Help Wanted

504. Help Wanted Office-Clerical

ARE YOU AN EXPERIENCED

BOOKKEEPER
SHORTHAND TYPIST
SWITCHBOARD OPR.

We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.

SUBURBAN Office Services

ROCHESTER 651-1500
FARMINGTON 477-9840

Are you looking for part time employment? Do you have experience in good secretarial skills, shorthand & typing a must. If you are interested & qualified, please call (313) 591-1880 we are immediately in need of experience!

Clerk Typists (60-65wpm)
File Clerks (experience preferred)
We offer outstanding benefits, including dental, excellent salary & advancement potential.
ADDED BONUS: Positions available immediately/training in Detroit/we offer executive commuter incentive until move date.
Contact Pamela Morrison 953-5532
Will conduct Saturday interviewing if necessary.
Individuals returning to work force are welcome
Equal Opportunity Employer M/F

BOOKKEEPER
A growing business has urgent need for F/C bookkeeper to run complete office. Excellent benefits. Salary negotiable. Immediate hire.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

A Southfield CPA firm seeks full-charge Bookkeeper. Must be able to handle all payroll Tax Returns & posting to General Ledger. Prior CPA office experience helpful. Full-time, permanent position. Call 647-6364

BOOKKEEPER - experienced with payroll & sales taxes, financial statements. Work in a Southfield CPA office on several sets of books. Full time.
557-5257

BOOKKEEPER
FARMINGTON

FEE PAID. Ideal situation with rapidly growing company! Experience thru trial balance a must.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-17 17

CLAIMS CLERK $8,450 UP
Livonia firm needs good typing and math skills for sorting, busy, plush office. Insurance experience gets this one. Dental and bonus. Fee paid. Call Thom at 478-3500. Smiling & Smelling.

504 Help Wanted Office-Clerical

BOOKKEEPER
Full Charge, Apartment Management Company, Southfield office. General ledger, subsidiary ledger management, statement, payroll tax reports. Experience required, small office. Excellent opportunity for conscientious person. CPA interviewing for client. Send resume to box 552, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, full charge. Retail experience necessary. Birmingham area. Salary open. Please submit resume, include salary history, to Box 576 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full Charge
Super opportunity for a Sharp Bookkeeper. Must have done an unlimited payroll and trial balance. Some supervisory skills helpful. Send confidential resume to Mr. Martin, P. O. Box 691, Southfield, MI 48037.
Plante & Moran, CPA firm, recruiting for an equal opportunity employer.

BOOKKEEPER
Full Charge
Must have experience in general ledger, journal, trial balance and balance sheet. Prefer degree. Comparable experience acceptable. Prefer individual with experience in a multi unit manufacturing organization. Accuracy and ability to analyze data of prime importance. Please send resume including salary requirements to Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER
If you have a fancy for figures and want to work in a popular suburban bank, call Ann. She has 2 choice spots open with liberal benefits. Call Ann today for details.
353-2090
SNELLING & SNELLING PERSONNEL

BOOKKEEPER, qualified thru trial balance, payroll, mature, Grand Lawn Cemetery, Grand River and Telegraph. Call for appointment. 531-2050

Beat Inflation
CALL
Witt Services
FOR TEMPORARY WORK

We need:
SECRETARIES
TYPISTS
DICTAPHONE OPRS.
BOOKKEEPERS
PBX OPRS.
ALL OFFICE SKILLS

Long and short term assignments available. Ask about our BONUS PLAN.
NO FEE NO CONTRACT
ALSO
We are pleased to announce the opening of our new WIXOM OFFICE.

For more information call:
LIVONIA 525-0330
DEARBORN 565-8060
REN CEN 259-7788
WIXOM 669-2400
SOUTHFIELD 569-7500

Witt Services
The Temporary Help People

BINGHAM FARMS
CLERK TYPISTS
FILE CLERKS
We are a national corporation relocating to totally new offices in Bingham Farms, Michigan. As a result of this move (April 15, 1980) we are immediately in need of experience!
File Clerks (experience preferred)
We offer outstanding benefits, including dental, excellent salary & advancement potential.
ADDED BONUS: Positions available immediately/training in Detroit/we offer executive commuter incentive until move date.
Contact Pamela Morrison 953-5532
Will conduct Saturday interviewing if necessary.
Individuals returning to work force are welcome
Equal Opportunity Employer M/F

