504 Help Wanted Office-Clerical

NEEDED, full charge Bookkeeper to handle payroll, general ledger, trial balance, monthly financials and year ends. Plymouth Area. Please call Dave for appointment. 453-0825

NEEDED IMMEDIATELY
2 girls for office help. Hours 4PM-8PM. Livonia area.
525-5460

OFFICE CLERICAL
Full time, liberal benefits, splendid working conditions.
Apply in person
PERSONNEL DEPT.
JACOBSON'S
316 W. Maple B'Ham.

OFFICE CLERICAL PERSONNEL
We seek competent people to fill immediate openings in our expanding clerical/office/bookkeeping department. Applicants should apply in person, Monday thru Friday, 9am-5pm.
MR. SKULSKY
FREDMAN APPLIANCE CO
35901 Schoolcraft, Livonia

OFFICE HELP: bookkeeping, typing, filing and retail counter. U.S. Glass, Birmingham 644-4188

OFFICER CLERK WANTED
For General Motors in office clerical duties. Experience not necessary, will train. Farmington Hills Area. 477-2400

ORDER DESK
Full time position for order taking, processing and billing. Should be quick to learn and detail oriented. Pleasant telephone manner a must.
ALBIN INDUSTRIES
Farmington
478-0009

PART TIME office clerical, telephone experience required. Light typing and general office. Signals & Systems, 333 Park St., Troy. Jan Richards 585-0600

PART TIME
REAL ESTATE
SECRETARY
Experience definitely required. Please reply to Box 420 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
SECRETARY
at Oakland University to work approx. 19 hours per week at $4.50 per hour Mon. thru Thurs. from 2:30PM - 7:30 PM With some hours arranged. Good to excellent typing and Public relations skills. High School graduate and secretarial experience required. You may file an application at the Office of Employee Relations or send a resume to: 141 North Foundation Hall. Phone Office of Employee Relations, 377-3480

PAYROLL CLERK
Pleasant office located in Farmington Hills has an opening for a Payroll Clerk. Experienced in taxes, insurances and bank reconciliations. Salary commensurate with ability. Fringes. Call for appointment,
Mary Grogg
478-0500

PAYROLL CLERK
35 or over, good with figures, 39 to 35 hrs. per week. $3. per hr. Vicinity of Southfield & 7 Mile. 273-8154

Payroll Clerk
Southfield based firm needs payroll clerk with a minimum of 3 years experience in a computer processed payroll system for 500 employees. Duties include filing of tax returns, allocating payroll expense and preparation of appropriate reports and schedules. Prior experience with unemployment will will be beneficial. Excellent opportunity for right individual. Send resume, including salary requirements, to Box 650, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PERMANENT POSITION open for a career minded individual. Must be familiar with shipping, invoicing and accounts payable. An aptitude for figures and accurate typing skills needed. Neat appearance and pleasant personality. Company paid benefits. Apply in person or call
Allmand Associates
12001 Levan Road, Livonia
9am-5pm 591-1600

PERSONNEL SECRETARY - Beautiful Farmington Hills location needs personable applicant, good typist, record keeper, etc. Salary open.
553-2100

PERSONNEL STENO
Fine opportunity, personnel area of major corporation. Flexibility required. Will handle confidential material. Typing 50, shorthand 80. Min. 1 yr. experience. Outstanding benefits, fee paid, call Jan at
PERMANENT STAFF 353-0505

Personnel Steno
Fine opportunity, personnel area of major corporation. Flexibility required. Will handle confidential material. Typing 50, shorthand 80. Min. 1 yr. experience. Outstanding benefits, fee paid, call Jan at
PERMANENT STAFF 353-0505

504 Help Wanted Office-Clerical

POSITIONS AVAILABLE for documentation clerks. Southfield Rd., Plymouth Rd. area, no experience necessary, full time. Ask for Denise. 273-4410

