500 Help Wanted

MEAT CUTTERS wanted for large volume, franchised meat market. Must be fully experienced. Apply in person only at Michalik Bros. 18310 W. Warren, Detroit.

MISSILE CREWMAN
No Experience Necessary
$2500 Bonus To
Qualified High School Graduate
Join The US Army
Ages 17-34 Inc.
477-6833

NC MILL OPERATOR
Cincinnati
7220 - 10HC

Novi based machine builders requires experienced person to do complete set-up & operation. Good benefits. Day shift only. Interview by appointment only.
Alpha Industries, Inc. - 348-0019

NW DETROIT area equipment manufacturer needs person with small shop skills for light manufacturing & equipment repair. Apply: 19011 W. Davison, Detroit.

OFFICE CLEANING for responsible woman, downtown Birmingham, Mon. thru Fri. evenings. 647-7157

ONE SURVEYOR & 2 Survey Party Chiefs, also 2 experienced Surveying, Engineering Draftsmen & 2 experienced Engineering Technicians. Send resume to Hayden L. Marino, 2 East First St. Monroe, MI. 48161
313-241-4202

ORNAMENTAL iron installer. Welder. Monday thru Friday. Over 21 years old, married. Only experienced need apply. Company insured with ability. Call after 5pm. 477-4328

PLANT MACHINIST
TRAINEE
THE FIRST BALL AND CO.
Nationwide printer of checks & bank documents, is seeking a machinist trainee. If you have mechanical & electrical experience, a sound work history & are willing to become active at a lasting period in our Livonia operation, we would like to discuss this with you. Please call for an appointment from 8am-5pm, Mon. - Fri.
522-9268
An Equal Opportunity Employer

PLATING FOREMAN - experienced nickel electroplating automatic set up, $15,000 to $17,000. Fee paid.
Ray Greene Personnel 359-1425

POSITIONS OPEN

In our Cosmetic & Gift Depts. Must be over 21, full or part time, day or even. Good working conditions, excellent fringe benefits. Call 9-5 weekdays only. Royal Oak, Troy area.

Sherman's Prescriptions
Ask for Carol 689-7323

PROFESSIONAL dog groomer, experienced only, Troy area. 879-0130
879-0214

PURCHASING AGENT
Fully experienced purchasing agent wanted. Must be familiar with machine parts and steel purchases. Able to read blueprints (mainly steel tubing). Corporation located in Madison Hts. Excellent wages & benefits. Room for advancement. Send resume to Mac Machine Tool Products, 29310 Stephenson Hwy. Madison Hts. Mich 48071, Attn: Robert Kelsey.

RELIEF COOK
DIETARY AIDES
PART TIME

FRANKLIN MANOR
CONVALESCENT CENTER
29500 Franklin Rd., Southfield
352-7390

SALESPERSON for NW Detroit firm to work with advertising telephone sales and some general office. Apply: 19011 W. Davison, Detroit.

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

SECRETARY

Part time position available in our Farmington office. Applicants selected must be able to type, be accurate with figures & possess general office duties. Please call Al Bobowiec.

471-0650

SECURITY PLAINCLOTHES

Plainclothes security officers needed to join large Northwest Detroit retailer. Ouryear plainclothes experience required.

Excellent starting salary and full benefit package including Blue Cross, Blue Cross, Blue Shield and Life insurance

To arrange for an interview call Mon. thru Fri. between 9 am and 12 noon at:

963-1329

SERVICE STATION Help needed. Champlin Service, 18525 W. 7 Mile. Ask for Jim Gardner between 10AM & 1PM, Mon. thru Friday.

SHAMPOO GIRL wanted for Bardha Salon in Birmingham. Should have experience and license. Call 8am-5pm. 646-7061

SHAMPOO GIRL
Wanted part time
Livonia area. Call Thursday thru Saturday.
478-0142

SHEET METAL LAYOUT MAN
With 5 years experience. Send resume to P O Box 2, Dearborn Heights, Mich. 48127.

SHIPPING/RECEIVING
Warehouse Man. Person needed to handle stocking, shipping & receiving, and warehouse responsibilities for transmission distributorship. Must be BSG with good skills ability. Paid insurance and uniforms. Send brief work history to Manager, P. O. Box 543, Plymouth, Michigan, 48170.

