500 Help Wanted

NEED A JOB? If you are 18 to 24, living in Wayne County, call Growth Works Job Training Program, ask for Ann, Jan, or Jimi. 9AM-3PM. 455-4094

NO EXPERIENCE NECESSARY

KELLY SERVICES has temporary PACKAGING & LIGHT INDUSTRIAL assignments available for day and afternoon shifts. Must be 18 and have your own transportation. Apply between 8AM and 3 PM Mon. thru Fri.

32669 W. WARREN
(At Venoy - in the Shear Delight Beauty Salon)
GARDEN CITY
522-4025

KELLY SERVICES

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

ONE SURVEYOR: Two Survey Party Chiefs also two experienced surveying engineering draftsmen and 2 experienced surveying technicians. Send resume to Angelo J. Marino, 2 E. First St., Monroe, MI 48161 1-241-4282

ONE SURVEYOR & 2 Survey Party Chiefs. also 2 experienced Surveying, Engineering Draftsmen & 2 experienced Engineering Technicians. Send resume to Angelo J. Marino, 2 East First St. Monroe, Mi. 48161
313-241-4282

PART TIME
Interesting part time position doing unique public contact work. Ideal position for someone looking for 4 hours a day. Reliable transportation needed. This position pays up to $8 an hour. Call Cindy Legin at 399-2391, after 19 AM.

PERSON NEEDED for complex maintenance, full time position. Call Drive Apts on Outer Dr. Call between 9-5pm 537-2260

PHARMACY TECHNICIAN for professional pharmacy. Experienced Computer. No nights or Sundays. Excellent working condition. Benefits 626-8732

PHONE APPOINTMENT CLERK - No experience necessary. Calling for appointments only. No selling involved. Salary plus commissions, morning or afternoon or evening. Immediate openings. Call Mrs. Fredrick 10am-3pm 399-2079

PIANIST ORGANIST wanted for a developing music program in new church 830 week Faith Community Church Canton 459-2199

MANAGEMENT TRAINEE

OUR AVERAGE WEEKLY INCOME $300-$500 PER WEEK

LET US PROVE IT
No Experience Required
If you are a person less than this, our company may consideer you for one of the openings now available. Rapid avancement, good hours. Must have dependable car. Must be sharp and over 18. Call: Mr. Clark.

261-4011

PRODUCT ENGINEER -hands-on engineer with automotive component design and development experience. Familiar with plastics and metals applicability and manufacturing methods. Experience a must Salary commensurate with experience and qualifications. Submit resume with references and salary requirements in confidence to P.O. Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRODUCTION OPERATORS
Lathe & mill. Some experience required in shop or tool room. Must be able to read micrometers. Steady work & fringe benefits. Spencer Product Ring Co 6425 Eppworth Blvd Detroit. 361-3550

PROGRAM AIDES-Adult foster care home. Male female. Full part time. Flexible scheduling. Training provided. Male students home makers welcome. Call Mon thru Fri 10am-2pm only. 474-9416

RELIEF COOK
DIETARY AIDES
PART TIME

FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

REPAIR man for small factory. Should be familiar with power tools, & manufacturing processes. For interview call Bob Jr. At 455-2710

RESTAURANT MANAGEMENT

Continental Restaurant Systems is seeking growth oriented individuals who can make things happen, to enter our management ranks.

Our continued expansion of MOUNTAIN JACK'S, J. ROSS BROWN'S & WHALING STATION, THE STAG AND HOUND has created solid growth opportunities with us. If you have a college background and some full service restaurant management experience, send your resume in confidence to

Don Lawley
CONTINENTAL RESTAURANT SYSTEMS
29508 Southfield Rd.,
Suite 200
Southfield, Mi 48076

OR CALL
(313) 559-9380

Equal Opportunity Employer M/F

SUMMER JOB
College students for summer camp - in N. Mark Counselors, arts & crafts, W. S. I. Camp Tanuga. 354-7400

SWIM INSTRUCTORS with WSI or YSI for YMCA Day Camp - Backyard Pool Program Rochester area 651-1066

500 Help Wanted

RETAIL

ASSISTANT MANAGERS

If you have 2 years retail sales management experience or minimum of 2 years college, we want to talk with you about the potential to manage a store. Unlimited growth opportunities for upper-management positions with leading women's apparel chain specializing in junior fashions. Call for an appointment: Ms. DiPietro 477-6262

Stores located at Fairlane, Westland, Northland, Briarwood, Southland, Twelve Oaks, Lakeside and Oakland.