REAL ESTATE CO needs a girl who can type. Must have math aptitude and be able to handle detailed work. Experience in real estate not necessary. Please call after 9AM. 643-8500

RECEPTIONIST for Livonia Chiropractor. Hours 2-6pm, five days. Prefer woman with experience and good office skills. Call 261-2121

RECEPTIONIST
Part time for doctor's office in Livonia, call Wednesday thru Friday 12 noon till 5 pm. 477-5477

RECEPTIONIST, full time, responsible for answering phone, small mail room, etc. pleasant surroundings, Farmington area, interview required. 478-8000

RECEPTIONIST
Shorthand preferred,
Livonia Area.
Hours 9-4PM. 476-1222

RECEPTIONIST - Located at 15 Mile & Crooks area. Must type 50 WPM, able to take on added responsibility in office work, some accounts receivable & accounts payable knowledge helpful. Blue Cross & Dental plan provided. 362-4411

RECEPTIONIST wanted for Southfield law office, light typing. 355-1727

RECEPTIONIST-FILE CLERK
Full time. OB-GYN office. 353-7150

RECEPTIONIST
with typing skills needed for Southfield law office. Call Vicki 353-6505

RECEPTIONIST/TYPIST for small Troy office, good typing, pleasant phone voice. Salary commensurate with experience. Hours, Tuesday thru Friday, 9.30 AM to 3:30 PM. 649-2760

RECEPTIONIST/SECRETARY
Enthusiastic individual with typing skills & pleasant phone personality for vocational school in Livonia. Immediate opening, full time position. Call 478-8170

RECEPTIONIST - must have good telephone voice and office skills. Mature. Schedule sales appointments. Would consider part time, 4 hours daily. Pleasant working conditions. Troy area.
649-2094

RECEPTIONIST
Join this Personnel Team in super front desk spot, start to $900, depends on your personality and staff cooperation. Move ahead to secretary spot soon. Call 561-8900
Your new boss pays our fee.
Harriet Sorge Personnel

RECEPTIONIST
Southfield financial service company seeks an experienced receptionist. Responsibilities include courteous and efficient handling of incoming telephone calls (5 lines) Typing and general office work, good typing skills necessary. Salary commensurate with ability and experience. For appointment call Mrs. Kasbal, 559-5955

Receptionist/Clerk
Mature full time person to answer phones with diversified duties for Sales Department. Sick pay, paid vacation, paid holidays, insurance and Immprahare. Starting pay $7,800. Ask for Mary.
477-0251
An Equal Opportunity Employer

Receptionist/Clerk
Experienced girl needed for receptionist-clerical position for small Tool and Die Manufacturer. Good wages, excellent benefits. Apply in person only to:
INTRICARB, INC.
38200 Ecorse Rd.,
Romulus

RECEPTIONIST
FRIENDLY W. Suburban company needs pleasant person with good typing for front desk position in plush office. Excellent starting salary, full benefits, room for advancement and company pays our fee. Please call the office nearest you.
PERMANENT STAFF
Dearborn 565-3770
Livonia 522-4200
Southfield 353-0505

RECPT-SECRETARY
$800
For plush suburban engineering firm. Handle travel arrangements & greet clients in field service department. Type 50, excellent promotional opportunities. Benefits with dental. No fee.
553-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RENTAL CONSULTANT. Luxury apartment community, Northville area. Experience working with public required plus light secretarial skills. Some weekend work necessary.
349-8410

RETURNING TO WORK?
FEE PAID
Friendly firm needs your people skills, light typing and flair for figures.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARIAL POSITION
Needed for large corporation. Hours: Monday thru Friday, 8-4:30 PM. Shorthand, typing, phone, filing, and mail. Plymouth area. Call: 459-0939

SECRETARIAL position for automotive sales office located in Southfield. Shorthand and typing required, good starting salary plus hospitalization.
354-4316

504 Help Wanted Office-Clerical

FARMAN/STEIN & COMPANY
Now hiring experienced secretaries for their fast growing commercial/industrial Real Estate firm, located in Top Of Troy, Typing, shorthand and general office knowledge required. Top pay. Call Nan at 362-3333, for interview between 8:30 AM and 5 PM.