CAREER ORIENTED Secretary to address with power & trade publication. Must be responsible person with good typing skills - 60 to 70 wpm. Shorthand preferred. Call Mr. Farrell 9am-5pm Novi - Farmington area 478-8220

CASHIER
Automotive experience, excellent pay & benefits. Apply in person to Lottie Smith,
Lou La Riche Chevrolet
40875 Plymouth Rd.
Plymouth

CHECK PROCESSOR
Good starting position in our accounting dept. an expanding company using C.R.T. C.R.T. experience preferred or typing required. Troy location. Excellent fringes. Contact A. Henderson.
An Equal Opportunity Employer

CLERICAL 2-3 years general office experience preferably manufacturing shop. Must have good typing and figure aptitude ability. Light office, excellent pay & fringe benefits. Please send resume or call for appointment and typing test to PO Box 207, Northville, 48167

CLERK TYPIST I, general office experience - mail, filing, typing. Excellent fringe benefits. Salary commensurate with experience. Call Laura for appointment interview.

CLERK-TYPIST wanted, experience necessary, immediate opening, must be able to type 55-60 WPM. Call Bill
525-1990

CLERK TYPIST
We have a full time opening for a clerk-typist. Applicants must have good typing (50-60 wpm) & a clerical skill. This position includes typing, posting, filing, clerical & other duties primarily pertaining to the preparation of outline office duties & maintenance of files & records. Excellent fringe benefit program & good starting rate of pay. If interested please call Hastings Brass Inc., Clawson, 8.30 AM to 5 PM for appointment. Office number is 435-0060.
Equal Opportunity Employer M/F

CLERK-TYPIST. Immediate opening in Bloomfield Hills architectural firm. Must type 45 WPM. Call for appointment. 338-4561
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL HELP
Our small suburban hospital is currently seeking clerical help for the following areas: Accounting Clerk Loa call and Receptionist 4-8 hours on Saturdays. For more information, please call the personnel department.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6500 ext. 286
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fischer
355-0500
Or apply directly at:
GRAHAM MORTGAGE CORP.
3000 Town Center Suite 300
Southfield Mi.
An Equal Opportunity Employer

CLERICAL position available in Livonia in the boating industry on a full time basis for a mature, experienced person with these capabilities: typing 50 WPM, transcribing experience required, filing experience helpful, pleasant telephone speaking voice, ability to meet people. Salary commensurate with experience. Wed. & thurs. interviews. Call Mrs. Caffery. 427-5770

CLERICAL $9600
Great opportunity for someone with experience in clerical work, located in Plymouth. Your days will fly by with lots of variety. Call Carol at 478-5500 Snelling & Snelling.

DALTONS INC. is seeking an outstanding person for their office who will be able to handle accounts receivable billing, general office work and telephone. You should be good typist, dependable and have a pleasant personality. Starting salary $800 per month or higher depending upon experience. Call Mr. Dalton or Mrs. Mettler for interview at 861-8283

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

EMPLOYMENT COUNSELOR
For rapidly expanding well established agency. Previous experience preferred but will consider individual with proven sales background. Excellent 1st Yr. salary potential. Will negotiate commission rate and bonuses. No Fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ENGINEERING SALES Secretary. Mature work good typing and shorthand skills, word processing a plus or will train, benefits include dental insurance. Dependable Portadn Inc.,
Phone 464-4250 9AM-4PM.

EXCELLENT CAREER Opportunity for secretary with good typing and organizational skills. Dictaphone or shorthand required. Minimum 3-4 years experience. Southfield area.
549-4900, Mrs. Lukas.