JEAN NICOLE
WESTLAND MALL

RETAIL

SALES PART TIME

A branch of national womens fashion chain in the Livonia Mall needs a mature, experienced person to help run Ready To Wear Department. Ideal for Hostmother with some sales experience who wants to go back to work. Hours flexible including some evenings and some weekends. Immediate employee discount. Call for appointment. 558-3033

RETIREES
Designers or Engineers - Want to keep active working 4 hours a day, doing thriving Royal Oak air conditioned plant? Call J. Maurer between 8 AM and noon for appointment. 283-1111
Equal Opportunity Employer M/F

RETIREE

Troy based marketing firm is in immediate need for a retiree. Duties include courier service, light maintenance and mail processing. Late model car for transportation is required

For consideration please call 362-2189, between the hours of 9 AM - 5 PM., Monday - Friday

CMI CORP.
Equal Opportunity Employer

SALES ENGINEER
BS in electrical engineering or training. Basic knowledge of and experience in electronic test instrumentation such as oscilloscopes, logic & spectrum analyzers. Strong aptitude & interest for sales. Salary range from $22,000 to $32,000. Company automobile & expenses furnished. Excellent Medical Package. Fee Paid.

OUTSIDE SALES TRAINEE.
Manufacturing Associates or 4 year degree. Science interest in industrial sales. $12,500 to start. Full Benefits Fee Paid

MANUFACTURING MANAGER
Stamping experience a plus. Must have experience in buying, estimating, planning & knowledge of figuring steel. Open Salary. Full Benefits

ACCOUNTANT
Recent graduate with either construction or manufacturing accounting experience. 3 years minimum. Will eventually work as assistant controller. $18,000 minimum starting rate. Paid Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

SEAMSTRESS
Part Time
Apply at Redwood & Ross
241 Merrill, Birmingham

SEAMSTRESS WANTED
Full time, 7 Mile - Telegraph area
538-3636

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

SHOWROOM REP needed for leading furniture rental company. Ability to meet the public a must. Basic office skills and own transportation required. Sales experience a definite plus. If you are looking for a versatile position call our Royal Oak office for an appt. between 11am-4pm. 288-5700

Spring Positions
NOW OPEN

Work available part time in our telephone sales department. Excellent pay, immediate openings. Call Mrs. Rajda from 3 to 7 PM at

533-7748
Redford Area

STOCKMAN
Days, full time, must have car for deliveries, excellent working conditions, many company paid benefits. Apply Sherman's Prescriptions, 3669 W Maple, Birmingham
647-4900

STOP
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 552-8570 JOB FINDERS INC.

STORE MANAGER
Become an integral part of contemporary retailing at ALEVE'S. We have opportunities for motivated career oriented individuals to fill the position of Manager & Asst Manager. Excellent opportunities for advancement. Good pay & company benefits. Please apply in person

ALCOVE
TWELVE OAKS MALL
I-96 at Novi Rd.

STRAIGHTENER For Plane Hardening shop, experienced only. Top wages, major medical. Overtime. Clean shop. 425-1350

SUMMER EMPLOYMENT
Skills needed in part or all for the following sports: Soccer, Baseball, Basketball & Track. Plymouth area. 453-2096

TECHNICAL ILLUSTRATORS
EXPERIENCED IN AUTOMOTIVE BLUE PRINT READING & LINE DRAWING.

Graphic Engineering Services
2100 East 11 Mile Road
Royal Oak, Mich.
547-6550

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

WAITRESSES & COOKS, experience preferred, apply in person. Mr. Teds 33719 Plymouth Rd. 2 blocks W. of Farm Rd.

500 Help Wanted

TELEPHONE SALES PART TIME

Sell to established customers from our pleasant Southfield location. Sales experience required. Training included. Evening hours available. $4.00 per hour plus bonus! Call today.