SECRETARIES
SENIOR TYPISTS
CLERK TYPISTS
FIGURE CLERKS
GENERAL OFFICE
TEMPORARY
TOP RATE
We are expanding. We have job assignments near your home. If you are interested in working a few days, a few weeks, or a few months, call us. We have what you're looking for. For more information and a personal interview call office nearest you.
SOUTHFIELD 569-6404
TROY 362-4070
VICTOR
TEMPORARY SERVICES
An Equal Opportunity Employer

SECRETARY, accurate at typing, spelling & arithmatic. Aspiring to career & possible CLU in life insurance.
649-3600
An Equal Opportunity Employer
Age No Barrier

SECRETARY
A Fortune 500 Company located in Farmington is in need of experienced secretary. Must be able to accept responsibility and work with a variety of people. Secretarial skills required are: typing, shorthand and/or dictaphone and good grammar. Must be self starter. Call for interview.
476-7100 ext 277
Equal Opportunity Employer M/F

SECRETARY/BOOKKEEPER
Troy Area, part time mornings. Some typing, bookkeeping experience helpful. Call 435-5748

SECRETARY - BOOKKEEPER, duties include typing invoices, from priced-out sales data, keep general ledger and subsidiary ledgers, prepare checks for processing, prepare monthly financial statements, answer phones & be receptionist. Perform other secretarial duties, filing, typing, etc. as necessary. Birmingham area. 645-0672

SECRETARY
Control Data Corporation needs your high qualifications in the secretarial field. If you have 3 years of related experience, type 55 WPM and enjoy working with minimal supervision you may qualify for this position. Candidate should have good figure aptitude, some travel may be required. If you are interested in earning the excellent salary and benefits we offer, please call for an appointment.
Sue Garrity
552-6772
CONTROL DATA
CORPORATION
Tower 14 Suite 1400
21700 Northwestern Hwy.
Southfield, Mich. 48075
More than a computer company
An Affirmative Action Employer

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

SECRETARY - Expanding mortgage company in RENCEN needs sharp personable person with good skills. Immediate opening. 259-6600

SECRETARY, experienced for sales office. 10 Mile Rd. & Southfield. Call for interview. 569-1414
An Equal Opportunity Employer

SECRETARY
Experienced, mature individual needed for Troy CPA firm. Position requires excellent typing, light shorthand, dictaphone, organizational ability, and ability to get along well with others. Excellent salary. Benefits. Please call for an appointment. 362-2100

SECRETARY
FINANCIAL
Bloomfield Hills advertising agency has 2 openings in their Financial department. Both positions require typing at 60 wpm. One requires shorthand at 80 wpm. Good opportunities for future advancement. Call Personnel Department. 645-1000
Equal Opportunity Employer M/F

SECRETARY
For general office work in Religious School of Temple Beth El, Telegraph & 14 Mile. Salary and fringe benefits, call Mrs. Cantrell, 851-1100

SECRETARY for landscape contractors office. Typing and other secretarial skills required. 422-2022

504 Help Wanted Office-Clerical

SECRETARY for Birmingham marketing communication firm. Good benefits. Good opportunity for beginner.
FEEDMATIC DETROIT INC
21400 Telegraph Rd.
Near 8 Mile
SOUTHFIELD, MICH.
444-4530

SECRETARY
for interior design studio. No experience necessary. Will train. Franklin, Michigan. 851-9461

SECRETARY for sales department of growing Southfield average firm. Need sharp, dependable typist to work with brokers. No shorthand necessary. Excellent benefits. Call 353-9774

SECRETARY
Full time, Experienced, General Office, Apply 12835 Hellip Dr., E. of Novi Rd. N. of 9Mile.

