504 Help Wanted Office-Clerical

DOWNTOWN Birmingham commercial architectural and interior design firm has available secretarial position for a mature person able to take charge. Must have excellent appearance and telephone personality. Good typing and office skills necessary. Purchasing experience desirable. Call between 8:30AM-5PM for appointment. 642-6555

EARN EXTRA $$$

Be a "SOMEBODY SOMETIME" temporary employee. We have temporary assignments available in the Farmington & Wayne areas for:

SECRETARIES
DICTAPHONE TYPISTS
SWITCHBOARD OPRS.

We pay top rates for your skills. Come in and see us.

Somebody Sometime

LIVONIA
17322 Farmington Road
(In Burton Executive Park)
525-5170

DEARBORN
420 Village Plaza
565-5520

ENTRY Level position, Designing Manufacturing Company. Must be excellent typist, good organizational skills required, pleasant telephone voice a must, competitive salary & benefit package. 476-8310

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

EXECUTIVE SECRETARY
Excellent professional opportunity with fast-growth microcomputer manufacturer for experienced executive secretary. Must have superior language skills as well as exceptional secretarial competence. Competitive salary with full benefits. Contact Ann Ivey. 474-2360

EXECUTIVE SECRETARY
$16,000

Fee paid. Sr. position! Top skills! Benefits.

Snelling & Snelling
336-7400

EXECUTIVE SECRETARY
FEE PAID
"Show-off" your good skills and win this choice position in large utility company. Variety and advancement for top benefits including COLA. Don't miss out! Call Kathy now

353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY

to assist top-level executive in organization and administration of company functions, policies and procedures. Successful applicant will deal primarily with upper level, management team members and attend all formal management meetings as participant and recorder. This is a prestigious position involving challenge, responsibility and high level of confidentiality. Excellent salary and fringes. Our present staff is aware of this opportunity. Apply in confidence to Mr. Merwin, P. O. Box 491, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY
8 Mile, Grand River area. Shorthand with bookkeeping experience. 5 day week. Call 255-4000

FULL CHARGE BOOKKEEPER
needed for a fast growing Birmingham CPA firm. Minimum of 3 years experience in all phases through trial balance. Excellent benefits including dental coverage. 644-4913

FULL & PART-TIME TYPISTS
Good & accurate typing for diversified typing publication. No transportation. Livonia area. Call Sandy 261-8200

FULL TIME OFFICE, $160 week plus benefits. Flexible hours. Typing, filing, answering phones. Call Dorothy 583-0002

EXECUTIVE SECRETARY
EXECUTIVE SECRETARY
Farmington Hills Mtr. - V. P. of sales requires a sales oriented person with above average skills. Good shorthand and typing a must. Prefer a self-starter who can handle detail work. Excellent pay. Benefit package includes pension and profit sharing. Good working conditions. Call D. Springer, 478-1200.

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits. 642-8250

EXPERIENCED Legal Secretary, with excellent shorthand and typing skills, for Troy office, general practice. Salary commensurate with ability. 362-3660

EXPERIENCED SECRETARY
For motion picture production house. With ability to learn film production. Call Carolyn. 356-7930

FILE CLERK
Permanent full time position working in our Accounts Payable Department. Some office experience is preferred. We offer a good salary and a complete fringe benefit package. Please call:
Robert Merrick
GUARDIAN INDUSTRIES
348-8200, EXT. 478.
Northville, Michigan

FILE GIRL WANTED - For Southfield Law Firm. Full-time employment. Call Ms. Dollar, in AM or after 4PM. 557-1155

FLEXIBLE INDIVIDUAL for diversified office position. Must have bookkeeping experience excellent typing, good telephone manner, willingness to use dictating equipment and aptitude for figures. Terminal operation experience or computer knowledge helpful. Birmingham area. 644-6314

FRONT DESK
$8200

Plush offices! Lots of variety!

Snelling & Snelling
336-7400

CLERICAL POSITIONS
Steady part time for Grand River & Halstead area, and Grand River & Middlebelt. Flexible hours, no Saturdays. Pleasant surroundings. Salary commensurate with qualifications to T. Francis, P. O. Box 36310, Grosse Pointe, Michigan 48236.