424-9890

TEST ENGINEER - shift-sleeve individual experienced in automotive component functional and developmental testing. Must be experienced with operation, functions, and applicability of various transducers, measuring and recording devices, as well as other test lab apparatus. Writing and communications skills a must. Salary commensurate with experience and qualifications. Submit resume with references and salary requirements in confidence to Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

THE JC PENNEY CO:
is now interviewing
for the position of
HAIRDRESSER
Part Time
High commission
Excellent guarantee
Excellent working conditions
Regular associate benefits
Discount on purchases
Long term disability insurance
Life Insurance Profit sharing
Sick Leave
Vacation
Apply in person at
JC Penney, Westland Only
Mon. thru Fri., 9:30am-6pm
An Equal Opportunity Employer

TOOL ROOM
Experienced Machinist capable of running Lathes, and Cylindrical Grinders. Opportunity and benefits with a growing company. ELJ Electronics 653-3623

WAYNE WESTLAND
COMMUNITY SCHOOLS
Announces
Journeyman Openings
ELECTRONIC TECHNICIANS
HEATING & REFRIGERATION
Make application to
Wayne Westland Community Schools
3712 Williams St. Wayne, Mi48184
595-2000
An Equal Opportunity Employer

WELDERS - All positions, all materials. Journeyman's Card required. Apply in person, prepared to take Welding Test. Foundry Flask & Equipment Co., 656 E. Cady, Northville.

TRUCK needed for 2 nights. Mid-nights. 11PM-7AM, over 25 preferred. Also can work additional hours on different shift. Apply in person at Dunkin' Donuts, 1043 Ann Arbor Rd., Plymouth.

WOOD SHOP & plastic dept. has opening for helper. Some experience in display work helpful, apply in person Tues or Wed May 20-21, between 9-11 am. Shaw & Slavsky Inc. 15329 Elmira, Detroit near Plymouth & Schaefer

WORK WITH Mentally Handicapped in a residential setting. You must be 18 years of age & at least a high school graduate. Starting wage $3.50 hourly. Phone for appointment 399-3320.
ALTERNATIVE SERVICES
An Equal Opportunity Employer

3M Sound Product dealer needs conscientious person for warehouse duties. Starting at $3.25 per hour, opportunity for advancement. Contact Mr. Schultz 522-2913

502 Help Wanted Dental-Medical

ADD TO FAMILY INCOME
RNs & LPNs, 2 to 5 days a week
Farmington Nursing Home, 20405 Folsom Rd 477-7400

BUSY MENTAL HEALTH Clinic needs responsible individual to handle Blue Cross & outside Insurance Billing, phones & client contact. Hours 9AM to 5PM, Mon thru Fri. 262-1700

CHIROPRACTIC assistants needed full and part time. Basic office skills necessary. Must have good phone manner, personality, enjoy people & be eager to learn. Call Mrs. Pallin 557-1452

CO-ORDINATOR for large dental center - executive position, ability to motivate, direct and PR. Must understand bookkeeping. Excellent salary, benefits, & growth. Waterford area. Send resume to Box 889 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT/Receptionist. No experience needed, will train. 4 days a week, Birmingham area
646-4707

DENTAL ASSISTANT-RECEPTIONIST, specialized office in Southfield experience required. Pleasant working conditions 352-4552

DENTAL ASSISTANT
CHAIRSIDE
Certified or experienced. Do you like working with people? Enjoy helping people learn? If so, we would like to talk with you. Please phone to arrange for a confidential interview

354-5330

DENTAL ASSISTANT, mature, experienced, excellent opportunity & benefits for motivated person. Farmington Orthodontist 855-2022, 569-5110

DENTAL ASSISTANT for a new & expanding dental practice must be experienced in four handed dentistry. Please call 348-7997

DENTAL ASSISTANT - Northville area, experienced in 4 handed chairside, able to work well with people, pleasant atmosphere. 349-3644

DENTAL ASSISTANT, chairside with some Orthodontic assisting or training experience helpful. Birmingham 643-1440 or 643-0562

DENTAL ASS'T
Experienced in expanded general dentistry. Ask for Robin 332-4100

DENTAL CHAIRSIDE ASSISTANT
Experienced preferred. 6 Mile - Telegraph area. Call 255-3797