SHOWROOM REP needed for leading furniture manufacturer. Ability to meet the public a must. Basic office skills and own transportation required. Sales experience a definite plus. We are looking for a versatile person with 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. Ralph from 3 to 7 PM at

533-7748
Redford Area

START IMMEDIATELY. Delivery, pool pay, 3 months time necessary must be dependable. Ask for Mrs Reynolds. 525-9974

STOP!
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 532-8570. JOB FINDERS INC.

SUMMER EMPLOYMENT
Skills needed in part or all for the following sports: Soccer, Baseball, Basketball & Track. Plymouth area. 453-3906

SUMMER JOB
College students for summer camp - in N. Mich. Counselors, arts & crafts, W. S. I. Camp Tamaqua. 354-7440

Systems Analyst
Programmer

Qualifications: 3 years data processing experience, experience in savings & loan or banking industry, knowledge of COBOL or Assembler, preferably both. Experience as systems analyst. Resume to Mr. Padula, Michigan Savings & Loan Assoc., 111 S. Main, Ann Arbor, MI 48104, or call 994-5900

TEACHER-KEEPER City & Country School. Lower elementary position, family atmosphere, gifted education, experienced. Resume to -Annemarie Hooper, PO box 218, Bloomfield Hills, Mich. 48013

TECHNICAL ILLUSTRATORS

EXPERIENCED IN AUTOMOTIVE
BLUE PRINT READING
& LINE DRAWING

Graphic Engineering Services
5100 East 11 Mile Road
Royal Oak, Mich.
- 547-6550 -

EXPERIENCED TECHNICIAN and experienced Salesman. Pd 3 way radio experience with GE, Motorola or RCA. Good benefits. Livonia area. 425-9030

500 Help Wanted

TOOL & DIE HARDENER
Experience necessary. Southfield area.
357-5222

TOOL & DIE STRAIGHTENER
Experience necessary. Southfield area.
357-5222

TURRET LATHE OPERATOR
Some experience necessary. Apply Spiral Carbide, 15001 Levan, Livonia.
591-1181

TWO YEAR OPTION
High School Grads Only
Join the US Army
Training, Travel, Education
Ages 17-34 Inc.
455-7770

UNEMPLOYED?
We are looking for management personnel for healthcare related industry. Must like people. Income open. Take shelter and other benefits available. Five 3 month training program. Call S. Frank, CPA 645-1011

UNEMPLOYED? 18 - 24 yr. olds. In Wayne County. Fire job training program. Call Ann, Jan or Jimmy, Tues. 9-5. MEP Program 459-4094

WAREHOUSE-MAN in tubing & metal products. Must be experienced. Apply in person, Prince Tubes Inc. 13101 Beland Rd. Plymouth. Mon thru Fri, 8.30am-5pm.

WATCHMAN

Saks Fifth Avenue has a part time opening in security. Evenings approximately 29 hours per week. Mature, flexible and dependable individual. Ideal for retired or semi-retired person.
Apply in Person
Personnel

SAKS FIFTH AVENUE
SOMERSET MALL
TROY
An Equal Opportunity Employer

WILLING TO train person 18-35 for full time position in photographic lab. 477-9383

YOUNG girl live in as mothers helper. Room, board, and wages. Bloomfield Hills. 647-8194

502 Help Wanted Dental-Medical

ACCOUNTS RECEIVABLE
Immediate opening in x-ray clinic for experienced Editor, excellent fringe benefits, including profit sharing. Ask for Bev. 569-0817

ADD TO FAMILY INCOME
RNs & LPNs, 2 to 5 days a week.
Farmington Nursing Home, 20405 Folsom Rd. 477-7460

CHAIRSIDE ASSISTANT. Plymouth area for orthodontic office. Has Excellent wages & benefits. Room for advancement. Send resume to Mae Davidal Tube Products, 29310 Stephenson Hwy. Madison Hts. Mich 48071, Attn: Robert Kelsey.

