## 504 Help Wanted Office-Clerical

EXPERIENCED Legal Secretaries. Full & part time (afternoons) Troy firm 362-1300

EXPERIENCED SECRETARY Shorthand and typing skills, emphasis on accuracy rather than speed. Pleasant working conditions, excellent employee benefits. Call Kasavera 668-8600

Detroit Chemical Industries
An Equal Opportunity Employer

FARMINGTON HILLS

Switchboard Operator/ Receptionist
Experienced PBX operator. Must be dependable with pleasant voice and personality. Light typing.
477-8100 ext65
An Equal Opportunity Employer

FILE CLERK-TYPIST
Full time for Southfield Insurance Agency. Contact Cindy at 353-5400

FILE CLERK
wanted for large office in Southfield. Minimum skills required, acceptable. No typing, permanent, good benefits. NAS Creditors Service. 353-8200
An Equal Opportunity Employer

FILM COMPANY
TYPIST- FEE PAID
Motion picture company is in need of your good typing skills for their data position. Variety! 6693. Call Joanne Headley today.
353-2090
SNELLING & SNELLING PERSONNEL

FULL TIME
CAREER OPPORTUNITY
CPA-Southfield. General office duties, experience in financial statements, typing. Pay commensurate with ability. Call Ely 559-6666

FULL time doctors office help, billing and typing experience desired. 334-3197

GENERAL OFFICE WORK
Typing required, experienced preferred. Full time. Call for appointment. 722-1400

GENERAL OFFICE
Typing, good phone voice, experience not necessary. Call for appointment. 557-8158

GENERAL OFFICE-Mortgage or Insurance experience helpful but not necessary, typing ability a must, benefits of More. Southfield. 557-7040

GENERAL OFFICE, Part time. Must type. Variable hours including some weekends. Apply Monday thru Friday, 9 AM to 4 PM. Arnold Nursing Home, 18520 W. 7 Mile.

GENERAL OFFICE
Must have good clerical skills, and ability to follow procedures for accurate processing of detailed work. Background in bookkeeping and typing would be plus for qualified person.
Apply at: 27600 Hestin Dr. Novi
E. of Novi Rd.
9 to 5 Mon.

GROWING ROMULUS firm requires Clerk Typist for variety of office duties. Good telephone rapport a must. Close to 275 and I-94 freeways. Call Bob Eilman, 729-5222

HELP WANTED for office work. Paid hospital hospitalization and life insurance. Apply at front door: 12000 Farmington Rd. Livonia before 11:30 AM and after 1:30 PM.

HIGH SCHOOL GRADS - Line up your summer job now. Small appliance repair and shipping. Apply Monday thru Friday, 9-5. The Shaver Shop, 14 W. Huron, Pontiac.

IMMEDIATE OPENING, secretarial position. Manufacturing Insurance Agency. Full time or permanent part time. Salary based on experience. Send resume or letter to: Ann Rea, P.O. Box 1343, Birmingham, Mich. 48011.

IMMEDIATE PLACEMENT FOR full time general office help in Farmington area sales office. Must be good typist. Please contact Mrs. Curtis at 477-7185

INSURANCE AGENCY needs full time employee, insurance experience, typing, some shorthand and light bookkeeping. 645-1300

INSURANCE AGENCY-12 Mile-Orchard Lake, Farmington Hills. Experienced homeowners, auto rater, typist needed. Excellent working conditions. Mon-Fri, 9am-5pm. 626-8343

INSURANCE AGENCY secretary/underwriter. Insurance experience necessary. Apply in person. Professional Insurance Assoc. 3028 S. Wayne Rd.

INSURANCE Commercial Rater, Redford area, growth oriented agency, part or full time. Ideal if beside being an excellent employee benefits. Confidential interview. Call Mr. Hilker weekdays 538-8084

Insurance Specialist
Seek individual with casualty and fire loss insurance experience to assist Insurance Division Supervisor in Mortgage Servicing Department in our main office in Downtown Detroit. Apply in person from 10 AM to 3 PM, Monday thru Friday, Personnel Department, 5th floor or send resume with salary requirements to: Employment Manager, Personnel Department.
1st Federal Savings of Detroit
1001 Woodward
Detroit, Mich. 48226
An Equal Opportunity Employer

INTERNATIONAL corporation seeking creative person with strong organizational & secretarial skills, college/business experience required. Troy area. 435-2280

