500 Help Wanted

TOOL ROOM MACHINIST APPRENTICE
Minimum 3 years experience. Own tools. Liberal employee benefits. Apply:
S.M.C.
800 Junction, Plymouth

Trainee/Assistant Manager (no experience necessary)
Train on full salary for a management career. An individual who can quickly become an assistant manager of our office. Prefer some college training. Good salary and employee benefits. See Mr. Leitner, General Finance Corp., 22036 Grand River (off Redford), Detroit,Mich. 48219.

TRAINEES
Solid Carbide Cutting Tools
Rapid Advancement
Air Conditioned Shop
Excellent Fringe Benefits
DEXCO CORP.
15778 Telegraph Rd.
3 blocks North of Fenkell

TRAVEL Coordinator needed for busy local group travel department. Must have extensive background in scheduled and chartered air travel. Please call Nancy at 255-6141, Ext. 319.

TRUCK DRIVER - local deliveries for small manufacturing company. Must be dependable, have good driving record & willing to work in shop when not driving. Apply in person 1892 Thunderbird, Troy.

TRUCK DRIVER-Must have chauffeurs licensed & be familiar with metropolitan area. Apply in person. Tro Grading 36723 Amrhein, Livonia, between Levan & Newburgh.

TWO PERMANENT positions for Oak park CPA firm. Minimum 2 years experience. Call:
398-7400

UPHOLSTERY Cleaners, wheel person, buffers wanted for custom car cleaning. Apply 9165 General Court, off General Drive, Plymouth.

U.S. DATA CORP. is looking for an Administrative Assistant to perform filing, typing and light accounting functions. Some experience with exper-ience. 12425 Merriman Rd., Livonia
261-8950

VIC TANNY INTERNATIONAL
Has immediate openings for part time male instructors at our Birmingham club. Please call for an appointment.
647-5800

WANTED Machine Assembler. Farmington area Good benefits.
Call 478-3600 - William P. Young Co., 20750 Chesley Dr., Farm., Mi. 48024.

WANTED Young welder. Farmington area Good benefits. Call 476-3600 - William P. Young Co., 20750 Chesley Dr., Farmington, Mi.

RED WING TICKET WINNER
Dennis Flamme
37932 Donald
Livonia, MI 48154
Please call the promotion department of the Observer & Eccentric by 5 p.m., Tuesday, March 20, 1979, to claim your two free RED WING HOCKEY TICKETS. 591-2300, ext. 243.
CONGRATULATIONS!

WAREHOUSE MAN wanted, young ambitious, for full time. Truck driving experience helpful. Good wages and benefits. Call Don, Livonia, 425-7922

WAREHOUSE PERSON
Must have experience in receiving freight. Good sense of organization required. Capable of working in fast tract situation. Flexible schedule, some evenings and weekends. Good starting wage. Fine fringe benefits. Murray's Ace Hardware, 27207 Plymouth Rd., Redford, ask for Barry Murray.
937-9240

WAREHOUSE-STOCKERS
Hi-Lo experience desired, general warehouse maintenance, good working conditions. Call Terri Bolling before 11 30AM, Book Distributors, 1800 Capital, Livonia
525-1500

WAREHOUSE SUPERVISOR
FOR DISTRIBUTION CENTER
Minimum 3 years Supervisory experience in grocery warehousing Excellent benefits Send resumes to Box 376, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

WASHER & DRIVER REPAIRMAN - experienced on all makes, top pay, truck furnished. Call Glenn
548-5688

WATCH & Clock repair person for fast-growing clock store in Fairlane Mall. Full time, flexible hours, attractive salary. Call for appointment
355-1891

WELDER, FITTERS - Must have 3 years experience miscellaneous iron. Top wages, overtime. See Ken, Ford-son Engineering Corp., 13101 Eckles Rd., Plymouth.

WELDER-FITTER, experience necessary. Newi area. Complete benefits. Overtime.
437-0069

500 Help Wanted

WELDER REPAIRMAN NEEDED
Electrical background helpful, willing to train.
Michigan Welders Service Center
11757 GLOBE RD., LIVONIA
591-3033
An Equal Opportunity Employer

WINDOW CLEANERS
Top pay. Eagle Cleaning Company, 29102 Five Mile Rd., Livonia.
522-7680

WOMAN PREFERRED for misc. shop work, flaring, deburring, tapping, tagging & preparing parts for shipment. Hours negotiable. Must be dependable. Apply in person: 1892 Thunderbird, Troy.