CLERICAL & TYPING
Minimum typing speed, hands free phone in industrial distributor sales office. Diversified duties, must have aptitude for figures, cost, profits, etc. Minimum 3 years experience. Challenging job for mature person. Wixom area. Company benefits. Send resume with salary requirements to Box 650,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK
Insurance office willing to train hard working person who works well with numbers. Good opportunity for right person. Typing required. New South field office. 355-4400

CLERK
Permanent position available for someone who works well with numbers. Light general office and stock inventory. Dependability is very important. You must be bondable. Ideal position for a recent high school graduate. Pleasant working conditions in our Southfield area offices. Call
Mr. D'Agostino, between 10am - 5pm, at: 399-2585

CLERK - TYPIST
A FORTUNE 500 Company has a general office opportunity available in a district sales office. The qualified applicant must possess good typing, filing & numerical skills. Excellent salary & benefit package with excellent working conditions at our 9 Mile-Farmington Rd. office. If interested & qualified you may apply by calling 477-1210
Equal Opportunity Employer M/F

GAL FRIDAY
INVESTIGATOR
Northland area security company needs attractive & outgoing gal with good 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
837-6733

"GAL FRIDAY" - Mature person for part-time (20 hours per week) in Farmington Hills office. General office skills with good telephone voice required. Call after 1PM 478-7065

GAL FRIDAY
To do typing and other various duties including answering of telephone.
Hay, Farm-3pm. 591-0544

KEY DISK OPERATORS - wanted for day or afternoon shift, full time only, must key 10,000 key strokes per hr. minimum. Salary negotiable based upon experience, write or call Kim Steele, Dataco, 32500 Concord Dr. N. Madison Hts. Mi. 48071. Located across from the Oakland Mall. 585-5640

504 Help Wanted Office-Clerical

GENERAL OFFICE - full time, apply in person. 34600 W. 8 Mile Rd.

GENERAL OFFICE HELP
FARMINGTON
Varied duties - Calculators, invoicing, filing, independent duties with follow up responsibilities. Good shorthand & typing a must. Small office, nice atmosphere. Blue Cross/Shield/ Dental. For interview, please call: 477-4500

GENERAL OFFICE
Part 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
353-3230

GENERAL OFFICE
Stimulating, Energetic, Hardworking - Most like to deal with people. Interesting position which involves typing and general clerical skills.
CHESTNUT HILLS
VILLAGE APARTMENTS
Office hours: 12-6 daily
Closed Thurs.

852-6260

GENERAL OFFICE
Two to 3 hours per week, phone answering, light typing, record keeping. Livonia area. 425-7100

GENERAL OFFICE
Experienced. Full time. Good typist, customer contact. Livonia area.
525-7370

GENERAL OFFICE clerk. Permanent part-time position. Mon. to Fri. 1 - 5 PM. 1 girl office. Southfield Immigration Agency. For appointment, 559-4100

GENERAL OFFICE - Bloomfield real estate company has full time position for experienced secretary. Diversified work includes writing ads, phones, reception area & typing. Apply to Mim Davis, 646-2334

GENERAL
SECRETARY
$8,840

Suburban firm, health care field. Responsibility, benefits, career potential. Call Mark. 649-5900.

SNELLING & SNELLING
TROY

HOW WOULD you like to work for a good company like Pitney Bowes. We have an opening for a Customer Service Clerk 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 Shirley Hejeski at 355-2830

PITNEY BOWES
Equal Opportunity Employer

HUDSON'S
TWELVE OAKS MALL
SEEKING
RECEPTIONIST
For Beauty Salon. Full time position. Flexible hours. Saturdays required. Apply in person at the Personnel office, Friday, March 14 & Monday March 17 from noon to 4pm.
An Equal Opportunity Employer

IF YOU'RE GOOD ...

You ought to be KELLY! We need SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, SWITCHBOARD OPERATORS, CLERKS & MORE. Keep your skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonuses, referral plan and paid vacations. Apply Mon. thru Fri., 9 to 3 PM. at the office nearest your home.