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 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT, chairside with some Orthodontic assisting or training experience helpful. Birmingham. 645-1440 or 645-0562

DENTAL ASSISTANT
Full time for Birmingham dental practice. Minimum 3 yrs. experience in chairside dentistry required. 647-2109

DENTAL ASSISTANT - Secretary. Mature, experienced. Insurance knowledge, 4 day week. Redford area.
537-7788

DENTAL ASSISTANT
Experience preferred but not necessary. Good benefits, good salary. Southfield location. Send resume to P. O. Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASST. experienced, 4½ days a week, Southfield area, call
352-8505

DENTAL HYGIENIST
2 days a week. In pleasant office in Farmington Hills
477-0707

DENTAL HYGIENIST
2 days, Monday & Wednesday 2-8pm. Dearborn
278-6311

DENTAL RECEPTIONIST - experience with appointments and insurance. 4½ day week, benefits, Southfield area.
557-2616

DENTAL RECEPTIONIST, full time, interesting and rewarding opportunity for a mature ambitious person. Pleasant personality a must. Rosedale Park area. Call Mon, Wed, or Thurs. 477-5115

DENTAL RECEPTIONIST-Experienced, mature, responsible person with typing and business ability wanted for this full time permanent position with good future and benefits. For personal interview sent resume to 2677 Elizabeth Lake Road, Pontiac, MI. 48054

DIRECTOR of Nursing, 151 bed skilled facility. Excellent salary and fringes. Call Sherwood Hall Convalescent Home. 289-5610

DOCTOR'S OFFICE. Experience preferred. Plymouth-Middlebelt area. 5 day, 40 hours. Includes 8 evenings and Saturday AM. General office duties including cleaning. Paid Blue Cross & pension plan. Salary $2.00.? Telephone Thurs. PM, Fri. or Sat. AM. 427-6411

DOCTORS
RECEPTIONIST BOOKKEEPER
Variety position in MD's office. Phone appointments, bookkeeping, check book, insurance. Experience necessary. 4½ days, nice hours. Paid Blue Cross, Dental, Profit-share, pension. Providence Hospital area. Salary open to $850.

DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-4958.

EXPERIENCED
Medical Office Manager & Secretary. Insurance knowledge & accounting. Medical Internist office Southfield.
559-7901

FULL TIME - Experienced Medical Biller for Doctors Clinic. W. Chicago, Southfield Road, call Linda 532-4115

HYGENIST
3 years experience, part time, Plymouth-Livonia area. 261-7450

JEWISH HOME for Aged, Southfield, part time RN, day shift, 96.50 per hour, $52 daily, prorated sick days, holiday pay, call Ed Young, 9 AM to 5 PM.
352-2336

LAB ASSISTANT
Needed for evening culture processing. Part time. Private lab in Southfield
557-8080

LPN
MIDNIGHTS

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

LPN or MED. ASS'T
If you have a Hospital oriented background, we may have the position you are looking for. National Hospital Service Co., has full time office position available for staffing coordinator in our Detroit Branch office. Duties involve staffing for a temporary Nursing Service. Candidate should have pleasant personality, organizational skills, ability to work independently & enjoy telephone communication & a busy work day. A minimum of 3 year's recent hospital experience in a Hospital or Physician's office required. Excellent work history MANDATORY. On call responsibility involved. If you meet the qualifications for this challenging & varied position, please call 354-1660 from 10am-5pm, Mon. thru Fri. All inquiries confidential.

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

MEDICAL ASSISTANT
For Dr's clinic, 4 day work week, experience in injections, X-rays, venapuncture. 459-2332

502 Help Wanted Dental-Medical

LPN WITH MED COURSE
Two part time, 16 hour week, 1 days & 1 afternoons - OR 1 for full time, full benefits, 32 hour week, swing shift.
Apply:
KERN HOSPITAL
21230 Dequindre, Warren

MEDICAL ASSISTANT for Dr's clinic, part time Wednesday 4:30-9:00PM, Saturday 1-4PM. Experienced in X-Ray, injections & also venapuncture. 459-2332

MEDICAL ASSISTANT, part time for Ophthalmologist's office. Mon and Fri. Salary negotiable. Birmingham area. Must like people. Income open. Take shelter and other benefits available. Five 3 month training program. Call S. Frank, CPA 645-1011

MEDICAL ASSISTANT, LPN, RN
Part-time teaching position. 2 Yrs. current working experience in Doctor's office/clinic. Call Mrs. Kingston between 9 AM and 5 PM at: 559-7737

MEDICAL ASSISTANT - 2 year doctor office experience necessary. ARG, vena puncture, injections, ulira monitors, pulmonary functions. Attractive salary & fringes. E. McNichols - E. Davison area. Call after 10 AM. 368-4503

MEDICAL ASSISTANT/Receptionist needed for a Medical Doctor's office in Birmingham. Primarily front office work - appointments, bookkeeping, billing, etc. Ability to perform venipuncture, injections, EKG preferred. Experienced, reliable worker and familiarity with insurance forms desired. No evenings or weekend hours. Call evenings and weekends. 576-4782