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

EXECUTIVE SECRETARY - Well qualified in shorthand & typing, some flexibility in working hours. Downtown Detroit location. Send resume & salary requirements to: Q. M. 25240 Lahser - Suite 30 Southfield, Mich. 48075

EXECUTIVE SECRETARY
Real Estate Development firm needs experienced, self starter to assist Vice President. $11,500 plus Dental. Fee Paid! Call Suburban Office Service
477-9840

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information.
353-3209

• EXECUTIVE SECRETARY •
For the Superintendent of the School District of the City of Pontiac.
Requirements: applicants must have minimum of 5 years working experience, type 75 WPM, shorthand - 100 WPM, High School education. Excellent benefits.
Apply in person at: Personnel Office, 250 Wide Track Dr., Pontiac, Mi.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Our Vice President, Sales & Marketing, needs a sharp, intelligent person who likes detail and can take care of his affairs in his absence. Shorthand a must. Excellent working conditions and benefits at this Farmington Hills manufacturing firm. Call for appointment.
476-1200

• EXPERIENCED LEGAL Secretary •
For Law Firm in Farmington Hills. Salary commensurate with experience and qualifications.
EXPERIENCED Legal Secretary. Good typing skills, friendly atmosphere, good opportunity. Full time position. Southfield area. Salary open.
559-5555

EXPERIENCED SECRETARY
Needed for Financial V.P. Type 75 WPM, shorthand 100 WPM. Must be well organized, neat in appearance, bookkeeping experience helpful. Send resume to Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRETTER APPLIANCE has an opening for a mature person in the clerical department. Apply in person at Fretter Appliance, 35301 Schoolcraft Road, Livonia, MI., between 9AM-4PM, Monday thru Friday.

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive & outgoing gal friday and secretarial skills who also is capable of accomplishing investigation work. Must be able to type at least 45 WPM & be able to work flexible schedule. Call 10am-4pm Mon thru Fri
837-8733

GENERAL ACCOUNTING CLERK, full time, experienced in account receivable, payable, & union payroll. Bloomfield Hills. Ask for Betty 646-7230

KEYPUNCH operator, temporary part time, 4 hours per evening. Call between 8:30AM-5PM. 349-3990

504 Help Wanted Office-Clerical

GENERAL OFFICE
Entry Level
12 Mile & Telegraph.
Call Jennifer 645-3177

GENERAL OFFICE
Diversified person needed for parts distribution center in Plymouth. Will handle in coming calls, some typing, and must have good math ability. Paid Insurance and Benefits, Send resume to Manager, P.O. Box 542, Plymouth, Mich. 48170

GENERAL OFFICE
Must be experienced in general office and be good typist for 2 girl office, computer experience helpful but will train, salary open. Southfield area.
353-7444

GENERAL OFFICE
Part time/full time. We are seeking a gal interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call
353-3209

GENERAL OFFICE
Super chance to enjoy comfort, no pressure schedule, great Dicta Secy earns $220-$240 Start to handle update on customer files & make new contats contacts.
CALL 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

GENERAL OFFICE
$160 WEEK
Ad agency wants you!
Snelling & Snelling
336-7400

GENERAL OFFICE - Diversified general office position requiring very good typing, clerical skills & stable work record. $700 to $750 mo. plus Blue Cross, bonuses, $1500 medical reimbursement plus life & disability insurance & more. 37½ hr. week, conveniently located in N.W. Detroit. Send complete work history in confidence to box #548 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

GENERAL OFFICE
Great opportunity for someone with experience in clerical work to perform general office duties. Excellent typing skills and good personal grooming. Interesting company pays our fee. Call for appointment.
PERMANENT STAFF
SOUTHFIELD 353-0505

HIGHLY ORGANIZED person needed to coordinate two swimming pool contractor. Full time position from April 1 to November 1. 851-1510

IF...
You type 65 WPM, take shorthand at at least 80 WPM, have light bookeeping and dictaphone experience and good communication and organizational skills, the Sales office of a major construction firm in Livonia needs you. Must have resume. Long term assignment. Ask for Gayla.
Not an Agency-Never a Fee.
KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

IMMEDIATE OPENINGS
TYPISTS
Long & Short Term Assignments.
MANPOWER
TEMPORARY SERVICE
Apply Mon. thru Fri. 9-3
19560 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-6511
NO FEE
An Equal Opportunity Employer

IMMEDIATE OPENING
Inside clerk, typing.
Person with ability to operate office machines, basic typing skills, and accounting knowledge. Excellent insurance package with pleasant working conditions. Apply in person at Accounting in Farmington Hills. Call Steve Fazio at 851-7700.

