Help Wanted

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Experienced. Will also consider applicants re-entering job market. Should have ability to coordinate sales office during sales managers absence. Pleasant working conditions. Good pay & benefits. Call Mr. Edmonds at 357-5583

EXECUTIVE SECRETARY
Opportunity for ambitious, intelligent, outgoing individual with good typing and shorthand skills. Position demands perfection and responsibility. Salary commensurate with ability and willingness to learn. Pleasant working conditions, excellent benefits. For appointment call 355-3209

EXECUTIVE SECRETARY - good grammar for newly formed export corporation. Top of the Troy Building, excellent opportunity for efficient, reliable and sharp person. 362-4586

EXPANDING COMPANY in Southfield needs woman for general office work, 4 hrs. per day, regular increases based on merit. Call Mr Russell 559-8506

EXPERIENCED GENERAL legal secretary, for Southfield area. Excellent typing a necessity. Salary commensurate with experience. Many benefits. Please call Marion 354-7400

EXPERIENCED LEGAL Secretary needed for small Farmington Law office, salary commensurate with experience includes fringe benefits. 553-9300

EXPERIENCED Legal Secretary wanted for Southfield Hills law firm. Ask for Mr. Hanson. 334-0582

EXPERIENCED SECRETARY with shorthand and some accounting background for manufacturing company in Canton area. Salary commensurate with ability. 453-7118

EXPERIENCED Secretary-bookkeeper for Design Studio, Franklin area. Tuesday thru Saturday, 9:30am-5:30pm 626-7024

FILE CLERK - TYPIST
Full time for Southfield Insurance Agency. Contact Cindy at 353-5800

FORTUNE 100 company seeks mail clerk- typist. Contact Roger Boskey at 275-5500

FRONT DESK
Receptionist for a client company that deals with the Big 3. Office experience and typing, $700 a month. Call Nancy.
644-4600
SNELLING & SNELLING AGENCY

FULL-TIME General Office. Experience preferred but not necessary. Ask for Scott or Judy. Gardner-White Furniture Co. 357-1380

FULL TIME receptionist wanted for busy construction firm. Varied duties. Call 851-0980

GENERAL OFFICE work, full time, must be good typist. Southfield area. 352-8488

GENERAL OFFICE-At Least one year's office experience Apply 8am-4:30pm. 21547 Telegraph Road, Southfield, Building in rear.

GENERAL OFFICE-part time woman needed 3 days week for one person office of physical contractor. Bookkeeping experience necessary. 261-2100

GENERAL OFFICE, must be experienced. Mon. thru Friday, 9 AM — 5 PM. MRS Roman, Alan Lori Carpets. 477-4500

GENERAL OFFICE. Applicant must have good typing skills. Duties include order desk, accounts receivable follow up, and a variety of other clerical duties. Will train to work on mini-computer. 5 years experience required. Call for interview (Livonia) 525-5665

GENERAL OFFICE HELP
Interesting & challenging position. typing, filing, phone communication, knowledge of bookkeeping and general office procedures. Good benefits, paid vacation. Farmington-Farmington Hills area. 478-3600

GENERAL OFFICE. Must type, full time. Troy area. 689-6650

GENERAL OFFICE Filing, typing, answering phones. Part time. Apply between 9am-4pm. Great Lakes Wholesale Drugs, 1123 Levan Rd., Livonia.

GENERAL OFFICE, Southfield location, accurate typist, shorthand necessary, full fringe benefits, call Mon thru Fri. 9-4. 353-7746
An Equal Opportunity Employer

GENERAL OFFICE - Diversified position including reception, typing & inventory control. Experience, maturity & good phone manner required. Immediate opening. Call 348-8400

GENERAL Office-Clerical help needed for Southfield heating and air conditioning contractor. For appointment call weekdays, 3PM-4PM. 352-4656

GENERAL OFFICE
National firm offers interesting position with varied duties, good typing speed and accuracy required. Nad Creditors Service 353-0300
An Equal Opportunity Employer

HOUSEWIVES, Clerical position. No typing required. To work 9 AM - 12 noon. Must live in Flrm, 14 Mile, Crooks Rd area. Call 881-5050
Southfield Staffing Inc.
Temporary Services

IMMEDIATE Opening. One person Southfield office, must type, work adding machine, experienced in accounts receivable-accounts payable and answer busy phone. 559-5815

IMMEDIATE OPENING
Clerical typing good with figures needed for pleasant Southfield location. Short-hand desirable but not necessary. Benefits included. Only mature responsible persons need apply. Call 557-1430

INFO DESK 1150
SOUTHFIELD
Pitch-in, assist the Manager as troubleshooter! Good typing & Math aptitude! Rosemary Ford' Employment Service 424-8410