SECRETARY - full time, good typing and math skills, will train if necessary. Birmingham - Southfield area. Lady of 50 that called Tues. morning,please call again. 644-8311

SECRETARY - full time for mobile home dealership. Accurate typing a must. Benefit available. Apply between 9:30 and 2:30 PM. Next. Ask for Judy D. 349-1047

SECRETARY, full time Livonia. Typing 60wpm. Must have pleasant phone manner and enjoy working with public. Shorthand not necessary but helpful. Starting salary $750. Livonia Chamber. 427-2122

SECRETARY
GIRL FRIDAY
Excellent ground floor, opportunity in small Southfield office for personable, aggressive person with minimum two years secretarial experience. High income potential for person able to handle office duties, as well as some telephone sales. Salary plus commission.
559-5140

SECRETARY - good typing, pleasant phone personality, for The Office Resource, pay comparable to experience, Madison Hts. Wendy 589-2710

SECRETARY - Immediate opening for a responsible person to work in a small office in Troy. Duties include typing, filing and bookkeeping. Future growth potential. Interested applicants should submit resume and salary history to Personnel Dept., P.O. Box 203, Madison Heights, Mich. 48071.

Secretary
Immediate opening for person to work in our main office in Downtown Detroit. Must type minimum 55 WPM accurately, take shorthand at minimum of 80 WPM and have excellent general office skills. Full range of benefits including lunch provided. Send resume and salary requirements in confidence to Employment Manager or apply in person, 10 AM to 2 PM, Monday thru Friday, 5th floor, Personnel Department.
1st Federal Savings
of Detroit
1001 Woodward
Detroit, Mich. 48226
An Equal Opportunity Employer

SECRETARY, LEGAL
Position available. Law office, atrium view, Southfield-Birmingham area. Prior legal, machine & shorthand experience desirable. Excellent hours. Salary & incentive fringe-bonus. 642-9406

SECRETARY needed for CPA firm located in Southfield Towne Center. Position includes statistical typing. Shore and Animov P.C. 358-4444

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 355-3200

SECRETARY - part-time, permanent, experience essential. Maple - Telegraph area. Professional office. Phone Mrs. Johnson morning only 645-7660, or 476-5208 after 7PM and weekends.

SECRETARY - Part time, excellent typing skills required, shorthand preferred. Spectral Dynamic Corp., 24555 Southfield Rd., Southfield Mi. 569-5111

SECRETARY-part time with full time opportunities during busy periods. 635-9794 or better. Apply in person: 17344 W 12 Mile, Suite 201. Executive Office Park, Southfield. 559-5551

SECRETARY
RECEPTIONIST
Small quality office is looking for a bright, outgoing individual with excellent skills in shorthand and typing. Job includes a variety of duties, always challenging, always busy. Pleasing phone personality a MUST.
EXCELLENT working conditions and good benefits. Farmington Hills area.
8:30 till 5 PM 851-8800

504 Help Wanted Office-Clerical

SECRETARY
Perma Friday To General Manager. A great-spirited position. Manufacturing-excellent typing, some shorthand, diversified duties, salary $12,000. Fee paid.

PERSON FRIDAY
Oak Park
Moving to Farmington
Prefer Shorthand but will see excellent typist with good experience. Salary $12,000. Min. Fully paid benefits. No Agency Fee.

PERSON FRIDAY
For Pontiac Company, prefer some shorthand but will see good 60's typist with dictaphone. Mature person preferred. Salary $200 per week Min. Full benefits. No agency fee.

PRODUCTION CONTROL CLERK
TROY- Excellent Production control or inventory control required. $400 Range. Fully paid benefits including dental. No Agency Fee.

PERSON FRIDAY-TROY, Some shorthand required, accurate typing for sales department of Manufacturing Company. Paid benefits including profit sharing. No agency fee.

DENTAL RECEPTIONIST
Troy Area
Experience Only. Filling, Dental insurance. Setup appointments & collection. $700-$750 Min to start.