WOMEN PREFERRED for light electronics assembly. Immediate openings. Experience preferred. Apply in person. Elcon Industries, 2715 Nakota, Royal Oak or call
549-1140

WOMEN WANTED for light assembly, 8 hours a day, 10-2PM. Grand River Beech Daly area. Call between 8 and 4 30PM
255-2848

YARD MAN - construction equipment company, full time, minimum age 18. Canton - Plymouth area.
981-6740

YARD MEN,
also light Metal personel for Aluminum Inventory and Cutting.
937-8433

YARD WORKERS
Full time needed for apartment complex in Farmington Hills. Call Monday thru Friday, 9am-5pm.
851-0111

1 ROLL FORM OPERATOR
Must be experienced
1 MACHINE SHOP TRAINEE
Must have some knowledge of general machine shop work and welding. Plant located in Livonia. Call Mr. Pahlgren
522-8400

50 TYPISTS NEEDED
We have many immediate temporary openings if you are an experienced typist (50WPM). Work as many days as you like, near your home. We pay top rates. Come in and see us.
Somebody Sometime
16415 W 8 Mile Rd.,Detroit
272-8500

555 SO. WOODWARD
Part time maintenance supervisor, 5 PM - 9 PM. Mon. thru Fri. Parking booth cashier, 9 AM - 5 PM, Mon. thru Fri. Call Bill Lewis
645-1226

502 Help Wanted Dental-Medical

NURSE AIDE
Afternoons. Apply in person.
Franklin Manor Convalescent Center
26900 Franklin Rd., Southfield
352-7390

NURSE AIDES
FULL & PART TIME
Experienced preferred but not necessary. Apply in person.
CAMBRIDGE NURSING CENTER W.
18633 Beech Daly, Redford
255-3710

R.N.'s: $6.60 - $8.40
L.P.N.'s: $5.40 - $6.60
FULL AND PART TIME
Work Your Own Schedule
Work Close To Your Home
SUBURBAN HEALTH CARE SERVICES
Michigan Life Building
28333 Telegraph Road
Suite 407
Southfield, Michigan 48034
or call:
352-7150

AFTERNOON SHIFT NURSES AIDS
FULL TIME
Apply in person, or call University Convalescent & Nursing Home, 28350 Five Mile Road, Livonia
427-8370

DENTAL ASSISTANT - Full time. In Fisher Building, Detroit. Must be certified with some chairside experience. No evenings or Saturdays. Excellent position for qualified person.
871-3144

DENTAL ASSISTANT, Northland. Nine Mile Medical building, some knowledge of chair side assisting and insurance work preferred but not necessary, pleasant office, 4½ days.
569-2535

DENTAL ASSISTANT. Farmington Hills area. If you are interested in a comprehensive training program and are bright and industrious call 626-6810

502 Help Wanted Dental-Medical

RN - LPNs
FULL or PART TIME
DAYS—AFTERNOON & MIDNIGHT SHIFT
Great salary and benefits. Educational benefits at local colleges and Universities of your choice. Shift Differential. Health Care package. Pension Fund, plus many other great benefits. Apply in person or call for appointment, Mr. Spiro.
427-8270
UNIVERSITY CONVALESCENT & NURSING CENTER
28550 Five Mile, Livonia
(Located between Inkster and Middlebelt Roads)
An Equal Opportunity Employer M/F
A Health Savings Services Facility

WE NEED:
NURSE AIDES
ORDERLIES
If you are interested in work in the health care field, why not consider our facilities. If you are over 17 years of age, we will pay $3.00 per hour, plus a premium pay of $2.00 per shift for weekends. Benefits include sick pay and vacation pay. Immediate openings on all shifts. Please apply in person on weekdays between 10 AM and 4 PM, and see Camelot for yourself.

CAMELOT HALL CONVALESCENT CENTER
35100 Ann Arbor Trail, Livonia

502 Help Wanted Dental-Medical

AIDES - RN'S
LPN'S - P.T.'S
Live in companions, mother's helpers, needed for immediate placement, recent experience necessary, choice of assignments, shift, weekend, holiday differential. Paid malpractice insurance. Gas allowance. Ask about our bonus plan.
AB CARE INC.
HOME NURSING
424-8377

BACTERIOLOGY DEPT. needs experienced M.T. or M.L.T. Part time weekends. For private lab in Southfield. Call Dara Mon. thru Fri. 9 AM - 3 PM.
557-8080

BOOKKEEPER - OFFICE MGR. for busy Dental office. Dental Administrative ability with high degrees of maturity & responsibilities absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background preferred. Good opportunity for right person. Salary commensurate with qualifications. Send resume to Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