DENTAL HYGENIST
Full or part-time, large suburban office, Pontiac area.
Call 335-6164

DENTAL HYGIENIST
Needed for part time. Pleasant working conditions, Rochester area.
652-7777

DENTAL HYGIENIST
2 days, Monday & Wednesday 2-8pm.
Dearborn
278-8333

DENTAL HYGIENIST
For S. Livonia preventive dental practice, 4 days a week. 522-4770

DENTAL HYGIENIST
Wanted to work full or part time in all suburban areas. High pay, flexible days. Please contact after 6 PM. 626-2534

DENTAL HYGIENIST
For 3 days, Mon, Tues, Thurs. Birmingham area. Call between 8am-5pm. 642-1942

502 Help Wanted Dental-Medical

DENTAL Receptionist, an opportunity for a part time permanent position in busy, efficient office. Need experienced, energetic, cheerful person to join already excellent staff. Send resume to 2677 Elizabeth Lake Rd., Pontiac, MI 48054

DENTAL RECEPTIONIST - experienced with insurance. Pleasant office, 4½ day week, benefits. Southfield area. 557-3618

DENTAL RECEPTIONIST, full-time, 3 years recent experience. Responsible individual for Troy office. Must have knowledge of Insurance & Pegboard system 689-9182

DIRECTOR OF NURSING
A unique opportunity is now available in the nursing field for a professional registered nurse with management skills. We are a professional nursing service in one of the fastest growing areas of the health care field. This position has a variety of responsibilities including insuring quality patient care, public relations, recruiting, supervision and training of employees. Prior temporary nursing experience will be considered. Salary is negotiable. We also are offering an excellent compensation and benefit package.
645-3050
Professional Medical Personnel
1080 N. Woodward
Birmingham, Mich. 48011

DOCTOR'S OFFICE WANT
Part time. Also full time Receptionist. Farmington Area. Call between 7-9 PM. 647-5959

DOCTORS RECEPTIONIST
4 day week. An MD Specialist office, Wednesday & Saturday off. Front desk, peg board, insurance experience. Type 50 wpm., excellent opportunity. Good salary open. Southfield area

DAVIS-SMITH
Medical-Dental Personnel
557-2700
JOB LINE
24 Hour Service To Hear About Our Most Outstanding Jobs

EXPERIENCED Dental assistant, certified. Good benefits. Westland area. Call between 3pm-5pm. Ask for Mrs Wood 722-5130

EXPERIENCED medical biller for busy dermatological office in Southfield. Must be familiar with Blue Shield, Medicare, Medicaid & private insurance. Approximately 20 hr. work week. Pleasant working conditions, ask for Betty 557-7600

HANDICAPPED CHILD CARE
WAYNE & S. OAKLAND COUNTY
I you have 6 months or more experience working with handicapped, retarded or autistic children, Temporary 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

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 Pine Manor
49650 W. Warren
Canton

MEDICAL ASSISTANT
Doctors office, Northwest area. Part time days. Experience preferred Hours 10am-7pm 538-7800

MEDICAL ASSISTANT - full time, will train, Rochester/Utica area. 651-2900

MEDICAL ASSISTANT, full time, for doctor's office. Experience preferred. Sinai Hospital area. Call 838-7900

MEDICAL ASSISTANT
For Dr. Office, 4 days a week, experience in injections, X-rays, venepuncture 459-2255

MEDICAL ASSISTANT for Dr's clinic, part time Wednesday 4:30-9:00PM, and today 1-4PM. Experienced in X-Ray, injection & also venepuncture. 453-2255

MEDICAL ASSISTANT-Receptionist, internist 12 Mile & Southfield. Front desk, insurance, lab. Experience helpful, full time. Call Sonny or Elaine 557-3300

MEDICAL BOOKKEEPER
Part time for Physicians office. Experienced. Willing to do Misc. office duties. Call after 2 PM 559-0505

MEDICAL LABORATORY looking for person with some knowledge in general office procedures. 40 hour week. Excellent benefits. Send resume to Box 100 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL Photographic Clerk