MEDICAL ASST.
Farmington area. Full time permanent position. Mature person, experienced in Vena puncture, injections, EKG, some Lab, front office. 477-3091

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

MEDICAL RECEPTIONIST
Part-time. Experienced. Front office work, 2 days per week. Rochester community. Call: 931-3003

MEDICAL RECEPTIONIST, part time. Surgeon's office, must be good typist. Southfield area.
851-9320

MEDICAL RECEPTIONIST
6 PM to 2 AM midnight. Experience helpful. Call Nancy 437-3509

MEDICAL RECEPTIONIST
Medical Billing experience preferred. Rochester area. Phone between 8AM & 5PM.
652-3300

MEDICAL RECEPTIONIST
Medical billing experience preferred. Rochester area. Phone between 8am-5pm.
652-3300

MEDICAL SECRETARY
Mature person for full time position in Royal Oak area. Must be good typist.
288-2250

MEDICAL TYPIST RECEPTIONIST
For Birmingham office. Full time permanent position. Call 9-12 Noon.
642-4474

MIDNIGHT NURSES
Full or part time, come in or call, Henry Ford Medical Center, 105 Edgerton Rd. Plymouth 455-0510

MLT-ASCP registered for a busy Dr's office in Southfield, experienced in Hematology, urinalysis, electrophoresis, & RIA. Ask for Meg 356-2743

NURSE - RECEPTIONIST
Busy Surgeon's office 4 day week. Mon, Tues, Wed, Fri. Southfield area.
569-4475

NURSES AIDS
PART TIME
Days & Afternoons
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 453-5421

PART TIME Dental Assistant needed for Livonia specialty practice. 2 or 3 days. Flexible schedule. No weekends or evenings. Experienced only. Call Jane at 522-7313

PART TIME Receptionist for physician's clinic. Experience necessary. Redford Twp. area. For interview call after 3 PM. 348-1444

PHARMACY ASSISTANT
Part time. Good pay and hours. Southfield area. 557-8840

Resident Care
Assistants
FULL OR PART TIME:
MAPLE MANOR
26900 Franklin Rd., Southfield
352-7390

RN - OR CIRCULATOR
Part time, 3 days a week, alternate Saturdays. NO HOLIDAYS, NO CALL, NO SHIFT ROTATION. Apply:
KERN HOSPITAL
21230 Dequindre
Warren

RNS
Full time, afternoon and midnights. Psychiatric experience helpful. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

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
Bimlid/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. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-5PM, at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD 569-2588
17000 W. 8 Mile Rd. *
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 643-6979
3505 Elizabeth Lake Rd.

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

502 Help Wanted Dental-Medical

ROCHESTER, for busy general dental practice, prefer experience in a bonded dentistry. Send brief resume to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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.

Social Workers
ACSW, CSW, MSW for an expanding private psychiatric hospital. Must have some in-patient psychiatric experience. Apply
Ardmore Acres Hospital
19310 Farmington, Livonia
474-3500

X-RAY TECH
Part time mornings, 4 days. North Suburban clinic 547-7552

504 Help Wanted Office-Clerical

ACCOUNTANT- Local CPA firm has opening for staff accountant. Experience preferred. Send resume to Box 445, Plymouth, Mich. 48170.

ACCOUNTING ASSISTANT
Assistant needed with 2 years working experience with accounts receivable & posting. Must be accurate & detail oriented, & self motivated. Professional Color Service, 18210 Meyers (Lodge & 6 Mile). Call Joanne Renaud. 345-4860

ACCOUNTING - background required for legal secretary position in downtown Detroit law firm, no shorthand. Salary $12,480 to $15,500 and full benefits package. Agency fee paid.