CHAIRSIDE Dental Assistant - enthusiastic, mature, career-oriented for beautiful new progressive 3 Dentist office. Some experience preferred, willing to learn. No evenings. Westland/Livonia area. Reply to Box 184, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

CHEERFUL receptionist assistant wanted for doctor's office in Livonia, part time. Send resume to Box 210, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

DAY SHIFT
NURSES AIDS
FULL TIME
Apply in person or call University Convalescent & Nursing Home, 28550 Five Mile Road, Livonia
427-8270

DENTAL ASSISTANT - Endodontic practice, Northland area, chairside experience preferred, congenial staff, P.C. benefits.
352-0611

DENTAL ASSISTANT, experienced, 4½ days, no evenings. Profit sharing, sick & vacation benefits. 543-1181 days, or after 5 PM
626-0327

DENTAL ASSISTANT
Northville area. Experienced in 4-handed chairside. Able to work well with people.
349-2644

DENTAL ASSISTANT
Prevention orientated office seeking Dental Assistant. Experienced in 4-handed dentistry. Call between 8am-5pm
628-9557

DENTAL ASSISTANT, experienced, needed for permanent part time employment, Royal Oak.
548-4040

DENTAL ASSISTANT experienced. Middlebelt and Cherry Hill area.
721-3022

DENTAL ASSISTANT, experience preferred, 4 days, Northland area.
569-8435

DENTAL ASSISTANT - for specialty practice in Rochester, 4 day work week, previous dental experience required.
652-1244

DENTAL ASSISTANT
Orthodontic office, Southfield, experience preferred. Salary, plus fringes. Send resume to Box 224 Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

DENTAL HYGIENIST
Full or part time. Excellent working conditions. Pontiac area. Call 335-4344

DENTAL HYGIENIST
Hygienist needed part time, g practice, no Evenings or Sat Redford area.

DENTAL HYGIENIST
Part time, Livonia, excellent be Salary according to experience.

DENTAL INSURANCE Secy
Full time in Fisher Building. Certified Dental assistant with experience preferred. Must have good salary skills. No evenings or Sa Benefits included.

DENTAL INSURANCE secretary
Oak City-Westland area. Dental experience preferred, typing necessary plus confidential. Send resume 398, Observer Newspapers, Inc Schoolcraft Rd., Livonia, Michigan 48150

DENTAL Receptionist, Pleasant nature for progressive 2 dentist office. Some experience preferred. Will train. No evenings. Westland-Livonia area. Reply to Box 372, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

DENTAL RECEPTIONIST - experience necessary. Non-smoker. Fringe benefits. 547-7710, after 6pm 541-131

DENTAL RECEPTIONIST - experienced, excellent opportunity for bright pleasant gal in group practice. Good starting salary & benefits. Wa rrington Call 12-1, 5-8. 8-7936.

DENTAL SECRETARY
Solo General Practitioner needs office manager to handle bookkeeping, payroll, some insurance and collections, recall of appointment scheduling. Mature, responsible and pleasant person. Must have some dental experience
626-1417

EXPERIENCED Chairside dental assistant with experience in processing dental insurance forms. Full time. Grand River-Beech Daly area in Redford. Must have pleasant personality & be responsible.
537-0963

EXPERIENCED Dental Assistant, full or part time, for Farmington area office.
553-4660

EXPERIENCED Medical Receptionist for medical surgical office. Plymouth area. 453-8220 or evenings call 349-3764

EXPERIENCED Medical Receptionist, Westland Area. Call between 5 & 7pm
352-1571

FULL TIME Chairside Assistant. No experience necessary. Farmington Hills office
553-2828

HAVE YOU THOUGHT ABOUT LIVE-IN HOME CARE?
•Room & board paid, •Good salary, •Flexible days.
Call us and we will tell you about opportunities in your area.
1543-0586 643-0311
QUALITY CARE

HOLISTIC
MEDICAL ASSISTANT
Male - female, non-smoker preferred, must be able to communicate well and have essential skills for simple x-rays, EKG, Venapuncture, intravenous, and intramuscular injections, simple physical therapy. Willing to learn nutrition, preventive medicine. Send resume to Box 10, Westland, Michigan, 48185.

