500 Help Wanted

OPTOMETRIC ASSISTANT experienced preferred. Westland area. 261-8916

OWNER-OPERATORS
Due to continued growth in business expansion, we are now hiring owner-operators to pull company trailers and we want to own their own tractors. We have 78 or newer tractors that you can purchase. We will do the financing if you have good credit and are able to pay 1st and last payment, insurance, and license plate. We need 3 years year-round work. For information concerning this highly profitable opportunity call for appointment. 427-3715

PACKER to handle shipping, receiving & related responsibilities in a mail order bookshop in Northwest Detroit. Must be experienced, well organized, able to work with a minimum of supervision, able to work with figures & have own transportation. Send resume to Box 808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAINTERS WANTED
Need 4 people - two with exterior spray and roller experience. Two with interior, or home and apartment experience. Must have references. Call between 6-10 PM. 642-2987

PAINTER. Must have at least 1 year spray painting experience with enamel. Must have own transportation. Company supplies tools and training in a new industry. Steady work, no lay-offs. Excellent starting salary, Dearborn area. Call Fred Villa 277-0147, or after 7PM 563-6468

PANEL TRUCK driver-part time or full. Farmington area. Must have license. Executive Office Supply 476-1324

• PAR-T, INC. •
T-SHIRTS
- HOME PARTIES -
Give a T-Shirt Party in your home. Our Hostesses earn an average of $60.00 in merchandise at additional credit for new parties booked. Special Rates for Clubs & Organizations. Call to book your Party.
459-0544 or 559-0519 •

PHARMACIST. Vacation work for month of June, full or part time
Capitol Drugs
353-3775

PHONE APPOINTMENT CLERK
No experience necessary. Calling for appointments only. No selling involved. Salary plus commissions, evening or afternoon shift, approx. a day. Immediate openings. Call Mrs. Fredrick 10-3pm 399-3979

PHONE SOLICITORS
Days, Full time and part time.
Tri County Supply & Metal
Richard County, 349-0011

PHONE WORK. Evenings and/or weekends. Highly successful marketing research studies conducted from our Farmington Hills office. Prior phone work experience preferred, but will train. Weekend shift pays premium. Call after 5pm 851-4835

PHOTO PROCESSING company in Livonia. Five - ten years experience desired (required exper. from on automatic, step & repeat, knowledge of 4 color, stripping & working. Call Mr. Kopper - semi-retired pilot, Call 591-3000, ext. 220 bet. 8-5pm.

POLICE & FIRE DISPATCHER
Dispatch police, fire, and rescue units. Take calls for assistance. Monitor, receive, relay and transmit radio messages. Good communication skills are necessary, light typing ability. Applicants must be available for shift work; 1 month on days, 1 month on afternoons and 1 month on midnights. Salary $10,848 to $12,927. City of Farmington Hills, 31555 11 Mile Rd.
474-6115
Equal Opportunity Employer M/F

POOL GUARD NEEDED
For summer for Southfield apartment community. Should have some pool maintenance experience. 356-5220

PORTER - days, full time, excellent benefits, good working conditions. Holiday Inn of Southfield, 26555 Telegraph, Southfield.

PRINTING PRESSMAN
Experienced. Heidelberg, Ford and GTO2. Excellent benefits. Redford. 535-7482

PRODUCE MAN, and cashiers, full and part time, must be 18 years old, experience and references necessary. Westland area. 729-1881

PROFESSIONAL PHOTO FINISHING
Enjoy a career in photo finishing. We are accepting applications for printing, color processing, and film processing. This is a challenging job opportunity. Starting wage, $3.35 per hour. Wage adjustments are made according to performance. No experience necessary. Apply Tuesday thru Friday, North American Photo, 27451 Schoolcraft, Livonia.

PROGRAM AIDES. Adult Foster Care. Farmington Hills. Male/Female. Full/Part time. All shifts. Flexible scheduling. Training provided. Males/students/moonlighters welcome. Call 10-2PM, Monday-Friday. 474-9418

PROGRAMMER capable of writing business applications in Cobol. Full time employment, excellent working conditions & fringes. Farmington area. Call 474-8250
An Equal Opportunity Employer

RESTAURANT MANAGER
Experience in food & beverage necessary. Nights, days. Apply Livonia area. 522-5883

500 Help Wanted

PROGRAMMER
Minimum 3 years COBOL/JCL on financial systems in small/medium operation. Need some operator experience and accounting background. Preference given to Honeywell 1-62/DCOS experience. Small installation ready to move into recommendations. Resume and earnings history to N.D. Industries, Attn. Systems Manager, P.O. Box 1018, Troy, MI. 48099.

