EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT/Receptionist needed for 1 MD Internist's office in Birmingham. Primarily front office work - appointments, bookkeeping, billing, etc. Ability to perform venipunctures and do EKG preferred. Experienced, reliable worker and familiarity with insurance forms desired. No evenings or weekend hours. Call evenings and weekends. 576-4763

MEDICAL ASSISTANT in womens clinic. Send resume to Women's Counseling Center, 23900 W. 7 Mile, Detroit Mich 48235. Attention Denise Phillips

MEDICAL ASST.
Farmington area. Full time permanent position. Mature person, experienced in Vena puncture, injections, EKG, some Lab, front office. 477-2091

MEDICAL RECEPTIONIST
Mature, experienced person for Ophthalmologist office. Full time, Southfield area. 353-1756

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

MEDICAL SECRETARY
Mature person for Internist location in Royal Oak area. Must be good typist. 288-2250

MIDNIGHT NURSES
Full or part time, come in or call, Henry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0010

MLT-ASCP registered for a busy Dr's office in Southfield, experienced in Hematology, urinalysis, electrophoresis, & RIA. Ask for Meg. 358-3743

NURSE - RECEPTIONIST
Busy Surgeon's office, 4 day week, Mon. Tues., Wed., Fri. Southfield area. 569-4478

NURSES AIDES
Full & Part Time
977-4667

NURSES AIDES - looking to subtenant your income? We have weekend openings, all shifts. Ask for Miss O'Rourke or Mrs. Lee. Lahser Hills Nursing Center, Southfield. 354-3222

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 483-5421

Nurses

RN'S
LPN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 10 SHIFTS OF 7-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE! 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 WHO APPLY FROM MAY 19 THRU JUNE 6, 1980 AND WORK COMPLETED BY AUG 1,1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING 11P/7A/CAU/OB. CALL NOW FOR IMMEDIATE OPENINGS.

502 Help Wanted Dental-Medical

NURSES - attractive geriatrics facility in Southfield needs Nurses interested in change. Fully paid Blue Cross, free meals, weekend differential, uniform allowance and the greatest patients in greater Detroit all for you. Are you for us? Lahser Hills Nursing Center. Ask for Miss. O'Rourke. 354-3222

OPHTHALMIC ASSISTANT
Experienced Desirable not necessary, must be pleasant & eager to learn. Salary commensurate with work abilities. Excellent fringe benefits, Bloomfield Hills Mail Replies Box 186, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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. 340-1444

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

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - full or part time position available for Dentist office in newest clinic. Salary negotiable. Send resume to Womens Counseling Center, 23900 W. Seven Mile, Detroit, Mich., 48235, Attention: Denise Phillips

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

RN Needed
For busy Doctor's office, with CCU Experience, full time & part time.
Livonia Area 478-1100

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

RNS - LPNS
full or part time days - afternoons. Sherwood Hall Convalescent Home. 288-6610

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 255-1010

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

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
12000 W. 8 Mile Rd.
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 543-6970
3505 Elizabeth Lake Rd.

HOCHESTER, for busy general dental practice, prefer experience in 4 handed dentistry, send brief resume to Box 128, 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

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

504 Help Wanted Office-Clerical

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

A COMPANY THAT CARES
About their employees. Needs your skills, good typing, phone manners, benefits. $800 a month. Fee paid. Call Linda.
644-4600
SNELLING & SNELLING AGENCY

ADMINISTRATIVE SECRETARY
$10,400 UP
FEE PAID
Expanding suburban company is offering lots of variety, super benefits, and some travel opportunity for your good personality and know how. Call Mark now.
SNELLING & SNELLING
649-5900

ASSIGNMENTS
Near your home for experienced:
MAG CARD OPERATORS
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPRS.
SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

504 Help Wanted Office-Clerical

AVERAGE - typing & shorthand skills required for sales correspondence position for Southfield corporate headquarters of international company. Good phone personality a must. Salary $13,200 plus top benefits & agency fee paid.

SECRETARY - for Southfield auto supplier. Requires ability to compose own letters. Shorthand not necessary. Salary $12,000 plus excellent benefits and your boss pays our fee.

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 estate planning firm seeks receptionist typist with good general office skills. Call Cindy for an appointment at 645-1520

BOOKKEEPER/ASSISTANT
Southfield multi company operation. Must have recent bookkeeping experience. Non smoker preferred. 559-7870

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

BOOKKEEPER for Accounts Receivable, Payable, Receptionist, etc. Location near Metro Airport, good starting salary & benefits.
Call 326-2103 from Noon to 5PM only.