INSURANCE
Agency has position open for full time file clerk with typing experience. American Center Building, Southfield. Call Mrs. Wick. 354-0200

INSURANCE AGENCY - Troy, Big Beaver — Coolidge, experienced bond owners & fire underwriter rater typist needed. Excellent working conditions, salary open, Mr. Kurth. 649-6000

INSURANCE-FARMINGTON
Agency, experience personal or commercial underwriter. Claims, typing, benefits. 9 AM-5 PM. 478-7600

INSURANCE opportunity in commercial casualty department of agency in Birmingham for person experienced in commercial lines. Full or part time position. 645-6457

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

Livonia 427-2000
Utica 254-1910

Keypunch-Key Tape Operators - Schoolcraft - Middlebelt Area. Minimum 6 month experience, full & part time, days, afternoons & midnights. 525-1710

LOOK! We need a sharp, neat person to fill opening for receptionist-operator. Duties include PBX board, cashiering & light typing; very busy interesting spot for person with some experience. Excellent benefits & pleasant atmosphere. Call, ask for Marie 398-2323

504 Help Wanted Office-Clerical

Keypunch-Key Tape Operators
Schoolcraft - Middlebelt Area. Minimum 6 month experience, full & part time, days, afternoons & midnights. 522-1710

KEYPUNCH OPERATOR.
Some experience necessary. Call Household Products. 682-1400

LEGAL SECRETARY, experienced, excellent working conditions, Bloomfield Hills attorneys. 9AM-5PM 645-7140

LEGAL SECRETARY Immediate opening, suburban northwest firm. Good typing, shorthand, thinking essential. Salary commensurate. For appointment 626-9722

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

LEGAL SECRETARY-experienced, self starter, bookkeeping an asset, graduate practice firm in Town Center Bldg., Southfield. Top salary to right person. Contact Sandy. 352-9150

LEGAL SECRETARY, full or part time, minimum 3 years experience with all skills. Salary commensurate with abilities. Town Center Building in Southfield. Reply, 358-4100; Evenings 354-0777

LEGAL SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $10-$45 per day.
Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2965
Dearborn 336-5777

LEGAL SECRETARY. Full time position, Southfield law firm. Minimum 3 years experience. Salary plus benefits. Call Office Manager: 353-5454

LEGAL SECRETARY
For Troy law firm, experience preferred. Salary commensurate with ability. 643-6654

LIFE INSURANCE SECRETARY
Experience preferred but not mandatory. Challenging part time, up to 35 hours per week for experienced secretary. Must be good mathematician, possess excellent grammar, typing & dictation skills. Ability to take charge and work independently on various administrative duties. Salary commensurate with experience. Call Mr. Disner: 855-1010

LIGHT OFFICE work, in printed circuit shop, Southfield Industrial area. Holiday inn vacation, apply at front door, 15090 Farmington Rd. Livonia. Before 11:30 AM and after 1:30 PM.

LIVONIA
$850 PLUS
FEE PAID. Local firm needs your ability for figures and typing ability. Happily advancement!
FARMINGTON TRAINEE
Friendly atmosphere offers good typist an excellent opportunity to learn and advance. Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

MANUFACTURER'S Representative needs person to manage office located in Rochester. 851-0331

NATIONAL ADVERTISING AGENCY
Bearborn Hospital Rd — Ford Rd area. Secretary to account representative. Experience preferred. Working with congenial group, good typist 55-60WPM able to handle varied responsibilities. Call Mrs. Sauer for appt. 561-6960 ext 143
An Equal Opportunity Employer

NEED WORK?
TYPIST
SECRETARYS
KEYPUNCHERS
SWITCHBOARD
FIGURE CLERKS
Can you work 8am-5pm? Have a car? Call now for temporary assignments.
TEMPORARY STAFF
522-4310 565-2770

EXCELLENT OPPORTUNITY
Farmington Hills Office has urgent need for competent help, typing, some shorthand, filing required. Must be motivated. Call 8:30 to 5:00. 553-2230

OFFICE
ASSISTANT
Work in Southfield's newest high-rise. Excellent opportunity for out-going and good typing and personality. Big Hill benefits. $900. Fee paid.
353-2090
SNELLING & SNELLING
PERSONNEL

OFFICE CLERK, one person office. All general duties including filing, phone work, light typing, record keeping. Flexible daytime hours. Call after 6 PM. 280-2912

OFFICE CLERK
Sharp person with good business skills for buying office of wholesale drug company. Background in pharmaceuticals, health & beauty aid products helpful. Next area. Call Mrs Harrier weekdays 10 AM to 3 PM.
349-5000

OFFICE HELP-Full time, typing, posting. Apply in person only:
L & H Grading, 34733 Amrhein, Livonia, between Levan & Newburgh.