JR. ACCOUNTING POSITION with a medium sized Westland manufacturing firm. Job responsibilities: Complete accounts payable function, inventory analysis & costing. Salary commensurate with ability. For interview call Mike Vogeritch 464-1020

JUNIOR ACCOUNTANT/payroll, accounts receivable, payable, profit & loss, trial balance & management reporting. Send resume & salary requirements to: P.O. Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Keydisc/Keypunch
Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 427-2000
Utica 254-1910

FULL TIME OFFICE
Transportation company has immediate opening for experienced office worker. Typing 50-60 wpm, experience on 10 key adding machine. Excellent pay & fringe benefits. Call Marilyn 862-5500

GAL FRIDAY, must be sharp, general office and receptionist duties. Also taking phone orders. 1037 E. 14 Mile Rd., E. of Oakland Mall, Troy.

GENERAL OFFICE
Knowledge of Acc'ts. Rec., Acc'ts Payable, Insurance, etc. Female preferred. Good wages and fringe benefits. Apply in person at:
Engineered Heat Treat
31271 Stephenson Hwy.,
Madison Heights.

GENERAL OFFICE
Light typing. Mature person preferred. Willow Run Airport area.
528-0200 or 481-0059

GENERAL Office, filing, typing, answering phones. Full time. Apply between 9am-4pm. Great Lakes Wholesale Drugs. 11731 Levan, Livonia.

GENERAL OFFICE - typing, filing and light bookkeeping. Good starting salary with benefit package. Mr. Churchill 354-3300

GENERAL OFFICE- Part time, 30 hrs. Diversified duties, some typing. Bloomfield Hills area. Call Mon. thru Fri. 10AM-3PM. 644-0631

LEGAL SECRETARY - Full or part-time, right typing important. Experience preferred. Salary commensurate with experience and ability. Downtown Detroit. Call 961-5139

## 504 Help Wanted Office-Clerical

GENERAL OFFICE Redford area. Attractive mature woman who is honest good with figures and can use adding machine. Approximately 25 - 30 hours. Experience helpful. Profit sharing, life and health insurance. Call for appointment. 255-1478

GENERAL OFFICE - typing, filing, good with figures, answer the phone. Experience preferred, but not necessary. Apply in person 8AM - 3PM Lithograder Plastic, Inc. 24691 Industrial Drive, Farmington Hills, Grand River - Drake Rd. area. 553-0525

General Office
Mature full time person to answer phones with diversified duties for Sales Department. Must be able to type. Sick pay, paid vacation, paid holidays, insurance and impromptus. Starting pay $7,800. Farmington area. Ask for Mary.
477-0251
An Equal Opportunity Employer

GENERAL OFFICE RECEPTIONIST
SOUTHFIELD
Excellent opportunity. Duties are varied, stimulating, challenging and interesting.
Good voice, aptitude for figures and spelling. Typing 50 wpm.
We offer a good starting salary with proficiency increases, salary reviews, progress evaluations and career counseling. Free parking, employee-family medical, hospital, income and life insurance protection. Paid vacation. Retirement. We will train.
ANN SMITH
569-2333
An Equal Opportunity Employer

KEYPUNCHER
12,000 strokes per hour or better. Flexible hours. Excellent pay. Permanent part time. Call Joan.
SECRETARIAL OFFICE SERVICES
569-8480

KEYPUNCH OPERATOR, afternoons, some experience necessary. Apply Household Products, 2240 Greer, Keego Harbor. 682-1450

KEYPUNCH OPERATOR
needed for full time position in progressive Southfield firm. Some experience necessary, pleasant working conditions, excellent benefits. For appointment call 353-3209

Keypunch Operator
We are looking for an individual with experience on an Entrex Data Scope, general office experience, and knowledge of bookkeeping procedures.
We offer a competitive salary and excellent benefit package to the qualified individual. If interested, contact Jean Kendall.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 284

KEYPUNCH TRAINEES
Here is a permanent job for the sharp keypunch trainee. If you have successfully completed a keypunch course within the last 3 months and desire to become above average operator, we have an opportunity available to you. Within 1 week we will begin our training program on the Midnight Shift (11 PM - 7 AM) in our Dearborn location. If accepted, you will earn attractive starting salary and all fringes. To schedule introduction interview and acceptance test, call Mrs. Williams at between 10 AM - 4 PM: 278-1182

LARGE APARTMENT PROJECT
In Oak Park seeks person as Rental Agent & to run project office. Light office duties with some figure work. Mature young woman preferred, who has pleasing personality & is able to deal with public in person & on phone. Full time permanent position with good salary. Please Call 9 AM-5 PM. 557-2550