BOOKKEEPER for small manufacturing company with at least 5 years experience. Permanent position with excellent salary, 8 Mile Evergreen area. 352-8688

BOOKKEEPER needed for fast growing Birmingham CPA firm. Minimum 2 years experience in all phases through trial balance. 644-4913

CLERICAL ASSISTANT
Male or Female, for Interior Designer in downtown Birmingham 645-6788

CLERICAL/BOOKKEEPER
Small construction company located in Dearborn, Michigan Ave-Wyoming area has opening for someone experienced at running a one person office. Responsibilities include full charge of disbursements, receipt, payroll & account analysis. Good starting salary. Send complete work & salary history in strictest confidence to Mr. Wallin, 2350 S. Telegraph Rd., Suite 105, Bloomfield Hills, MI 48013.
Mackey & Mackey, CPA'S recruiting for an Equal Opportunity Employer

CLERICAL help needed 1 girl office. 7 Mile & Southfield area. 355-8100

CLERICAL TRAINING
An opportunity is available for resident of Oakland County to train for a Clerical career through our CETA program. You must be 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, Livonia area. 478-1100

CLERK/TYPIST. Part time position requiring typing speed of 55 WPM minimum. Previous clerical experience helpful. Contact The Hartford, Personnel Dept., 3250 W. Big Beaver, Troy 649-4700, ext. 268
Equal Opportunity Employer M/F

COMPUTER OPERATOR S/34
with strong bookkeeping background. Duties to include daily data entry, operations, scheduling, manuals, reports, supplies and regular computer room maintenance PLUS 1 or more specific bookkeeping functions, e.g. A/R, A/P, Credit, etc. Solid successful experience essential. 6 girl office. Excellent pay, benefits and facilities. Farmington Hills Manufacturing firm. For appointment call Mrs. Springer. 476-1394

EXCELLENT TYPIST NEEDED!
For Southfield law firm, located in Providential Town Center. Call Pat Ecker at 355-3300

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
6175 Andover
Bloomfield Hills, MI. 48013
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Customer Service
Livonia office has excellent opening for stable individual who enjoys phone work, has general office experience and types 40-45 WPM. The successful candidate will be willing to learn, and is seeking an exciting and fulfilling career, as well as responsibility in a job. Good salary and excellent benefits. Call:
JUDY KRIZAN
525-1600
MICHIGAN MUTUAL INSURANCE
Affirmative Action Employer

ENTRY LEVEL POSITION in order department. Sales oriented person required. Must be detailed and enjoy public contact. Call for appointment, Mon thru Fri., 9-5, 424-8770

EXECUTIVE SECRETARY
Independent educational community in Bloomfield Hills seeking EXECUTIVE SECRETARY. Organizational ability, initiative, experience with dictating equipment. Excellent fringes. Salary commensurate with experience. Send resume to: Box 169, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED INSURANCE GIRL
Full time position in Southfield.
Call: 353-8067

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. Kratt for interview appt. 645-9400

EXPERIENCED LEGAL SECRETARY -Trial practice experience preferred. Salary commensurate. Blue Cross, Southfield area. 559-9888

EXPERIENCED LEGAL Secretary
For law office in Southfield, full time
Contact Sam Konikow, 569-3700

EXPERIENCED leasing person for Northville Apts. Hours 12-6PM, daily and weekends. Off Thursdays Call 662-4880

EXPERIENCED TYPIST for new court reporting service. Type 60-70 WPM, with 99% accuracy. Call 9-5pm weekdays. 371-5858

GAL FRIDAY INVESTIGATOR
Northland area security company needs attractive and outgoing gal with good secretarial skills who is also capable of accomplishing investigative work. Must be able to type at least 45 WPM and be able to work flexible schedule.
Call 10 AM to 4 PM Mon thru Fri.
357-8733

GAL FRIDAY needed for Royal Oak Photographic Studio. Some typing, filing, phone, record keeping & receptionist. Experience helpful but will train right person. Call 545-3850

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

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

GIRL FRIDAY -typing, some accounting, small Livonia office. Call 7 AM. to 3 PM. 422-0520

