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.

DINOS-DRIVERS needed, must have own car, 18 or older, good pay plus bonus, perks per delivery. 206 Inkster Rd Garden City. After 4PM ask for John 261-3120

DISHWASHER, & Bus Help. Private club in Southfield. Call between 2-4 PM 355-4074

DISHWASHER
Evening Shift
Auto Center Cafe
Southfield 352-0710

DISHWASHER
Nights $4 Hour
Troy
Call Mark at 362-4363

EXPERIENCED Waitresses, Full or Part time, Hurk's, 5 Mile Redford

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

HOSTESS - Applications now being taken for persistable hostesses. Apply in person 2 & 5PM to Sherry Tiffany, 4105 Orchard Lake Rd., Orchard Lake

HOSTESS - experienced only, nights Farmington Hills restaurant. Call for interview 851-4094

KITCHEN AIDES & WAITRESSES
Part time
Full or part time Call
Mr. Norris 455-0010

KITCHEN STEWARD wanted for afternoon shift in private country club Call the chef Wednesday thru Sunday
644-2500

LUNCHEON HOSTESS - 5 days, 24 hour week, Tuesday thru Saturday. Call between 9 AM and 11 AM. Botsford Inn, Mr. Anbut. 474-4400

MAITRED wanted for Suburban Country Club. Excellent wages & benefits Call Mon thru Fri., after 10AM.
851-2290

McDonald's MAINTENANCE
FULL TIME HELP NEEDED
Starting pay $4.25 hour.
Apply in person Mon. thru Fri.
34100 10 MILE RD.
at Grand River across from Holiday Inn, Farmington Hills

MOTHER'S EARN while your children learn, daytime positions now being accepted. $3.25 hr. Apply in person only. Burger King Restaurant, 13 Mile - Southfield Rd.

OPENINGS FOR
Days & Weekends
Good Starting Wage
Good Benefits
Apply at
BURGER KING
23660 Telegraph, Southfield
(A.F.S's MILES)

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

505 Help Wanted Food-Beverage

ROOM SERVICE WAITER-WAITRESS
Full time opening, experience required.
Please apply in person
Personnel Office
Mon thru Fri
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD HOTEL
12017 W 9 Mile Road
Southfield Mich
An Equal Opportunity Employer

SHORT