LEGAL SECRETARY
Salary open. Shorthand essential. Experienced preferred. Suburban Northwest firm near expressway. For appointment call 476-9722

LEGAL SECRETARY
Farmington Hills location. Responsible position for a responsible person. Good Salary plus fringe benefits. Contact Mr. Feiler or Mr. Glass 553-5100

LEGAL SECRETARY - Farmington Hills location. A responsible position is available for a responsible person, good salary plus fringe benefits. Contact Mr. Feiler or Mr. Glass 553-5100

LEGAL SECRETARIES
Experienced
Northland area
Mr. Willis 864-3211

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-Rochester area. Call for appt. 852-8811

LEGAL SECRETARY TRAINEE
Take advantage of this "career-booster" spot. Your good typing and dictaphone experience the key. $750. Fee paid. Call Nancy now!
353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant management, benefits, better hours, something closer to home? If your answer is "yes" the time to contact us is Now. The demand for experienced Legal Secretaries is phenomenal! Openings exist throughout the tri-county area including downtown Detroit. In general, the positions are offering $100-$250 per week to start. Sometimes more. At our sitting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER
SUITE 2260
SOUTHFIELD, MICH. 48075
Southfield 358-0660
Troy 649-2065
Dearborn 336-5777

LEGAL SECRETARY, Southfield law firm, full time position. Salary & benefits. Minimum experience 3 years. 644-6945

LEGAL SECRETARY
Experience and excellent skills for ResCen law firm. Call Joanne at: 259-0475

LEGAL SECRETARY, Birmingham. Must have excellent skills and experience. Full time or first-time. Open salary and fringes. 646-1800

LEGAL SECRETARY
Experienced, needed for 1 attorney office in West Bloomfield. Shorthand, dictaphone experience required. Mag card or memory typewriter experience helpful. Call: 851-1050

LEGAL SECRETARY - Southfield Presidential Town Center. Excellent typing skills, shorthand helpful but not required. Salary based on experience. Fringe benefits. Call Mr. Goodman. 358-0620

LOOKING FOR A CHALLENGE?
Entry level position available in the litigating department of a young and growing Southfield firm. Must type accurately, be organized, and good with details. Excellent benefits and working conditions. If interested call: 355-2200

MAG CARD OPERATOR - downtown law firm. 65WPM. Accuracy important, legal experience not necessary. 963-3300

NATIONAL Finance Company, division of Borg Warner, has immediate opening for general office position, good typing & accounting skills required. Salary plus benefits. 12 Mile-Southfield area. Call Joyce 557-3627

## 504 Help Wanted Office-Clerical

MALE or FEMALE, full or part time. Light typing, telephone, good with figures, North Woodward area. Are Building Co. 548-0777

MATURE GIRL for Farmington insurance office. Experience or will train. Call Mr. Harrington. 478-7010

MATURE SECRETARY
Needed for residential builder, Farmington Hills area. Good typing and filing skills, some Bookkeeping experience required; 3 days per week. Call Monday or Thursday. 851-0858

MORTGAGE PROCESSOR
National mortgage banker's firm. Experienced. Excellent benefits. Call Mrs. Nairn. 258-2550
An Equal Opportunity Employer

NEEDED, full charge Bookkeeper to handle payroll, general ledger, trial balance, monthly financials and year ends. Plymouth area. Please call Donna for appointment. 453-0822

OFFICE ASS'T
Check billings, prepare bank deposits. Orders & follow ups. Must have car. Full time. Call 9am-3pm. 543-3245

RECEPTIONIST - Typist, must have pleasing personality. Light typing & Spelling. Background. N.W. Detroit Area. 535-2960

PROPERTY management firm needs experienced bookkeeper, must type, and operate 10 key calculator, should love detail work, have high regard for accuracy, 353-1575

RECEPTIONIST - Typist, must have pleasing personality. Light typing. Livonia area, full time, good benefits, call 591-0055

RECEPTIONIST. Birmingham Law Firm. Min. typing 50 wpm, phone filing, and various general office duties. 645-2300

RECEPTIONIST SECRETARY
for Southfield firm, good skills & pleasant phone manner important. Modern surrounding, good salary & excellent benefits. Call after 2pm 358-7727

RECEPTIONIST
Farmington area manufacturer needs receptionist with clerical skills. Must be accurate typist. For interview contact Ms. Hayes 478-1284

