EMPLOYMENT

500 Help Wanted

SERVICE STATION. Now accepting applications for Wrecker Drivers & Cashiers. Apply at Jay & Merriman Standard, 31411 Joy Rd., Westland.

SET-UP STOCK

We have available a permanent position for a person with some stock experience. Must have own reliable transportation and be able to travel.

We offer a good starting salary, gas allowance, and a full benefit package.

For more information, call Mon. thru Fri. between 9AM-5PM, at:

963-7781

CUNNINGHAM DRUG STORES INC

SHAMPOO GIRL WANTED
Barbara Sellers Salon
3-4 Days Per Week
646-7061

SHIPPING CLERK for small manufacturing firm, Rochester area, experience required in shipping and packaging standards & procedures. Call between 8 AM and 4.30 PM for appointment.
851-6302

SURFACE GRINDER

Experienced in grinding throwaway insert tool holder blocks and special fixtures. Days, generous overtime, steady work year round.

U. S. Tool & Cutter Co.
566-0735
An Equal Opportunity Employer

EXPERIENCED nursery school teacher for Farmington public school. Call after 6 PM, 885-0067 or 885-0158

TEACHERS - use your Teaching Skills to earn good Part-time Income. Call Mr. Anderson for an appointment; after 6PM 532-4723

TOOL CRIB ATTENDANT
Some experience in tool & drill sharpening. Age no barrier. If interested, call for interview, 261-5900

TOOL MAKER, MILL OPERATOR
Must have experience and tools. Full benefits, profit sharing. 272-1160

TRAVEL - ADVENTURE
Sun Gold Industries in Greater Detroit Quality Products is now hiring guys and gals to travel all 50 states and return. Expense paid training program and good starting pay thereafter. Must be enthusiastic and have outgoing personality. For immediate opening, see Miss Bernal Thurs.-Fri. only, 11 to 3, Red Roof Inn, I-75 and Rochester Rd., Troy. Parents welcome during interview.

WE are looking for management personnel for healthfood related industry. Must like people. Income open. Tax shelter and other benefits available. Free 3 month training program. Call S. Frank, CPA 645-1011

UPHOLSTERER
Experience necessary, serious inquires only. South Lyon, Jim. 437-2838

WAYNE WESTLAND COMMUNITY SCHOOLS
Announces
Journeyman Wages
ELECTRONIC TECHNICIANS
HEATING & REFRIGERATION
Make application to:
Wayne Westland Community Schools
2773 Fairlane St., Wayne, 46184
595-1000
An Equal Opportunity Employer

WE HAVE OPENINGS for experienced machine operators. Applicants must be able to read prints and do lay-out work. Apply in person only: 39365 W. No. Mile Road, Farmington Hills.

WELDERS - All positions, all materials. Must have journeyman card. Apply in person, prepare to take welding test. Foundry Flask & Equipment Co., 456 E. Cady, Northville.

WOMEN for Industrial Sales. To call on established repeat customers. Good starting salary. Apply within between 10 AM-4 PM, 35745 W. 7 Mile Rd., Redford At Beech

500 Help Wanted

W. BLOOMFIELD REFORM SYNAGOGUE seeks religious school director. Hebrew background helpful. Send resume to Box 790Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

W. BLOOMFIELD REFORM SYNAGOGUE seeks experienced Hebrew teacher, qualified to teach Hebrew & Bar Mitzvah training classes. 3 to 4 days a week. Salary negotiable. Send resume to Box 790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

ASSISTANT, DENTAL. Neat mature & experienced, full or part time. Outside, for Farmington Hills general dentist. Salary commensurate with experience. 476-8330

BILLING DEPARTMENT. Will teach computer billing but must have knowledge of medical insurance forms. Must type. Full time. Livonia area. Call Charlene 427-3509

BLOOD DRAWER. Immediate opening. Full or part time. Experience necessary. Glenwood Medical Laboratory, 35861 Glenwood, Wayne, Mi. 721-5090

CHALLENGING position available for medically oriented individual. Part time. $4.35 per hour. Sat & Sun. Position includes dispatching medical personnel for hospitals and home care.
557-6000

C.O.T.A.

Part time opening for Certified Occupational Therapy Assistant in western suburban hospital. Evening and weekend hours. Salary negotiable.