IMMEDIATE OPENING for secretary needed for manufacturers rep. Looking for a low key individual with good typing skills, with accuracy more important than speed. Pleasant telephone manner is necessary. Shorthand is a plus. Excellent salary and benefits. A growing company. Call Jeanne Lee, 559-2200 field. Suite 224, Oak Park. For interview call.
348-3232

INSURANCE/CLAIMS
Inside service rep. to handle credit disputes, collections. Salary $800 to $785, per month based on experience. Troy office location. Call
524-1500

INSURANCE
Commercial rater for insurance agency, Bloomfield. Experience in rating of liability & commercial auto policies preferred. Salary commensurate with experience.

JR. CLERK TYPIST
W. BLOOMFIELD Twp.
Is accepting applications thru March 4, for the position of Jr. Clerk Typist for the engineering/ordinance violation dept. Applicant must have typing experience & shorthand or speed writing is desired but not absolutely necessary. Other duties include general office work, and the ability to meet the public. Bloomfield Hills Schools offers a competitive salary & benefits. Apply in person at Clerk's Office, 4650 Orchard Lake Rd. at Lone Pine Rd. Mon. thru Fri 8:30am to 4:30 pm.

LARGE Brokerage firm is on the move from Southfield to Bingham Farms. In order to keep a growing pace we need experienced operations help. If you have received large back office experience, please call for an application today.
349-2200

504 Help Wanted Office-Clerical

JUNIOR STENO
Great opportunity at expanding Farmington Hills company for friendly person with good typing and shorthand. Diversified position in small office. Excellent starting salary to $800. Fantastic fringes, definite promotional possibilities and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

KELLY TOPS IN TEMPS
KELLY SERVICES is tops in the temporary help field. We offer - top pay rates, top assignments, merit increases, paid vacation and bonus referral plan. We need: BOOKKEEPERS, SECRETARIES, TYPISTS, CLERKS, and more for top Temporary Assignments. If you're tops in your field, stop and apply at the office nearest your home.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
993 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
Suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

Keydisc/Keypunch
Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
LIVONIA 427-2000
UTICA 254-1910
• KEY-DISK OPERATORS •
Full-time, afternoon shift. Must key 10,000 keys an hour minimum. Write or call: Kim Steele, DATACO,
25205 Gratiot Dr. North, Madison Hts., MI. 48071. 585-5660

KEYPUNCH OPERATOR
FULL TIME
With experience on 3742 IBM
Key-to-disc. Call 533-7007

LAW FIRM
Troy office needs Receptionist. Good typing skills. Will train to be legal Secretary. Good benefits. Call Joan.
362-5707

LEGAL GOLDI
$140 PLUS
Southfield legal firm requires strong typing ability, dictaphone, and legal experience. Must have excellent fantastic busy office with great benefits. Dental, life insurance, long hours. Fee paid. Start today. Call Thom.
SNELLING & SNELLING
478-3500

LEGAL SECRETARIAL position, 1 girl office, dictaphone, shorthand, legal experience, light bookkeeping, growth opportunity. Salary and benefit package.
643-9406

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

LEGAL SECRETARY for large Southfield law firm. Must have previous experience. Salary commensurate with ability. Full benefit package. 358-4560

LEGAL SECRETARY
Experienced in Personal Injury, Divorce & General practice. Salary commensurate with experience. Southfield law firm. 649-2828

• LEGAL SECRETARY •
EXPERIENCED. Prime location in Franiers Towers, Southfield.
Ask for Mr. Ambrose. 356-7800

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train woman with college degree. Excellent $ & lawyer or paralegal.
645-0758

LEGAL SECRETARY WANTED
Experienced legal Secretary for growing law firm in suburban Redford (near access to Jeffries X-way), many benefits, salary commensurate with experience.
352-8722

LEGAL SECRETARY
FEE PAID
No shorthand needed for this fine law firm located in suburban hi-rise. Are you a excellent opportunity to use your skills and experience. To $11,700. Call Joanne Heatley.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
FEE PAID
Would you like to enter a challenging field in one of world's largest firms? Good skills and organizational abilities needed. No shorthand! Great benefits and advancement. Don't wait, call today! To $11,700. Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL
SECRETARIES
Major financial institution needs 3 bright, hard-working professionals with 1-3 years legal experience. Apply in confidence to the "plus" Excellent benefits & salary review. Salary $10,650 - $15,500 to start.

Prestigious Southfield law firm beatily engaged in foreign and domestic patent law would like to hire two secretaries 3 months review. Salary $13,00 - $15,500 to start.