PURCHASING AGENT
Experienced
Familiar with machine tools and electrical.
Send resume to:
Box 778
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

REFRIGERATION MAN
For domestic & light commercial repair. Reliable, dependable, good references. Benefit package. 348-4190

RELIABLE HANDYMAN
for inside & outside work. $3.10 per hour. Call between 5am-7pm 353-3659

RELIGIOUS SCHOOL DIRECTOR for W. Bloomfield Temple. Send resume to box 790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RESPONSIBLE person to work full time with public for local car rental. Call Debbie 354-1515

RETAIL Camera Salesperson - Full time position only. Good knowledge of cameras and photography and retail sales experience necessary. Southfield area. Call Mr. Jablin 353-2222

RETIREES - Supplement your income. Established janitor supply company looking for experienced salesmen. Apply in person. United Janitor Supply, 16434 Fitzpatrick, Detroit. 273-2310

SALES OPPORTUNITY
$12,000-$18,000 PLUS
Start a career as an Employment Service Professional. Excellent potential for extensive training, full benefits. Troy location. Call Mr. Blair at Snelling & Snelling, 649-5900.

SECURITY
Plain clothes Security Officers needed to join Detroit based retailer. Must have prior experience required. Excellent starting salary and high benefit package including: Fully paid Blue Cross Blue Shield and life insurance.
To arrange for an interview, call Mon. thru Fri. between 8AM-12 noon at:
963-1329
Sevakis Industries
Redford
535-5150
Telegraph-Schoolcraft Area

TRAVEL RECRUITER TRAINEE
$17,500 to $30,000
Compensation commensurate with experience and ability. Admission counselor for Northwest Suburbs.
PERSONNEL RECRUITERS
358-3300

UMPIRES
WANTED
LIVONIA FAMILY Y
at least 18 years old with ability to relate to adults and youngsters. Some competitive ball experience.
Call Linda at
261-2161

WAITRESSES
Day and evening shifts. Apply in person, Howard Johnson's Restaurant, 25050 Northwestern Hwy., Evergreen & 10 Mile Rd.

WANTED
Actors and Actresses
Call after 6 PM
345-7587

WAREHOUSEMAN - with ability to take charge. Must be strong and dependable. Furniture store. Woodward and Eastland area. Salary commensurate with experience. Call Kay Kermode RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

WE HAVE OPENINGS for experienced machine operators. Applicants must be able to set up, operate and do lay-out work. Apply in person only: 30345 W. 10 Mile Road, Farmington Hills.

502 Help Wanted Dental-Medical

ACCOUNTANT-Bookkeeper part time or full time. Also medical receptionist & assistant. Experience required but not mandatory. 274-0611

RN
Afternoon Shift
Need a challenge? Join us at our modern suburban nursing facility. One RN opening available on the afternoon shift. Excellent benefits. Salary commensurate with experience. For an interview, call Kay Kermode RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

AMBITIOUS part time Dental Assistant needed for Livonia dental office. Experience necessary. 427-4110

ATTENTION RN'S & LPN'S
Staff nurses and supervisors needed for all shifts at Valley Care Center, 30 Square Lake Rd. Bloomfield Hills. Excellent salary and shift differential. Call Mrs. Radanovich. 338-0345

CHAIRSIDE DENTAL Assistant - mature, experienced preferred. 35 hours weekly, Schoolcraft and Telegraph area. Ask for Mrs. Vaughn 534-5430

CHIROPRACTIC RECEPTIONIST
Livonia offices, 5 days, 2-8 PM. Saturday 9-5. Experience in insurance, processing or related work, good phone work easy with people. 261-3131

COOKS
Experienced Only
Position requires experience in preparing meals on a large or commercial basis. Excellent salary and benefits. Company paid dinner and benefit program. For details contact:
GARDEN CITY HOSPITAL
6245 N. INKSTER RD.
Garden City
421-3300

CSW or ACSW
to direct department. Must have some in-patient psychiatric hospital experience.
474-3500, Ext. 11
Ardmore Acres
Hospital
19810 Farmington, Livonia