Not an Agency - Never a Fee

29419 W. 6 Mile, Livonia
522-4020

2239 S. Telegraph, Bloomfield H.
642-9650

999 W. Big Beaver
Suite 100, Troy
362-1190

4000 Town Center
suite 1225, Southfield
352-7490

KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

LEGAL SECRETARY
For Southfield Law Firm
Typing & shorthand required
Call Diane 557-8300

LEGAL Secretary for partner in small Troy law firm. Mag Card II, bookkeeping. Experience required. Pleasant working conditions. Salary commensurate with ability. 649-1100

LEGAL
SECRETARIES

Highly respected established agency serving the legal community in the tri-county area, for over 18 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY, wanted for Southfield law firm, experience required. Call for appointment,
353-9080

LEGAL SECRETARY for law office. Legal experience not necessary. Experience in banking, insurance, or any allied field helpful. Competitive shorthand, typing essential. 642-2252

LEGAL SECRETARY WANTED
Experienced Legal Secretary for growing law firm in suburban Redford (easy access to Jeffries Expwy.) Must be flexible in duties, good appearance and pleasant personality. Must be willing and able to learn technical knowledge of insurance industry. 356-5100

SECRETARY/ Bookkeeper, full or part time, must type, experience preferred. Mile & Grand River area. 355-5600

SECRETARY - BOOKKEEPER, light bookkeeping, typing, general office skills for Bloomfield Advertising agency. Immediate opening. 644-4811

SECRETARY
For growing Southfield law firm, accurate typing and spelling a must. Contact Paula at 354-3307

SECRETARY
For a Southfield industrial and real estate developer. Typing and general office experience necessary. Call for interview. 352-4747

SECRETARY for 3½ day week in Birmingham. Perhaps you are looking for a secretary who would enjoy interesting job. Write Box 651, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
For busy office. Attractive, Dependable, Personable, Woman. Typing, bookkeeping, some shorthand. Experience preferred. Background in invoice retailing helpful. Good starting pay excellent benefits. Call Kathie at 522-6711.

NATIONAL manufacturing firm located in the 13 Mile, Telegraph area seeks secretary. Must have exceptional grammar and office skills. o... oand set necessary. Salary $850 per month plus company benefits. Pleasant surroundings. Please send resume to Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER- light typing, bookkeeping, general office functions, must have good personality. Simons Advertising. Southfield. 559-7977

SECRETARY - BOOK MANAGER
For Birmingham design studio. One girl office. Bookkeeper through trial balance, good communication, correspondence skills and decision making abilities required. 644-5600

PART TIME EMPLOYEE wanted for general office work in Troy law firm. Some bookkeeping. Call A. R. Basile at: 362-3280

PART TIME Legal Secretary. Mon. Wed. Fri. preferred. For Troy office. Experienced. Contact Laura Hofer at 259-7777

PAYROLL
CLERK
$200 PER WEEK
Busy company needs you! Benefits!

Snelling & Snelling
336-7400

PAYROLL CLERK - good with figures, full time, excellent benefits. W. Bloomfield area 661-1000

PERSON TO ASSUME duties of payroll and related responsibilities for private club in Birmingham area. This includes computerized payroll, insurance, fringe benefits & all related report forms. 5 days a week. Good working conditions. Noon meal furnished. Blue Cross & life insurance. Wages negotiable. 644-0115 or 644-6710

RECEPTIONIST wanted for Southfield law office. Typing required. Call for appointment.
353-9040

RECEPTIONIST - TYPIST, sharp personality needed immediately, previous experience and accurate typing a must. Shorthand a plus. Call Mrs. Ferguson, American Rental Systems, Troy 649-1300

RECEPTIONIST
FULL TIME
Some typing required, phone answering. Salary $400 month plus benefits & good working conditions.
Call 12 noon - 1pm only,
ask for Mr. Carson
Birmingham - 642-6640

RECEPTIONIST - Secretary, mature, outgoing person with good phone manner & strong typing skills, Southfield area, call Jan 354-4444

RECEPTIONIST/TYPIST
Experience necessary. Full time. Hours, 8:30-5:30, Mon thru Fri. Farmington Area. Omicron, 474-3360

RECEPTIONIST-Bookkeeper for commercial printing plant in Plymouth. Experience on peg board systems would be helpful. Call after 5pm. 455-4222

RECEPTIONIST
required for Southfield firm. 50WPM typing, filing & misc duties. Call Mon thru Fri, 9am-5pm. 434-8770

RECEPTIONIST - immediate full time position available in W. Bloomfield area. Good typing skills essential. Call Mrs. Ferguson 538-5585

RECEPTIONIST - TYPIST

If you can type 50-55 wpm, have a pleasant professional telephone voice and like diversified responsibilities we have a place for you in our Livonia offices. Call Linda Clark after 9 AM for interview.