KEYPUNCH
Part time
25-30 Hours per week. 129-029. Experience. Eventual full time position. Salary $3.65 per hour Min. Full benefits. No Agency Fee.

UNDERWRITER/TRAINEE
Detroit
Accurate typing, figure aptitude. Will learn rating. Salary $700 per week to start. Full paid benefits. No Agency Fee.

BOOKKEEPER
REAL ESTATE
Southfield
$300 per week, Min. Benefits. No agency fee.
BETTY HAMIL PERSONNEL
424-8470

SECRETARY- Receptionist for Ophthalmologist office in Troy, part time. Typing experience preferred but not necessary. 528-0344

SECRETARY-RECEPTIONIST
for Management Company in Southfield. The Fountainhead Group. Please call Concetta between 8:30AM-5PM. 355-1780

SECRETARY/RECEPTIONIST. Fine Troy retail store has opening for well groomed, mature person who enjoys meeting the public. Pleasant personality needed to greet customers, answer telephone. Typing experience and capability of telephone transcribing helpful. Superb benefits, salary open. 362-4509

SECRETARY
Sales finance division of national manufacturer has immediate opening for general office position. Good typing skills required. Salary, plus benefits. 13 Mile - Northwestern area. Call 851-7842

SECRETARY
Sales Department needs additional help. Typing, filing and general office work. Opportunity for growth. 50 WPM typing required. Call H. Munn.
G S E Inc. 23600 Research Dr.
Farmington Hills.

476-7875

SECRETARY
TROY AREA
Immediate opening for person with excellent typing & shorthand skills.
Position is in the Personnel/Industrial Relations Department at the headquarters of a major company.
If interested call
879-7700
Equal Opportunity Employer M/F

SECRETARY
Well groomed person for 4 girl office in Farmington. Requires; shorthand, typing and pleasant telephone personality. 37½ hour week, excellent fringe benefits. Phone Mrs. Caesar.

478-0100

SECRETARY
West Bloomfield Law Firm
Mag card experience. Full time. Experienced and mature person sought for 4 man Law firm. Salary and benefits commensurate with experience. Have resume available. Call for interview.
851-0100

SECRETARY, with dictaphone experience for large law firm, excellent benefits, send resume or letter to M. Davis, Box 280, Southfield, Mich. 48037.

SECRETARY with dictaphone experience for large law firm. Excellent benefits. Send resume or letter to M. Davis, Box 280, Southfield, Mich 48037.

SECRETARY
WITH SHORTHAND
To president & vice president of manufacturing company located in N.W. Detroit. Varied duties, pleasant surroundings. Full benefits. Opportunity & salary open for ambitious person who good skills. Send resume or call Personnel Dept. McIntosh Corp. 13881 Elmira, Detroit, MI. 48227 935-5671 ext. 76

504 Help Wanted Office-Clerical

SECRETARY, $13,000
Challenging position to assist VP of major corporation. Handle confidential correspondence, book travel arrangements & schedule meetings. Excellent benefits including dental & optical. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY
minimum typing 65WPM, shorthand helpful but not required. This position calls for a mature, responsible individual seeking a permanent position. Good communication skills are required. Fringe benefits. Livonia. 421-0300 ext 224

SECRETARY
1 PM to 5 PM Monday thru Friday. Good typist, no dictation. Birmingham office. Summer job or permanent position. Send resume to Box 658
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

SENIOR TYPIST 80 WPM
Receptionist
Some bookkeeping
Call Pat: 559-7474

SMALL Southfield construction office requires girl for general office work, call between 9AM and 5PM. 557-1611

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

SOUTHFIELD ATTORNEY requires experienced Legal Secretary, shorthand necessary, salary and benefits commensurate with abilities 353-6650