Photographic Dept. of large medical clinic. Southfield, needs responsible, mature file clerk for varied duties. Must have working experience. Photographic background or hobby very helpful. Excellent working conditions and benefits. Salary open.
CALL MRS. FORBES, 357-1622

MEDICAL RECEPTIONIST
Mature, experienced person for busy Southfield office. Full time. Southfield area 353-1754

MEDICAL RECEPTIONIST
6 PM. to Midnight for Livonia doctors clinic. Call Nancy. 437-3509

MEDICAL RECEPTIONIST - 2 years experience, typing, pegboard, insurance forms. Five days a week, good salary & benefits 553-8500

MED TECH
Experienced in all areas, for evening work in private Lab 476-1900

MLT-ASCP registered for a busy Dr's office in Southfield, experienced in Hematology, urinalysis, electrophoresis, & RIA. Ask for Mary 358-2743

NORTHWEST Area Dental Assistant full time, experience preferred
558-2488

NURSE AIDES
We are now accepting applications for nurse aides to provide home care to private patients. We require a minimum of 1 year experience as a nurse aide. You choose your own hours and receive top pay and benefits.
Phone us today, you'll be glad you did
645-3050
Professional Medical Personnel
1080 N. Woodward
Birmingham, Mich. 48011

NURSES AIDE for elderly woman, part time experienced and references. Oak Park area. 967-1148

NURSES AIDS

Earn extra money weekends and evenings.
Will train. See Miss Watkins in person at
NIGHTINGALE WEST
NURSING HOME
8365 Newburgh Rd., near Joy Rd.

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 483-5121

NURSES
RN'S
LPN'S

Top wages and benefits paid for your nursing skills.

Paid vacation, mileage, holiday pay, weekend differential, specialty pay, paid malpractice, professional liability and bonding.

You choose your days, hours and assignments.

Staff relief or private duty.

Work as little or as much as you choose. We are a professional nursing service that lets you be a professional nurse and still have the freedom and life style that you desire.

645-3050
Professional Medical Personnel
1080 N. Woodward
Birmingham, Mich. 48011

TRAINED AIDE for lovely elderly couple. Must have professional skills and income supported, be able to drive and cook, be at least 30 years old. References required. 645-8788

ULTRA SOUND TECHNICIAN, Bishop. Needed full time for private OBGYN practice. Call Janet, 478-4900

502 Help Wanted Dental-Medical

Nurses

RN'S LPN'S $200 FREE!

PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 8 SHIFTS OF 3-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 CASH AND IN ADDITION TO ALL OUR TOP WAGES

RN'S
TO $12.50 PER HOUR
LPN'S
TO $9.30 PER HOUR

THIS OFFER FOR NEW APPLICANTS ONLY. APPLY FRIDAY MAY 16 THRU JUNE 1, 1980 AND WORK COMPLETED BY AUG 1,1980

Kimberly Nurses
354-1640

FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU-CCU-OR. CALL NOW FOR IMMEDIATE INTERVIEW.

OPTICAL DISPENSER-Experience only, Westland area. 261-8917

RECEPTIONIST, Rochester area. Full time, must with pleasant personality. Typing & filing experience. Send Resume To P O Box 118, Rochester, MI 48063

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

RN'S - LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- THOSE WAGES -
OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME

MEDICAL PERSONNEL POOL

Blmfld/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. Revised pay scale and good benefits. Unit assignments offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM at
CAMBRIDGE NURSING HOME, W.
18533 BEECH DALY 255-1010

RN'S & LPN'S
HELP
If you are concerned & motivated in looking for a challenging future
WE WANT YOU
Supervisor & Staff positions available, full paid Hospitalization, Differential progressing rate scale, excellent benefit package.
Valley Care Center,
Of Bloomfield 345-0345

RNs & LPNs
RNs, part time, swing shift, alternate weekends, contingent basis.
LPNs, full time, afternoon shift. Possible 12 hour shift when opening available.
Apply:
KERN HOSPITAL
21230 Dequindre, Warren

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 478-2550
19500 Middlebelt
PONTIAC 643-6970
3505 Elizabeth Lake Rd

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

RN'S
Unlimited Personal Satisfaction and Extensive Professional Growth are yours to enjoy. Here's a special career opportunity where your initiative and concern for others will produce dramatic results and without the need for weekend, holiday or evening hours. You'll guide and encourage overweight individuals towards better health and nutrition through one to one counseling sessions. If this sounds challenging, have ambition and enthusiasm, and you like working in a congenial clinic atmosphere, give us a call. Salary plus bonus. Ask for Lyn 355-2377

WEIGHT LOSS CLINIC

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.