522-6668

RECEPTIONIST - beautiful Troy firm, typing 60 WPM, good phone ability, $750, fee paid.

SECRETARY - Southfield ad agency, accurate typing, figure aptitude and office management, $734, fee paid

LOIS RAY
PERSONNEL
559-0560

SALES SECRETARY
An international company needs motivated sales secretary/typist/switchboard for our regional sales office in Southfield. Casual atmosphere working for regional manager/sales rep. Please work with customers, typing, and general office skills. Sensitive dictation equipment. Part time now-full time/ flexible hours later. Negotiate pay. Call Ann or Mike,
557-4472

SALES SECRETARY
With shorthand & typing. Ability to keep records essential. Some experience required. Evergreen - 16 mile area.
International Calculators, 358-0160

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

SECRETARY-EXECUTIVE
For president of firm. Shorthand & letter composition. Experience required. Call Monday thru Friday 9am-5pm for appointment. 424-8770

SECRETARY
Executive office located in Southfield has an opening for an experienced Secretary. Must be excellent typist & proficient at shorthand. Clerical or Accounting experience a plus. Excellent benefits. Salary based on experience. Call

504 Help Wanted Office-Clerical

Sales
Secretary

Type 35 words per minute. Sound self motivated, bright. Excellent English grammar skills. Enjoy being a Well organized. Work independently. Mature. Minimum 5 years experience in office. Recent resume. Start immediately. Salary open. Call for appointment.
353-3919

SALES SECRETARY. Southfieldlocated multi product distributor sales office of large corporation. Full time position available. No experience necessary for the successful candidate. Pleasant working conditions. Excellent benefits. Company paid training. Fee. For interview call Mrs. Soley. 352-3919

SALES
SECRETARY
$9,360

Use your personality and good skills for a challenging career. Excellent benefits. Advancement. Troy firm. Call Mark. 649-5900.

SNELLING & SNELLING
TROY

SECRETARIAL POSITION for insurance agency located in Southfield, part time (20 hours) during 5 month training period. Developing to full time with salary to $15,000 per year. Applicant must be flexible in duties, good appearance and pleasant personality. Must be willing and able to learn technical knowledge of insurance industry. 356-5100

SECRETARY/ Bookkeeper, full or part time, must type, experience preferred. Mile & Grand River area. 355-5600

SECRETARY - BOOKKEEPER, light bookkeeping, typing, general office skills for Bloomfield Advertising agency. Immediate opening. 644-4811

SECRETARY
For busy office. Attractive, Dependable, Personable, Woman. Typing, bookkeeping, some shorthand. Experience preferred. Background in invoice retailing helpful. Good starting pay excellent benefits. Call Kathie at 522-6711.

- SECRETARY -
For Legal Office. Typing - 60-65 WPM. Phone. Mon. thru Fri. 8:30 AM to 5 PM. American Center Bldg.
352-4700

SECRETARY - full time for Michigan Protection & Advocacy Service. Excellent support for one professional staff requires good typing, typing & record maintenance. Send resume to Michigan Protection & Advocacy Service, P.O. Box 894, Farmington, Mi. 48018.
An Equal Opportunity Employer

SECRETARY-GIRL Friday
For prestigious Southfield firm, must have typing skills & be well organized. Salary commensurate with ability and experience. Call Mr. Larkin, 427-4270

SECRETARY
Personnel Power council Good typist with strong personal skills, earn Exec attention leading to administrative spot with travel expenses. $900. See us - we're across from K-Mart HQ or call 644-4414.
Your new boss Pays our fee.
HARRIET SORGE PERSONNEL

SECRETARY
POSITION available for an experienced secretary. Minimum typing 60-65 WPM, shorthand 80 WPM. Knowledge of real estate or mortgage procedures preferred. For further information contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of American
12 Mile & Farmington Rd.
553-2000