SOUTHFIELD LAW FIRM
seeking full time Secretary
353-6506

STAFFING SECRETARY
Mature person needed as staffing secretary for the nursing department. Attention to details is more important than typing skills. Ideal position for the person who has reentered the work force within the past several years. Excellent salary and benefits. For further consideration, write or call our Personnel Office at:
DETROIT MEMORIAL HOSPITAL
1420 St. Antoine, Detroit, Mich. 48226.
Off I75 at Lafayette. 225-5090

STAFFING
SECRETARY
Medical Employment Agency is seeking a person interested in a position that offers a variety of duties. The person we seek will schedule interviews with local hospitals, place advertisements in newspapers, compose and type letters and handle all phases of several office clerical functions. Reliability and enthusiasm are Musts. We offer a good salary and a pleasant environment.
353-0020
Minerva Employment Specialists

STATISICAL CLERK/TYPIST
Self-starter with proven statistical typing skills wanted for insurance company. Location: For appointment call Welding Division, Bell & Howell Co.
Equal Opportunity Employer M/F

SUBURBAN
TRAINEE!
FEE PAID
Advance fast with large company who needs your good typing, and eagerness to learn! Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SWITCHBOARD OPERATOR
National book wholesaler has an immediate opening for an experienced switchboard operator - receptionist. Pleasing telephone manner essential. For further information, please call Mary K. 525-1500

Switchboard Operator
Livonia - 3 to 5 years experience. Full time permanent position in busy meat processing plant. Send resume to:
Corporate Personnel
Hygrade Food Products
26300 Northwestern Hwy
Southfield, Mich. 48075
Equal Opportunity Employer M/F

SWITCHBOARD
OPERATOR
For 10 Key PBX Board, light filing and typing. Full time. Novi area. Call Miss Harrier between 10 AM and 3 PM, Monday through Friday.
349-5000

SWITCHBOARD PBX -
RECEPTIONIST
Immediate opening. Clerical skills and typing ability preferred. Excellent salary & fringe benefits. Applications will be accepted at Cadillac Asphalt Paving, 27535 Wixom Rd. New, Novi.
An Equal Opportunity Employer

TAKE CHARGE secretary/administrative assistant. Marketing services company. Motivated, phone personality, excellent typings skills, shorthand or dictaphone, Livonia. Immediate opening. 645-0500 ext. 15

504 Help Wanted Office-Clerical

TOP OF TROY
Management Recruiters need organizing Top group is growing & needs your assistants. Bright, personable typists earn $150 & benefits.
Call 649-4144
Your New Boss Pays Our Fee.
Harriet Sorge Personnel

TYPIST, Accurate, 55 WPM, part time mornings or afternoon. Knowledge of medical or medical helpful but not necessary. 12 Mile and Northwestern area. 353-7119

TYPIST - full time/part time. Neat and reliable. Hayse & Paliarelli, 1168 Big Beaver, Troy, near Rochester Rd.
528-3920

TYPIST, Full time. 45 WPM, willing to do other clerical duties. 37½ hour work week. Southfield area. Call for appointment Ma Marciejewski, 569-4901
An Equal Opportunity Employer

TYPIST
General office. Full time. Good benefits. Telegraph - 10 Mile Rd area.
357-3500

TYPIST
PART TIME
Excellent skills. Five day week
Approximately 30 hours.
DETROIT
FEDERAL
SAVINGS
Orchard Lake & Lone Pine Rd.
W. Bloomfield 681-8414 ext. 10
Equal Opportunity Employer M/F

TYPIST
Position available for someone with a good typing ability to train as a production typist in climate controlled plant of a national organization. Good hourly rate, merit increases, and numerous benefits. Hours 8 AM to 4:30 PM or 3 PM to 7:30 AM plus overtime. Apply in person, between 8 AM and 2:30 PM.
24900 Capitol, (West on Plymouth Rd. from Telegraph, North on Dixie to Capitol), Redford
538-5353
An Equal Opportunity Employer