ONE GIRL office - light typing, light bookkeeping. Dependability and ability to learn more important than experience. Southfield area. 356-8585

OPTICIAN
Experienced, needed for progressive Optical chain. For information, call 348-3300 and ask for Shirleen.

PART TIME BOOKKEEPER
Some experience required. Light typing. Wage open. Livonia. 525-0050

PART TIME CLERICAL Help - plush Southfield office in need of permanent part time help. Duties include typing, filing and public relations. Approx. 20 hours per week Call Ms. Goshey for appointment 647-7400

PART TIME general office. Must have knowledge of bookkeeping. Greenfield/13 Mile area. 398-8110

PART TIME help, general office work, 25 to 30 hrs. weekly, apply at North American Manufacturing, 30975 Telegraph, Southfield. 1 block N. of 8 Mile 358-0500

PART TIME
New and Used car biller. Experience necessary. Start immediately. DICK GREEN WEST Chrysler-Plymouth, Office Manager 478-7900

RECEPTIONIST
Troy Law Firm. Typing required. 649-3550

RECEPTIONIST for Birmingham area insurance agency. Typing required. 642-1200

504 Help Wanted Office-Clerical

PART TIME
REAL ESTATE
SECRETARY
Experience definitely required. Please reply to Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME woman desired for afternoon general office duties.Southfield. Experienced in statistical typing preferred. Sally. 569-4545

PERMANENT part-time position available in Southfield law firm. Good typing skills required. Working hours and days flexible. Contact Carol. 559-2828

PERSON FRIDAY needed for full time office work. Various duties. Previous office and light bookkeeping experience helpful. Phone between 8 and 4PM 547-5550

PHONE ORDER/CRT OPERATOR
Troy Location. We have positions open for a phone/CRT operator. Position involves taking incoming telephone orders and processing them on a CRT terminal. CRT experience preferred or good typing (55 - 60 WPM) required. Excellent fringes and working environment. $135 per week plus commissions on selected products. Contact A. Henderson at: 528-3970, Ext. 216.
An Equal Opportunity Employer

PLYMOUTH AREA - Clerk typist to work in Receptionist-Order desk. $500 per month to start, $410 increase in 90 days. Full fringe benefits, permanent position. 455-0500

POSITION OPEN in insurance agency, good typist, salary open. Southfield 557-5575

PRODUCTION
CONTROL
Follow Up Clerk
Farmington area. Requires a sharp person willing to accept responsibility. Must have good telephone manner. Light typing, filing, expediting of parts. Call Mr. Strisbedi,
851-3066

PROOF READER for Ad publication. Part time evenings. Livonia area. Must have own transportation. Call Sandy. 541-8300

RECEPTIONIST WANTED for Southfield law firm, typing required, Call Cynthia Ludwig at 557-8300

RECEPTIONIST - pleasant working conditions, light bookkeeping, typing. Typing experience preferred or will train. 542-4450

RECEPTIONIST
Part time. Elegant Farmington beauty salon. Excellent working conditions. Phone 474-5520

RECEPTIONIST/GIRL FRIDAY
For Machine Tool Distributor. Must be reliable and mature.
Applied Manufacturing Systems
588-8160

RECEPTIONIST WANTED for Detroit radio station. Includes switchboard operation, typing and other person Friday duties. Contact 548-2000 ext 210
Equal Opportunity Employer M/F

RECEPTIONIST
Terrific spot in Personnel department of growing area firm. Screen applicants and help expand this firms promotional efforts. $750 Plus start. Analytical interview. Call 649-4144

Your new boss pays our fee.
Harriet Sorge Personnel.

RECEPTIONIST
EXPERIENCED
Full time immediate opening for Mature person with an excellent telephone manner and pleasant personality. Responsibilities include Electronic switchboard, greeting visitors and making appointments. Receptionist experience and good appearance a must. Excellent benefits & salary. Full range of benefits. Call for appointment 356-0700

RECEPTIONIST
Southfield Financial Service Company seeks an experienced receptionist, responsibilities include Greeting and efficient handling of incoming telephone calls (Sliceo)typing and general office work. Good typing skills necessary salary commensurate with ability and experience for appointment call
Mrs. Kaukal, 559-5955

RECEPTIONIST-A sparkling personality to greet your class clients is priceless. Very office. $750. More for accurate typist. Fee Paid.
643-3050

ACCURACY
PERSONNEL
SERVICE

RECEPTIONIST-A sparkling personality to greet high class clients is plush Very office. $750. More for accurate typist. Fee Paid.
643-3050

ACCURACY
PERSONNEL
SERVICE

Receptionist
Immediate opening for person to work at our office located at 8 Mile and Newburgh in Livonia. Must type at least 45 WPM accurately. Previous office experience desirable. Call Mortgage Manager at
464-9120
1st Federal Savings of Detroit
An Equal Opportunity Employer