HEALTHY JONES, bookkeeper, typist, full time, for active office, must have experience, Southfield, growth opportunity, call Leon Warshaw, 353-7766

HIGH SCHOOL Grad with good clerical skills and math aptitude to fill position as underwriting trainee for Southfield Insurance agency. Mrs. Lewis, 557-4500

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

LEGAL SECRETARIES. Experience preferred, salary open, shorthand essential. Farmington Hills firm. Near expressway. Call for appointment. 626-9722

LEGAL SECRETARY wanted for Southfield law firm. Good typing skills required, shorthand helpful but not necessary. One year legal experience. 559-4210

504 Help Wanted Office-Clerical

JUNE
Fee Paid$12-$13,500
Full time to get involved! Either Shind or Dicta skills. Up Personnel Director keep the schedule to double. Top Benefits including Tuition refund, Dental & Optical.
See us at 611 Village Plaza Tower
CALL 562-8900
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

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
Southfield office - Mag card experience, shorthand. Salary commensurate with ability. Contact Doris at 353-1611

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
424-8900

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary. Experience in banking, insurance, securities for allied fields helpful. Competent shorthand and typing essential. 642-2355

Legal Secretary
Word Processing
Operator
For busy, but congenial, corporate law firm. Applicant should have knowledge of IBM office systems and 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 covered parking. Excellent salary. For information call Karen at 642-3900

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
We are in desperate need of experienced Legal Secretaries seeking temporary employment. Numerous similar work 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
TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 322-3149
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
For full or part time Southfield secretary. Downtown Rochester. Experienced preferred or will train. 651-5332

LEGAL SECRETARY. Southfield firm. Busy business practice. Neat typing and dictaphone essential. Shorthand and experience preferred, but will train. Salary on ability. 424-9090

LEGAL SECRETARY wanted for small general litigation firm. Must have minimum 1 year legal or 2 years general secretarial experience. Southfield. 557-4000

LEGAL SECRETARY/BOOKKEEPER
Small Southfield business law firm. Typing, Shorthand, Dictaphone. Minimum 2 yrs. experience, also will assist with bookkeeping, payroll, corporate records. Salary competative. Flies medical & life insurance. Must be exceptional & self-starter. 353-5440

LEGAL
SECRETARY
$9,600 FEE PAID
Super Southfield spot is seeking an enthusiastic beginner for an excellent opportunity. Call Sue.
SNELLING & SNELLING
649-5900

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. So. Southfield location. Real Estate Dept. Prudential Company. 358-4230 ext 514.
An Equal Opportunity Employer

LIBRARY SECRETARY
Personable individual with excellent typing and good shorthand skills. Organizational skills and initiative are and integral part of position and well as the ability to work in a busy environment. $9435 a year. Call Farmington Hills Library. 553-0300

LOCAL WELL COVERING distributor has immediate opening in sales dept. for sales coordinating person. Duties include, billing, typing, filing, etc. Must have basic computer knowledge. Experience in wall coverings useful but not necessary. For interview contact G. Maly 525-7884

MATURE WOMAN needed for receptionist position. Pleasant phone manner. Plymouth law firm.
453-4044

MEDICAL
ASSISTANT
Excellent opportunity for experience Assistant. Terrific benefits. Only 37 hours a week. Minimum $780. Call Jan today. This won't last!
352-2090
SNELLING & SNELLING
PERSONNEL

Medical Examiner
RN'S/LPN'S/MA
Excellent part time position performing insurance exams in your own neighborhood. Canton, Wayne, Romulus, Pontiac, Clarkston, Waterford.
FLEXIBLE HOURS
EXCELLENT PAY
354-1646

MEDICAL
SECRETARY
$12,500 FEE PAID
Outstanding opportunity to enter an interesting career. No experience necessary. Just good typing! Lots of variety in this 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 Hills. 477-8777

OFFICE MGR. - familiar with accounts payable, accounts receivable & payroll, BA or liberal arts background preferred. Salary & benefits commensurate with skills & experience. 624-9339

OFFICE POSITION open for mature woman in Southfield apartment complex. Will require accurate typing and figure work. Call between 9 and 5 PM 644-5354

ONE SECRETARY OFFICE
Need someone personable with accurate math & typing skills, some bookkeeping, for our Bloomfield location. Send resume to Jeanne Harris, 6845 E. Forest, Detroit, Mich. 48214.