LABORATORY AIDE, 5 to 9 PM, 5 evenings per week. 12 Mile/Telegraph, Call mornings.
353-8488

LICENSED nursing personnel needed, pleasant surroundings in small nursing facility. All 3 shifts needed. Our new wage scale reflects our concern for good nursing. Apply in person weekdays, 9AM to 5PM, front office, St. Jude Convalescent Center, 34350 Ann Arbor Trail, East of Wayne Rd. in Livonia.
421-4880

MATURE & DEPENDABLE billing clerk and receptionist. Need immediately full time. Experience preferred. Livonia area. Call between 9am-5pm
474-0144

MATURE RECEPTIONIST for Southfield/Farmington Hills 4½ day dental office. Send resume, including salary desired, to: Box 918, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150.

MEDICAL ASSISTANT
Must know profound and insurance forms. 4 days a week, Wed. off. Call:
353-3260

MEDICAL SECRETARY - Assistant. Surgeons office in Troy seeks a mature, responsible person with good typing and phone skills. Excellent salary and benefits for qualified individual. Send resume to Box 274, An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
For busy Internist's office in Southfield. Experience in EKG, injection and office procedures.
557-3457

MEDICAL INSURANCE biller needed Must know Blue Shield, Medicare, and 3rd party insurance. Experience necessary.
559-0505

MEDICAL RECEPTIONIST, Insurance and assisting background a must. Monday thru Friday, benefits. Must be able to cope with busy office. Only experienced need apply. Southfield. Call Ann
358-2744

MEDICAL RECEPTIONIST - pediatric office, part time. Southfield area. Call
352-1862

MEDICAL TYPIST
Part time, 20 hours a week, experience necessary and knowledge of all insurance forms. Excellent wages, and working conditions.
353-6887

MED TECHNOLOGIST
MT (ASCP) Experienced Department of Laboratory now reorganizing.
Brent General Hospital
341-8990 Ext 220

Mental Health Workers
For Midnight Shift
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

M. S. W.
Immediate opening for a Social Worker at a psychiatric hospital. Experience with in-hospital care preferred. Mrs. Bazgunas, Director. Send resume or call
Ardmore Acres Hospital
19810 Farmington Rd.
Livonia, Mich. 48152
474-3500

NURSE AIDES
All shifts. Full time only. Will train, good benefits. New starting rate. See Ms. Watkins.
HIGHLAND VIEW WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
Equal Opportunity Employer M/F

NURSE AIDES
Experience not necessary. Be paid while you train. Mature, responsible applicants desired. Opportunity for advancement. Differential for midnights
EARN $2.95 - $3.60 HR.
APPLY NOW
HENDRY
Convalescent Center
105 Haggerty, Plymouth
455-0510

NURSE ATTENDANTS & Orderlies. Full time, fringe benefits. Bedford Villa Nursing Home, Southfield.
557-3333

NURSES AIDES
COMPANIONS
SITTERS
$3.50 HOURLY
SUBURBAN HEALTH CARE SERVICES
352-7150

NURSES
ENJOY YOUR FREEDOM
YOUR FAMILY
Your Profession
TOP WAGES
RN'S $7-$9.35
LPN'S $6-$8.35
BENEFITS
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MEDICAL PERSONNEL POOL
BLOOMFIELD
PONTIAC
334-9220
DETROIT
SOUTHFIELD
569-1950
DEARBORN
DOWNRIVER
562-0900

OFFICE MANAGER
$12,000 PLUS
FEE PAID. Suburban medical group is seeking a highly motivated individual with a genuine interest in patient contact. Type 55 plus with dictaphone. Background in blue Cross - Blue Shield helpful.
PERSONNEL RECRUITERS
358-3300

OPTHALMIC ASSISTANT to work with patients. Must be neat appearable and have automobile. Experienced preferred.
649-3536

PART TIME expedient Medical Assistant for pediatric office located West 10 Mile-Farmington Hills. Contact between 6-10PM.
328-3633

PHYSICAL THERAPY, assisting, part time, Woodward - Square Lake area.
335-1165

PHYSICAL THERAPY, assisting, part time, Woodward-Square Lake area.
335-1165

RECEPTIONIST
For general practice doctors office. Typing necessary, full time. Southfield
557-0860

RECEPTIONIST
For MD's family practice, W. Suburban, phone, appointments, cash, insurances, no assisting, light typing, long term employee. Start $4-5 an hour.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 HOUR SERVICE TO HEAR ABOUT OUR MOST CURRENT OPENINGS.
557-6958

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
We have a challenging opportunity available for a Physical Therapist to treat patients in our small but growing physical and occupational therapy department. We offer an excellent salary and fringe benefit package. For more information, please call Personnel.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, ext 286
An Equal Opportunity Employer

RECEPTIONIST & SURGICAL Assistant full time, oral surgeon. Experience preferred. Plymouth area. Interviews call
455-0710