RESPONSIBLE INDIVIDUAL Needed For Full Time General Office position. Pleasant phone personality and light typing required. 477-8900

RESPONSIBLE
SECRETARY
For permanent position in one person law office. Requires high quality typing, dictaphone and ability to communicate with towns and clients. Troy, near Birmingham.
643-7141

SALES OFFICE
Handle incoming calls, typing, and filing. Receptionist experience helpful. Call for an appointment.
476-0213
ACE CONTROLS INC.
Farmington Freeway
Industrial Park

SECRETARIES
We need you today!
Immediate assignments available now.
Call 569-8480
Secretarial
Office Services

SECRETARY
Administrative Assistant
Southfield management company seeks individual with excellent typing skills for entry level administrative assistant position. Duties will include typing and report preparation, handling high volume of telephone calls, and general secretarial duties as required. To arrange confidential interview please call Pam Peterson at 353-1560

TYPIST - Busy Southfield office needs person with good typing and general office skills. Willing to be trained for unique job. Appointments for interview will be accepted 9 to 12AM, Monday thru Friday. Ask for Ms. Hoffman 354-2343

504 Help Wanted Office-Clerical

SECRETARY
Excellent position open for experienced SECRETARY with good shorthand and typing skills.
GARRISON CO.
Designers-Engineers-Builders
548-6500

SECRETARY, experienced, to work in I girl office in Birmingham, 9AM-5PM. Good typing required, general office duties, light bookkeeping. 646-4560

SECRETARY for Bloomfield Hills Law office, experience desirable, but not necessary. Salary commensurate with experience. 333-7931

SECRETARY for downtown Detroit law firm. Good typing and secretarial skills required. Jobs E. Miley. 963-2219

SECRETARY -for Troy Law firm. Experienced in corporate law and negligence. Shorthand helpful, but not required. Salary commensurate with experience. Call Emma 362-1550

SECRETARY, for small automotive related sales office located near Maple & Telegraph, Birmingham. Typing, dictaphone & pleasant telephone manner required. 647-1222

SECRETARY for Birmingham office, light bookkeeping, typing, knowledge of French helpful. Send resume to Box 550, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For busy Sales Engineering office. Initiative plus ability to work independently. Accurate typing, dictaphone, some bookkeeping knowledge helpful. Good salary and benefits. Maple & Telegraph area. 645-0050

SECRETARY for Sales Manager. Full-ing, typing. No experience necessary. Must be high school graduate, young, attractive & ambitious. Opportunity for unlimited sales pay. Call or stop at O'Hara Datsun, Livonia. Ask for Rick Hidings ONLY. 425-3311

SECRETARY
Full time in Southfield for executive. If you are a bright, intelligent, ambitious & a good typist, no job experience necessary. Personal references required.
559-2266

SECRETARY
Full time or part time for Property Development & Management office. Typing, shorthand & references required. 13 Mile & Northwestern area. Excellent salary plus fringes available. Call Monday thru Friday between 9:30-4:30pm. 816-5520

SECRETARY
Good skills, full time, excellent opportunity in attractive Southfield Office. Call Laurie at
557-0172

SECRETARY-Good advancement possibility in Southfield firm that sells and services computers - nationwide. Type 65wpm. $700 to start. Fee Paid.
ACCURACY
PERSONNEL
SERVICE

SECRETARY
Large Southfield firm needs experienced Secretary with excellent clerical skills, shorthand 100 wpm, typing 70 wpm. Call for appointment.
Call Personnel 9-5:30pm.
354-5464

SECRETARY
Light shorthand. Accurate typing and bookkeeping Bloomfield area. Robert B. Knight. 962-4010

SECRETARY
Must have good typing, shorthand, and general office skills. 12 month position, excellent benefits. $9,343 to $10,463. Southfield Public Schools, 501 W. Main, Northville. Ext. 306. 349-3400

SECRETARY
needed for Sales Department of progressive Southfield firm. Typing and shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-3709

SECRETARY
Needed for Real Estate office. General office skills necessary. Typing a must and some light bookkeeping. Call week days 9-5. 557-7200. Ask for Jackie.