504 Help Wanted Office-Clerical

PART TIME clerical help leading to full time. Farmington Hills area on 10 Mile Middlebelt, Suite 306, Farmington Hills

PART TIME girl, 16-20 hours, must type, excellent working conditions. Bloomfield Hills insurance agency, call Sue. 645-3330

PART-TIME, Mon. thru Fri., 10 to 3, Sat., 9 to 2. General office, minimum wage. Farmington area.
Call 478-8850, ask for Gloria.

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

PERMANENT PART TIME Clerical assistant needed for financial planning office in Southfield. Typing Skills & pleasant phone voice necessary, 20-25 hours per week. 352-1670

PERSON with professional attitude and good skills, full time, for Birmingham office. 644-6800

RECEPTIONIST - SWITCHBOARD
We are looking for an individual with a pleasant telephone manner and good typing skills. Filing experience helpful. We offer an excellent fringe benefit package. Day shift. NE Detroit firm. 354-1900

RECEPTIONIST - part time. Typing required, pleasant phone voice. Canton area. 455-5720

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

RECEPTIONIST, immediate opening, general office work with filing and light typing duties. Located in 13½ Mile & Telegraph area. Call Dick at Deposit Co. 642-5342
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

RECEPTIONIST/SECRETARY
For real estate office. Answer phones, and good typed. Hours: 9-5 PM, Monday - Friday. Call 522-5000

RECEPTIONIST - Part time for law office. Must be mature, reliable & capable of various office skills. Hours flexible. Bloomfield Hills area. 851-3515

RECEPTIONIST TYPIST for professional office in Southfield. Must be able to handle busy switchboard. Accurate typing required. Good salary and benefits. Call 358-6411

RENTAL AGENT - must have secretarial skills and like working with people and detail. Call 569-8400

SECRETARIAL POSITION. Troy Industrial area. Responsible, self-starter, good typing skills, shorthand desirable. Call Mr. Krause at 879-9000

SECRETARY - Birmingham Attorney's has position for mature, motivated individual with general legal experience to assume office responsibilities. Higher than average salary plus benefit package. 642-9406

SECRETARY
Bond Department of large insurance office. Accurate typist. Shorthand, general office experience. Downtown location.
962-0034

SECRETARY-Bright, mature, accurate with excellent clerical & organizational skills to train for legal work in large Southfield law office at American Center. Mr. Bernstein. 355-5000

SECRETARY: experienced or willing to learn word processors & letter. International Trading Firm/Southfield.
353-8474

SECRETARY - experienced or willing to learn word processors and telex. international trading firm, Southfield. 353-8474

SECRETARY
FEE PAID
$12,000
Never a dull moment with Blue Chip firm. Reach your potential. Great working conditions and location. Attractive benefits. Call Debbie.
SNELLING & SNELLING
649-5900

SECRETARY for Division of International Co. opening a new 1-Girl Office in Warren. Great benefits. Salary Open. Typing-60 WPM + Statistical typing. Interviews will be conducted in our Southfield office. Call Helen Nelson, 353-2882

SECRETARY
For Account Executives. High school education. Shorthand/Dictaphone experience, accurate typist. Office experience desirable. Downtown location.
962-0034

SECRETARY FOR LAW OFFICE
Some experience preferred.
Livonia location.
422-3860

SECRETARY
For Plymouth Law Firm. Excellent typing abilities and dictaphone experience preferred. Salary open. 453-4044

SECRETARY
for 1 girl office. Light bookkeeping helpful. Will train. Farmington area.
477-5455

SECRETARY for 1 girl manufacturer agent's office in Lathrup Village. Good benefits. Typing & shorthand required. Send resume to Box 101, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

SECRETARY - full time, Mon thru Fri. Sun. afternoon. Must type 60 WPM. Dictabelt and bookkeeping. Air back-ground helpful. Southfield area 569-1606

SECRETARY needed for fast growing Birmingham CPA firm. Minimum 2 years experience required of typing and organizational skills in tax department. 644-4913

SECRETARY
Position available for an experienced secretary, minimum typing 60-65 WPM, shorthand 80 WPM. For further information contact Personnel Dept.
Alexander Hamilton Life Insurance Co. Of America
12 MILE & FARMINGTON RD.
553-2000

SECRETARY

Shopping center developer located in Farmington Hills is looking for a secretary for its top executives. This challenging position requires good shorthand and typing skills, an ability to work well with figures, a willingness to work hard and a cheery disposition. We offer excellent working conditions and good benefits. Please call after 8:30am
851-8800