WORD - processing supervisor for law firm in Ren Cen area. Good typing and word processing experience required. Excellent benefits, salary $14,820 to $18,950. 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

ACCOUNTING
RECORD CLERK
Allstate Insurance Company has an immediate part time opening for an ACCOUNTING RECORDS CLERK in our cash processing unit. The job involves daily processing of incoming receipts and payments. Experience with a 10 key adding machine is helpful. Hours are 7 AM to 11 AM. Tues thru Fri., and 8:15 AM. thru 12:15 Sat. If interested please contact Tom Joy at 354-2158.
ALLSTATE INSURANCE COMPANY
30600 Northwestern Hwy.
Southfield, Michigan 48076
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE
$9,000
FEE PAID
Prestigious location for experienced clerk.
Snelling & Snelling
336-7400

ACCOUNTS
PAYABLE
Northwest area contractor has opening in accounting department for highly qualified individual with computer experience. Demanding position with good salary and fringe benefits. Send resume to: P. O. Box 633, Novi, Michigan 48050.
An Equal Opportunity Employer

ADMINISTRATIVE
SECRETARY
$12,000 PLUS
Fee paid. Unusual challenge! International firm, has excellent opportunity. Grow, enjoy the rewards. Great benefits, plus advancement. Call Sue.
SNELLING & SNELLING
649-5900

ADVERTISING

Our advertising department needs an energetic, enthusiastic person for general office and related duties. Typing or keyboard experience needed for this entry level position.
For more information call Mon. thru Fri. between 2 and 3 pm at:
963-7781
CUNNINGHAM
DRUG STORES INC

AN admin.strative/secretarial career opportunity: for an experienced pro. Must type 55WPM, be expert on phone, able to handle clients and vendors. Poised. Great office. Excellent pay, benefits and facilities. Farmington Hills area convenient to I-696. For appointment call Mrs. Springer. 476-1204

ANALYSIS - clerk, bookkeeping background, knowledge of employee benefits, light typing, good bookkeeping, benefits, $12,000 yr.

SECRETARY - Southfield legal firm, 1 to 2 yrs. experience, no shorthand, type 70 - 75 W/PM, benefits, $950 mo. fee paid.

LOIS RAY
PERSONNEL
459-0560

ARE YOU
LOOKING

... for an interesting job filled with variety? If you can type 60 WPM accurately and have a minimum of 1 year's related office experience, contact us for more information and/or an appointment. Opening is in our Southfield office.
Automated Marketing Systems Inc.
272-1000, ext. 34
An Equal Opportunity Employer

ASSIGNMENTS

Near you & home for experienced:

MAG CARD OPERATORS
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPRS.

SUBURBAN
Office Services

ROCHESTER 651-1500
FARMINGTON 477-9840

INSURANCE AGENCY-position in commercial lines department. Some insurance experience. Typing required. Southfield area. Contact Mrs. Essau. 358-1100

504 Help Wanted Office-Clerical

BILLING PERSON FOR MEDICAL SOUTHFIELD

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

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

VOLUME TYPIST
For Medical Records Transcription Firm
Terminology also but not required. Dictaphone experience helpful but will train. Excellent, accurate 75-90WPM min. typing. Salary $12,500. Full Benefits including Optical, Dental & Tuition refund. Fee Paid.

CLERK & COST DEPARTMENT
Experienced. Pleasant duties, light 40WPM typing. 1-3 years experience. $800-$850 per week. Fully paid benefits including Tuition refund, Dental, Optical.

SECRETARY
Southfield
To work for TV Station President & 2 Vice Presidents. Good typing skills, good secretarial experience, able to think well, handle appointments, letters, etc. Bright personality to start. Agency fee % Paid, % reimbursed after 6 months. Fully paid Benefits. Excellent salary.
BETTY HAMIL PERSONNEL
424-8470

BILLING
3rd party. D.O.C. needs experienced help. 8 Mile - Southfield area.
255-5170

BLOOMFIELD HILLS estate planning firm seeks receptionist typist with good general office skills. Call Cindy for an appointment at 645-1525

BOOKKEEPER for small mfg. company with at least 5 years experience. Must be good typist, permanent position with excellent salary, 8 mile Evergreen area. 352-8688

BOOKKEEPER-experienced, part time, apply Stewart Fabrics, 275 E. Maple, Birmingham.

BOOKKEEPER for Accounts Receivable, Payable, Reconciliation, etc. Location near Metro Airport, good starting salary & benefits.
Call 336-2100 from Noon to 5PM only.

BORED SECRETARY?
FEE PAID
$10,000 PLUS
Don't just change your job, change your life! Unusual challenge and variety with congenial firm. Advancement, plus fine benefits. Call Debbie today.
SNELLING & SNELLING
649-5900

CLAIMS CLERK

Previous accounts receivable experience preferred but general office background would qualify. Must be able to run a 10 key adding machine and be very accurate with figures.