TYPISTS & SECRETARY
We have job openings in your area. Assignments with good company's. Pay no fee. Back-to-work aid. Call Pat
353-0505
TEMPORARY STAFF

TYPIST to work in fast growing office. Must be accurate and enjoy working with figures. 8 Mile Merriman area. Call 478-7770

TYPIST-Word processing machine operator. Troy law firm. One year experience preferred. Contact Pam,
643-8300

VARIETY JOB
REDFORD
Expanding company needs well organized person with good typing and bookkeeping experience for challenging position. Excellent starting salary, nice office, full benefits and company pays our fee! A great opportunity to grow with company. Hurry!
PERMANENT STAFF
Livonia 522-4210
Dearborn 565-2770

WORD
PROCESSING
TYPIST
Cunningham-Limp has an immediate opening for a typist with 2 years experience operating the Zerox ETS 800 or similar word processing machine. Good grammar a prerequisite.
Duties will include the preparation of sales proposals and presentations and misc. clerical duties.
Outstanding company paid benefits and excellent working conditions in a modern suburban office. Opportunity for advancement, personal satisfaction and professional acheivement in a climate geared to expansion.
For interview appointment, please call:
E. Labadie
CUNNINGHAM-LIMP
1400 North Woodward Ave.
Birmingham, Mi 48011
647-6600,ext.246

X-RAY RECEPT. - $180
Challenging position at front office of busy X-ray department. Book appointments & assist patients with forms type occasional letters & memos, accurate 45 wpm. Full benefits with dental & tuition refund.
553-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

WAITRESSES & BARMAIDS
Full or part time. Matio's, Rochester's newest restaurant, formerly Fifth Quarter. Apply in person 1-3PM, daily 870 S. Rochester Rd., Rochester. Next to McDonalds

WHITE CASTLE
General Office worker, some typing, various variety of duties. Good pay, many fringe benefits. Farmington Area. For appointment call
477-1450

WILLING to train interested person for Micro Computer/Accounting. Clerk needed for growing industrial truck sales office. Must have calculator and typing 60 wpm must have experience, accuracy a must. Farmington Hills. Phone appointment 477-1020

505 Help Wanted Food-Beverage

COOKS
With experience.$10,000-$12,000 yearly. Apply in person:
Franklin Club Apts
3830 Franklin Rd. Southfield
353-2810

HEALTHY JONES
Taking applications for responsible people full & part time for our new natural foods restaurant opening soon Positions available immediately
-EXP. RESTAURANT MANAGER
-MA'AGEMENT TRAINEES
-COOKS/BAKERS
-PANTRY/PIZZA MAKER
-BARTENDERS, SERVICE STAFF
-CASHIERS/HOSTESSES
-BUS BOYS/BUSHWOMEN
Apply at
12 & NORTHWESTERN
353-7766

HOSTESS
FULL TIME & NIGHT POSITIONS
NO EXPERIENCE NECESSARY.
APPLY IN PERSON
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

ARBYS RESTAURANT
Ann Arbor, Ypsilanti area
Are looking for good people like you. Positions available for janitors, lunch help and night closes. Full and part time. Starting pay is $3.00 to $3.50 per hour. Apply 2-5 daily at 612 Briarwood Circle 2021 Washtenaw Ave, 2015 Washtenaw Ave. or 5245 W. Stadium Blvd

BARMAIDS-WAITRESSES
Full & part time. Apply Driftwood Lounge, 27189 Grand River, Redford
533-6700

BARTENDERS
Part time nights
Garden City Disco
422-0300

BAR, WAITRESS AND GRILL HELP wanted. Apply 208 North Woodward, Royal Oak, Ask for Gail 541-3593

505 Help Wanted Food-Beverage

ASSISTANT MANAGER TRAINEE
Aggressive, dependable person wanted to enter management training program. Excellent opportunity for right individual
APPLY IN PERSON ONLY
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile Road
Between Southfield & Evergreen