RECEPTIONIST
For Emergency Room
10:30 to 7 AM, Fri. & Sat. Evenings. Good Typing Skills. Previous office experience desirable. Call Mrs. Mollet, 7 - 8 AM-3 PM.
REDFORD
Community Hospital
531-6200 ext. 463
An Equal Opportunity Employer

RECEPTIONIST
Wanted for the Farmington Observer. Basic responsibilities would be to coordinate office functions in conjunction with the Editor. Must be able to work extremely well with the public. Typing, filing, minor bookkeeping functions and knowledge of business forms required. If interested Call
Steve Barnaby at
477-5450

Receptionist
Relocation Secretary
Prestigious New York stock exchange company seeks 2 responsible, well organized individuals. As Receptionist must have 2 years business experience and type 45 wpm. Experience on IBM memory typewriter preferred. Switchboard experience necessary.
As Relocation Secretary 2 years business experience desirable with some real estate & lending knowledge helpful. Typing 45 wpm.
Must be detail conscious, have follow through and be able to deal with people in both positions. Full time, permanent positions available.
Reply to Box 746, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RESTAURANT office needs person for daily sales reports & charges summary. Experience preferred. Southfield location, call between 10am-2 pm. 644-6770

SALES/RECEPTIONIST
Wanted for photographic studio. Full or part time. Tues. thru Sat., 10 AM - 6 PM. Experience preferred. Apply at Focal Point Studio, 32017 Grand River, east of Farmington Rd.

SALES RECEPTIONIST for Plymouth Motor Inn, combine your "people personality" and typing skills for this challenging and rewarding position. Opportunity for advancement. Please call Karen McNulty for appointment. 459-4500

SALES SEC'Y
Dependable woman, over 25. Full time. Six days. Will train in order processing. Filing, some phone work. Excellent pay. Apply in person at
SUN CONTROL INC.
26400 W. 8 Mile, Southfield
(1½ miles west of Telegraph)

SCHWEBER ELECTRONICS
33540 Schoolcraft Road
Livonia, Michigan 48150.
525-8100
A rapidly expanding distributor of electronic components.
WANTED General Office Secretary with typing speed and accuracy requested.
Call: Michael Andriachko

SECRETARIES interested in working one day, one week or many weeks. $3. and up per hour. Suburban Secretarial Service Inc. 459-4537

SECRETARIES
Michigan National Bank of Detroit
is seeking qualified secretaries for our commercial loan office located at 14 Mile & Crooks, Clawson.
Accurate typing of 60 wpm and 2 yrs. general office/secretarial experience required. Shorthand not necessary.
Michigan National Bank of Detroit
Employment Office
16111 W. 8 Mile, Detroit Michigan.
48235. 837-8600

RACQUET CLUB SECRETARY
FEE PAID
Exciting job with great benefits. Use of facilities included! Let your sparkling smile and personality show! Good typing a must. $800 plus. Call Kathy.
353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST/TYPIST
Mature, recent work experience, 50WPM, pleasant Southfield office. Excellent benefits. 352-1155

RECEPTIONIST
For Southfield law firm. Must have good typing skills, and pleasant telephone manner. Shorthand not necessary. Contact Linda. 557-8300

RECEPTIONIST wanted full time for suburban country club to work night shift starting at 4 PM, Wednesday thru Sunday, 6 days during summer months including holidays. Pleasant phone voice, typing familiar with business machines. Excellent benefits, Blue Cross and meals. Barth. 851-2200

RECEPTIONIST
We need individual to operate Dimension 400 PBX. Will train. Great visitors and do light typing. Pleasant & professional manner on phones & with visitors required with typing of 40-50 WPM. Excellent working environment & fringes. Troy location. $140 to $160 per week. Contact A. Henderson at 588-2970 ext 316
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER
General office experience with bookkeeping background preferred. Friendly office. Town Center Building. Southfield. Ask for Mary Jane, 9 AM - 5 PM. 353-8555

SECRETARY, challenging & rewarding position in pleasant offices located Telegraph & 13½ Mile area. Previous experience & secretarial skills preferred but not required. Salary commensurate with experience & skills. Excellent fringe benefits. Call for appointment. 644-9100
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

Receptionist Clerk Typist
Immediate opening for person to work at our Livonia Mortgage Office located at Plymouth and Merriman Rd. Will greet the public, answer phones and do miscellaneous clerical work. Call Mortgage Department at
421-4097
1st Federal Savings of Detroit
An Equal Opportunity Employer