RECEPTIONIST for OB-GYN office knowledge of Medical terminology, peg board. Blue Cross, etc. Salary open.
353-7150

REGISTERED NURSE
Part time afternoon shift. Outpatient clinic. Ask for Carol Campbell 684-6633

REGISTERED NURSE
We are currently seeking a Registered Nurse to work full time in our small suburban hospital on our afternoon shift. The requirements for this position is a minimum of one years experience in Medical - Surgical Nursing. We offer an excellent starting salary which includes cost of living, a fully paid health package and a congenial work environment. For more information, please call personnel.
METROPOLITAN HOSPITAL WEST
28303 Joy Rd., Westland
522-6800, Ext.286
An Equal Opportunity Employer

RESPIRATORY
X-RAY TECHNICIAN
Part time, day and evening hours. Livonia area. Send resume to Box 652, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN for allergist's office in Northland area. Please call between 10 AM - 5 PM
569-0569

RN FOR PART TIME AND WEEK ENDS
334-4732

RN
Great 4 day opportunity in suburban MD's office. Experience in VP, and EKG a must.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

RN-LPN
Full or part time, all shifts. Good starting salaries, and good hospital benefits. Modern facilities. See Mrs. Ferguson.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN LPN
SPRING FEVER?
TIRED OF THE WINTER BLUES?
TIME FOR A CHANGE?
Why not shake up your winter routine by working when you want, where you want & receive top pay while your doing it. Call
643-0586 643-0311
QUALITY CARE

RN OR LPN
Full or part time, Pontiac area 334-4732

RN's
For House Supervisor
Join the new team at Bloomfield Hills Nursing Center. New ownership and administration. We are seeking qualified nurses for a challenging position in Geriatric Nursing. We offer competitive salaries and benefits.
For a personal interview, contact: J. Purdy, RN, Director of Nursing
338-0345 ext 34

RNS & LPNS
Full time, all shifts. Fringe benefits. Pleasant working conditions. Bedford Villa Nursing Home, Southfield
557-3333

STOP HERE!
NURSES AIDES
Tired of checking these want ads? Eye Sore? We have exactly what you want. You can earn excellent pay, have flexible hours & choose your location simply by calling.
543-0586 643-0311
QUALITY CARE

SUPERVISORY position on afternoon shift in processing for mature individual. Call between 12 - 3 pm
557-8080

UNUSUAL opportunity for RN in small nursing home, in W. Bloomfield. Please call Ms. King between 10 AM - 3 PM.
363-6131

WANTED Dental Receptionist, minimum experience 1 year, Southfield area. If interested please call
352-5440

WARD SECRETARY
Needed for private nursing home in Grand River-Beech Daly area. Prefer experience.
557-2333

X-RAY TECH
ON CALL
Our small Westside suburban hospital is currently seeking an X-ray tech to work on an "as needed" basis. Prefer an experienced, registered technician. We offer an excellent wage rate and a congenial work environment. Contact the Personnel department.
Metropolitan Hospital & HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AUTO
SWITCHBOARD OPERATOR
Full time position for individual with some experience. Must be able to type 45WPM. Excellent benefits. Roger Penske Chevrolet, Inc. 28111 Telegraph, Southfield.
355-1000

CITY OF LIVONIA
CETA PROGRAM
FREE CAREER TRAINING
KEY PUNCH OPERATOR
The City of Livonia CETA program is seeking participants for CETA training as a KEY PUNCH OPERATOR. The program will begin in April. Tuition will be covered by CETA. Applicants must be Livonia residents, economically disadvantaged and unemployed for 7 days or under-employed, high school graduate or GED. Only those interested in a career will be accepted. Preference will be given to qualified applicants according to the rules and regulations of the Department of Labor. Special preference will be given to qualified veterans. Applications must be made at the CETA office, 32055 Lyndon, no later than 4 PM. Friday, March 23, 1979. For further information call
522-8370.
An Equal Opportunity Agency.