Realty World
The Heritage Group 652-7200

SECRETARY - part-time, 8:30AM to 3PM. 15 Mile, Telegraph area. Call weekdays 645-2323

SECRETARY
Part time, general office work, located in the Troy area. For information call 649-2506

SECRETARY
Part time, typing and shorthand required. Southfield area.
Ask for Laurie 557-0770

SECRETARY/RECEPTIONIST. Downtown Birmingham advertising agency requires an out-going individual to handle a variety of duties. Duties include: Greeting clients, telephone, typing, and light bookkeeping. The ability to work without supervision would be a real asset. Excellent opportunity for personal growth. Call Stockwell-Marcuse Advertising: 647-0060

Secretary/Receptionist

Well groomed person for front desk position. Telephone answering & diversified duties. Moderate amount of shorthand required. Minimum 5 years office experience. Prefer a girl office in Farmington. Phone Mrs. Cesar

478-0100

SECRETARY - Sales coordinator needed by recreational vehicle manufacturer. Need secretarial - clerical skills, plus pleasant personality. Excellent salary based on experience. Company located between Rochester & Utica. Send letter or resume to Sun Hawk Products Inc. 50633 Ryan Rd., Utica, Mich. 48087.

SECRETARY - Southfield data processing center, type 50 - 60 WPM accurately, light shorthand, some knowledge of accounting helpful. Kerrie 358-3850

SECRETARY - Southfield area. Mature person with typing, shorthand and general office duties. Good phone habits necessary. Hours 8:30 to 5 Pm. R.B. & W. Corp. 358-3535

SECRETARY
Southfield-Northland area. Experienced skills required. Accurate typing, use of dictaphone and telephone communication. Good salary, benefits, and pleasant working conditions. Hours 8:30am-5pm, Monday through Friday. To arrange an interview, call office manager. 569-3100
United State Gypsum Company
An Equal Opportunity Employer

SECRETARY
We are looking for a self starter with above average skills including shorthand. A person with a pleasant and positive attitude looking for growth potential. Salary and benefits negotiable. Send resume to PO Box 578, Farmington Hills, Michigan 48018. Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY
to District Manager
Responsible challenging position. for experienced secretary. In regional sales office of national company located in Livonia. Typing light shorthand and organizational ability required. Excellent salary and benefit program. For appointment, between 10am and 3pm.
478-7106

Economics Lab., Inc.
An Equal Opportunity Employer

SECRETARY to manufacturer's rep. Must have shorthand & typing. Call Ms. Gail Dorothy. 424-8200

SECRETARY
United Way Agency office in Southfield area. Requires experience with good secretarial and general office skills. Daily duties are interesting, varied and rewarding. Excellent fringe benefits paid by employer. Starting salary negotiable. For information and appointment, call Mrs. Fleisher, or Mrs. Nash at 557-6777
Equal Opportunity Employer M/F

SECRETARY-variety of responsibilities for Birmingham interior design office. Telephone, typing, light bookkeeping, general office. Salary plus benefits. 644-4890

SECRETARY WANTED for busy publishing company. Must be sharp. Excellent pay and benefits. Hours 7:15-2:15pm daily. Mitchell Advertising, 26963 W. 8 Mile, Redford. 535-1755

SECRETARY
Will train executive secretary for legal work. Some shorthand required. Excellent firm with profit sharing and pension. Fee paid. To $1000 month. Admar Personnel 548-8666

SECRETARY with good typing skills and light shorthand for small business office, working hours Days, 9-5pm, benefits & salary open. Call, ask for Jo Ann 549-7202

SECRETARY. Troy. Interesting variety. Light shorthand; ability to compose letters essential. Office experience necessary. Commensurate salary. Call Ross Entertainment Agency. 588-0441

SOUTHFIELD attorney looking for full time secretary with typing and dictation skills and office administration. Good opportunity. Call Monday thru Friday. 9am-5pm. 358-0090

STRONG TYPIST needed. Professional Southfield firm looking for ambitious girl. Must have good speed. At least 60 WPM plus accuracy. Receptionist duties also. Excellent fringe benefits. Call Mary Ann 356-8181

SWITCHBOARD Operator for a private club. Nights and weekends. Call for appointment any day but Monday. 331-0020

SWITCHBOARD/RECEPTIONIST
Accurate typist. Pleasant phone voice. Fife, Garner, Shelton, Inc., 12980 W. 8 Mile Road, Oak Park. 399-5600

SWITCHBOARD TYPIST
Busy Real Estate office. 7 Mile Southfield area, needs dependable person. Tues. thru Sat., 11 AM to 8 PM. Bookkeeping helpful.
King Realty 342-6500

TELEPHONE SALES
Full or Part Time. Repeat, established customer. Apply in Person, Mayer Supply, 25763 W. 7 Mile, Redford at Beech Daly.