SOUTHFIELD based Mortgage Company needs person full or part-time for General office work. Ideal for High School student.
Call Bill after 3, 355-9200, Ext. 258

SOUTHFIELD law firm seeking experienced legal secretary, call Vicki 353-8506

504 Help Wanted Office-Clerical

SECRETARY - Southfield legal firm, 1 to 2 years legal experience, no shorthand, type 70-75 WPM, benefits, $950 mo. Fee paid

PHOTOGRAPHY - responsible person to organize files & label film, Southfield firm, $700 mo.

LOIS RAY PERSONNEL
559-0560
SECRETARY
$12,000
FEE PAID
Top office skills!
Prestigious spot!/cSnelling & Snelling
336-7400

SOMERSET
FEE PAID$14,500.
Enjoy free parking, bonus plan & Mag card training! Top Firm needs your skills.
Call Sherry at
HARRIET SORGE PERSONNEL

SOUTHFIELD based Mortgage Company needs person familiar with Investor reporting or Accounting experience. Call Barb at: 355-9200, Ext. 355

STAT TYPIST
Southfield firm has a super opportunity for a fast typist with experience on word processing equipment. Pleasant working conditions, generous starting salary and benefits are offered along with advancement possibilities. Send letter of application to Mr. Foley. P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

STENOS
SR. TYPISTS
GENERAL LABORERS
NEEDED FOR
GOP
CONVENTION
DOWNTOWN
MANPOWER
For An Appt. 478-1130
19500 Middlebelt
Livonia Office Pavilion
Troy - 750 Stephenson Hwy.
- 14 Mile. 585-5595
Work In Suburbs

TELEPHONE RECEPTIONIST
Typing & general office experience. Excellent fringe benefits. Farmington Hills area.
J. LEE HACKETT CO
478-4200

TRAVEL AGENCY
RESERVATIONIST
Terrific opportunity in gorgeous suburban tri-rise. Excellent typing and an eye for details will help you land this one! To $10,400. Call Joanne today for an interview!
353-2090
SNELLING & SNELLING
PERSONNEL

TYPIST - ON CALL.
We need an experienced Typist to help us on an on-call basis at our westside office located at Greenfield & Jeffries Expressway. Should have statistical typing experience & be available several days a week as needed. Please call Mrs. Hall, 424-2242, ext. 243.
Equal Opportunity Employer M/F

WORD
PROCESSORS
Experienced
We need your skills. If you would like to work on a temporary basis this summer while earning top rates, come in and see us.
Somebody Sometime
Temporary Help
Apply 9-4 except 12-1
17322 Farmington Road, Livonia
(Burton Executive Park)
525-5170

505 Help Wanted Food-Beverage

BARMAID
Experienced in cocktails
Early eves, & weekends
Apply after 4pm
HARBOR HOUSE
Korvette Shopping Center
Telegraph - W. Chicago

EXPERIENCED BARTENDER
Good pay and tips. Blue Cross plan available. One of Southfield's nicer restaurants. Applications taken daily from 2-4 PM., Monday - Friday. 28875 Franklin Rd., Southfield, at 12 Mile & Northwestern area.

COOKS - MATURE WOMEN
Day & Night Shift
Full & Part Time
Apply In Person
Daily Drive-In
890 Main St., Plymouth

COOKS-SHORT ORDER
DAYS or nights, paid vacation & holidays. Stafford's Restaurant, 4305 Orchard Lake Rd., West Bloomfield. Ask for Ted. 851-8955

COUNTER PERSON - days/nights, full or part time, male/female. Must be willing to work weekends, must be at least 18. Apply in person only: Arby's, 29515 Southfield Rd., Southfield.

EXPERIENCED BARTENDER
Inquire within, 16325 Middlebelt, Livonia. 427-3170

FULL & PART TIME help needed for food preparation and service. For an interview, call Kathy at 478-6200
Little Caesar's Pizza Station, 31459 Telegraph Rd., Southfield, Michigan.

NIGHT COOK wanted. Must be experienced in fine cuisine. Apply in person, Wed. thru Sun. after 12 NOON to
Chef Sweetan, Pine Lake Country Club, 3001 Pine Lake Rd., Orchard Lake.