PAYROLL CLERK
Full time day position is available for an individual with previous payroll background or figure aptitude. Will be responsible for payroll functions as assigned by the Payroll Supervisor. Must be able to type 45 WPM.
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

504 Help Wanted Office-Clerical

NEED A Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want.
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OFFICE Personnel Pool
Temporary Personnel Since 1946

Secretaries
WITH SHORTHAND
Typists
Bookkeepers
10 Key Clerks
Data Entry
Switchboard
Dictaphone
We need your skills! Work temporary assignments while earning top pay "the Kelly Way". Many long and short term assignments available immediately.
29449 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23077 Greenfield
Suite 122, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

SECRETARY
Immediately, 12 months, 8 hours per day. Shortland equivalent required. Benefits. Apply in Personnel Office
BLOOMFIELD HILLS SCHOOL DISTRICT
4175 Andover, Bloomfield Hills
An Equal Opportunity Employer

WITT
WOULD LIKE TO GET TO KNOW YOU BETTER
All Witt Temporary Employees are included in our bonus program. We offer TOP WAGES for TOP SKILLS. Work close to your home.
SECRETARIES
TYPISTS
ALL OTHER OFFICE SKILLS

NO FEE	NO CONTRACT
ORCHARD LAKE	681-7685
FARMINGTON	478-8088
LIVONIA	525-0330
DEARBORN	565-8060

WITT
The Temporary Help People

A BANK SECRETARY
$198 Wk. Spots available. Fee Paid by employer for persons with Typing & Shorthand, previous experience not necessary. Employment Centers 639-1636

ACCOUNTANT - Bookkeeper, for CPA, Farmington Rd. & 8 Mile, central. Mrs. McKinley
474-2110

ACCOUNTS PAYABLE CLERK, for Northwest Area Building Supply company, experience preferred, excellent fringe benefits, call
624-4551

BILLER, experienced only need apply. Galeana Dodge, 8700 Belleville, Rd. Belleville, ask for Alice
699-7000

BILLER, experienced only need apply. Galeana Dodge, 8700 Belleville, Rd. Belleville, ask for Alice
699-7000

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full time position available for Secretary who has knowledge of legal terminology with proficient shorthand, minimum 100 wpm, dictaphone and typing skills. Experience needed. Excellent benefits and working conditions.
APPLY MON. - FRI., 8 AM - 2 PM
K MART CORP.
3100 W. Big Beaver Rd., Troy, Mich.
Corner of Coolidge Hwy.
Equal Opportunity Employer

CLERICAL OPENINGS
We have part time and full time clerical positions available in our Metropolitan offices. Calling for a wide range of clerical skills.
We offer excellent salary, benefits and working conditions as well as an opportunity for advancement.
If you are interested please call or visit us any business day between 9.00 a.m. and 3.00 p.m. to arrange for an appointment.
AUTOMOBILE CLUB OF MICHIGAN
Plymouth—44511 Ann Arbor Rd.
Plymouth, 453-5200
Wayne-Westland—434 S. Wayne Rd.
Wayne, 326-4400
Farmington—33133 W. 12 Mile,
Farmington Hills, 553-3700
Schoolcraft Claims Center—
27450 Schoolcraft,
Livonia, 525-9800
Livonia—32415 Five Mile,
Livonia, 522-8800
An Equal Opportunity Employer

NATIONAL SHAREDATA CORP.
A WESTERN UNION TELE-PROCESSING DIVISION
DATA PROCESSING PROFESSIONALS
National Sharedata is a nationwide computer services corporation with 41 locations throughout the United States. Our expansion plans are directed towards increasing data processing services currently provided to our banking, manufacturing and health care industries. Systems/Programmer - Experience in IBM OS systems, generation maintenance, on line system development and performance measurement.
Programmer/Analysts - 2 or more years experience using OS Cobol, OS utilities and production JCL. Positions at our Troy Center.
Data Control Analyst - Our Troy center needs individuals with experience in job setup, scheduling, balancing, report distribution and JCL.
Computer operators - minimum of 1 year experience operating 360/370 equipment with OS/HASP.
Positions are in our Troy Center.
Send confidential resume or call:
National Sharedata Corporation, Production Manager, P.O. Box 430, Troy, MI 48099.
(313) 879-8700
An equal opportunity employer

504 Help Wanted Office-Clerical

ACCOUNTS Payable clerk, retail experience required. Located in Southfield. Good working conditions and fringe benefits. Please call
358-1199

ADMINISTRATIVE ASSISTANT - girl with life insurance experience required. Busy, demanding office; must have ability to grasp legal and tax matters, must be capable of making decisions, taking the initiative, self reliant, hard working and figure aptitude a must. Career minded only need apply. Please call Miss De George
352-0300

ADMINISTRATIVE ASSISTANT SOUTHFIELD
Attractive position. Must have good phone ability, neat appearance, typing and light bookkeeping. Salary commensurate with experience.
355-2300

AIM FOR THE TOP
Suburban branch office of large company seeks person with common sense and office skills. $750 month.
Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

A NATIONWIDE Income Tax firm needs temporary clerical help. No experience necessary. Full time or part time, day or evening shifts. $2.90 per hour. Plymouth location. For more information call
459-4704