BARMAID
Charles Country Bar
175 S. Union, Westland
729-2224

BROOKLANE Golf Course, open under new management. Need Cooks, Waitresses Corner Sheldon, & 6 Mile Rd. Apply in person 348-1010

BUS BOYS - excellent day shift now available Monday thru Friday 12 to 5 PM, weekends off. Excellent working conditions Also part time evening shifts now available. Apply in person between 3 and 3 PM or by appointment Blakeney's Ranch House, 28323 Grand River, Farmington 477-8545

BUS BOYS
FULL & PART TIME
Apply in person
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

BUS BOYS
Night Shift
Apply in Person to the
Dining Room Supervisor.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

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
No experience necessary. Apply in person Mon. - Fri, 1 - 5 P.M. HINES PARK INN, 36655 Plymouth Rd.,Livonia.

COOK
Looking for young man with some previous experience in cooking. Excellent opportunity for advancement. 5 day week. Good salary and full fringe program apply in person
HILLSIDE INN
41661 Plymouth Rd Plymouth

COOKS
New concept in dining in the Southfield area. Applications being accepted for cooks & prep cooks. Please call for appointment 358-5423
An Equal Opportunity Employer

COOKS wanted, experienced, apply Landmark Restaurant, 32435 Grand River, Farmington. 477-1162

505 Help Wanted Food-Beverage

FOOD SERVICE PERSONNEL
PRELIMINARY INTERVIEWS
MARRIOTT CORPORATION, a world leader in the food and hospitality industry will be conducting preliminary interviews for food service contract in local area.
POSITIONS AVAILABLE
RECEIVER, BROILER MAN
SALAD PEOPLE, COOKS
Good starting wages with excellent benefits.
Call Mr. Sestrich 353-8144
Tuesday, May 1 from 9am-12 noon and 2pm-5pm.
An Equal Opportunity Employer

MANAGEMENT
FAST MOVING
CAREERS
IN FAST FOOD
MANAGEMENT
TACO BELL, the largest and fastest growing organization in the Mexican food business, has immediate openings for career-oriented individuals as management professionals.
We are seeking individuals who present a high degree of enthusiasm and desire for career growth. If you have supervisory experience, the ability to work well with people, you may have a very good management base for TACO BELL. Some college would be a plus.
We offer a complete training program, paid vacation, excellent insurance benefits, retirement plan and a competitive starting salary. For immediate attention or further information, please call:
GREG BRAWNER or
CAROL GREBUR
937-8230
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An Equal Opportunity Employer, M/F

McDonald's
Needs
People
Now hiring full and part time day shift personnel.
- Attractive starting rate
- Supervised training
- Good working conditions
- Regular raises
- Flexible schedules

For information, phone
647-0099
or apply in person at the Beverly Hills location,
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An Equal Opportunity Employer.

505 Help Wanted Food-Beverage

McDonald's
MANAGER TRAINEES
For West Suburban area. We need aggressive individuals for Management positions. Good career opportunity. Good pay and benefits.
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Full and Part Time
Days and Nights
- PREP COOKS
- DINNER COOKS
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MOUNTAIN JACK'S
RESTAURANT
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RECIPE
FOR SUCCESS
As COOKS
WAITERS/WAITRESSES
For *Pizza Hut*
Combine: Your pleasant, friendly personality
Add: Your courteous, efficient working manner and
Blend: It all together with your positive attitude and genuine liking for people
So if you've been looking for a PART TIME OR FULL TIME position with excellent wages and
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Where you can put your abilities to work for you
Must be 18 years or older.
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30146 FORD ROAD, GARDEN CITY
Pizza Hut.
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We have immediate openings on our day shift for openers as well as for closers on our night shift, for individuals 18 years or older. No experience necessary. We offer more than just a good starting wage. Check out these benefits:
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- STOCK PURCHASE PLAN
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FULL OR PART TIME
WAITRESSES/WAITERS
$2.18 plus tips
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depending on experience
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