DENTAL ASSISTANT
Full time, experience necessary.
977-2144

DENTAL ASSISTANT
Part time, experience preferred but will train right person. 871-2144

DENTAL ASSISTANT - experienced for modern Westland practice, full time. 422-5560

DENTAL ASSISTANT full time. Oral surgery office, Birmingham area. Good benefits. Dental background necessary. Call between 8-5 at 647-7516

DENTAL ASSISTANT
Chairside - Experienced Only
SALARY OPEN
All benefits
Greenfield 9 Mile Area
968-5540

DENTAL ASSISTANT for progressive pediatric & teen-work oriented practice, Telegraph at Maple. 642-5460

DENTAL ASSISTANT for a new & exciting dental practice located in Northville. Must be experienced in a hands dentistry. Please call 348-7997

DENTAL Assistant - Mature, Orthodontic experience preferred, excellent opportunity, benefits, motivated person. Farmington Hills. 855-2020 848-5118

NURSE'S
AMC Health Care I needs you
649-3781 543-6979

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Experienced assistant for progressive office, 4 days, no Saturdays. $175. starting/benefits & bonus possible. Send resume to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
FEE PAID Suburban dental office needs your chairside experience 3 days a week! Hurry!
TOWN & COUNTRY
EMPLOYMENT CENTER
Mod. Dental Div. 474-1717

DENTAL ASST
Chairside - full time. C.D.A. or 2 years experience for family dentistry practice in Bloomfield Hills 338-4140

DENTAL HYGIENIST
Full time needed for Livonia area.
Please call
522-5581

DENTAL RECEPTIONIST - Farmington. Dental experience, typing & knowledge of all insurances required. Part time, Saturdays alternate weeks. Box 754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Professional Hospital area, 4½ days, 8AM-5PM. No Sat. Box 131, Franklin, Michigan, 48025

EXPERIENCED CHAIRSIDE
Dental Assistant.
Salary commensurate with experience. Call Kathy 476-2300

EXPERIENCED INSURANCE Biller needed for busy Livonia doctor's office. Full time position. 478-1190

RN
FULL OR PART TIME
DAYS
Need a challenge? Join us at our modern suburban nursing facility. One full or part time day position opening available on the midnight shift. Excellent benefits, salary commensurate with experience. For an interview, call Kay Kermode, RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

LPN
FULL OR PART TIME
MIDNIGHTS
Need a challenge? Join us at our modern suburban nursing facility. One full or part time day position opening available on the midnight shift. Excellent benefits, salary commensurate with experience. For an interview, call Kay Kermode, RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

LPN
FULL OR PART TIME
MIDNIGHTS
Need a challenge? Join us at our modern suburban nursing facility. One full or part time day position opening available on the midnight shift. Excellent benefits, salary commensurate with experience. For an interview, call Kay Kermode, RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

FULL TIME RECEPTIONIST
For busy Cardiology office. Typing skills & medical office experience necessary. Excellent benefits. Mon. thru Fri. with some evening hours. Send resume & field location, call between 11am-5pm 569-4133

HEAD NURSE
Opening for 3-11 Head Nurse position for midnight shift. Supervisory and psychiatric experience preferred.
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

HOSPITAL CREDIT MANAGER
A Detroit hospital is seeking a Credit Manager to be responsible for the supervision of credit, collections and cashiering functions.
Six or more years hospital credit and collections experience required. Degree preferred.
Salary is commensurate with previous work experience and educational background. Excellent benefits package.
Please send detailed resume in confidence to: Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

HOUSEWIVES
STUDENTS
NURSE AIDES
Experienced or will train, opportunities for advancement
Hendry Convalescent Center
105 Haggerty Rd. Plymouth
455-0510

HYGIENIST for modern Westland practice, part time. 422-5560

LPN
Afternoon Shift
Need a challenge? Join us at our modern suburban nursing facility. One LPN opening available on the afternoon shift. Excellent benefits. Salary commensurate with experience. For an interview, call Kay Kermode RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

LPNS
Afternoons or Midnights
Good working conditions, good wages and fringe benefits. Apply in person:
WISHING WELL MANOR
520 W. Main Street
Northville

MEDICAL ASSISTANT
Full time. Experienced X-Ray, EKG, venu-puncture. Southfield area 353-7140

MEDICAL ASSISTANT-part time, some experience helpful in Neurosurgery, EKG, & light office work for Royal Oak Physician. Call from 8-5pm 549-1711

MEDICAL ASSISTANT-Experienced only need apply. Part or Full time. Friendly pediatric practice, Northwest Detroit area. Knowledge of injections, venapuncture, X-ray & insurance billing. 355-7723

MEDICAL ASSISTANT, Experienced in venapuncture, EKG, pulmonary function, & diversified office skills for a busy office in Southfield. Ask for Bobbie 358-2743.