SECRETARY, Livonia Area. Medical office experience necessary, should know medical insurances, peg board, etc. Salary open, send resume with references to Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Social Workers
ACSW, CSW, MSW for an expanding private psychiatric hospital. Must have some in-patient psychiatric experience. Apply

Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

WANTED-experienced or certified Veterinary Technician, part time, to work N. Rochester area. 651-4345 or 651-9025

X-RAY TECHNICIAN - Farmington area, full time. Registered. Doctors office. Excellent opportunity, fringe benefits, top salary. 474-5618

X-Ray Technician to work Evenings busy N. Woodward Doctor's office. 50 hours per week. Call between 8am-1:30pm. 545-3242

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
Our Company has immediate needs for two positions in our Accounting Department. The first position requires a person familiar with accounts payable, this person should have a knowledge of purchase orders, receivers & invoices & the process necessary for payment of such invoices. The second position requires account, with knowledge of summarization of disperments & receipts, also a knowledge of bank reconciliations & general ledger postings. Competative salaries are available on both positions, we offer excellent benefit packages. We offer regular performance evaluations & growth potential. Call Bev for an appointment for an interview at 642-4200

BOOKKEEPER
Growing Birmingham Advertising Agency needs experienced, capable bookkeeper. Responsibilities thru trial balance, posting on NCR bookkeeping machine, and managing company benefit program. Agency experience desirable, but not necessary. Send resume or call 645-8088 for confidential interview. Mr. Cunningham & Kleinginer, Inc., 55 W. Maple, Birmingham, MI. 48011.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK

A growing automation company in Novi is seeking an Accounting Clerk who will be responsible for the typing and filing of invoices, maintain a job order system and various other office duties.

Applicants should have 3-5 years general office experience, typing (60 w.p.m.), good figure aptitude and the ability to work independently.

We offer a competitive salary, chance for advancement and company paid benefits including Blue Cross/Blue Shield, life insurance, tuition reimbursement, etc.

Qualified individuals interested in the above position, please contact

Ms. Devinee McIntoy

HYDROMATION COMPANY
38201 Amaranth Road
Livonia, MI 48150

464-0600 Ext. 232

Equal Opportunity Employer M/F

ACCOUNTS PAYABLE

Northwest area contractor has opening in accounts payable department. Highly qualified individual with computer experience. Demanding position with good salary and fringe benefits. Send resume to P.O. Box 632, Novi, Michigan 48050.
An Equal Opportunity Employer

ADMINISTRATIVE $11,000

Development company looking for you! Beautiful offices! If you are detail oriented working, come on down!! Fee paid Call Thom 478-3500
SNELLING & SNELLING

AMBITIOUS EXEC. SECRETARY

Southfield location. A dynamic person interested in a challenging position P.R. work, 70 WPM, shorthand 70 Salary $12-15,000
FEE PAID POSITION CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

AMBITIOUS $200 PLUS WK

Some join out great staff! Career spot! Unbelievable benefit package, is the talent in the industry. Call Thom. 478-3500
SNELLING & SNELLING

AN administrative/secretarial career opportunity for an experienced pro. Must type 85WPM, be expert on phone, able to handle clients and vendors. Poised. Cheerful. Promotable. Shortand not required. For well established Redford area operative consulting firm. Salary open, includes BC 255-4163

APARTMENT Furniture Rental Inc. needs a person for inventory control and other various office duties. Qualifications- previous clerical experience, a well organized person with good attendance record. If interested in the position in Southfield call for appointment. 352-9430

ASSIGNMENTS

Near your home for experienced.

MAG CARD OPERATORS
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPRS.