Call for the details on these and dozens of other outstanding opportunities.
PERSONNEL AT LAW
20600 TOWN CENTER, SUITE 210
SOUTHFIELD, MICHI. 48075
Southfield 358-0060
Dearborn 322-3140
Renaissance Center 567-0141
Troy 649-2040

•LIVONIA!
FEE PAID. Accurate typing and an aptitude for figures are the key to career opportunity with nationwide firm!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

MATURE & COMPASSIONATE PERSON to answer phones & light office work. Senior citizens apartments. Tuesday, Wednesday & Thursday, 8:30-4:30.
Franklin Club Apts
28381 Franklin Rd., Southfield
CALL SUZIE
353-2810

504 Help Wanted Office-Clerical

NATIONAL manufacturing firm located in the 15 Mile, Telegraph area seeks executive secretary. Must have exceptional grammar and have skills. Shorthand not necessary. Pleasant surroundings with excellent benefits. Salary compensurate with experience. Please send resume to Box 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

NEAT, Sharp, receptionist for Southfield office. Pleasant surroundings, full time & part time. Handle telephone, greet clients, light typing. Call Linda. 552-0090

NEED sharp individual with excellent typing, math aptitude & good phone personality for a growing Southfield company. Good salary & benefits. Call ReneMarie. 354-4940

NEED $$
We need Secretaries, Typists and other office skills for temporary and permanent jobs.
NO FEES
SCOTT GROUP
BLOOMFIELD HILLS 334-9780
ROYAL OAK 545-9322

NO TYPING?
FEE PAID. Friendly boss will start you as file clerk and offer great opportunity to advance! Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

OPENINGS AVAILABLE AT SOUTHFIELD TITLE COMPANY. GOOD TYPING SKILLS REQUIRED. CALL JERRY STAUB 353-1800

ORDER DESK CLERK
Mature person for special order desk. Must have a pleasant telephone manner and the ability to get along well with people. Accurate typing required, 40 to 50 WPM. Please contact: PAT HAINES 425-2600 ext 362.

PARLEZ-VOUS FRANCAIS??
French speaking receptionist with typing to work for international firm located in Southfield. Ideal for someone fun job! Plush offices, good starting salary plus benefits and company pays our fee. INTERVIEWS THIS WEEK. CALL AT ONCE.
PERMANENT STAFF
SOUTHFIELD 353-0505

PART TIME BOOKKEEPER - Wish restaurant bookkeeping experience. Including taxes and trial balance. Work in your own home or office. 851-8700

PART TIME CLERICAL
Light typing skills required. Southfield location. Ask for Gaile. 353-5454

PART TIME Clerk, 30 hours per week, 9 to 3 P.M., Mon. thru Fri. Farmington. Call 474-2340

PART TIME office clerk. 8 am to 12 noon. Light typing, filing, general office. Office in Southfield. Call 9 am to 5 pm. 354-0600

PART TIME Secretarial help required - Mondays thru Fridays, 8AM-12 Noon. Troy area.
PART Time Secretary, 2 half days, 9 Mile & Evergreen area. Call 8AM-5PM for appt at least 40 WPM Southfield law office. Full time. Charlotte.

PART TIME SECRETARY
Mainly typing. Flexible hours.
Call Mrs. Ferrell 855-1170

PART time secretary, area hotel. Some typing, should like working with figures. Hours approx. between 9-4. Holiday Inn, Livonia, 30375 Plymouth Rd.

PERSON FRIDAY-Sales Department
Moving Downtown
Dynamic Retail organization. 70 WPM typing, light shorthand, supervisory individual required. $12-13,000 Min. Paid Benefits Fee Paid.
EXECUTIVE SECRETARY TROY
Construction experience a must. Excellent typing & shorthand. Make change type. Sharp appearance. $13,000 Fee Range. Full Benefit Package. Fee Paid.

PERSON FRIDAY-BIRMINGHAM
Career minded female with some experience required. Bookkeeping, Payables, Receivables, Pay Roll, Payroll required. Salary $225 per week Min. range. Fee Paid.