MEDICAL ASST
Part time, experience preferred but will train right person. Mon. thru Friday 8-5. Medical background necessary. Call between 9-5 at 647-7516

DENTAL ASSISTANT
Chairside - Experienced Only
SALARY OPEN
All benefits
Greenfield 9 Mile Area
968-5540

DENTAL ASSISTANT for progressive pediatric & teen-work oriented practice, Telegraph at Maple. 642-5460

DENTAL ASSISTANT for a new & exciting dental practice located in Northville. Must be experienced in a hands dentistry. Please call 348-7997

DENTAL Assistant - Mature, Orthodontic experience preferred, excellent opportunity, benefits, motivated person. Farmington Hills. 855-2020 848-5118

NURSE'S
AMC Health Care I needs you
649-3781 543-6979

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
FEE PAID. Friendly suburban doctor needs your front desk expertise. Pay board expenses.
TOWN & COUNTRY
EMPLOYMENT CENTER
Mod. Dental Div. 474-1717

MEDICAL SECRETARY, full time, Bloomfield psychiatrist's office, experience preferred, pegboard, typing, insurance forms. Excellent benefits. 334-1888

MEDICAL TRANSCRIPTIONIST
Experienced, full time. Monday thru Friday. Liberal fringe benefits. Call Redford Community Hospital
531-4200, Ext. 443
An Equal Opportunity Employer

MEDICAL TYPIST
Knowledge of insurance forms & pegboard. Southfield area. Excellent benefits. Call 9am-5pm 353-6887

RN
FULL OR PART TIME
MIDNIGHTS
Need a challenge? Join us at our modern suburban nursing facility. One full or part time day position opening available on the midnight shift. Excellent benefits, salary commensurate with experience. For an interview, call Kay Kermode, RN, Director of Nursing, Beverly Manor of Novi, between 8:30 - 4:30 PM. 477-2000.

NURSE AIDES & ORDERLIES
Full or part time. Training classes. Farmington Nursing Home, 30405 Fisher Rd. 477-7400

NURSE AIDES
We are accepting applications for full time.
Apply in person.
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile

NURSES AIDES
Days and afternoons
Apply in person
WHISPERING WILLOW
MANOR
49650 W. Warren
Canton 459-7060

NURSES AIDES
& ORDERLIES
Immediate openings, all shifts, $3.35 an hour to start. Excellent benefits & company. Pleasant geriatric setting. Apply at:
BEVERLY MANOR
CONVALESCENT CENTER
24500 Meadowbrook Rd., Novi
477-2000.

NURSES
PART OR FULL TIME
Afternoons or midnight shifts available.
Middlebelt-Hope
Nursing Center
35410 Cherry Hill, Westland
326-1200

Nurses

RN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 32 SHIFTS BETWEEN 3-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 AT THE START. ADDITION TO ALL OUR TOP WAGES
RN'S
TO $12.50 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM MARCH 31 THRU APRIL 18, 1980 AND WORK COMPLETED BY JUNE 30, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR IMMEDIATE OPENINGS.

NURSING ATTENDANTS
Part time positions open on all shifts for Sat & Sun. Call Mrs. Mackie.
338-0345

ORAL SURGEON ASSISTANT wanted. Part time, experienced preferred. Plymouth area. 453-4340

PARA-MEDICAL EXAMINERS
Do model exams, part time. Farmington & Farmington Hills, W. Bloomfield, Novi, and Wixom areas. Earn extra money. RNs, LPNs, ex-corpsmen. Call 661-6505

PART TIME Receptionist for days. Immediate opening doctor's office. Plymouth-Canton area. Send reply to Box 740, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Patients Accounts Manager, Assistant
A Detroit Hospital is seeking an individual to assist in the supervision of all phases of patient billing methods and data input functions.
Three or more years hospital billing experience required. Degree preferred. Knowledge of computerized billing systems helpful. Salary is commensurate with previous work experience and educational background.
Send detailed resume in confidence to:
Metropolitan Hospital
1000 Temple, Detroit, MI 48206
Attn: Personnel Dept.
An Equal Opportunity Employer

RECEPTIONIST for busy veterinary hospital. Full & part time hours including weekends. Apply at 24429 Grand River, 5 blocks East of 7 Mile.