Contact: MRS WEIL
353-0250

DENTAL ASSISTANT-Orthodontic office, negotiable hours, basic experience necessary. Sterling Heights-Troy area. 879-6300, 266-6270

DENTAL ASSISTANT
Experienced or recent training. Full or part time, W. Bloomfield area. 851-5580

DENTAL ASSISTANT
CDA or experienced. Good pay, benefits. Northville area.
349-4740

DENTAL ASSISTANT - full-time. W. Dearborn, 4 day week. No Saturdays. Excellent benefits - Experienced preferred 565-5507

DENTAL ASSISTANT
C.D.A., experienced or recently trained. 4-day week, benefits. 12 Mile & Southfield Rd. area. 2 needed. 557-4488

DENTAL ASSISTANT-RECEPTIONIST, specialists office in Southfield-experience required. Pleasant working conditions. 352-6522

DENTAL ASSISTANT
Experienced.
Rochester area
651-0539

DENTAL ASSISTANT
Young lady for general dentistry reception and chair assisting. Experience required. Good salary and hours. Ferndale area. 541-8250

DENTAL ASSISTANT - PART TIME. Will train right person. Winter work. Summer and holiday time off. About 17 hours per week. 2 evenings, all day Saturday. Farmington Hills. Send resume with age, experience, if any, and hourly pay expected: Box 882 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASST - Southfield orthodontic office. Experience preferred. Blue Cross & other benefits. 358-5129

DENTAL CHAIRSIDE ASSISTANT
Six Mile - Beech area
Experience preferred
Call 255-3797

DENTAL HYGIENIST - Excellent opportunity for a highly motivated individual with good communication skills. Our office is located in the Plymouth-Canton area. For more information call 453-6321

DENTAL HYGIENIST part time. Monday & Tuesday or Wednesday. Benefits. Farmington. 474-4600

DENTAL RECEPTIONIST Assistant wanted. Modern Troy office. 4 day week. Experience with insurance forms. 362-2288

DENTAL RECEPTIONIST, experienced to handle insurance, payroll & bookkeeping. In pleasant office. Northland area, 4 afternoons per week. 569-0439

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Experienced
Are you dissatisfied with your present job, wages, benefits? Now is the time to give us a call. For the past 7 months we have received dozens of applicants who are about to make a choice. 559-3020

DENTAL RECEPTIONIST, full-time, 2 years recent experience. Responsible individual for Troy office. Must have knowledge of Insurance & Pegboard system. 689-9183

DIRECTOR OF NURSING
A professional nursing service is seeking a registered nurse to be responsible for all nursing related activities including public relations, recruiting, training and supervising employees and patients. This is an excellent opportunity for an individual who has administrative experience or abilities and wants to grow with us. This is a key position. We are offering excellent compensation and benefits package. For a confidential interview, call 642-3050 or submit resume to 1080 N. Woodward, Birmingham, Mich. 48011.

EXPERIENCED medical biller for busy dermatologist office in Southfield. Must be familiar with Blue Shield, Medicare, Medicaid & private insurance. Approximately 35 hr. work week. Pleasant working conditions, ask for Betty 557-7600

HANDICAPPED CHILD CARE
WESTLAND (GARDEN CITY)
I you have 6 months or more experience working with handicapped, retarded or autistic children. Recovery Health Care Services can use you for a special care program. Full or part time. This is not a baby sitting job. References required.
Call Miss Weber, 835-9542

HYGIENIST
Full time or part time, Mon. no Saturdays. Periodontal office, Birmingham area. 647-3546

HYGIENIST
Tues. or Thurs., Rochester area.
651-0539

Laboratory Science Limited
a division of Master Medical Laboratory, UNDER THE NEW DIRECTION OF DR. GORDON W. ROSE, PHD, has openings for medical technologists in the following departments:
HEMOTOLOGY
SPECIAL CHEMISTRY(RIA)
Contact Laboratory Science Ltd. 24851 Telegraph, Southfield Tel. Or call Virginia Campbell,

353-7500

LABORATORY TECHNICIAN
Internist;s office, Southfield. Excellent salary. Benefit and vacation program. Must have experience.