PAYROLL CLERK
Gal Friday
Company will see either heavy experience or good bookkeeping experience. To be trained. Salary Range $220-$280 per week. Fee Paid. Call Ann.
BETTY HAMIL PERSONNEL
424-8470

PERSON with accounting and tax preparation skills, high energy level, able to work on many different types of company books. Fee Southfield CPA firm. Good salary for right person. 557-5440

PHONE GIRL
Part time. Responsible, mature person needed to work on Friday & Saturday, good phone voice, interest in people mandatory. Hours 10 AM - 6 PM, 5 PM - 7PM. Call Ms. Turner at 569-1500

Product Development Engineer
For automotive parts & accessories manufacturer. Full or part time. Send resume with salary (weekly or hour) expected to Personnel Director,
Perfection Automotive, 12445 Levan, Livonia, 48150

PURCHASING
Responsible individual to perform Order Entry functions, Expediting & Stockroom duties. Knowledge of machinery components. Phone & typing ability helpful. Possible growth potential. Novi Firm. 349-5550

RECEPTIONIST - immediate full time position available in Oak Park area. Good typing skills essential. Call Mrs. Ferguson 538-5385

RECEPTIONIST, part-time, mornings 5:30 PM for Southfield office. Phone answering, typing and general office duties. AK for Sue Johnson. 358-4500

RECEPTIONIST for chiropractic office in Plymouth. Part time Mon, Wed, Fri. 8am-12 Noon and 2-6 PM. Mature, non-smoker, typing required. 459-0200

RECEPTIONIST. Fine opportunity for mature high school graduate with phone, light bookkeeping and typing skills. If you like people and want a clean, happy work environment, join our team. Ask for Barbara. 435-6410

RECEPTIONIST for busy law firm. Must be personable, have a pleasant telephone manner & neat appearance, must also be able to type 50wpm. Good spelling & punctuation essential. Call Elaine 559-4411

RECEPTIONIST-TYPIST
Experienced well groomed person with good telephone skills needed for modern Southfield office, position will require accurate typing of technical material, excellent benefits.
Call Mrs. Bennett 414-8860
Equal Opportunity Employer M/F

RECEPTIONIST
How would you like to work for a good company like Pitney Bowes? We have an opening for Receptionist, and if you have telephone experience, good typing skills, the ability to work well with people, and enjoy a fast pace in an office, we would like to hear from you. Please call and set up an interview with Miss Shirley Heistad at 553-2830
PITNEY BOWES
An Equal Opportunity Employer

SECRETARY - full-time, with bookkeeping skills; capable of managing office of small company in Ypsilanti. Must possess good typing & shorthand skills. Responsible, organized & able to handle a variety of duties. Call between 9AM & 5PM 483-7118

504 Help Wanted Office-Clerical

RESALE
COORDINATOR
Coordinate the move-in and move-out activity for Westland Cooperative. Must be able to communicate effectively with public in addition to typing, filing and other office skills. Good benefits. Salary commensurate with experience.
425-3091

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

SALES
SECRETARY
Excellent opportunity at expanding Farmington Hills company for self motivated person who can type 55. Diversified and challenging position in beautiful sales office. Will do start, fast raises, full benefits, very promotable and company pays our fee.
An Equal Opportunity Employer
Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

SALES - Secretary, Southfield, 65 WPM typing, Comfortable office work, full benefits, $10,450 plus depending on experience. Fee paid.

OFFICE - operational dept. Birmingham firm needs capable person to handle market research, correspondence and all office operations. Typing required, $13,000.

ADVERTISING - Secretary, acurate typing & bookkeeping background a must. Seasonal overtime and some Sat. work required. Salary pay $3.35 per hr. Apply Tues. thru Fri. 10AM-5:30PM. North American Photo, 27451 Schoolcraft, Livonia.

SOUTHFIELD BUSINESS Consultants require intelligent, accurate Bookkeeper to supervise Internal Bookkeeping functions, including payroll & Accounts Receivable. Salary $8,000. Excellent career opportunity. Mail resumes to Box 519 Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD LAW OFFICE seeking capable, self-motivated Secretary with excellent typing skills. Will train right person.
355-2044

STAGE FRONT
The prime personal contact in this luxurious, 5 star restaurant, calls for a personality moves you ahead dicta start to $200.
Call 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

STATISTICAL Typist and General Office. Livonia area CPA firm. Pleasant working conditions. Salary commensurate with ability. Send resume to:
Typist, 29200 Vassar, Suite 2
Livonia, Mich., 48152

TELEPHONE SALES
Due to Company expansion, needed additional Telephone Sales Gals. Work from office 5 days, hours 9 AM-4 PM. Apply at Mayer Janitorial, 25743 W. 7 Mile Rd., corner Beech Daly.