NOW ACCEPTING APPLICATIONS
For New Store Opening
Full or Part-Time Days, Nights
Call 569-1800
203 S. Merriman Rd.
Westland, MI. 48185
- Apply in Person -
at
"TACO BELL"
2307 WAYNE RD.
Equal Opportunity Employer M/F

PREP COOK wanted, full or part time, experience working with food, apply Pilots Restaurant, 34170 Grand River, Farmington Hills.

505 Help Wanted Food-Beverage

WAITRESSES and Cashiers, will train. Bar Maids, experience necessary. Apply in person, The El Nibble Nook Restaurant, 26645 Hoover Rd., Warren.

WAITRESS - Private club, excellent tips, after 2pm. 355-4074

Waitress Supervisor
Mature dependable person to supervise dining room of elegant senior citizens apartment complex. Experienced. Part time, afternoons & evenings. Apply in person
Franklin Club Apts
28321 Franklin Rd., Southfield
OR CALL SUSAN
353-2057

WAITRESS WANTED. Full and part time, afternoon and midnight shifts. Palace Fine Foods, 28904 W. 7 Mile, Livonia

WANTED, EXPERIENCED Lady Manager for ice cream franchise shop in air conditioned mall. Permanent position. Excellent salary and working conditions, flexible hours, paid vacations, holidays, medical and profit pension contributions. Call after 4PM, 474-4472

506 Help Wanted Sales

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan. FAST START TRAINING. & More! Call us today for a confidential interview!
Neal Ishkan - Southfield 557-6700
Dick Randazzo - Plymouth 455-5200
Bill Winterstein - Livonia 476-9100
Ben Dobson 721-8400
Pat Sheehan - Dearborn 388-2200

Chamberlain
ADVERTISING
SALESMEN needed full and part time. Top commission plus bonus. Will train. Immediate openings. Call Jack Garrett at 478-5702 ext 333

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee, commissions. Learn without disturbing present job. 557-3268

ALL AROUND WOMAN
For part time work in Doc Jewelry shop. Farmington Hills. Excellent working conditions. Experience necessary. References required. Call T. H. Grant. 737-7333

AMBITIOUS self-motivated man with sales ability to operate an auto appearance treatment for the owner.
Call after 4 PM. 531-0258

AREA SALES MANAGER
Ready to move up? Here is a chance to step into a full fledged management opportunity. You will manage a staff of outside field reps, responsible for recruiting and training them in professional sales. Plan to work with our reps in the field teaching them how to sell. This is an important position in our firm, so we are looking for someone who will use a very extensive approach for motivating people. Ideal position for a former Sales Crew Manager, All prior background considered. You will be compensated in accordance with your performance, as well as a very good base salary. Please call Tom D'Agostino at 350-2082, after 10 AM.

CAREER OPPORTUNITY
If you'd like to start your own business but you don't have the capital, consider selling life insurance with Northwestern Mutual Life. We're looking for bright, industrious individuals. You can be your own boss, call your own hours and work in a team of money. Call Larry Herb in Southfield. 557-5050

CENTURY TRANE CO.
PHONE SOLICITORS
Part time days and evenings. Adults or teens. Good telephone voice needed. Apply in person to Ben McDaniel.
32500 W. 8 Mile
Farmington
478-5020

COLLEGE GRAD?
Farmer's Insurance Group is looking for sales trainee to start part time. After 6 months, opportunity to relocate in suburban Chicago area, if desired. Call for details 569-1622

COMMUNICATIONS inter personal skills a must for this challenging people oriented position. Merchandising division, Obtan Diversified International. 424-8208

Earn Good Money
Full-time or Part-time
Become An
Avon Representative
Call for details
425-8989 879-0183

ELECTRONIC
PHONE
SALES
RS Electronics, a progressive broad line electronic distributor, needs an aggressive phone salesperson with a background in the electronic field. Phone Mr. Miller at:
525-1155

EMPTY DESK
We have 1 desk available for a real estate sales person of the right calibre. Must be willing to work full time. For an appointment for an interview call JOHN HALSER

Norwood
No. 1, Inc. 464-2800

ENTHUSIASTIC PERSON to work part time in jewelry & gift store, Michigan Inn Hotel, Southfield. Excellent working conditions. 543-5497

FINE OPPORTUNITY in sales with prestigious jewelry firm. Working with diamonds, precious gems, watches & gold jewelry. Saturdays and some evenings required plus days. Apply in person. Orin Jewelers Inc, 29217 Ford Rd. Garden City.