For more information call Mon. thru Fri. between 9 am and 3 pm. at:
963-7781
CUNNINGHAM
DRUG STORES INC

CLERICAL help needed 1 girl office. 7 Mile & Southfield area. 255-4100

CLERICAL
Manufacturers Bank is seeking qualified individuals who have the ability to type 45-50 wpm., accurately for Clerk Typist positions

Secretarial positions, also, available for individuals who have at least 2 years of previous experience with typing skills of 55-60 wpm., and shorthand skills of 80-100 wpm.

We offer an excellent benefit package which includes pleasant working conditions, competitive salary, medical and dental insurance, and tuition refund.
APPLY IN PERSON
MANUFACTURERS BANK
24028 Woodward Ave.
Pleasant Ridge
Thursday, May 29 Only
1:30-4 PM.
An Equal Opportunity Employer

CLERICAL/SECRETARY, some typing experience preferred. Light duties in general office work. Experience in customer relations. We will train qualified person. Potential for promotion. Mechanical contractor. 9680 Grimmel, Detroit. 931-2345

CLERICAL TRAINING
An opportunity is available for resident of Oakland County who is a high school graduate or equivalent, unemployed or underemployed. Equal Employment Opportunity. Training will be held in our new Troy location. Call between 10AM-4PM at:
588-9660

CLERK TYPIST - typing with a variety of office duties. Some experience preferred. Southfield area. 557-2529

CLERK/TYPIST. Part time, position requiring typing speed of 35 WPM minimum. Light bookkeeping duties also helpful. Contact The Hartford, Personnel Dept. 32255 Bill Plaza, Troy. 589-4700, ext. 268
Equal Opportunity Employer M/F

COMPUTER
OPERATOR S/34

with data processing background. Duties to include daily data entry, operations, scheduling, manuals, reports, supplies and related computer work activities. PLUS 1 or more specific bookkeeping functions, e.g. A/R, A/P, credit, etc. Solid successful experience required. Small office. Excellent pay, benefits and facilities. Farmington Hills area convenient to I-696. For appointment call Mrs. Springer. 476-1204

ENTRY LEVEL POSITION in order department. Some experience helpful. Must be detailed and enjoy public contact. Call for appointment. Mon thru Fri., 9-5. 474-6773

EXCELLENT TYPIST NEEDED
For Southfield law firm, located in Prudential Town Center. Call Pat Kelly at
355-5300

EXECUTIVE SECRETARY
Typing & Shorthand required. Must be self-starter, able to work independently & with diverse groups of people. Benefits include: Blue Cross, Dental, Life Insurance. Forward resume to:
Personnel Department
Bloomfield Hills School District
550 Lone Pine Rd.
Bloomfield Hills, Mi. 48013
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Top-notch secretary for law firm of Southfield firm. Typing and shorthand skills, a must, career oriented person, person who can perform under pressure and deal with Agmnt. To $15,000.
FEE PAID POSITION Call Kay
PLACEMENT PLUS
PERSONNEL 358-3250

EXECUTIVE
SECRETARY
Independent educational community in Bloomfield Hills seeking EXECUTIVE SECRETARY. Responsibilities include initiative, experience with dictating equipment. Excellent fringes, salary commensurate with experience. Send resume to Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED INSURANCE GIRL
Full time position in Southfield. Call:
476-5300

EXPERIENCED Legal Secretary - Negligence and divorce. Salary commensurate with experience. Southfield area. 358-0100

EXPERIENCED legal secretary, for law firm in Bloomfield Hills, please call Mrs. Kraft for interview appt.
646-9400

EXPERIENCED LEGAL SECRETARY -Trial practice experience preferred. Salary commensurate. Blue Cross, Southfield area. 559-5848

FARMINGTON HILLS LAW FIRM
Looking for experienced legal Secretary, pay commensurate with ability.
626-3418

504 Help Wanted Office-Clerical

GAL FRIDAY
INVESTIGATOR
Southfield law firm seeks young men & women with good secretarial skills who also have the ability to accomplishing investigation work. Must be able to type at least 45 WPM and be able to work a flexible schedule.
Call 10 AM to 4 PM Mon. thru Fri.
357-8733

GENERAL
ACCOUNTING CLERK
Varied duties in downtown Insurance office. Accurate typing and knowledge of business machines and figure aptitude required.
962-0034

GENERAL
OFFICE FILING
Leading Manufacture of Industrial Tools has an immediate full time entry level position in the Livonia Area. Must be high school graduate, have good speed & accuracy, 40-50 WPM typing ability, high math aptitude, some office experience preferred. Excellent employee benefit program.
KENNAMETAL INC.
261-7400
An Equal Opportunity Employer