TOWN CENTER - secretary for corporate law office. Experience preferred: good grammer & spelling a must", secretarial salary & benefits, reply in confidence stating experience and salary expectations to Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST. 60 w.p.m. Mature, full time. Established firm. Permanent position. Benefits. Maple/Haggerty. 624-6568

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
For Waitresses to start in April. Days and evenings, 5 day week including weekends. Food and beverage service. Minimum age 18.
Golfview Golf Club 437-0178

ACCEPTING APPLICATIONS
For Waitresses to start in April. Days and evenings, 5 day week including weekends. Food and beverage service. Minimum age 18.
Salem Hills Golf Club. 437-2152

ASSISTANT MANAGER night shift, some waitressing experience helpful, will train. Salary & bonus. Apply Canton Big Boy, 42250 Ford Rd., Canton.

BAKER - full time, excellent benefits, immediate opening for experienced person to bake pies. Apply in person after 9 am, ask for Dunne Cook, Holiday Inn of Southfield, Telegraph

BARMAID
Experienced - Nights.
Lunches, Days
421-1850

BUS BOYS
Clerks & Dishwashers
Apply in person, Cafe Fior, Monday - Friday, 3-5 PM, at 29121 Northwestern Hwy., Southfield.

BUS BOYS
FULL TIME &
PART TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30665 W. 12 MILE RD.
FARMINGTON

BUS PERSONS
DISHWASHERS
EXPERIENCED COOKS
Full & part time positions, All shifts, Apply in person
jojos Restaurant
29069 Greenfield Rd. Southfield.

CAFE FIOR is now hiring experienced Waiters - Waitresses with references only. Apply in person, Monday - Friday, 4-5 PM only. 29121 Northwestern Hwy., Southfield.

CLERK AND Stock Help wanted for food store. Full time and part time. Over 18. Westland area. 421-8950

COCKTAIL WAITRESS
Weekends - Livonia Area
Monaghan Knights of Columbus
Call Mon.-Fri. 8AM-4PM. 476-8325

COCKTAIL WAITRESS
Over 21, nights. Apply in person: Steinhaus, 23619 - Farmington Rd., Farmington Hills.

COCKTAIL WAITRESS
25-30 hours per week. Experienced preferred. Apply in person, between 1-5 PM, Mon. thru Fri. Fairlane Park Inn, 36655 Plymouth Rd. in Livonia.

505 Help Wanted Food-Beverage

COOK
Experienced, mature. Must have references. Full time evenings
WAITRESSES
Evenings & weekends to serve elderly residents at senior citizens apt. complex.
Apply in person
Franklin Club Apts
28301 Franklin Rd., Southfield
OR CALL SUSAN
3532057

COOK - full time, excellent benefits, immediate opening for experienced person, no phone calls, apply in person after 9 am, ask for Dunne Cook, Holiday Inn of Southfield, Telegraph

COOK, Manager, Counterperson. For Farmington Area Pizzeria. Must be experienced. Call 8AM-5PM 626-2828

COOK - Must be experienced in Italian cooking and broiler work Farmington area restaurant. Call for interview
851-4094

COOKS, Waitresses, bus boys, all 3 shifts. Bisquit 6071 Middlebelt Rd. Garden City, apply in person.

COUNTER WOMAN
Apply in person, Bray's Hamburgers, 23650 Ford Road, Dearborn.

DIAMOND
JIM BRADY'S
Waitresses
Kitchen Help
Experienced-Evening Hours
Please apply in person
Tues. thru Friday between 2 & 4 PM at:
The Prudential Town Center,
10½ Mile & Evergreen, Southfield
(The Gold Highrise)
We are located above the theatre.
No phone calls please.