FLAIR-LINE
Pneumatic & Hydraulic cylinder manufacturing company in Livonia has an immediate opening for aggressive individual to fill Industrial Sales position. Must be willing to travel & accept responsibility for comprehensive sales & marketing effort of dynamic growth limited company. Send resume & salary requirement to P.O. Box 8788, Livonia 48150 or Call for appointment at 7340.

FULL OF creative ideas, but hesitate to put them into action? Love art, but need administrative research staff & sales motivation plan to help you achieve success. Orion Diversified International, Creative Development Division. 424-8208

HIGH EARNINGS for phone salesmen experienced in cutting tools and shop supplies. All leads furnished. Oak Park area. 543-9300

NOW IS THE TIME to make that change that can assure you a real future selling real estate in an office where there are qualified people handling residential, commercial-industrial business opportunities to have a real future. If you like selling, we might have a place for you. If you are not experienced, we will train you to be. If you have the above. For a confidential interview call Bob Near or Bill O'Riley
O'RILEY REALTY 559-8844

ONE WAY TO GROW
Expanding real estate agency needs additional associates for its Canton location and (4) in the North Livonia office. We offer a pleasant, positive and clean atmosphere in which to work with a full secretarial staff, lead generating, advertising and promotion with along with a progressive communications structure according to each person's production. For a confidential interview and management vocational testing, please call Gene Kay, ask for Bob Hibbs at Canton/459-5252 or Mr. Mackenzie/Livonia 553-0080

504 Help Wanted Office-Clerical

SECRETARY

—Immediate opening for our west side location.
—Position requires experienced Secretary with accurate typing and shorthand skills.
—Statistical typing and record keeping experience helpful.
—We offer an excellent compensation/benefit package. For appointment/information call:
Ella Davis
965-2430, Ext. 3394

MICHIGAN CONSOLIDATED GAS CO.
One Woodward Avenue
Detroit, Michigan 48226
Member American Natural Resources System
Equal Opportunity Employer M/F

CALLING ALL

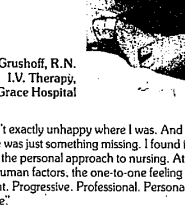
Students - Teachers - Domestic Engineers
Start your SUMMER FUN FUND
Temporary Assignments Available

ALL AREAS
Secretaries - Stenographers
Dictaphone Operators
Clerks - Typists
LIVONIA-PLYMOUTH AREA
Packagers - Light Industrial

BE A WITT WORKER
Ask about our BONUS & GOLD CARD PLAN

WHY DELAY	DIAL NOW
Livonia	525-0330
Dearborn	565-8060
RenCen	259-7788
Wixom	669-2409
Southfield	569-7500

WITT SERVICES
The Temporary Help People



"I had almost changed my mind about being a nurse, until I changed to Grace."

Gail Grushoff, R.N.
I.V. Therapy,
Grace Hospital

"I wasn't exactly unhappy where I was. And I wasn't bored. But there was just something missing. I found it when I began at Grace: the personal approach to nursing. At Grace, they emphasize the human factors, the one-to-one feeling between nurse and patient. Progressive. Professional. Personal. That's Grace. That's me."

Harper-Grace Hospitals
Grace Hospital Division
18700 Meyers Rd.
Detroit, Michigan 48235
Member Quardrangle Hospitals Association
Equal Opportunity Employer M/F

c 1980, Harper-Grace Hospitals

NOW!

JOIN THE PROFESSIONAL NURSING TEAM AT GRACE HOSPITAL. MATCH YOUR EXPERIENCE AND TALENTS TO THESE SERVICES:

1. Medical	4. OR./P.A.R.	7. Labor and
2. Surgical	5. Post Partum	Delivery
3. I.C.U./C.C.U.	6. Nursery	8. E.R.

ROOM TO SHAVE...ROOM TO GROW WITH ALL THESE EXTRAS:
- 6 Week Individualized Orientation
- Employee-Oriented Benefits
- Assessment Classes
- Continuing Education Credits
- Tuition Reimbursement
- Professional Team Interaction
- Flexible Hours to accommodate individual circumstances

FOR MORE INFORMATION — CONTACT S. SALAZAR, R.N.
NURSE RECRUITMENT REPRESENTATIVE 927-3101