RECEPTIONIST
Builder's office. Pleasant working conditions. Farmington Hills. 855-1300

SECRETARY/ADMIN. Assistant to Controller. Responsible bookkeeping/writing, typing proficiency. $16,000-$18,000 plus benefits, hospitalization, insurances. Northern suburbs. Reply to 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
A Fortune 500 Company located in Farmington is in need of an experienced secretary. Must be able to accept responsibility and work with a variety of people. Secretarial skills required: typing, shorthand and/or dictaphone and good grammar. Must be self starter. Call for interview.
476-7010 ext 277
An Equal Opportunity Employer M/F

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

SECRETARY
Challenging and interesting position in Troy for skilled secretary who takes pride in her dependability, accuracy and speed of accomplishment. Attractive benefits and good benefits for a career minded self-starter. Typing speed of 60wpm minimum please. Call 649-2810

SECRETARY - Dearborn area, immediate start. Qualifications, typing, bookkeeping, filing, time keeping. Hours 8am-5pm, 5 days per week. Salary commensurate with qualifications. To apply contact Pat Leech 566-0300

SECRETARY
Experienced, part time, days. Permanent position, Farmingham. Call after 7PM. 474-5208

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

SECRETARY
For Southfield law firm. 3 yrs. experience. Salary commensurate with ability and experience. Call 424-8980

SECRETARY for downtown Detroit law firm. Good typing skills necessary. Prior legal experience not necessary. 961-4417

SECRETARY for Southfield law office. Good typing skills required. No prior legal experience necessary. Reply to Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY FULL TIME
Permanent secretarial help needed in 2 person Birmingham office. Accurate typist with good filing skills required. Must be self motivating. Position involves telling medical insurance. We will train. 642-6767

SECRETARY
If you thrive on responsibility...if you have strong typing skills of 50-55 wpm and enjoy a fast paced, fast paced general office experience...WE NEED YOU!
We need a secretary to take charge of the many responsibilities of our branch office operation, promising a wide range of duties and challenging pace. If you have shorthand skills so much better. This position is located in the Farmington Hills area.
In return for skill and energy, we offer a fine starting salary and many valuable benefits. Don't put off YOUR opportunity for a great new career. Call Friday May 11 for an appointment.
Don Rose
RUSCO
Electronic Systems
32969 Hamilton Blvd.
Farmington Hills, MI.
(313)553-5820
Equal Opportunity Employer M/F/H

SECRETARY - immediate opening at Farmington Hills Corp. Excellent stenographic and organizational skills necessary along with willingness to work as part of a team. Competitive salary and fringe benefits. Send resume in confidence to: Box 688, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Mature person needed, Canton Twp. Typing required. $150 per week to start. Call 459-8600

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 - prefer stable, intelligent woman to assist in payroll, minor bookkeeping and light typing in psychology clinic. Located in Birmingham area. $450 per hour. Call Marlin Newburn.

SECRETARY-Receptionist. Excellent opportunity, middle age preferred. General office work. Dictation, bookkeeping. Experienced, references. By appointment. 588-8220

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

SECRETARY
Sales Department needs additional help. Typing, filing and general office duties. Typing 50 words per minute. 50 WPM typing required. Call H. Moss, G S E Inc. 23840 Research Dr. Farmington Hills.
476-7875

SECRETARY
Southfield Financial Planning Firm needs bright, efficient, take charge type. Typing, steno, phone, etc. Previous secretarial experience helpful. Salary open. 358-1180

SECRETARY to president & president's assistant, excellent skills needed, must enjoy detail work, send resume & salary requirements to box 692, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-TOP GAL
Good typing, good thinking, good math. Excellent opportunity. Salary open. All benefits. Bookkeeping and shorthand advantageous. 649-1015

SECRETARY to PRESIDENT - 30 day temporary, possibility of permanent position. Verbal, numerical, steno, typing skills. Reply Box 712, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Two dynamic salesmen of real estate apply investment need a secretary with good typing and shorthand. Southfield location. Call Mary, Ext. 524,557-7700

SECRETARY wanted for Southfield law firm, legal experience helpful but will train if necessary. Good typing skills required. 358-8410

## 504 Help Wanted Office-Clerical

SECRETARY
Step Up To
A Great Job
Opportunity In Our
Farmington Hills Office
At Digital!