RECEPTIONIST needed for busy oral surgery office in Farmington Hills. 32 hours per week. Experience preferred.
353-3230

Resident Care Assistant's
FULL OR PART TIME
Mature personable individual to interact & assist elderly residents in mobility & companionship needs in our luxury retirement apartments.
EXC. WORKING CONDITIONS
Must be responsible & have steady work habits. Days, midnights, afternoons & weekends.
Franklin Club Apts
33301 Franklin Rd., Southfield
353-2810

REWARDING JOB OPPORTUNITIES
NURSE AIDES
Become a needed and special individual caring for the elderly. Days, afternoons & midnight shifts available with flexible schedules. $3.40 hour to start. Apply in person.
Franklin Manor
Convalescent Center
26900 Franklin Rd., Southfield

RN-LPN
Full or part time, afternoons & midnights. Good starting salaries, and good hospital benefits. Modern facilities. Apply in person. See Mrs. Ferguson.
NIGHTINGALE WEST
5383 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN - LPN
Full Time Midnights - No Weekends
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

502 Help Wanted Dental-Medical

RN-LPN CHARGE NURSE
Afternoon and midnight shifts. Full or part time. Contact: Renee Hoaston, RN. Westland Convalescent Center. 722-8100.

RN ASSISTANT
In-Service Director. Shift rotation mandatory. For further information contact: Susan Hoaston, RN. Westland Convalescent Center. 722-8100.

RN
PART TIME
We have a challenging opening for a Registered Nurse at our small suburban hospital. Experience for this position is a minimum of one year experience in medical surgical nursing. The position is 36 hours per week. Midnight shift, for our in-patient department. We offer an excellent salary which includes cost of living, fringe benefit package and a congenial work environment. For more information, please call personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 256
An Equal Opportunity Employer

RNS and LPNS
Full or part time. Flexible scheduling. Farmington Nursing Home, 30405 Folsom Rd. 477-7400

RN'S
Assistant Director of Nursing & afternoon supervisor. Ingleside Convalescent Center. 872-1138

RNs or LPNs
Full & part time, afternoon shift. Apply
Williamsburg
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN'S
Unlimited Personal Satisfaction and Extensive Professional Rewards-are yours to enjoy. Here's a special career opportunity where your initiative and concern for others will show matching results-and without the stress of weekend, holiday or evening hours. You'll guide and encourage overweight individuals towards better health and nutrition through our to one counseling session. If this commitment marks your ambition and enthusiasm, and you like working in a congenial, non-smoke sphere, give us a call. Salary plus bonus. Ask for Liz.
947-2103
WEIGHT LOSS CLINIC

RN SUPERVISOR
PART TIME
We have an immediate opening for a part time RN supervisor on the afternoon shift. The selected applicant should have 2 years experience in Medical Surgical nursing and one year experience in Supervision. We offer an excellent salary, a benefit package and a congenial work environment. If you are interested in working 32 hours per week, please call Personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN
Supervisor
Seeking energetic RN to supervise and motivate our Medical staff. Excellent benefits, 4 to 5 days per week. Come join the management team at The Facility of The Year. Contact Susan Heaston, RN. 728-8100.

SUPERVISORS
For modern Nursing Home

RN 11pm - 7am shift
RN or LPN - 7am-3pm
Dorvin Convalescent Center, Livonia
One block So. of 8 Mile on Middlebelt
476-0550

#11 PER HOUR
RN'S, ICU-CCU needed for special project in Farmington. Full or part time, midnights. Start immediately.
425-8343

504 Help Wanted Office-Clerical

Accounts Payable
Work in our Accounts Payable department in Accounting Department for highly qualified individual with heavy computer experience. Demanding position with excellent salary and fringe benefits. Send resume to:
P. O. Box 633
Novi, MI 48050.
An Equal Opportunity Employer

ADMINISTRATIVE
MARKETING
Aggressive Troy based marketing firm has the following positions available now.

EXECUTIVE SECRETARY - Must have excellent typing and shorthand skills and a minimum of 3 years work experience.