559-8660

LPN MIDNIGHTS

APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 W. Main St.
Northville

LPNS
FULL TIME
ALL SHIFTS
Apply in person
Whispering Willow Manor
49650 W. Warren
Canton

MEDICAL ASSISTANT to assist Doctors in busy OB-GYN practice in Southfield. Must have office experience and references. Light lab required. R. A., C. P., injections, etc. Benefits. Please call Darlene at: 559-5453 or 569-5462

MEDICAL ASSISTANT for busy Dermatologists' office in Southfield. Experience required. Pleasant working conditions. Ask for Betty, 557-7600

MEDICAL RECEPTIONIST - 2 years experience, typing, pegboard, insurance forms. Five days a week, good salary & benefits. 553-5450

MEDICAL TECHNOLOGIST - ASCP. Part time, with recent bacteriology experience, alternating weekends. Southfield location. 557-8050

MEDICAL TRANSCRIPTIONIST, full time. Minimum 1 year experience. Southfield. Call 552-1080

MEDICAL TRANSCRIPTIONIST for busy Livonia doctor's clinic. Must be experienced. Full time. Call Michelle 427-3509

MEDICAL TRANSCRIPTIONIST
Experienced only, medical terminology, type minimum 70WPM. To 65 hours, plus incentive, good benefits, days Mon-Fri. New boss pays fee. Call Phyl, Harper Assoc. 557-1700
Medical Health Care Specialists

Mental Health Workers
Males preferred
Afternoon & Midnight Shifts
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

TYPIST - Experienced to transcribe complete medical reports of consultant medical doctor. Salary commensurate with experience & skills. Please send resume & references to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

NURSES' AIDES
Weekends Only. Will train.
See Miss Watkins in person at

NIGHTINGALE WEST
NURSING HOME
8315 Newburgh Rd., near Joy Rd.

NURSES AIDE wanted for private duty, days, Westland. 427-2088

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 683-5431

Nurses

RN'S
TO $200 FREE!
TO $12.50 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM APRIL 21 THRU MAY 15, 1980 AND WHO COMPLETED BY JULY 7, 1980.

Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OR. CALL NOW FOR IMMEDIATE OPENINGS.

PEDIATRIC MEDICAL ASSISTANT
Part time, will train, Livonia area. Send Resume to Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

P.T. ASSISTANT
Registered Physical Therapy Assistant needed for full time opening in Southfield. Excellent salary and benefits.

Call Personnel:
353-0250

RECEPTIONIST/Assistant for orthodontic office. Negotiable hours. Basic experience necessary. Southfield, Birmingham, Bloomfield area. 879-6300

RECEPTIONIST - part time, Oral Surgery office, Birmingham area. Medical or Dental background necessary. Call between 8am-5pm. 647-7338

RN -CHALLANGING POSITION
Looking for individual with strong Medical background. Congenial atmosphere with home health agency in Dearborn/Detroit area. Prefer BSN. Excellent salary package. Openings for we-tends & summer help only. 278-7000

RN - CHARGE NURSES
Join the Nursing Team at the Facility of the Year. Day/Afternoon positions available. Full/Part-time. Contact: Susan Heaton, RN.
Wellland Convalescent Center
727 8100

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box 875A, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - LPN
Full Time Afternoons
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN - LPN
Full time openings
3pm - 11:30pm Shift
New wage scales
& Other excellent benefits
Contact Alice Hasnagel
University Nursing Home
28550 Five Mile, Livonia
427-8270

RN'S - LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TOP WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bloomfield/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S, LPN'S
GRADUATE NURSES
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Elevated pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM, at:
CAMBRIDGE NURSING HOME, W. 18633 BEECH DALY 535-1010

RNS - LPNS
Needed in modern home for charge nurses. Days and afternoons. Full or part time. Join the team at "The Facility of the Year". Flexible hours. New wage scale. Contact Susan Heaton, RN. 728-6100.

502 Help Wanted Dental-Medical

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD 569-2598
17000 W. 8 Mile Rd.
LIVONIA 478-2590
19540 Middlebelt
PONTIAC 643-6970
3595 Elizabeth Lake Rd.

RNs or LPNs
For modern Nursing Home, in Livonia. 3pm - 11pm or 11pm-7am shift. Full or part time. Dorvin Convalescent Center. Contact Mrs. Hall, 476-0550

RNS OR LPNS
Full or part time
Midnights
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN SUPERVISOR
PART TIME
We have an immediate opening for a part time RN Supervisor on the afternoon shift. The selected applicant should have 3 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 20 hours per week, please call Personnel.

Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

RN wishes more responsibility and independence plus friendly atmosphere with home health agency in NW Wayne County. On-call position available. Prefer BSN with med-surg experience. Excellent salary and travel allowance. 255-4300

R.N./L.P.N.
Day shift. Full time. Good starting salary. Hospital insurance. Modern nursing home. See Mrs Ferguson.
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

SUBURBAN OPHTHALMOLOGIST office seeks a part, pleasant receptionist for 4 mornings & 1 afternoon per week. Send resume to Box 914 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRAINED LADIES for lovely elderly couple. Must have professional skills and in home experience, be able to drive and cook. At least 30 years old. References required. 645-6788

WEST DEARBORN AREA
Dental Assistant wanted, full time, for orthodontic office. Good pay, opportunity for advancement, fringe benefits. General dentistry assistant experience necessary. Call 8AM-5PM. 274-4300

WHITEHALL HOME on Grand River needs mature Nurse Aide, 21 or older, for part time work. Call 476-3442

504 Help Wanted Office-Clerical

ACCOUNTING POSITION
Summer Only

Troy based marketing firm is in need for a full time summer accounting position. The right individual must be at least of Junior status and be enrolled in a college accounting program. Typing skills preferred. To be considered, please call Pam Martin at 362-2188 between 9 AM. - 5 PM., Monday - Friday.

CMI Corporation
An Equal Opportunity Employer

ACCOUNTS Receivable Bookkeeper - Bloomfield Hills location. Experience in retail sales, typing required, dictaphone a plus. Part time/full time depending on season. Send salary requirements and resume to W. B. Investments, 2222 Franklin Rd. Bloomfield Hills, 48013. Attn: Terry.

ADMINISTRATIVE - secretary excellent secretarial skills required for top executive of national firm, $15,500. Fee paid.

CLERK - typist, entry level position, large Southfield company, type 45 WPM, excellent benefits, $575. Fee paid.

LOIS RAY PERSONNEL
559-0560

ALL Clerical Skills NEEDED

KELLY SERVICES has assignments for CLERICAL & SECRETARIAL SKILLS in your area. To see your convenience we have opened a SPECIAL RECRUITING CENTER in Garden City. If interested apply between 9 AM. and 3 PM. Mon. thru Fri.

32669 W. WARREN
(at Venoy)
GARDEN CITY
522-4020

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

ALL FEE PAID

BIRMINGHAM-Growing Firm offers $12,000 start. Will train for word processing. Loads of client contact. Paralegal possibilities.

PERSONNEL-Get involved with people in this spot needing detail coordinator with typing skill for $900.

Harriet Sorge Personnel
SEE US ACROSS FROM K-MART HQ
2001 W. BIG BEAVER RD.
SUITE 100

649-4144

BOOKKEEPER
With Casualty Insurance experience. Salary negotiable. Farmington Hills Area. Please send resume to Box 973 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
With general office experience, for ladies apparel shop, good salary & future advancement, located near Gratiot Eastern area. Must remain with employer for this position. Call for an interview 353-3440

504 Help Wanted Office-Clerical

APPLY NOW FOR

GOP CONVENTION

Plus Other Office Assignments

Typists & Stenos Needed

Apply Mon. thru Fri. 9-3
LIVONIA
19500 Middlebelt, 3rd Floor
478-1130

ROYAL OAK
26075 Woodward, 3rd floor
543-1080

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

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

AFA, the unique Service Management Company is seeking a bright and assertive Personnel Secretary for our Southfield headquarters.
We desire a personable individual with 2 Yrs. clerical experience. Typing skills with shorthand a plus. Organizational skills and initiative are an integral part of this position.
We offer an excellent starting salary with a comprehensive benefit package and the potential for career growth in a fascinating business.
For an appointment, please contact:
Miss Denise Petrosel
644-7500, Ext. 253

ASSIGNMENTS
Near your home for experienced:

MAG CARD OPERATORS.
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPRS.

SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

ASSISTANT - to Publications Director for Birmingham company, responsible for typewriting experience (in college OR), ability to do rough layouts and some photography. This fantastic opportunity for college grad going into PR, ad or pr, with health insurance. Agency fee paid

TRAFFIC - co-ordinator for Southfield TV company, efficient, experienced person with schedule and ship tapes. Type 60, Salary $10,000 to $14,000 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

BLOOMFIELD HILLS law office seeks secretary with excellent shorthand and typing skills. Benefits. 644-4840

BOOKKEEPER/ACCOUNTANT
for CPA office in Northwest Detroit.
• 273-4242

BOOKKEEPER for Southfield CPA. We prefer minimum 2 years experience in a CPA office.
569-3120

BOOKKEEPER
Part-Time Days

Thinking of returning to work? Join our growing chain of innovative children's wear stores in an interesting, diversified position. Must be available to work 5 days a week, including Saturday. Bookkeeping experience required. Immediate benefits and discount.

Apply In Person:
The Childrens' Place
Fairlane Town Center
Dearborn, Mich.

BOOKKEEPER thru general ledger. Must be experienced in all phases of double entry system. Sales tax, state and federal withholding deposits and returns. Union reports, some cost accounting. M-59 and Crooks area.
852-7800

CASHIER
For Auto Dealership
Dealership experience required. No others need apply. Farmington Hills area. Contact Mrs. Frontiera for appointment at

471-0800

CLERICAL. Accounting background, part time days, Northland area.
569-8493

CLERICAL OPPORTUNITIES

Mortgage company in prime Southfield location has openings for individuals with good office skills, including minimum typing of 45 wpm. Excellent salary & entire compensation with ability to experience plus outstanding fringe benefits. For appt., call Mrs. Flacher.
355-6500
or apply directly at:
GRAHAM MORTGAGE CORP.
4000 Town Center, Suite 970
Southfield, Michigan
An Equal Opportunity Employer

CLERKS
Permanent positions, good telephone techniques needed. See Dave Zane at Berry's Home Supply, 27419 Joy Rd.
421-1438

CLERK-TYPIST, immediate opening for interesting and diversified position. Must have ability to type 50WPM, pleasant phone manner and accuracy with figures required. Company benefit package. Call Chris. 288-4545

CONGENIAL secretary/office manager needed for small Birmingham office. Skills should include shorthand, typing, and administrative abilities. Job offers variety and pleasant surroundings. No age requirements. Salary commensurate with ability. 645-3466

CONTROLLER
For large Insurance Agency in Southfield. Insurance background preferred but not required. Good benefits. All inquires confidential. Send resume to Box 910 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTOR OFFICE RECEPTIONIST
Full time or part time. Various office duties. Light accurate typing, pleasant manner. Call Mon., Tues., or Thurs., 3-4 PM. 666-3018

EXECUTIVE ASSISTANT
Challenging opportunity with a Southfield construction firm. Highly developed office skills and a flair for public contact are a prerequisite. Call for an interview 353-3440

504 Help Wanted Office-Clerical

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

EXPERIENCED bookkeeper, accounts payable, accounts receivable. Multi company check register control. Southfield area. Mr. Miner. 358-4272

EXPERIENCED full time position, familiar with addressograph, preparation and maintenance of mailing lists, accumulation and publishing direct mail to retail & food service and drug customers. Minimum direct sales 3 years. Typing skills and familiarity with stencils. Send resume to Dunn Corp., P.O. Box 19085, Redford, Michigan, 48219

EXPERIENCED Legal Secretary needed for Birmingham Law Firm. Excellent benefits. 642-3200

EXPERIENCED legal secretary wanted for Bloomfield Hills law firm, excellent typing & good shorthand required. Some bookkeeping experience helpful. Call Cheryl 647-6860

EXPERIENCED TYPIST wanted for free lance court reporter, in Troy area. 70 wpm minimum, work out of home. Call after 7PM. 362-3463

FARMINGTON HILLS LAW FIRM
Looking for experienced legal secretary. pay commensurate with ability.
628-2440

FAST GROWING small firm requires administrative assistance to handle all financial records, maintain cost controls & manage office. 851-4210

FOOD BROKER
6 Mile - Southfield area needs reliable person, part time, 3 days for General office duties. Call 557-4484

FULL CHARGE Bookkeeper, general office; no shorthand. Many benefits. 12 Mile, orchard Lake. 626-3144

FULL CHARGE Bookkeeper, must be able to supervise 3 girl staff, experienced in all phases of accounting including preparation of financial statements & payroll for 30 employees. Salary based on experience. Call Barbara Farmington area. Call Miss Ashton
774-6600

GENERAL CLERICAL
Good math & typing a must for a fast growing Southfield company. Call RoseMarie,
534-4940

GENERAL OFFICE help for Insurance office, experience not necessary, to work in pleasant office in West Bloomfield. Typing required. 851-6805

General Office Clerks
For order processing department, Livonia area. Minimum of 3 years experience in
TABULATING
POSTING
INPUT VERIFIER COMPUTER
BATCH BALANCING
Competitive salary & benefits.