Digital Equipment Corporation, the recognized industry leader in the manufacture of minicomputers offers an attractive opportunity to an experienced secretary.

If you have excellent typing skills, and the ability to deal effectively with people in a fast-paced professional environment, then this position in our field service department with growth potential, challenge and responsibility you are looking for.

For prompt consideration, we invite you to forward a brief letter, or call: Sherri Pender, (313)553-3000 between 10 AM and 3 PM. Digital Equipment Corporation, 32985 Hamilton Court, Farmington Hills, MI 48018.
Equal Opportunity Employer M/F

DIGITAL
EQUIPMENT
CORPORATION

SECRETARY

We are looking for a self starter with above average skills including shorthand. A person with a pleasant and positive attitude being the important special. Excellent opportunity for the right individual. Send resume to Box 376, Farmington Hills, Michigan, 48018. An Equal Opportunity Employer

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

WAITRESSES & BARMAIDS
West Bloomfield Law Firm
Mag card experience. Full time. Experienced mature person sought for a man Law firm. Salary and benefits commensurate with experience. Have resume available. Call for Interview.
851-0100

SECRETARY WEST BLOOMFIELD
Permanent, part time, experienced. Call Mrs. Johnson mornings only. 645-9664

SECRETARY. Good typing and light shorthand. Excellent fringe benefits and working conditions. 10 Mile, Evergreen, Southfield. Call 354-0555

SHARP GIRL for development department in life insurance office in Birmingham. Figure aptitude & life insurance experience essential. Good typing skills necessary. Benefits offered. 647-4949

SOUTHFIELD AGENCY needs experienced commercial lines person to handle established accounts. Excellent salary for a qualified person. Call 354-6545

SOUTHFIELD General Insurance Agency has immediate opening for a receptionist. Claims handling and general office experience desired. 352-8660

STATISTICAL CLERK. Good with numbers. Some bookkeeping & typing experience desirable but not essential. Excellent working conditions & benefits. Send personal & work resume including salary history to Mr. Miller, Jewish Family Service, 24123 Greenfield, Southfield, Mich. 48075, or call 559-1500

STATISTICAL TYPIST
production work, good pay for willing worker. Long Lake and Telegraph area. 646-8333

STAT TYPIST with general office skills and bookkeeping background for Southfield CPA. Full time. Excellent working conditions. 557-0440

STENOGRAPHER-CLERK
General office skills required. Major corporation. West Bloomfield location. Call 851-4650.
An Equal Opportunity Employer

STENOGRAPHER
Life Insurance Company located in Plymouth has Stenographic opening in Marketing Department. Typing speed 50-55WPM. Shorthand Skills or Dictaphone experience helpful. Excellent Benefit package. Contact Mr. Love. 645-8500

SUMMER GENERAL OFFICE position. Start immediately. General office duties. Some bookkeeping & typing helpful. Excellent benefit package. Contact Mr. Love. 645-8500

SWITCHBOARD operator for private club, nights and weekends. Call any day but Monday. 531-0059

TELEPHONE OPERATOR and receptionist, typing skills necessary. Troy area. 558-6554

TYPIST. Full time. 40 WPM, willing to do other clerical duties. 37½ hour work week. Southfield area. Call for appointment Ms Maciejewski, 569-4001
An Equal Opportunity Employer

TYPIST
Southfield area CPA firm is in need of an experienced typist/Person Friday. 424-6889

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

## 504 Help Wanted Office-Clerical

TELLER
Full and part time positions are open at our office located at 14 Mile & Stephenson in Troy. Requires ability to meet the public and be accurate with figures. Call Manager for interview at 585-2646

First Federal Savings of Detroit
An Equal Opportunity Employer

TITLE COMPANY NEEDS receptionist/order clerk. Will train. Best about typing. Southfield. Please call 353-3100

TWX OPERATOR
Local air conditioning distributor of large corporation, good pay, fringes, opportunity to advance.
352-5000

TYPIST-CLERICAL
Familiar with accounting office procedures. Must be experienced in typing statements and tax returns. Living location, fringe benefits. Ambitious, permanent, full time person need only apply. Send resume and salary requirements to Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST WILLING to learn dictaphone. Receptionist duties, telephone skills desireable but not essential. Excellent fringe benefits. Send personal & work resume including salary history to Office Manager, Jewish Family Service, 24123 Greenfield, Southfield, Mich. 48075 or call 559-1500

TYPIST
$800
FEE PAID
Suburban law firm needs your good typing and flair for details.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

WAITRESSES & BARMAIDS
Full or part time. Matto's, Rochester's newest restaurant, formerly Fifth Quarter. Apply in person 10AM, daily 870 S. Rochester Rd., Rochester. Next to McDonalds

WOMAN, part time, light general office work, 3-4 half days a week. Send resume to Parts Stamping Co., 281 E. Wilson St., Pontiac, 48053 - attn. Pat.