ANSWER PHONE
A 51 Year old sales company seeks a dependable outgoing person to answer our phone. Duties in our Birmingham office also include light typing and filing, call
645-1390

ASSISTANT Bookkeeper, position requires experience in bookkeeping and payroll, Southfield location. Call Moore, Smith & Dale
354-0350

ASSISTANT TO BOOK BUYER
Must have clerical/office skills, literary background or interest required. Call
353-1434

ATTRACTIVE
Surroundings in Suburban Troy Firm, for the career oriented person. Report to President's Assistant: typing, shorthand. Salary $10,500. Excellent benefits. FEE PAID.
PERMANENT STAFF
524-1750

AUTO BILLER
needed at once, dealership experience preferred. Livonia location. Call office manager. O'hara Datsun,
425-3311

AUTO CUSTOMER RELATIONS
Person with good phone personality to contact service customers. Prefer person with some parts or service background. Contact Paul Henna at 5757 EVANS Lincoln-Mercury, 32000 Ford Rd, Garden City.
425-4300

AUTOMOBILE OFFICE MGR.
Fantastic chance to combine your interest in accounting with personnel management functions. Terrific benefit plan. Reply to Box 382, Observer Newspapers, Inc., 36251 Schoolcraft Rd., Livonia, Michigan 48150

AVAILABLE
Exec. secy to $1,100
Exec. Secy. Southfield $950
Secretaries $860
Clerk Typist $860
Receptionist $760
Dictaphone Opr. $850
Typist TR $650
Junior Gen. Office $624
File TR $620
Male Clerks $546
Many other positions available. Most positions are Fee Paid. Open Saturday by appointment only. Register Today.
ALLIS JOHNSON PERSONNEL
Quakertown Plaza 32969 Hamilton
Farmington Hills
553-3190

BIG 3
Related company offers fantastic benefits and secure position. Typing, $800 a month, fee paid. Sandee.
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SNELLING & SNELLING AGENCY

BIRMINGHAM law firm desires, dictaphone typist, no experience necessary. Must type 60 wpm. Call Mrs. Bush
645-2440

BKKPR/TYPIST
Immediate opening for General Contracting firm in Southfield, construction experience preferred, typing speed essential. Call Nancy
353-6240

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Experienced bookkeeper with strong accounts receivable background and good secretarial skills, including FIRM Executive typewriter, needed for challenging job Birmingham/Royal Oak area. Small office. Call between 10 AM - 2 PM
549-9233

BOOKKEEPER AND payroll, for retail furniture store. Mon., Tues., Thurs. Friday, 9-5 30pm. Accuracy, efficiency and speed with figures most essential. Sean-design/Branch Interiors, W. Bloomfield. Mrs Brasch
626-0031

BOOKKEEPER - experienced in restaurant, preferred, sales, accounts receivable, payables, payroll, payroll & sales tax returns. Salary commensurate with experience.
477-1787

BOOKKEEPER for insurance agency with automated system. Supervisory position. Salary commensurate with experience.
355-4400

BOOKKEEPER
Full charge, experienced through Adjusted Trial Balance, all Payroll Taxes plus sales tax, 12 Mile-Southfield Area.
350-6875

BOOKKEEPER
Full time, must have experience with Medicare & Medicaid for nursing home.
476-8300

BOOKKEEPER - mature person preferred for part time work in law office. Ask for Mary Ann
645-2600

BOOKKEEPER needed for Northville construction company. Accounts Receivable, payables, payroll, including payroll tax return. Light typing helpful. Apply 414 N. Center St.

BOOKKEEPER to do complete set of books for landscape company. Accounts payable, accounts receivable, payroll, and P&L. Must have own transportation. Monday thru Friday. Rochester area.
652-6232

BOOKKEEPER
To take full charge of company, full time, experience necessary. Southfield Area.
569-8225

BOOKKEEPER WANTED - for Manufacturers Rep. office, part time hours flexible, experienced only. Mr. Funke
645-1189

BUILDER'S Office. Experienced person for general office and some bookkeeping. Full time. 2 girl office. Farmington Hills area.
553-2650

BUSY BUSY!
$600
Meet and greet customers throughout your day at this plush firm. Lots of fun and activity here. Typing and phone skills are all it takes. Benefits galore. Call Tina
SNELLING & SNELLING
478-3500

BUSY BUSY!
$9600
Meet and greet customers throughout your day at this plush firm. Lots of fun and activity here. Typing and phone skills are all it takes. Benefits galore. Call Tina.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