GENERAL OFFICE, full time. Start $150. Typing, computer input, will train, some bookkeeping. Southfield area. 356-8430

GENERAL OFFICE CLERK
Dalton, a Division of Burger King Corp., has an opportunity for in our modern Distribution Center in Romulus. Must be accurate with general Office experience, a good Math aptitude & Calculator ability to qualify. Must be able to work Sundays. The starting salary is attractive + you'll be eligible for an excellent Company-paid Benefits program. To arrange for an interview, call Personnel at 941-4150
BURGER KING CORP.
DISTRIBUTION DIVISION
An Equal Opportunity Employer

GENERAL
SECRETARY
$11,400 PLUS
Fee Paid
Large Troy company offers full benefits, wide variety of duties, and an active role within the department. Be appreciated. Call Mark.
SNELLING & SNELLING
649-5900

GIRL FRIDAY - typing, some accounting, small Livonia office. Call 7 AM. to 5 PM. 425-0230

GIRL FRIDAY - 1 woman office in Birmingham. Good typing skills. Clerical expertise and pleasant phone personality. Interest in engineering a bonus, full benefit company. 547-3750

HEADTENDERS, bookkeeper, part or full time, for active office, must have experience, Southfield, growth opportunity, call Leon Warner. 355-7150

INSURANCE AGENCY Marketing Assistant - Must write all commercial lines, minimum 3 yrs. experience. Salary commensurate with experience. Call American Insurance Network
645-6282

INSURANCE GIRL with experience, personal lines preferred. Call Mrs. Kraft at 641-1100

INSURANCE GIRL with experience, personal lines preferred. Call Mrs. Kraft in Southfield. Full time position. Call
358-0448

INSURANCE
SECRETARY

No dull routine here! Your typing 60 plus and good work background will land you nearly 20 hours with established suburban firm. Excellent starting salary to $13,000, good benefits and company pay-out for you.
PERMANENT STAFF
SOUTHFIELD 353-0505

INVENTORY CONTROL PERSON
For retail chain located in Town Center Mall in Southfield. CRT experience desirable. Fully paid Blue Cross and Profit Sharing. Please call: 358-1191

JUNE
Fee Paid$12-$13,500
Now's the time to get involved! Either Shind or Dicta can help this Personnel Director keep the schedule to deadline. Top Benefits including Tuition refund, Dental & Optical.
See ad at Village Plaza Tower
CALL 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

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

LEGAL SECRETARY
Southfield area, 1 year experience, shorthand. Salary commensurate with experience. Contact Debra at 353-1117

LEGAL SECRETARY, North Woodward open - depending upon qualifications 588-5800

LEGAL SECRETARY full time, experienced in general practice for busy lawfirm. Salary & fringe benefits commensurate with experience. 353-1550

LEGAL SECRETARY
Experience necessary
Southfield Firm
424-8300

LEGAL SECRETARIES. Experience preferred, salary open, shorthand required. Southfield area. Near expressway. Call for appointment
557-9722

LEGAL SECRETARY wanted for Southfield law firm. Good typing skills required, shorthand helpful but not necessary. One year legal experience.
559-4219

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary. Experience in banking, insurance, securities for allied firm helpful. Competent shorthand & typing essential.
642-5255

Legal Secretary
Word Processing
Operator

For busy, but congenial, corporate law firm. Applicant should have knowledge of IBM office products or similar word processing equipment. Also 1 year minimum legal and word processing experience is necessary. Excellent transcription skills and a minimum typing speed of 70 WPM are required. No shorthand. Located in the pleasant surroundings of downtown Birmingham. All benefits, including paid convent parking. Excellent salary. For interview call Karen at 642-2500

LEGAL
SECRETARIES
TEMPORARY
PERMANENT

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

Many outstanding permanent positions are also available to candidates seeking full time positions. Openings exist throughout Detroit tri-county area. Salaries range as high as $15,000.
PERSONNEL AT LAW
TOWN CENTER OFFICE PARK
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3160
Hamtramck-Center 567-0141
Troy 649-2942

LEGAL
STENO TYPIST

Reliable person with excellent typing skill and some shorthand required. Real Estate and word processing experience desirable but not necessary. Excellent working conditions and benefits. Southfield location. Real Estate Dept. Prudential Company. 358-4300 ext 514.
An Equal Opportunity Employer