DISHWASHER
Day & Night Shift
PREP COOK
Day Shift
Call for appointment.
Restaurant Duglass
424-9244

FOOD & BEVERAGE MANAGEMENT
Fee Paid. High prestige Company. Must have experience in full service restaurant management.
Baron Personnel. 354-6690

HOSTESS - experience necessary. Farmington Hills restaurant. Call for interview. 851-4094

HOSTESS NEEDED
Hostess must have good experience in a full service restaurant and bar. Night shift, 6 PM to 2 AM.
Apply in person between 10 AM and 6 PM,
RED CEDARS
Telegraph at 9 Mile Rd.,
Southfield

KITCHEN HELP
Cooks, Prep-Cooks & Dishwashers. Full & part time. Days & Evenings. Piper's Alley, 3272 W. Big Beaver, Troy.
649-3680

MATURE Dependable women for Cafeteria work. 9AM-2PM, weekdays only. Southfield Area. 559-2452

PAINTER WANTED
Full time position, apply in person; Holiday Inn of Southfield, 26555 Telegraph Rd.

PART TIME & full time cooks and cook's assistants in Livonia.
478-1919

RESTAURANT MANAGEMENT
Fee Paid TRAINEE. Full service restaurant. Will train. Salary to start to back days off. Fixed schedule. College or business experience.
Baron Personnel 354-6690

RESTAURANT Shift manager position available now. We offer many fine benefits including 40 hour week, $4.25 starting wage, company paid hospitalization & medical insurance. A great opportunity to start a career in management. Apply in person Burger King Restaurant 12 Mile and Northwestern, Southfield. An Equal Opportunity Employer

SHARP waitresses needed for nights Excellent tips. Experienced only with food & cocktail. Apply at Fingers Saloon, 10 Mile & Telegraph, Southfield.

SHORT ORDER Cooks & Pizza makers. Southfield area, call between 9 AM and 5 PM.
557-3280

SHORT ORDER
COOKS
FULL TIME
Apply in person only
Nugget Restaurant
30665 W. 12 Mile Rd.
Farmington

SHORT ORDER cook, pizza help and day dishwasher wanted. (dishwasher $3.25 to start). Apply within. Shields Bar & Pizzeria, 25161 Telegraph Rd., Southfield.

WAITRESS & WAITRESSES WANTED
Full time for Suburban Country Club Excellent wages, benefits. Call Mon. thru Fri. after 10am
851-2200

WAITERS/
WAITRESSES
Full time position
PREVIOUS EXPERIENCE IN FORMAL DINING SERVICE REQUIRED
TRADITIONAL
PERSONNEL-OFFICE
MON-THRU-FRI
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
12017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

WAITRESS APPLICATIONS now being taken, day & evening. Randee Steakhouse, 24160 Grand River, Detroit.
534-6200

WAITRESS & BAR MAID
Full time. Will train. Apply in person, Candle Glo Lounge, 23906 Grand River & Telegraph, Detroit.

WAITRESSES
Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM & 2-4 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm

WAITRESSES
EXPERIENCED ONLY
All shifts available
PIERO'S RESTAURANT
Jack Corbett Wetland
Apply in person between 10am-3pm
18175 Middlebelt at Northline

WAITRESSES
Experienced. Apply in person to:
The Ground Round, 28767 Grand River, between Inkster and Beech Daly.

WAITRESS NEEDED
Night shift, with some split shifts required for banquets. Must have good food and liquor experience.
Apply in person between 10 AM and 6 PM,
RED CEDARS
Telegraph at 9 Mile
Southfield

WAITRESS Part time for lunch hour, 11-3PM, pleasant surroundings.
358-0213

504 Help Wanted Office-Clerical

PART-TIME
TELLERS
TYPISTS
SECRETARIES
CLERKS

National bank of Detroit will be interviewing at the Oakland Mall for part-time Tellers and other part and full-time positions such as: Typists, Secretaries and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Oakland Mall Community Room, I-75 and 14 Mile Road, on Wednesday, March 5th, from 10:00 a.m. to 3:00 p.m.

NATIONAL BANK OF DETROIT

NBD
An Equal Opportunity Employer M/F
We Employ the Handicapped

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
General Accounting background, experience in a manufacturing environment desirable. Attractive salary & benefits program.
Apply in person or call:
PERSONNEL DEPARTMENT
INGERSOLL-RAND CO.
Automatic Production Systems Division
23400 Halstead Road
Farmington Hills, MI. 48024
477-0800
An Equal Opportunity Affirmative Action Employer M/F/H

O&E