MARKETING/ADMINISTRATIVE ASSISTANT - Degree preferred. Minimum of 3 years work experience in a marketing environment.

INVENTORY CONTROL CLERK - Must have light typing skills and some familiarity with computerized inventory systems.

We offer competitive salaries and excellent employee benefits for all of the above positions. For immediate consideration, please call 852-3129 between 9 AM. - 11 AM. Monday through Friday.
CMI
CORPORATION
An Equal Opportunity Employer

Advertising Agency
Secretary
Ad Agency, Southfield area. Good skills with shorthand or dictaphone a plus. Pleasant office, close to expressways. Interviews immediately.
ALL PERS ANS COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
TEN Specialists

ADVERTISING
Creativity ranks high on the list of assets with this employer. Great Secretary skills $13,500 and can enjoy media and traffic assignments. Opportunity knocks now. See us across from K-Mart HQ.
Call 649-4144
Your New Boss Pays Our Fee.
HARRIET BURGE PERSONNEL

CUSTOMER - contact & general office person (no shorthand), needed to work for Troy manufacturer. Salary $750 plus benefits & fee paid.

PERSONNEL - dept. of suburban ad agency needs typist. Relieve receptionist & do legal typing. Salary $8500 to $9700 plus nice benefits & fee paid.

SECRETARY - for Bloomfield law firm. No legal experience required but work for pleasant man in beautiful offices. Salary $1850 plus benefits & fee paid.

ADAMS & MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

504 Help Wanted Office-Clerical

APPLY NOW
Applications Accepted For
TEMPORARY ASSIGNMENTS
Use your talents to best inflation. Work a day, a week or longer.
ARE YOU A
SECRETARY
STENOGRAPHER
DICTAPHONE OPR.
PBX OPERATOR
CAN YOU TYPE
OR
ANY OFFICE SKILLS
DON'T DELAY ... DIAL NOW

LIVONIA	525-0330
DEARBORN	565-8080
REN CEN	259-7788
WIXOM	669-2409
SOUTHFIELD	569-7500

Witt Services
The Temporary Help People

ARE YOU
AN EXPERIENCED
BOOKKEEPER
SHORTHAND TYPIST
MAG CARD OPR.
We have TEMPORARY or PERMANENT positions close to your home. Call for appointment.
SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

AWAY
Into a growing suburban company. Accurate typing. Enjoy detail and phones. Benefits. $450 month. Fee paid. Call Philip.
644-4600
SNELLING & SNELLING
AGENCY

BANK TELLERS
Immediate openings in Southfield area for full and part time tellers. Experience preferred, but will consider cashiering background.
MICHIGAN
NATIONAL BANK
OAKLAND
569-1700, ext. 394
An Equal Opportunity Employer

BOOKKEEPER ASST
Experienced - excellent opportunity for right person. Koopman's.
3184 W. 13 Mile Road, Berkley.

BOOKKEEPER ASSISTANT
Good with figures and some knowledge of bookkeeping, accounts, payable & payroll, some typing, salary open. 12 Mile-Southfield area. 557-7733

BOOKKEEPER - Diversified position in Southfield ad agency. Good typing skills necessary. Experience helpful. Excellent benefits. 358-4500, ext 201

BOOKKEEPER
Full charge thru Trial Balance including payroll taxes. Experienced with peg board system. Call Mrs. Morrell or Mr. Siegel at 335-1515

BOOKKEEPER
Industrial manufacturer/distributor is looking for mature person with minimum 5 years of bookkeeping experience. Must be prepared to do some work in "trial balance". Excellent salary and benefits available with old line and rapidly growing company. Send resume to Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-Part time. Birmingham area for Pediatric office. Experienced in detail. Phone Mrs. Brayview. 644-0210

BOOKKEEPER - 2 to 5 years experience in accounts payable and payroll. Competitive salary and excellent fringe benefits. Exotic Rubber & Plastics, 32924 Industrial Park Dr., Farmington Hills.

BOX OFFICE attendant. Meadowbrook Theater and Music Festival. 40 hour week, 7 day operation. Flexible work ability essential. Cashier experience helpful.
An Equal Opportunity Employer

BUSINESS office position. Accounting & Bookkeeping training and experience required. Knowledge of data processing preferred. Salary $749 month used for payroll & general ledger. Must be able to work well with staff. Excellent salary & fringe benefits. Send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER-Part time. Birmingham area for Pediatric office. Experienced in detail. Phone Mrs. Brayview. 644-0210

BOOKKEEPER - 2 to 5 years experience in accounts payable and payroll. Competitive salary and excellent fringe benefits. Exotic Rubber & Plastics, 32924 Industrial Park Dr., Farmington Hills.