WOMEN for Customer Service Dept. must have a pleasant phone personality, some light typing, personal interview only.
Apply at Slater Wall Coverings,
31195 Schoolcraft, Between Merriman-Middlebelt.

## 505 Help Wanted Food-Beverage

COOKS
With experience.$10,000-$12,000 yearly. Apply in person:
Franklin Club Apts
23350 Franklin Rd., Southfield
353-2810

Dishwashers
FULL OR PART TIME
Apply in person:
CLAM DIGGERS
30555 Grand River, Farmington
478-3800

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

RESTAURANT HELP
Host - Hostesses
Bus Persons
Night Dishwashers
Day Porters
Apply in person:
NORTHVILLE CHARLEY'S
41122 W. 7 Mile, Northville.

WAITRESS
CAR HOPS
FULL TIME
DAYS & AFTERNOONS
Good pay, paid vacations and meals. Apply:
Livonia Big Boy
PLYMOUTH & FARMINGTON RDS.
421-4349

WAITRESSES
COOKS
PREP PERSONES
DAYS & NIGHTS
ELIAS BROS. BIG BOY
19150 Middlebelt Rd.
(at 7 Mile), Livonia
27123 6 Mile
(at Newburgh Plaza) Livonia

## 505 Help Wanted Food-Beverage

Little Caesars' PIZZA STATION

WE'RE READY—ARE YOU?
We're ready to hire now.
And we are available to work
Mornings—Lunches?
If so, Visit or call
Our Manager—he would like
to talk to you.
LITTLE CAESAR'S PIZZA STATION

| | | |
|---|---|---|
| 353-5990 | 593-0239 | 561-6420 |
| 24401 Telegraph | 20475 Warren | 23750 Michigan Ave. |
| S. of 10 Mi., Southfield | Dearborn Heights | E. of Telegraph, Dearborn |

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, 31655 Southfield Rd.

*An Equal Opportunity Employer.*

## 505 Help Wanted Food-Beverage

WAITRESSES
FULL OR PART TIME
Days or afternoons, to serve elderly residents in elegant dining room in Southfield. We will train.
Franklin Club Apts
353-2810

ARBY'S NOW HIRING - Arby's Roast Beef Restaurant is seeking applicants for their new restaurant on 1350 E. Walton, Pontiac, Mi. Positions are available for full & part time help, day & night, apply at the MDSC Building, 742 Oakland Ave. Mon. May 14, Tues. May 15 - for personal interview between 1-4:30 pm.

ASSISTANT COOK
Prefer middleage lady willing to work days, 8 am to 4 pm. Will train, top starting wage. Apply at The Chalet, 35305 Plymouth Rd. Livonia.

ASSISTANT MANAGERS for Food Concession work. Good wages. Apply in person at: Stadium Club, 8 Mile Rd., in the State Fair Grounds.

ASSISTANT MGR.
Our restaurant in Farmington Hills has a full time position open for an assistant mgr. Fully paid on the job training program. Benefits include food allowance, paid vacations, sick days, group medical & dental, etc. Previous experience helpful but not required. Interviewing Sat. May 12 between 2-5 pm. Friendly Family Restaurant, 24234 Orchard Lake Rd. 474-5877

BANQUET WAITRESS
Mostly weekends, occasional week nights and holidays. Hourly wage + meals. Apply in person. Mayflower Hotel, Plymouth, Michigan.

BAR MAIDS & Waitresses, full and part time. Apply in person 10AM, daily 870 S. Rochester Rd., Rochester. Next to McDonalds

BARTENDER & COCKTAIL/FOOD Waitresses. Experienced. Cooks also Shakespeare Inn, 21000 Plymouth Rd., Redford Twp. Ask for Mr. Jarrus or Mr. Algeny 538-3100

BARTENDER
Full or part time
Night shift
Experience required
Apply in person
THE BLOOMFIELD CANOPY
6560 Orchard Lake Road

BARTENDER, Part time.
Brookline Golf Course
44115 W. 6 Mile, Northville
348-1010

BARTENDERS
Full and part time.
Garden City Disco.
422-5200

BAR Waitresses wanted, full and part time work. Days and nights. Experienced. Livonia area 425-1484

BONANZA NOW hiring day cook, part time and evenings. No experience necessary. Apply in person at 38350 W. 10 Mile. between 2-4pm. Monday thru Sat.