SECRETARY
Secretarial for Data Processing Department. Must be typing at 60 wpm, and ability to use dictating equipment. Minimum 1 year Secretarial experience required. Position will involve the usage of data processing equipment. Related education and/or experience helpful. Please submit resume and salary requirements to Box 653, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

For Southfield insurance firm will train beginner with good typing and some shorthand. Call Mr. Wilson at 353-8770

SECRETARY - TROY
One girl office, shorthand not necessary. Good salary and benefits.
Call: 689-8051

SECRETARY
wanted for Southfield law firm. Good typing & dictaphone skills required. No legal experience necessary 552-4210

SECRETARY

We are seeking a person with at least 2 years recent secretarial experience fast accurate typing and shorthand required.

We offer a good starting salary, complete benefit package, free assigned parking and a discount in our stores.

To arrange for a confidential interview please call between 9am-3pm:

963-7781

CUNNINGHAM
Drug Stores, Inc

SECRETARY
$7,800

Friendly Birmingham firm seeks individual with good skills. Lots of customer contact. Good hours and benefits. Call Debbie. 649-5900.

SNELLING & SNELLING
TROY

SECRETARY
$915 PER MONTH
FEE PAID
Suburban location, prestigious position!

Snelling & Snelling
336-7400

SECRETARY. Full time, 9 until 5. Mon. thru. Fri. General office experience. Typing and calculator. Maple and Drake/Lahser area. Send resume to Attention N. Neff, P. O. Box 5407 W. Bloomfield Mich. 48033

SOUTHFIELD based advertising agency - immediate opening for statistical typist. Must type 60WPM. Good company benefits. Call 827-4343
Equal Opportunity Employer M/F

SOUTHFIELD BUSINESS Consultants require intelligent, accurate Bookkeeper to manage Accounts Receivable Keeping functions, including payroll & payables & typing statistical reports. Excellent career opportunity. Mail resume to: Box 571, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STATISTICAL & Accounting clerk to keep records, make reports, and assist bookkeepers & controller in social service agency. Knowledge and/or interest in numbers plus bookkeeping required. Math background helpful. Call Mr. Miller, Jewish Family Service, 559-1500

SUPER JOB
Secretarial/Office Receptionist type work. If you can type well, answer phones, use a dictaphone, make travel arrangements, run errands, etc., you might be interested in this flexible hours job with a bright new manufacturing company in W. Farmington Hills. Good pay, fun people, nice surroundings.
Call or write Norma or Connie at
CMI
PO Box 474, 32761 Halstead,
Farmington Hills, Michigan 48024
474-5600

504 Help Wanted Office-Clerical

SWITCHBOARD Operator/Receptionist. With good typing. For Southfield stock brokers. 353-5300

SWITCHBOARD
OPERATOR

To operate console in busy office. Temporary assignment - possible permanent.

CALL FOR DETAILS

Personnel Pool
29200 Vassar, Livonia
478-8350
Supplemental Personnel Since 1948

SWITCHBOARD
RECEPTIONIST

In this new position your responsibilities will include: incoming calls, paging, reports, various areas. Please send them to the proper parties, etc. PBX experience is required. We offer a good salary along with a liberal fringe benefit package. Forward a resume or call:

Robert Merrick
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Michigan, 48167
348-8200, EXT. 479

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., Beech Daly

TEMPORARY Rental Agent, 400 unit apartment complex. Rochester area. April thru August. 5 days weekly.
649-2924

TERMINAL OPERATION OR
WORD PROCESSING
EXPERIENCE Required for full time position with investment management firm located in Birmingham area. Must be excellent typist and have good telephone manner.
644-4514

TRANSAMERICA INSURANCE Group is looking for person who can type 45-50 WPM with accuracy. Good company benefits and working conditions. Please contact Sam for an interview.
353-3550
An Equal Opportunity Employer

TRANSCRIBING TYPIST
Our Southfield office has an opening for an experienced transcribing typist. Hours: 9-3 PM, or tailored to availability. Typing 55 wpm., excellent spelling and grammar are essential. Contact Ms. Morrison. Waman Insurance Company, Southfield, Michigan. 353-1500
An Equal Opportunity Employer