BOX OFFICE attendant. Meadowbrook Theater and Music Festival. 40 hour week, 7 day operation. Flexible work ability essential. Cashier experience helpful.
An Equal Opportunity Employer

BUSINESS office position. Accounting & Bookkeeping training and experience required. Knowledge of data processing preferred. Salary $749 month used for payroll & general ledger. Must be able to work well with staff. Excellent salary & fringe benefits. Send resume to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Sales office in Livonia now hiring part time office clerk, light office experience desired. Must be proficient in typing. Competitive salary. Call for appointment.
Kraft Inc.
261-2600
An Equal Opportunity Employer

CLERICAL
SECRETARY
$8,300
Birmingham office has excellent opportunity for you. Advancement potential with growing company. Call Debbie 642-8266.
SNELLING & SNELLING

CLERKS
Responsible, detail-minded clerks for various office duties with expanding service in Ren Cen. Knowing or copy experience preferred. Full time, permanent only. Benefits.
253-6600

CLERK-TYPIST
needed for Southfield law firm.
Good typing skills required.
559-4215

CLERK TYPIST
Part time position in Oak Park with pleasant working conditions. General office duties include typing and filing. Needed for approximately 25 hours per week. Starting wage will be $3.10 per hour. Call B. Raymond, Dial Finance
544-1196
An Equal Opportunity Employer

COMPUTER OPERATOR, prefer experience on Burroughs B700 computer, but will train. Redwood Products, Gage Products Co. Call Mr. D. Valentine, 8:30am-4:30pm.
644-5530

AR Distributors needs a young Customer Service girl. No typing required. Full time at $3.10 per hour plus bonus. 8 Mile, Telegraph area.
532-8412

LEGAL SECRETARY wanted for established general practice firm in the Prudential Town Center Southfield. Good typing required. Call Mrs. Ecker, 355-1300

504 Help Wanted Office-Clerical

DATA PROCESSING CLERK
Needed part time, Birmingham area. Hours take place of working at earlier day. Mon. thru Thurs., Sat., & some Sundays. Duties include operating a printer, bursting & trimming forms & packaging of output. Call for appointment 8 AM. Industrial Data Systems, 5 PM-8 PM.
642-0655

DOWNTOWN DETROIT Law firm seeks individual with para-legal and/or commercial credit training to work in its Commercial Collection Department. Salary $10,000 to $12,000, plus Blue Cross. Contact Greta for interview at 962-7772

DYNAMIC AND Self-Motivated individual needed for small life insurance office. Challenging position for someone who enjoys working with people, diverse clerical responsibilities and has strive for knowledge. 358-3770

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 Eastern Shopping Center Park)
525-5170
DEARBORN
420 Village Place
565-3500

EXECUTIVE SECRETARY
For temporary assignments as vacation replacement for several key executive secretaries in the area. Must have at least one year of recent secretarial experience, shorthand or dictaphone, and be able to work periodically throughout the year. We offer an excellent hourly rate. Please call for an appointment.
649-1000, ext 257.
An Equal Opportunity Employer

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
Is your job so dull and boring? Are you a people oriented person? High school grad with some good skills that energy! In return they offer free starting pay, and many valuable benefits! To $11,500. Call Ann Arbor.
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
Opportunities unlimited, wait for right person where friendship, qualities and desire to get ahead call! Use your good secretarial skills and PR ability. Jobs this expanding firm now. Benefits abound. $14,000 up! Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL
90

EXECUTIVE SECRETARY
Shopping Center developer located in Farmington Hills is looking for a sharp individual to be secretary to its top executives. Ideal position for the person seeking a challenge, who enjoys a variety of responsibilities and working with people. Must have good skills and typing skills a must. Excellent working conditions and good benefits.
Call, 8:30am-5pm.
851-8800
EXECUTIVE
SECRETARY
FEE PAID
$12,000
Responsible position. Excellent opportunity. Positive environment. Pleasant suburban location. Call Carol. 649-5900.
SNELLING & SNELLING