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

COOK
Experienced, mature female preferred. Apply after 2PM.
Village Pump
32350 W. 8 Mile
Farmington.

## 505 Help Wanted Food-Beverage

BUS BOYS
PART TIME
Apply in person
Nugget Restaurant
30665 W. 12 Mile Rd.
Farmington

BUS HELP- Full time, morning hours. Apply in person. Marion Jacks, 10AM-11AM or 2-4PM.24000 Grand River. Dearborn. 20301 Oakwood Blvd., Dearborn. Mich.
An Equal Opportunity Employer

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

BUSSERS - days, 10 to 4 PM., Monday thru Friday. Farmington Hills area restaurant. 851-4994

COOK - EXPERIENCED
40 hours a week. Good wage, vacation pay, and Blue Cross. Apply in person 21275 Mack, Northville Heat.
Wagon Wheel Lounge.

COOK
Looking for man or woman with some previous experience in cooking. Excellent opportunity for advancement. 5 day week, good salary & fringe benefits. Apply in person. Bloomfield Open Hunt Club, 655 E. Long Lake, Bloomfield Hills.

COOKS
Full & part time positions now available for dependable energetic individuals with initiative.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W 10 MILE
Between Southfield & Evergreen

COOKS - 3rd shift. Wages commensurate with experience. Apply in person Sambo's Restaurant, 14345 Telegraph Road, Redford.

COOK to take charge of kitchen. Must have experience and good references. Part time pastry girl. Excellent opportunity. Ask for the chef 259-1525

DAY & EVENING
DISHWASHER
ALSO CASHIER
Resturant Duglass
29269 Southfield
(Farrell's Shopping Plaza)
424-9245

DAYS OR EVENINGS. Part or full time. No experience required. Apply in person between 2 and 4 Pm. or 8 till 11 PM. Jerusalem Restaurant, 22224 W. 8 Mile, at Middlebelt.

DISHWASHERS- Full time and extra dishwashers. Must be available to work days and/or afternoon shift. Good pay, excellent benefits. Apply in person, Mr. Robert Mathews, Mon. through Fri. 9AM-3PM. The Dearborn Inn, 20301 Oakwood Blvd., Dearborn, Mich.
An Equal Opportunity Employer

DISHWASHERS - part time evenings, 5 PM. to midnight. Farmington Hills area restaurant. 851-4994

DISHWASHER wanted, hours, 3-9 PM. 3 nights a week. Cory Cafe, 15 Forrest Place, Plymouth. 455-3310

## 505 Help Wanted Food-Beverage

NOW ACCEPTING FULLTIME APPLICATIONS
Chefs
Waitresses
Cooks
OTHER POSITIONS AVAILABLE
Dishwashers
Bus Help
Apply in person:
PERKINS CAKE & STEAK
501 S. Wayne Rd.

BUS PERSONS
Several positions available for bus persons. Full time day or evening shift. Experience preferred but not necessary.
WAITERS/WAITRESSES
Full time day or evening positions available. Weekends included. 1 year experience required. Please Apply:
PERSONNEL OFFICE
MON.-FRI.
9 a.m.-5 p.m.
Sheraton-Southfield Hotel
SHERATON HOTELS & INNS WORLDWIDE
17017 W. 9 MILE RD.
SOUTHFIELD: MICHIGAN
*EQUAL OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER*

ANNOUNCING NEW
BURGER CHEF
IN REDFORD
We are now hiring full and part time, day and night employees. Positions available—include:
HOST/HOSTESSES
COUNTER SALES
FOOD PREPARERS
PORTER
CLOSERS
We offer:
GOOD PAY
CHOOSE YOUR OWN HOURS
FREE UNIFORMS
PAID VACATIONS
EXCELLENT TRAINING
ADVANCEMENT POTENTIAL
AND MUCH MORE!
Please apply in person May 10 thru the 17th 2 to 5 p.m.
Burger Chef. 11307 TELEGRAPH REDFORD (Telegraph at Plymouth Rd.) Burger Chef.
BURGER CHEF SYSTEMS INC.
*An Equal Opportunity Employer M/F*