FOR MORE INFORMATION CALL

Ms Kim Hubler
525-8210

GENERAL OFFICE. Good typing skills, some keypunch experience preferred. Livonia area. Ask for Mary.
591-3232

GENERAL SECRETARY
TO $10,000-FEE PAID

Variety of duties, suburban location, self-motivated ... work with little supervision. Benefits! Excellent Opportunity! Call Carol, 649-5900.

SNELLING & SNELLING

HAPPY SPRING

From all of us at "SOMEBODY-SOMETIME" temporary help. Now is the time to think about earning extra $ for summer vacations. We have the answer - a temporary job near your home. Use your office skills and receive top rates. We have openings for:

SECRETARIES
TYPISTS
SWITCHBOARD OPRS.
ACCOUNTING CLERKS
Come in and see us and start your temporary assignment now!

Somebody Sometime

SOUTHFIELD
16415 West 8 Mile
272-8500

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

DEARBORN
419 Village Plaza
565-3500

MADISON HEIGHTS
28177 Dequindre
545-1700

INSURANCE AGENCY
Experienced personal and/or commercial lines, secretary, top salary and benefits. Southfield. 569-5400

INSURANCE SECRETARY needed immediately for Rochester Agency. Must have experience in property and casualty, with knowledge of rating, homeowner & automobile coverage. Also light typing, filing and bookkeeping skills required. Call between 9 AM and 5 PM 651-8700

INVENTORY CONTROL I ERSON
For retail chain located in Town Center Bldg in Southfield. Experience desirable. Fully paid Blue Cross and Profit Sharing. Please call: 358-1191

JR. SECRETARY
Phone - Type - File
International Trading Contracting Co.
Southfield 353-8674

KEY PUNCH OPERATOR
Full time days. Good starting salary and company paid benefits. Key-Disc experience helpful. Tel-Twelve Mail and Key. Call Mr. Perry for appointment, 644-7500, K.R.A. Food Services.
An Equal Opportunity Employer

KEYPUNCH OPERATOR
Immediate full time opening for experienced Keypunch Operator. Previous work experience on IBM 129 required. Full time position with full benefits including Dental. Contact:

HELM, INC.
865-5000, ext. 210

LEGAL SECRETARY
Birmingham area, one year legal experience preferred. 645-0100

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train woman with college education & desire to be a lawyer or paralegal. Good pay. 645-0750

SCHOOL SECRETARY
Must have good organizational and typing skills. Enjoy young people. Typing meets position. 64.81 - 85.39 hour to start. Excellent benefits. Apply in person or send resume to Personnel Office, Northville Public Schools, 501 W. Main, Northville, Michigan, 48167.

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES

Highly respected established agency serving 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.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Experience necessary ...
Southfield Firm 424-8000

LEGAL SECRETARY for Southfield Law firm, experience preferred but will train someone with good office skills. Call Barbara at 553-1000

LEGAL SECRETARY needed. Preferably with Mag car experience. Pleasant office, responsibilities, competitive salary and benefits. Call Joyce at 642-7880

LEGAL SECRETARY for Birmingham law firm, experienced in general practice. Salary commensurate with experience. 645-9502

LEGAL SECRETARY
Trial experience preferred, shorthand. Good pay & benefits. Southfield. Call for appointment, 355-1720

LEGAL Secretary - Southfield law firm American Center. Excellent salary, benefits, opportunity, minimum 2 years. 353-7550

LEGAL SECRETARY
Experienced in Corporate law. Word processing experience helpful. Located in Town Center, Southfield. Salary commenurate with experience. 352-8980

LEGAL SECRETARY for Southfield/American Center law firm, with word processing experience on Lanier, IBM or CPT. Flexible hours, excellent benefits & payroll for 30 employees. Salary based on experience. Call Barbara Farmington area. Call Miss Ashton
774-6600

LEGAL SECRETARIES
TEMPORARY
PERMANENT

We are in desperate need of experienced Legal Secretaries seeking temporary assignments. Detroit and suburban locations are available. Earn $40-$45 per day.

Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout the Tri-county area. Salaries range as high as $15,000.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 352-0060
Dearborn 322-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY - needed for Farmington Hills law firm, good typing & dictaphone skills required, excellent benefits, call Linda Hirdig 851-9500

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred, benefits, salary open. 355-4141

LEGAL SECRETARY
for Southfield office. Shorthand and experience required. Salary open.
352-9400

OFFICE HELP needed 8-1pm, Part time, must be accurate typist & able to work flexible hours, can smoker preferred. Call between 8am-5pm 362-1060

OUTGOING RECEPTIONIST

FEE PAID. Super job for good typist who likes people!
Wright Services
EMPLOYMENT CENTER
474-1717

PART TIME CLERICAL WORK in Southfield office. Typing, filing, light phone. Students interested in summer work welcome. 559-0630

PART TIME clerical - typing, filing, answering phones, 25-30 hours a week 12:15 to 5:15 or 1 to 6 hour negotiable upon experience. Call Dorothy, 855-0002

PERMANENT/PART TIME
SECRETARIAL, diversified Southfield office. Mature, good skills, 352-3992

PERMANENT part time Secretary for Troy office 9 AM. - 1 PM., Mon. - Fri. Good typing skills and some Bookkeeping experience. Salary $100 per week
645-7578

PERSONNEL AGENCY MANAGER
Looking for a challenge? If you have experience in personnel and/or recruiting we have an opportunity for you to manage your own office. For confidential interview, call 642-3040

POSITION OPEN - in accounts payable. Light typing, filing, etc. Must have pleasant personality. Accounting experience not required. Send resume only to Grinders Bore Industry, 51500 W. Pontiac Trail, Wixom, Mi. 48098. Attn. Steve Freeburn.

RECEPTIONIST- Experienced in property management office. With knowledge of building business helpful. Good with figures, good starting salary. Please call. 352-2260

RECEPTIONIST/ SECRETARY
for motion picture laboratory. Good typing required. Diversified duties. New Center area. Benefits. Call between 8am-5pm 874-1112

RECEPTIONIST NEEDED
For small CPA firm in Troy.
Secretarial & bookkeeping skills desired. Send resume to Box 943, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Position open due to promotion. Large retail sales organization in Livonia would like to hire. Qualified individual exhibiting out-going personality, good telephone manner and light typing/clerical skills. Compensation includes salary of $140/week with fringe benefit package featuring company paid group health and life insurance plan. Call Mr. Foster at 522-6500 to schedule an interview.

RECEPTIONIST
Full time, evenings & Sundays. Jewish Community Center Womens Health Club. 661-1000, ext. 310 or 271

RECEPTIONIST/SECRETARY, for Southfield law firm, excellent opportunity for sharp, reliable person with minimal experience. 569-0888

For real estate office. Good typist. Hours: 5-9 PM., every other day, and 1 day on weekends. Call 532-8000.

RECEPTIONIST
How would you like to work for a good company like Pitney Bowes? We have an excellent benefit package and even comfortable working conditions. If you possess good typing skills, good telephone manners and have the ability to work with people and enjoy a fast pace in an office, we would like to hear from you. Please call to set up an interview with Miss Shirley Herbert at 353-2830.

PITNEY BOWES
24100 Lahser, Southfield
An Equal Opportunity Employer

REGIONAL SECRETARY

Fortune 500 Company offers everything you want! Beautiful location - advancement - challenge - Great Pay & Benefits & they will pay the fee. Start at $900 or more. Call Joanne - today!
353-2090
SNELLING & SNELLING
PERSONNEL

RENTAL CONSULTANT
Secretary for luxury Northville apt. complex. Must like people & be able to work 2 weekends a month. 348-8419

SECRETARY
Architect's office in Birmingham. Typing, filing, telephone, dictating equipment and general office. 647-5656

504 Help Wanted Office-Clerical

SECRETARY

Are You an enthusiastic, self-motivated person? Then you will love this challenging & interesting position. No Shorthand - just good typing. Great benefits & advancement. Employer pays your Fee. Hurry, this won't last!
$800 - Up. Call Kathy - today:
353-2090