TELLER
Full time position is open at our Birmingham Office, at Adams & Haynes. Requires ability to meet the public and be accurate with figures. Call manager for interview at:
644-7510
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER
Full time position is open at our branch office located on Plymouth Rd. at Merriman in Livonia. Requires ability to meet the public and be accurate with figures. Call manager for interview at
421-4010
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER
Full time position is open at our Southfield branch office located at 10 Mile Rd., west of Telegraph. Requires ability to meet the public and be accurate with figures. Call Manager for interview at
354-9030
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER
Full time position is open at our office located at 14 Mile and Stephenson in Troy. Requires ability to meet the public and accurate with figures. Call Manager for interview at
585-2646
1st Federal Savings of Detroit
An Equal Opportunity Employer

TWO POSITIONS OPEN, General Office Clerk & File Clerk. Positions at 14Mile - 5PM. RS Electronics, 34443 Schoolcraft, Livonia. 525-1155

TYPING, Filing, supply control, customer communications and general automotive sales office duties. Three man office. Troy area. Conscientious self starter capable of overseeing with limited supervision. 649-1607

TYPING position available with rapidly growing Title Insurance Company located in Southfield. Must be capable of typing minimum of 55WPM. Call Sales Ogle, or Dave Laramie. 569-3100
An Equal Opportunity Employer

TYPIST-experienced, full or 3 days a week for general office and some bookkeeping. Call manager after 11am at 967-9900

TYPIST - experienced, good at shorthand, bookkeeping background desirable but not necessary, good wages, fringes, excellent surroundings. Oak Park area. 398-3434

504 Help Wanted Office-Clerical

TYPIST - Birmingham firm seeking person with extra 60 wpm typing. Typing 80 WPM. Phone skills, excellent benefits. $700. Fee paid.
LOIS RAY
PERSONNEL
559-0560

TYPIST-GENERAL OFFICE
Full and part time. Dearborn office. Must be experienced. Call Mary:
584-5100 Ex.22

TYPIST-INVENTORY CONTROL
Clerk. Southfield location. Own transportation. Full time. Good benefits.
357-5900

TYPIST
Permanent part time
Excellent skills. Five day week.
Approximately 30 hours.
557-6777
Equal Opportunity Employer M/F

DETROIT
FEDERAL
SAVINGS
Orchard Lake & Lone Pine Rd.
W. Bloomfield 681-9400 Ext. 10
Equal Opportunity Employer M/F

TYPIST/RECEPTIONIST
Pleasant working conditions. Advancement. Salary commensurate with ability. Blue Cross. Southfield area. 353-2588

TYPIST, shorthand not necessary, excellent benefits, 2 man office, office location Southfield area. 557-1300

TYPIST - with general office experience. Good wages with benefits.
342-4242

UNDERWRITER for physical damage department. Property and casualty experience required. Birmingham area insurance agency. Call 642-1200

X-SECRETARIES interested in working temporary jobs for one day, one week or many weeks. $3.00 and up per hour. Suburban Secretarial Service Inc. 458-4320

COOK Wanted, no experience necessary. See Chuck or Jerry at Red Timbers Inn, 40380 Grand River, Novi. 478-7154

COUNTER WOMAN
Bray's Hamburgers. 35430 Ford Rd. Westland.

DAY COOK
Wages no problem, experience necessary. Apply in person between 1PM-4PM. Wan Seafood's, 6066 West Maple, West Bloomfield.

DELIVERY HELP wanted, must have car, $2.90 per hr. 50 cents delivery. Apply at Dion's, 27235 W. 7 Mile, 534-6320

DISHWASHER, days & nights, $3.25 an hour. Call Vargo's. Ask for kitchen. 261-3600

DISHWASHER, salad person, wanted, full benefits. Great Dane Restaurant, Middlebelt Northwestern Hwy. Apply in person.

EXPERIENCED COOK
$200 a week to start plus benefits. Opportunity for advancement. Apply at Friday's Restaurant, 4305 Orchard Lake Rd., W. Bloomfield

EXPERIENCED WAITRESSES & BARMAIDS. Days & evenings. Good starting rate.
Mr. Magoo's. 397-1988

FAMILY RESTAURANT needs waitresses, cooks, busboys. Afternoon shift. Apply in person, 3 PM - 5 PM: 5785 Ford & Mile Rd., Ferndale. 398-4347

FULL TIME WAITRESS, Luncheon shift. Some experience helpful. Willing to train. Apply in person. The Bloomfield Country, 6560 Orchard Lake Road, at West Maple.

HOGANS RESTAURANT
now hiring. Hostesses, Waitresses and Kitchen Help.Apply in person 3 to 5 PM, Monday thru Friday. Telegraph & Maple, Birmingham.

HOST-HOSTESS
Full time nights. Position available. Apply in person. Clamdiggers Restaurant, 30555 Grand River, Farmington.