SUBURBAN
Office Services

ROCHESTER 651-1500
FARMINGTON 477-9840

ASSISTANT CONTROLLER TO $19,000

Professional atmosphere! Solid background in Bookkeeping, including financial statement. Truly a tremendous opportunity! Call Shirley 478-3500
SNELLING & SNELLING

BEGINNER VARIETY JOB

Major West Suburban company will train bright, ambitious person with good typing for entry level position in Beautiful Office. Good starting salary, full benefits, fast advancement and company pays our fee. Excellent opportunity for beginner. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

EMPLOYMENT OPPORTUNITIES
Dental Assistant-$9000
Clerk Typist $10,000
(life insurance background)
Claims Processor $9000
(one year exp. in group claims)
Insurance Reader-$10,000
(3 years experience)
Key Punch Operator $8200
(11,000-12,000 strokes)
Graebner Employment
569-2262

504 Help Wanted Office-Clerical

BILLING PERSON FOR MEDICAL SOUTHFIELD

Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid.

BILLING TYPIST
Excellent experience with invoices. Excellent typing. Salary $750 Range. Fully paid benefits & tuition refund. Dental & Optical. Fee Paid.

RECEPTIONIST-MATURE
Southfield
Excellent typing required, busy phone desk, bookkeeping knowledge preferred. $700 per week Range. Fully paid benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

BLOOMFIELD HILLS law office seeks secretary with excellent shorthand and typing ability. Excellent pay and fringe benefits. Send resume and expected starting salary to P. O. Box 207, Northville, Michigan, 48167

CLERK TYPIST
A national corporation located in Farmington Farms has immediate opening for experienced
CLERK TYPIST-60 wpm
We offer outstanding benefits including Dental. Excellent salary plus advancement potential. Please contact Janet Lafata, 445-6940 only if your typing skills meet the requirements stated, please. Individuals returning to the work force welcome.
Equal Opportunity Employer M/F

CLERK-TYPIST
Citizens Insurance Co. is currently has an opening in its Livonia Branch Office for an experienced Clerk Typist. Accurate typing skills required. If interesting position and you feel you can contribute to our company please call Sandy Hanigan, Personnel Secretary, 13559 Farmington Rd., Livonia, Mich 48150 1-313-525-9500
Equal Opportunity Employer M/F

CLERK TYPIST - for interesting and diversified position. Good typing skills, pleasant phone manner and accuracy are figures required. Good benefits. Spiral Carbide Tool, 12017 Levan, Livonia

CLERK-TYPIST, immediate opening for interesting and diversified position. Must have ability to type 50WPM, pleasant phone manner and accuracy with figures required. Compete benefit package. Call Dave 288-0565
Equal Opportunity Employer M/F

Color Information Clerk
Fortune 100 Company, Troy area
Beautiful working conditions, excellent fringe benefits. High school graduate or equivalent. Applicants must have good telephone attitude and very highly detailed clerical work. Send resume with work and salary history to
J. L. Keenan,
Box 2510, Troy, Mi. 48084
An Equal Opportunity Employer

COUNSELOR
Michigan's oldest employment service seeks person with at least 2 years personnel, medical, dental, or sales, (not all). Experience on on a pioneer in the desk. Must be self-starter with proven ability to handle detail work, good remuneration, regular hours, and nice working conditions. Call
DAVIS SMITH
Medical/Dental Employment Service
557-4912

EXCITING & challenging opportunity for experienced legal secretary with superior skills in growing Birmingham firm 644-4433

EXECUTIVE ASSISTANT

$10,800 PLUS
Move into this tremendous opportunity! Think for yourself. Career spot! Plush office. Call Thom. 478-3500
SNELLING & SNELLING

EXECUTIVE SECRETARY Permanent part time. Southfield area. Challenging position serving top executive. Call for appointment 557-2757

EXECUTIVE SECRETARY, experienced, for entrepreneur. Must be well organized and able to work under pressure. Send resume with phone number to Martin Ron Co. Inc. 2126 Corners Dr., West Bloomfield, Mi. 48033

EXECUTIVE SECRETARY TO PRESIDENT
TO $17,000
West suburbs
Excellent benefits
Snelling & Snelling
336-7400

EXEC. ASST.