TROY CPA firm needs Bookkeeper. Experienced thru Trial Balance. Reply Box 620, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPING, light bookkeeping, general office work. Livonia area. Please send replies to Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - experienced Only, to type for Court Reporter. Your assignment must be able to spell & follow directions.
Call on weekend 433-4761

TYPIST
Must be proficient and accurate. Full time for Travel Agency. Call Linda:
645-1201

TYPISTS
CLERKS
SECRETARY

SCOTT GROUP
TOTAL EMPLOYMENT SERVICE

NO FEE
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-3232

504 Help Wanted Office-Clerical

TYPISTS
Fast, accurate to train on word processing equipment for day and evening shifts in large Southfield law firm at American Center. Mr. Bornstein,
355-5000

TYPIST
with Shorthand and good clerical skills needed for busy company, 7 Mile, Southfield area. Must be dependable with at least 3 years work experience. Excellent pay and fringe benefits. Contact Evelyn 9AM-5PM Mon. thru Fri.
255-2600

TYPIST
$200 A WEEK
FEE PAID. National firm, career spot, excellent benefits.

Snelling & Snelling
336-7400

UNLIMITED
OPPORTUNITY
For advancement in large suburban firm. Accurate typing, pleasant phone voice, $700 a month, fee paid. Call Polly.

644-4600
SNELLING & SNELLING
AGENCY

VICTOR
TEMPORARY SERVICES

-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6404
An Equal Opportunity Employer

WE NEED a mature responsible person for ... ry important position at our main office in Livonia. We are one of the country's largest Ethan Allen dealers who seeks quality personnel to serve our customers. Office experience will be helpful but it is not essential. Please send a resume or letter to Mr. Hoimgren, The Heartbside, 11850 Mayfield, Livonia, Michigan 48150.

WILLOW RUN AIRPORT
Secretary to the operations manager. Must have clerical experience. Apply in person, Butler Aviation, Willow Run Airport, Ypsilanti.

WORD PROCESSING Operator for busy but congenial corporate law firm during evening hours. Applicant should have knowledge of word processing equipment or mag card experience. Legal experience is desirable. Excellent transcription skills and minimum typing speed of 70WPM is important. Located in the pleasant surroundings of downtown Birmingham. All benefits including paid overtime. Excellent salary. For information call Karen.
642-3300

YOUNG Lady to work Sat. 9AM-5PM, Sun. 11AM-5PM. Light typing & phone experience preferred. 8 Mile & Greenfield area. Call between 9AM-10AM, 838-3660

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
TWO (2) COOKS - April thru October. Experienced preferred. Moss Range. Grillwork to Banquets.
Godwin Glen Golf Club. 437-0178

TYPISTS
AND
SECRETARIES

Urgently needed in all areas.
Want a challenging high paying job with the WORLD'S LARGEST TEMPORARY HELP SERVICE? Want a chance to become a "TIFFANY" award winner? Then come in and apply at the MANPOWER TEMPORARY SERVICE OFFICE nearest you:

LIVONIA
19590 Middlebelt, 3rd Floor
478-1130

ROYAL OAK
26075 Woodward, 3rd floor
543-1080

Ask how you can make extra money with our talent scout referral program.

MANPOWER
TEMPORARY SERVICES
THE WORLD'S LARGEST
An Equal Opportunity Employer

APPLICATIONS being taken for waitresses, will train if necessary, apply in person at Side Street Pub, 860 Fralick, Plymouth.

APPLICATIONS now being accepted for full time Waitresses, days and evenings. Good pay, paid vacations and Holidays. Excellent benefits, potential advancement. Apply between 2 and 5 PM, or 7 and 9 PM. Elias Big Boys,
24901 Northwestern Hwy., Southfield or phone:
356-7470

BANQUET
HOUSE
PERSON

Must be physically fit, well groomed and out going. Varied shifts. Some week-ends.
Please apply in person:
PERSONNEL OFFICE
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile Road
Southfield, Mich
An Equal Opportunity Employer

BARMAID-WAITRESS
Part Time, Murphy's Chowder Pub in Tel-Huron Center.
334-2171

BARTENDERS
FULL OR PART TIME
DAY AND EVENING
Apply in person only Mon. thru Fri.
32750 Concord Drive,
Madison Heights
588-4450