SNELLING & SNELLING
PERSONNEL

SECRETARY/BOOKKEEPER
Accts. Receivable & Payable. Must have good background in accounting. Some typing & phone. 533-0313

SECRETARY/BOOKKEEPER
Experienced. One girl CPA office
in Southfield.
352-0896

SECRETARY-EXECUTIVE
Legal office, many years experience, shorthand. Experienced management position. Salary commensurate with ability. Contact Doris at 355-1611

SECRETARY
FEE PAID
$9,400

Challenging and diversified duties await in choice Troy location. Work with charming office staff. Expand your skills in secretarial. Call now. Bebbie. 649-5900

SNELLING & SNELLING

SECRETARY for Birmingham office, excellent skills required, will train to be legal secretary. No experience required. 645-9502

SECRETARY
For Birmingham office. Excellent skills required. Will train to be legal secretary. No experience required.
645-9502

SECRETARY for small office in Lathrup Village, must have shorthand & typing ability, mini computer & memory typewriter operation helpful. Salary commensurate with experience. Excellent fringe benefit package. Send complete resume in confidence to Box 864 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Birmingham CPA firm. 2 years typing experience with good organizational skills. Tax experience helpful. 644-4913

SECRETARY - Mature person for 2 man office, some typing with pleasant phone manner. Hours: 9 00AM-4 30PM, $650 per month. Call Barbara 559-5560

SECRETARY/RECEPTIONIST
Secretarial experience/Receptionist with excellent typing skills. Accounting experience desired. Competitive salary in fast growing consumer Detroit area. Excellent benefits. Full time position. M-F 8:30 to 4 PM. Call Mrs. Ferguson 476-2360

SECRETARY/SALES SUPPORT
Secretarial and sales assistant duties for progressive office furniture company. Must have good command of typing and telephone skills and ability to accept responsibility. Experience necessary. Excellent opportunity for career minded individual. Send resume to Carson Business Interiors, P. O. Box 530, Southfield, Michigan 48037, Attention: Office Manager.

SECRETARY
$11,400 PLUS
FEE PAID

Want a career with good salary advancement, super benefits, excellent location, and professional environment? Call Mark now. 649-5900.

SNELLING & SNELLING

SECRETARY

$180 PER WEEK!
- FEE PAID -

Super Spot for sharp individual. Benefits!

Snelling & Snelling
336-7400

SHARP GAL who likes to work with figures. Light typing, some experience. Full time position, benefits. Farmington Hills area. 478-3150

SMALL LIVONIA manufacturer requires part time, 3 afternoons a week, clerical help. Must have good phone and typing skills. Phone Friday or Monday between 1-3 PM. 525-5350

STENOGRAPHER. All-around office girl. Good stenographic and typing skills required. Most benefits. Southfield area. Reply Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TWO OFFICE people needed by Title Company in Troy. Closing Secretary with experience and a typist with experience for title commitments. CALL Mrs. Skubic, 643-9949

TYPIST
Livonia Mfg. Co. seeks part time typist and file clerk, to work 20 hrs. per week approximately 4 hours daily. Apply Box 940Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - SOUTHFIELD Consulting Firm needs good typist. Dictaphone experience helpful but not necessary. Pleasant working conditions. Call Mrs. Hauck. 569-4118

VICTOR
TEMPORARY SERVICES

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

505 Help Wanted Food-Beverage

BARTENDER-MANAGER
New Concept in Cocktail Lounge. Management experience preferred. Call for appointment Floyd at 349-0558

BROILER MAN, nights only, good pay. Apply in person between 3-5 PM. The Mesting Place, 4105 Orchard Lake Rd., Orchard Lake.

Chef - Broiler Cook

Needed in Harbor Springs fine dining restaurant. Beautiful summer area.

Please send resume promptly to:
Harbor Springs Post Office Box 495
Harbor Springs, Mich. 49740 or
Please call Mark Wibel
616-526-6291

COOKS

We have immediate openings for cooks with at least 2 years experience.
Please apply in person
Personnel Office
Mon thru Fri
9AM-1PM 3PM-6PM
SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

DISHWASHERS
For day and evening shift
Ala Carte Cafe, Southfield
352-0718

FEMALE to work days, at Soda Saloon in Livonia, hours 11 am - 5 pm Mon. thru Fri. Waitress experience helpful, will learn complete operation, start at $3.50 hr