Internationally known company is seeking an executive secretary for its President. Responsible position with good skills & experience working for top mgmt. Supervisory experience helpful. If what you are seeking is to really become involved in a fascinating industry, this may be the opportunity for you. Generous starting salary & benefits. Send resume to Mr. Poole, P. O. Box 491, Southfield, Mi 48037

Plante & Moran Recruiting for
An Equal Opportunity Employer.

504 Help Wanted Office-Clerical

BOOKKEEPER
$220 A WEEK
FEE PAID
Excellent benefits at suburban location.
Snelling & Snelling
336-7400

CAREER MINDED SECRETARY. but cannot work full time? This may be just what you have been looking for. We need a sharp secretary to work 18 hours a week. Southfield area. If you are a go-getter, and enjoy a challenging career, please call Mrs. Lukas 569-4906

CHALLENGE
FEE PAID $15-$16,000
That something extra is the object of this firm's search. Major Industry. Job needs you to keep pace with dynamic moving schedule. Strong Sec. skills a must for Exec exposure.
See us at 611 Village Plaza Tower.
CALL 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

CLERICAL/BOOKKEEPER
Small construction company located in Farmington is opening for experienced or running a one person office. Responsibilities include full charge of disbursements, receipts, payroll & account analysis. Good starting, salary. Send complete work & salary history to: Controller, 35351 Grand River, Suite 100, Bloomfield Hills, Mi 48013
Mackey & Mackey, CPA'S recruiting for an Equal Opportunity Employer

CLERICAL
Full Time. Varied duties - Filing, Answering Phone, Typing (45WPM), some office experience preferred. Downtown Birmingham. Call Barb Amman. 642-8700

Credit Control Clerk
To handle busy A/R desk. Includes posting payments and telephone contact with customers. Must have pleasing telephone manner. Math aptitude helpful. Farmington area. Call

478-0005
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY

Immediate openings for individual with excellent typing skills, 60 wpm, accuratelly, shorthand preferred, but not necessary. Experience preferred

FOR APPOINTMENT CALL:
MRS. POWELL
421-8200
MICHIGAN NATIONAL BANK
WEST METRO
An Equal Opportunity Employer

TYPIST

Part-time, needed immediately. Capable typist able to learn electric typesetting. 60 wpm minimum. Days. Apply in person W-Th-F. Mr. Brown, 560 S. Main, Northville.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL support person needed, proficient typing skills required ability to assume diversified duties & responsibilities. Interesting & challenging position with rapidly growing company offering excellent benefits. Call Pat 352-0910
An Equal Opportunity Employer

CLERICAL TRAINING
An opportunity is available for resident of Oakland County to train for a Clerical career through the CETA program. You must be a High School graduate or equivalent, unemployed or underemployed. Equal Employment Opportunity. Training will be held on new Troy location. Call between 10AM-4PM at

588-9660

CLERICAL
2 to 3 years general office experience. Preferably manufacturing shop. Must have good typing and figure aptitude ability. Excellent pay and fringe benefits. Send resume and expected starting salary to P. O. Box 207, Northville, Michigan, 48167

CLERK TYPIST
A national corporation located in Farmington Farms has immediate opening for experienced
CLERK TYPIST-60 wpm
We offer outstanding benefits including Dental. Excellent salary plus advancement potential. Please contact Janet Lafata, 445-6940 only if your typing skills meet the requirements stated, please. Individuals returning to the work force welcome.
Equal Opportunity Employer M/F

CLERK-TYPIST
Citizens Insurance Co. currently has an opening in its Livonia Branch Office for an experienced Clerk Typist. Accurate typing skills required. If interesting position and you feel you can contribute to our company please call Sandy Hanigan, Personnel Secretary, 13559 Farmington Rd., Livonia, Mich 48150 1-313-525-9500
Equal Opportunity Employer M/F

CLERK TYPIST - for interesting and diversified position. Good typing skills, pleasant phone manner and accuracy are figures required. Good benefits. Spiral Carbide Tool, 12017 Levan, Livonia

CLERK-TYPIST, immediate opening for interesting and diversified position. Must have ability to type 50WPM, pleasant phone manner and accuracy with figures required. Compete benefit package. Call Dave 288-0565