OFFICE MGR. - familiar with accounts payable, accounts receivable & payroll, BA or liberal arts background preferred. Salary & benefits commensurate with skills & experience.
634-9330

OFFICE POSITION open for mature woman in Southfield apartment complex. Will require accurate typing and figure work. Call between 9 and 4 PM.
644-5354

504 Help Wanted Office-Clerical

LIBRARY SECRETARY
Personable individual with excellent typing and good shorthand skills. Organizational skills and initiative are and integral part of position and will as the ability to work in a busy environment. $9425 a year. Call Farmington Hills Library.
553-0100

MATURE WOMAN receptionist. Part time working 3-6 hrs. Mon. Accurate typing & filing required. Please send hand written resume to Box 115, Rochester, Mi. 48063.

MEDICAL
SECRETARY
$12,500 FEE PAID

Outstanding opportunity to enter an interesting field with a prestigious agency. Just good typing! Lots of variety plus fast-paced office. Top benefits. Hurry. Call Kathy now.
353-2090
SNELLING & SNELLING
PERSONNEL

OFFICE GIRL
Must be able to type, file, and phone. Full time. Farmington area. 477-8777

ONE SECRETARY OFFICE
Need someone personable with accurate math & typing skills, some bookkeeping, for our Bloomfield location. Send resume to Jeanne Harris, 8343 E. Forest, Detroit, Mich. 48214.

PART TIME girl, 16-20 hours, must type, excellent working conditions, Bloomfield Hills insurance agency, call Sue. 646-5030

PART TIME office clerical help needed. Farmington Hills area. 31805 Middlebelt, Suite 306, Farmington Hills

PAYROLL CLERK
Compile payroll data from time sheets & other records to prepare computer input forms. Verifies & reconciles reports. Prepares withholding payment remittance checks, handle reports & W2 transmittal. Prepare & distribute pay envelopes. The service bureau is used to process payroll. Good benefits.
Business Manager, Madonna College
36600 Schoolcraft, Livonia, Michigan 48150.

PERMANENT PART TIME Clerical assistant needed for financial planning office in Southfield. Typing skills & good starting salary with opportunity for economic advancement. Call Mr Lewis 557-4150

PERSONNEL - One girl office, branch of national corporation. Duties include bookkeeping, typing, filing, switchboard, editing, proofing letters, other correspondence. 35 hr. per week. Excellent starting salary. Plus regular wages, group health & life insurance, pension program. For interview and details of experience plus reference to Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary/Typist

We have an immediate opening in our Novi office for a SECRETARY/TYPIST. This is a diversified position that includes handling secretarial duties for our District Sales Manager and typing for Sales Engineers. Shorthand desirable. We offer a competitive salary and excellent fringe benefits. Call
BECKMAN INSTRUMENTS
41365 Vincenti Ct., Novi 48050

SECRETARY

We are seeking a person with at least one year recent secretarial experience. Fast accurate typing required.

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

To arrange for a confidential interview please call between 9 am and 5 pm at:

CUNNINGHAM
DRUG STORES INC
963-7781

SECRETARY
$13,000 to $15,000

Fee Paid
Large Southfield Bank, Trust Department, Secretarial Pool, Top Benefits, Excellent Working Conditions, Opportunity for Advancement.
Call Mrs. Springer
476-1204

RECEPTIONIST - Typing required, pleasant phone voice, Canton area. 455-8720

RECEPTIONIST - mature person preferred, answer telephone & some typing at office work. Livonia area. 425-3600

RECEPTIONIST, immediate opening, general office work with filing and light typing duties. Located in 13½ Mile & Lahser Rd. area. Call Fidelity Deposit Co. 642-5242
Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY
Southfield based Mortgage/Investment firm desires person with excellent phone manners and typing of 50 to 60 WPM. Mortgage experience necessary. Benefits included.
Contact Mr. Goldman, 557-7040

SALES OFFICE - located in Prudential Town Center, Southfield, requires accurate typist, with pleasant phone voice for diversified duties. Good pay for right person. 354-1100

SALES
SECRETARY

We have immediate opening for an outgoing person with good typing skills and has the desire to work with people. EXCELLENT TYPING SKILLS A MUST.
Please apply in person
Personnel Office
Mon thru Fri
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD
HOTEL
17017 W. 8 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

SECRETAR