KITCHEN AIDES, full time. Apply: Hendry Convalescent Center, 105 Hagerty Rd., Plymouth. 455-0519

KITCHEN HELP and waitresses, part time. Sutherlands Fish & Chips
477-3969

KITCHEN Help wanted, experience not necessary. Apply in person between 8am-1pm. See Chuck or Jilly at Red Timbers Inn, 40380 Grand River, Novi. 478-7154

KITCHEN
WORKERS
Varied duties. Pleasant surroundings. Flexible hours (no evenings).
Garden Cafe
301 Fisher Bldg
Call between 2 and 4 PM
873-7888

LIVONIA BURGER CHEF - HELP wanted mornings 6 to 12 noon, plus full and part time days and nights. Call
425-4140

MANAGER
Looking for an aggressive and dynamic manager for new family restaurant. Must have experience in food and liquor sales. Salary and bonus plus benefits Apply in person between 1-4 PM.
GOLDEN LANTERN
33251 Five Mile, Livonia
421-1015

MANAGER
TRAINEE
Applications now being accepted. No experience necessary. Apply in person.
Little Caesar's
208 S. Wayne Rd.
at Cherry Hill.

OPPORTUNITY - Pizza Hut is now hiring full & part time help for cooks & waitresses, excellent benefits, hours adjustable. Must be at least 18, no experience necessary. Call 851-6230

WAITRESS & COUNTER HELP
Full & Part Time. Work Mon. thru Fri. Apply in Person, Sign of the Beef Carver, 1899 S. Woodward, Bloomfield Hills.

WAITRESSES, Addison Oaks Conference Center. Must be 18, part time, experience preferred, will train if necessary. Call 852-3205

505 Help Wanted Food-Beverage

BUS PERSONS
Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

COCKTAIL WAITRESS NEEDED
Full or part time.
Steinhaus of Farmington.
474-0099

COCKTAIL Waitress, excellent working conditions, good tips, good wages. Apply Fri., Sat., Sun., between 4PM-9PM, ask for Tiffy. Qua Vadis Theatre, Wayne & Warren Rds.

COOK - afternoons, part time, 3 days a week, no experience necessary, no weekends, Masons Lounge. 421-9633

COOK, experience needed. Excellent salary. Apply in person, Coney Island, Wonderland Shopping Center, Livonia.

COOK
Experience, mature. Apply after 2PM. The Village Pump, 32350 W. 8 Mile Rd., Farmington Hills.

COOK OR SALAD LADY
part-time. 11AM to 3PM. Must be fast. $5.50 and up. Apply in person, Town Center Restaurant, Prudential Town Center Building, Evergreen and 10 Mile.

COOKS for days, full time, 7-3. Cozy Blue, 34437 Grand River, Farmington. 474-1616

COOKS

Position open for experienced cook, 12 - 9 pm. 5 days per week. Excellent salary and good fringe benefits. Good opportunity for advancement. Apply in person.
HILLSIDE INN
41661 Plymouth Rd. Plymouth

COOKS, WAITRESSES
Dishwashers, Hostess, Salad Person. Apply between 2 and 5 PM.
31471 Southfield Rd., Birmingham.

COOK Wanted, no experience necessary. See Chuck or Jerry at Red Timbers Inn, 40380 Grand River, Novi. 478-7154

COUNTER WOMAN
Bray's Hamburgers. 35430 Ford Rd. Westland.

DAY COOK
Wages no problem, experience necessary. Apply in person between 1PM-4PM. Wan Seafood's, 6066 West Maple, West Bloomfield.

DELIVERY HELP wanted, must have car, $2.90 per hr. 50 cents delivery. Apply at Dion's, 27235 W. 7 Mile, 534-6320

DISHWASHER, days & nights, $3.25 an hour. Call Vargo's. Ask for kitchen. 261-3600

DISHWASHER, salad person, wanted, full benefits. Great Dane Restaurant, Middlebelt Northwestern Hwy. Apply in person.

EXPERIENCED COOK
$200 a week to start plus benefits. Opportunity for advancement. Apply at Friday's Restaurant, 4305 Orchard Lake Rd., W. Bloomfield

EXPERIENCED WAITRESSES & BARMAIDS. Days & evenings. Good starting rate.
Mr. Magoo's. 397-1988

FAMILY RESTAURANT needs waitresses, cooks, busboys. Afternoon shift. Apply in person, 3 PM - 5 PM: 5785 Ford & Mile Rd., Ferndale. 398-4347

FULL TIME WAITRESS, Luncheon shift. Some experience helpful. Willing to train. Apply in person. The Bloomfield Country, 6560 Orchard Lake Road, at West Maple.

HOGANS RESTAURANT
now hiring. Hostesses, Waitresses and Kitchen Help.Apply in person 3 to 5 PM, Monday thru Friday. Telegraph & Maple, Birmingham.

HOST-HOSTESS
Full time nights. Position available. Apply in person. Clamdiggers Restaurant, 30555 Grand River, Farmington.