EXPERIENCED bookkeeper - secretary, for small Southfield area accounting firm. Nathan Levie & Assoc. Inc.
358-3400

EXPERIENCED legal secretary, for established office in Plymouth. Medical & other benefits provided. 453-7080

EXPERIENCED TYPIST
Must type 60wpm and take dictaphone. Call Mr. McFarland 9-30-4 for appointment. 559-0428

FILE CLERK
FEE PAID. Super plum spot! Great benefits and friendly boss!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

FRONT DESK
Suburban company will train outgoing person. Accounting typing, answering phones. Benefits. $750 a month. Call Lynn.
644-4600
SNELLING & SNELLING
AGENCY

504 Help Wanted Office-Clerical

GENERAL OFFICE person, would prefer homemaker looking for part time position. Flexible hours & salary. Farmington Hills area. Call Dennis 851-3368

GENERAL OFFICE - Southfield firm looking for secretary, excellent typing, good phone voice, pleasement office environment. 358-8444

GENERAL OFFICE, temporary fall time until Sept. 1. 8 Mile/Lahser. Phone, typing, filing. Call Rosemary 353-8383

GENERAL OFFICE
Southfield firm looking for accurate typist with good figure aptitude. Accounting background a plus. Fee paid. Call Anne 355-2299

GENERAL OFFICE
$220 WEEK
International corporation needs you! Union benefits! Snelling & Snelling
336-7400

GENERAL OFFICE
Company pays fee! Local division of large operation needs people with good judgment and accurate typing. Up to $220 - great location. Grab this one! Call Ann
353-2090
SNELLING & SNELLING
PERSONNEL

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45 to 50 WPM. Office experience helpful but not essential. For further information contact Personnel Office.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
13 MILE & FARMINGTON RD.

GENERAL OFFICE
Monday thru Friday, 9-3. Livonia.
Call for appointment. 478-4050

GENERAL OFFICE help, typing, filing, knowledge of invoicing and shipper's experience necessary, Livonia area. 425-4110

GENERAL OFFICE. Experienced. Full time. Mature, responsible, efficient. Shorthand desirable. Accurate typing. Ferndale. 545-6455

GENERAL OFFICE - Retail sales along with light secretarial. Farmington area. Minimum wage. Part to full time. Ask for Ray 474-8850

GENERAL OFFICE - for merchandising dept. Full time, 37½ hr. week, starting salary $120, must be detailed minded. No typing. 12 Mile - Southfield Rd. Phone Mrs. Sever 557-6113

GENERAL OFFICE - Good typist, figure aptitude & telephone voice. Life insurance experience preferred. Birmingham area. Salary commensurate with experience. Company benefits. Call 647-4940

GENERAL
SECRETARY
FEE PAID - $10,400
Work for leader in their field. Excellent career opportunity. Full benefit package. An advancement potential. Call Mrs. Kelly 649-1400.
SNELLING & SNELLING

GENERAL
SECRETARY
$9,620
Tired of the same old thing? Southfield firm has just the variety spot for you. Excellent benefits as well. Call Mark. 649-5900.
SNELLING & SNELLING

GIRL FRIDAY
Farmington. Varied phones, correspondence, invoicing, filing, plus independent duties with follow up responsibilities. Some shorthand and good typing a must. Small office & nice atmosphere. Blue Cross/Blue Shield/Dental. Please call: 477-4500

IF ...
You type 45 WPM, take shorthand at least 80 WPM, have light bookkeeping and dictaphone experience, and good communication and organizational skills, the sales office of a major company in Southfield is looking for 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

INSURANCE
Agency has position open for experienced secretary. Insurance Exam Certificate Bid., Southfield. Call Mrs Wick.
354-6400

INSURANCE AGENCY - Farmington Mature woman 20 hours a week, must have recent insurance exam dates and homeowner rating and be familiar with agency procedure.
474-1660 Eve., 474-5049

INSURANCE AGENCY
In Birmingham has opening for person experienced in Auto or Homeowners underwriting or willing to qualify for training leading toward Management Position. Salary open.
Days 646-6657
Eves. 681-0251

LEGAL
SECRETARIES
Highly respected established agency seeking the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717
HILLSTROM & ROSS
626-8188

504 Help Wanted Office-Clerical

STOCK CLERKS
TYPISTS
SECRETARIES
PART-TIME TELLERS
National Bank of Detroit will be interviewing at