BIG HELP
For Meadowbrook Country Club, Northville. Day & Evening shifts available. Apply in person between 2-5 PM., Wed thru Sun. 40941 W. 8 Mile Rd.
349-3600

505 Help Wanted Food-Beverage

BAR WAITRESSES
Evenings only. Apply in person at:
Four Deer Lounge, 31375 Ford Road, Westland. 729-8340

BUS BOYS
FULL TIME &
PART TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30685 W. 12 MILE RD.
FARMINGTON

CHEF - full time, evenings, excellent benefits, immediate opening for experienced person, no phone calls, apply in person after 9 am, ask for Duane Cook, Holiday Inn of Southfield 26555 Telegraph

COCKTAIL WAITRESSES - full time, immediate opening, Holiday Inn of Southfield, contact Mr. Lesser for appt.
353-7700

COOK
Experienced, mature. Must have references. Full time evenings.
Waitresses & Bus Boys
AM & PM shifts available. Only students at senior citizens apt. complex. Apply in person.

Franklin Club Apts
28301 Franklin Rd., Southfield
OR CALL SUSAN
353-2057

COOK & WAITRESS
Wanted - full time
Joey's Lounge, 27406 Ford Rd.
729-3536

COOK wanted for Adult Foster Home. Day shift. Pay $4.25 per hour. Canton Area. 453-1187

EXPERIENCED WAITRESSES & Waiters, food & liquor service, for lunch & evening shift. Ala Carte Cafe. Southfield. 357-0710

EXPERIENCED night bartender/manager. Good pay, Blue Cross, paid vacations. Full time. Apply in person, Jonathon B Pub, Twelve Oaks Mall.

EXPERIENCED WAITER
Part-Time
Salvatores Italian Villa
Closed Tuesdays 425-4444

FOOD PRODUCTION
SUPERVISOR
For Ralter's Restaurant. Day shift experienced in Food Preparation. Apply in person.
Mon. thru Fri., 9am-4pm, Room 131

Stouffer's
Northland Inn
21000 Northwestern Hwy., Southfield.

HOLIDAY INN of Southfield has immediate positions available for receptionist in Catering Office & experienced maitre'D in our dining room. Contact Mr. Lesser for appt. 353-7700

HOSTESS - experience necessary. Farmington Hills restaurant. Call for interview. 851-0984

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

506 Help Wanted Sales

EARL KEIM
REALTY
...the HELPFUL People
REALTORS®

Earl Keim Realty South, Inc. has openings for 2 full time sales associates at our Plymouth office. Also 1980 growth plans call for a full time manager who can start immediately and meet company goals on schedule.
For a confidential interview,
call 453-3222

TM DURBIN
THE DURBIN COMPANY-REALTORS

The Durbin Company, Realtors has a limited number of openings.

We have an outstanding FREE TRAINING program and are interested in people committed to a full time Real Estate Career.

Our strong management backing, superb office facilities and effective merchandising tools, combine to assure you of a successful and profitable career.

FRAN MIRSKY, Manager, 851-1300, 6346 Orchard Lake Road, W. Bloomfield
TOM RICHARD, Manager, 647-5500, 1591 Woodward, Bloomfield Hills
TIM PULTE, Manager, 651-6000, 29920 Orchard Lake Rd., Farmington Hills

506 Help Wanted Sales

SALES

If you can live on $250 per wk. for two weeks, we can have you earning...

$350 - 750
COMM. PER WK.
CASH PAID DAILY
• Daytime Selling
• No Investment
• Complete Training

For full details by phone
Call: 858-7660

Monday ONLY

TM DURBIN
THE DURBIN COMPANY-REALTORS

REAL ESTATE CAREER NIGHT

Everything you wanted to know and were afraid to ask about Real Estate.

We have an outstanding FREE TRAINING program and are interested in people interested in a full time Real Estate Career.

Call TODAY for no obligation reservation.

JACK COLE
525-1200
March 18 - 7:30 P.M.
1055 E. Long Lake Rd., Troy

SHARON SILVARMAN
478-6510
March 19 - 7:30 P.M.
32619 Grand River, Farmington

EVEN IF YOU ARE MAKING
$18,000 Per Year
YOU CAN MAKE MORE
WITH US!