KITCHEN AIDES, full time. Apply: Hendry Convalescent Center, 105 Hagerty Rd., Plymouth. 455-0519

KITCHEN HELP and waitresses, part time. Sutherlands Fish & Chips
477-3969

KITCHEN Help wanted, experience not necessary. Apply in person between 8am-1pm. See Chuck or Jilly at Red Timbers Inn, 40380 Grand River, Novi. 478-7154

KITCHEN
WORKERS
Varied duties. Pleasant surroundings. Flexible hours (no evenings).
Garden Cafe
301 Fisher Bldg
Call between 2 and 4 PM
873-7888

LIVONIA BURGER CHEF - HELP wanted mornings 6 to 12 noon, plus full and part time days and nights. Call
425-4140

MANAGER
Looking for an aggressive and dynamic manager for new family restaurant. Must have experience in food and liquor sales. Salary and bonus plus benefits Apply in person between 1-4 PM.
GOLDEN LANTERN
33251 Five Mile, Livonia
421-1015

MANAGER
TRAINEE
Applications now being accepted. No experience necessary. Apply in person.
Little Caesar's
208 S. Wayne Rd.
at Cherry Hill.

OPPORTUNITY - Pizza Hut is now hiring full & part time help for cooks & waitresses, excellent benefits, hours adjustable. Must be at least 18, no experience necessary. Call 851-6230

WAITRESS & COUNTER HELP
Full & Part Time. Work Mon. thru Fri. Apply in Person, Sign of the Beef Carver, 1899 S. Woodward, Bloomfield Hills.

WAITRESSES, Addison Oaks Conference Center. Must be 18, part time, experience preferred, will train if necessary. Call 852-3205

505 Help Wanted Food-Beverage

Restaurant Personnel
EXPERIENCED
General Kitchen
Utility
Apply in person
9:30am-4pm-Mon.-Sat.
Personnel Dept., 3rd Floor
HUDSON'S
TWELVE OAKS MALL
NOVI
Equal Opportunity Employer M/F

SALAD GIRL - experienced, full time, 3 to 11 PM shift. Boulford Inn. See Chef George. 474-4800

SVEDEN HOUSE
Management trainees
Restaurant background desired. 5 day week, rotated weekends off. Hospitalization, life insurance, vacation, bonus programs, profit participation. Opportunity for growth with a growing company. Send resume to or apply at Sweden House, 31320 Harper, St. Clair Shores, Mich. 48082. (13 Mile & Harper).

TIGRIS REST. &
SUPPER CLUB
5845 Merriman Rd., Romulus.
Corner of Van Born Rd. opening April 1979.
Openings for cooks, hostesses, busmaids, waitresses, bus help, dishwashers. Pease call for interview. Monday through Friday between 9AM-5PM.
557-7033

WAITERS
WAITRESSES
BUS PERSONS
Immediate openings, full and part time, day and night shifts. Apply in person 23754 - 4PM, Tues.-Sat. Ray Bonham.
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
near 12 Mile Rd.
Southfield, Mich.

WAITRESSES
All shifts. Full and part time. Willing to work weekends. Top pay, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 2 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES, Bartenders, Busboys for Restaurant in Bloomfield. Benefits included. Call 851-2252

WAITRESSES & BUS BOYS - Apply in person. Hucks, 27331 5 Mile, Redford.

WAITRESSES, BUSBOYS
Evenings, Apply within
Alfredo's Restaurant
23025 W. 8 Mile

WAITRESSES
CASHIERS
For Cafeteria. Full time days. Paid holidays, vacations and blue cross. Apply in person between 2 and 4 PM.
MACHUS
WEST MAPLE
160 W. Maple, Birmingham

WAITRESSES-
Meadowbrook Hall, must be 18. Neat appearance necessary. Call 377-4700

WAITRESSES needed, day and afternoon shifts. Elias Brothers' Big Boy Restaurants, 37112 W. 6 Mile, Newburgh Plaza, Livonia or 44681 W. Ann Arbor Rd., Plymouth.

WAITRESSES
Now accepting applications for MIDNIGHT SHIFT, other shifts available. Top salary, vacation pay, uniforms and meals furnished. Apply in person
Bates Hamburgers
22291 Middlebelt, near
9 Mile, Farmington Hills

505 Help Wanted Food-Beverage

WAITRESSES & WAITERS needed for day or night shift. Excellent tips. Cocktail experience preferred 338-8477

WAITRESSES, with or without experience, 18 Yrs. or over. Apply in person: Driftwood Lounge, 27181 Grand River, Redford 535-6700

WAITRESSES 18 and over. Weekend evenings. Apply in person at Plaza lanes, 42001 Ann Arbor Rd. Plymouth. 453-4880

WAITRESS-Experienced. Excellent benefits. Tokai Lounge. Please call after 7PM (Mike-Manager)