BUTTERFLIES ARE FREE
....And So are the Jobs
We Can Offer You
As a Victor Temporary, you work when and where you want and we charge no fee. We need
TYPISTS
(fast or slow)
SECRETARIES
FILE CLERKS
FIGURE CLERKS
For full details call
SOUTHFIELD 569-6404
TROY 362-4070
VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

CALIFORNIA
Wanted: Mature person to transfer to California office by May 1. General office work, filing, detail work. To be trained in Detroit, to work in Southern California. For interview, Mrs. Green.
557-7000

CASHIER/RECEPTIONIST for car repair facility, interesting work, good working conditions. Apply Morrie's Service Center 24818 Southfield Rd., corner 10 Mile Rd.

CLERICAL RECEPTIONIST-Immediate opening in the Farmington area for Consolidated Systems. For more information call
851-0620
An Equal Opportunity Employer

CLERK TYPIST, good personality, must be able to relieve switchboard, some office experience necessary. Southfield location. Call Jim
355-9200 ext 261

CLERK/TYPIST needed for large auto dealership. Some office experience necessary. Call for interview, appointment ask for Mrs. Brown.
355-9000

CLERK TYPIST, 55-60 WPM, accuracy essential. Available at least 3 days a week. Southfield.
358-0400

Color Information Coordinator
Fortune 100 company needs mature person with good aptitude for color, good communication skills, pleasant telephone personality, typing and filing experience. Send resume to A. R. Masi, P.O. Box 5090, Southfield, Mich. 48037.
An Equal Opportunity Employer

Coming Soon:
SPRING
Earn money for your new spring wardrobe. Work day to day or week to week. We need clerks, junior typists & receptionists. Call now, Spring is near.
Temporary Staff Co.
Troy Southfield
524-1752 553-0505

COMMUNICATIONS
Southfield real estate corporation has communication position available. Typing required 60wpm clean, excellent grammar & letter composition. Some experience preferred. Phone
557-7770 Ex 541

COMPUTER OPERATOR
part-time, (2), evenings from 4 to 10. System 3, model 10, minimum of 6 months experience. Call Vero between 9 and 4
644-4444, ext. 511

CREDIT REPORTER Must type 40 w.p.m. Part time and temporary positions available.
557-4230

CRT OPERATOR, typist, day and evening shift, 40 hour week, 50 WPM required. Top pay. Southfield area. Call Monday thru Friday 9 to 5 PM. 424-8770

504 Help Wanted Office-Clerical

CLERK TYPISTS
Full time positions available for capable CLERK-TYPISTS with speed of 50-60 w.p.m. Must be an accurate typists and enjoy working with figures.
Will perform a variety of assignments. Work is most interesting and varied. Salary and outstanding benefit program including life, hospitalization, dental, optical and prescription plan. Free parking provided. Call:
835-9500, ext. 242
CORPORATE PERSONNEL
BORMAN'S, INC.
(Farmer Jack's SUPERMARKETS)
An Equal Opportunity Employer M/F

PART-TIME TELLERS, TYPISTS
SECRETARIES
MACHINE OPERATORS
CLERKS
National Bank of Detroit will be interviewing at the Southland Center for Part-Time Tellers and other part and full-time positions as: Typists, Secretaries, Machine Operators, and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Southland Center Auditorium, (Telegraph & Eureka Rd.), Taylor, Michigan, on Wednesday, March 28, from 10 A.M. - 3 P.M.
NATIONAL BANK OF DETROIT
NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

PURCHASING CLERK
National printing ink manufacturer headquartered near Schoolcraft and Telegraph requires clerk to process orders and relieve switchboard. Considerable phone work.
Applicant should be strong typist. Purchasing experience helpful but not mandatory.
Call 538-6800, ext. 10 for application or apply in person between hours of 9 A.M. - 4 P.M.
Flint Ink
FLINT INK CORPORATION
25111 GLENDALE AVENUE
DETROIT, MICHIGAN 48239
Equal Opportunity Employer

SECRETARY PLUS
OPERATIONS/PERSONNEL
Burger Chef Systems Inc. is looking for an exceptional SECRETARY to work in our Troy district office with our operations and personnel managers.
The person we seek will have 1 to 3 years experience, and possess excellent typing and shorthand skills. In addition, the successful candidate will have excellent people skills and be a self-starter, capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, 37½ hour work week, 2 week paid vacation and an attractive benefit package.
Please call 643-7655 Monday thru Friday between 9-AM and 4 PM.
Burger Chef
BURGER CHEF SYSTEMS INC.
An Equal Opportunity Employer M/F