YOU MUST BE
• Neat
• Aggressive
• Honest
• Sincere
• Stable
And Have Good
Personal Habits

WE OFFER
• Complete Intellectual Training
• Free Car Plan
• Free Health Insurance
• Proper Supervision
• Salary
• Job Security
• Financial Stability

DUE TO PROMOTIONS TO MANAGEMENT we have opportunities available now! If you are the type of person who enjoys meeting the public, regardless of your sales ability, increase your earning capacity. For example: if you are selling insurance, appliances, real estate, route sales, etc., we want to talk to you and will show you how we can greatly increase your income.

SALES ABILITY HELPFUL
BUT NOT NECESSARY

We would prefer a man without auto sales experience. Will consider a man with good sales background.
Call MR. CEROCCO, Thursday, March 13, between 10:00 and 12:00, and Friday, March 14, between 10:00 a.m. and 12 noon.

ROGER PECK
CHEVROLET
30250 GRAND RIVER
Just West of Middlebelt Farmington Hills 474-0500

YOU ARE INVITED TO A
"CAREER NIGHT"
No matter what your background, you too can become a success in Real Estate
LEARN WHAT REAL ESTATE OFFERS YOU
• Personal Recognition
• Unlimited Income Potential
• Opportunities for Advancement
• Flexible Time Schedules
• Personal Investment Opportunities
LEARN WHAT CENTURY 21 OFFERS YOU
• Advanced Sales Training
• Massive Advertising Programs
• National Referral System
• Dynamic Sales Tools
LEARN HOW YOU CAN GET STARTED
• Help with Selecting a Broker
• Pre-License Training
• 2 & 1 Sales Training
• Individual Attention
PLUS
Your opportunity to meet and talk with the Broker on a friendly, informal basis at no cost or obligation. Just stop in for pizza, pop, and a short discussion.
Date: Thursday, March 13, 1980
Place: 25800 Middlebelt (corner of Eleven Mile in Chatham Square Shopping Center).
Time: 7:00 p.m.
Offices at Telegraph and Schoolcraft and at Middlebelt at Eleven Mile.
Century 21
476-7000 Your Real Estate, Inc. 537-6808

505 Help Wanted Food-Beverage

Steak and Ale Restaurant

is now accepting applications from neat and well groomed individuals for the following lunch and dinner positions:

BARTENDERS
COCKTAIL WAITRESSES
DISHWASHERS
DOOR HOSTESS

Please apply Monday thru Saturday between 2-4 P.M. at:

24666 Northwestern Hwy. (at 10 Mile).
Southfield 353-7448

RESTAURANT
Cooks • Hostesses
Hosts • Waitresses
Waiters
Service Assistants
(Bus & Dish)

There's a new Denny's in Southfield, and that means new family eating fun and new full-time and part-time jobs!

• Interviewing now
• Experienced and Inexperienced
• Free Insurance
• Paid Vacations
• Profit sharing

We will pay competitive rates depending on level of experience.
Day, evening and night shifts are open. You'll enjoy the attractive "at home" atmosphere and the pleasant working conditions our popular family restaurant ..Applicants 18 and above preferred. Apply in person March 10 through 15, Monday through Saturday, 9 a.m. to 7 p.m.

28681 Telegraph Road
(at Twelve Mile Road)
in Southfield

Denny's

PICK A FRESH
NEW JOB
AT DENNY'S
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

Keypunch Operator
Part time day position for keypunch operator. Minimum experience required is 6 months on I.B.M. 129 or 3742 machines. Either phone Carol at 851-9400, ext. 250, or apply at:
Viasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI. 48033
An Equal Opportunity Employer

LEARN PERSONNEL. Aggressive, Attractive, Go-Getter! Rosemary Ford Employment Service. Call for appointment 647-6616

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train woman with college education & desire to be a lawyer or paralegal. 645-0756

LEGAL
SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry through out the Tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, a placement specialist in the legal profession?

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2260
SOUTHFIELD, MICHI. 48075
Southfield 358-0060
Dearborn 323-9160
Renaissance Center 567-0161
Troy 649-2945

LIVONIA!
FEE PAID
Excellent career opportunity
Hiring!
TOWN & COUNTRY
EMPLOYMENT CENTER
476-1717

LIVONIA FIRM needs a person for general office position. Shorthand and typing required. Call from 937-0600