500 Help Wanted

MAID
For Livonia, full or part time.
References helpful. Please call for appointment. 476-1314

MAIDS

No experience necessary. Includes weekends. Apply in person Mon-Fri, 1-5pm

HINES PARK INN
34635 Plymouth Rd., Livonia

MAINTENANCE
Experienced only to assist manager for large Oak Park apartment complex, adult community, no pets. Good salary plus apartment and utilities. Call between 9 AM and 5 PM, Monday thru Friday.

968-0202

MAINTENANCE Man needed for Southfield apartment complex. Job includes general maintenance, painting and lawn care. Experience preferred. 20-40 hour work week. For appointment call 557-4520

MANAGER
UP TO $200. WEEKLY
Profit Sharing & Commission

Mature Person with experience selling better dresses, sportswear, or lingerie needed. Our Ladies High Fashion Uniform shop located in the
TWELVE OAKS MALL
Come in or call:

NATIONAL UNIFORM SHOP
348-1550

MANICURIST
Experienced. Also hair styling assistant. West Bloomfield. 851-8571

KELLY NEEDS MEN & WOMEN

KELLY SERVICES light Industrial Division has many temporary assignments available for FACTORY, LIGHT ASSEMBLY & WAREHOUSE WORK. Day and afternoon shift. No experience necessary. Must be 18. If interested apply 9 AM. to 3 PM. Mon. thru Fri.

27629 JOHN R
MADISON HTS.
362-1180

Not an Agency - Never a Fee

KELLY SERVICES

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

HOW CAN WE TEACH YOU

A new job skill for FREE
(If you won't call us?)

If you live in the Oakland County area and you meet the minimum guide lines, we offer classroom training in the following areas: Auto Mechanics, Appliance Repair, Bookkeeping, Clerk Typist, Medical Assistant and many others.

CALL US. We are Southfield Community Placement, an Oakland County CETA Intake Agency. Call 354-9167.

HYDRAULIC PIPE FITTER needed, must be experienced, excellent benefits & wages. RHM Fluid Power, Westland. Mr. Morrow 326-5400

IF WE HAVE YOUR PHONE NUMBER

we would call you, but we don't. So please call us if you are an unemployed Oakland County resident and have lost income after June 1, 1979.

We are offering "on-the-job training" in positions such as Clerk Typist, Secretarial, Mechanical, Photographic, Sales Management and Computer.

Please call ... remember, we can do so much more for you when we know who you are. We are Southfield Community Placement, an Oakland County CETA Intake Agency. Call 354-9167.

Mechanical Trades Technician I

CITY OF SOUTHFIELD
Salary range $13,740 - $16,520 plus $2,248 COLA and a comprehensive benefit package. Assist in the maintenance and repair of mechanical equipment with specific emphasis on refrigeration and H.V.A.C. systems. Graduation from high school, vocational school or apprenticeship training. Minimum of 2 years work experience in the operation of mechanical equipment with a background in heating, air conditioning, refrigeration or boiler plant desired. Apply at the : Personnel Office, City of Southfield, 26000 Evergreen, South-field, Michigan 48076, by Friday, June 6, 1980.
Equal Opportunity Employer M/F

MEN'S CLOTHING STORE
Part time, weekends, help wanted. Southfield location. 559-2549

METAL STAMPING PLANT in Warren has an opening for a person with 1 or 2 years experience in die repair. Company offers excellent benefits and a chance for advancement. For further details call 774-8110

MISSILE CREWMAN
No Experience Necessary
$2500 Bonus To
Qualified High School Graduate
Join The US Army
Age 17-34 inc.
656-1244

NAILERS, SAW OPERATORS and General laborers. $3.35 per hour. Apply in person at 11900 Newburgh Rd. Livonia.

NEW GROUP planning original music needs experienced lead guitarist and base player. For appointment call after 7pm. 334-6963

NIGHT SHIFT POSITION
Youth worker at Runaway Shelter. Must be CETA eligible. Oakland County. Experienced, with youth, preferred. Call 547-1446

OFFICE MANAGER - Accountant. Must be able to manage staff and all accounting functions for country club. Salary dependent on experience. Immediate opening. Send resume to Box 178 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE SUPPLIES

Growing office supply company hiring experienced personnel in order Filing & Shipping. Must have 1 yr. experience in office supplies. Call Mr. Eisenberg between 1-3 PM daily

MC CAFFREY'S
LIVONIA - SOUTHFIELD
356-7773

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
313-241-4939

PARTS control room person, needed to direct flow of parts from dept. to dept. Good figure aptitude and be able to handle lots of paper work. $3 hr. week. Clean shop, good benefits.
591-2940

PART TIME ADULT HELP Wanted for janitorial & general cleaning duties, 3-4 hours per night. Wayne Taylor area. Must have own transportation. 591-2350

PART TIME CARRIERS
The Wall Street Journal has immediate openings for permanent part time carriers. This involves distribution in Oak Park, Southfield, Troy, no sales or collection necessary. Deliveries are Mon-thru Fri between 4:30AM-6:30AM. We offer good hourly pay plus liberal vehicle allowance. To arrange for interview please call between 1-4PM, ask for Barb. 963-7400 ext 95
Equal Opportunity Employer M/F

PERMANENT PART TIME
Applications now being accepted from mature adults to take retail inventories in early mornings, weekends, and occasional week nights. (Ideal for housewives). $3.75 to start, paid training. Car necessary. Call 792-6402

O & E

PHARMACY TECHNICIAN for professional pharmacy. Experienced. Computer. No nights or Sundays. Excellent working conditions. Benefits. 626-8733

Please See Our Ad In Today's Sports Section

Bache

Bache Halsey Stuart Shields Incorporated

An Equal Opportunity Employer M/F

PRESS OPERATOR
High Speed presses, 35 ton, to 100 ton, progressive dies. Fringe benefits. Apply in person, 8am-2pm.
Interlock Terminal Corporation
1770 Marie St., Westland.

PRINTING PROOF READER
We need a qualified person with strong grammar ability, and some basic knowledge of printing and typeography. Part time or full time, days. 525-6004

PROGRAM AIDES. Adult foster care. Training provided. Flexible scheduling, all shifts. Full/part time. Males/females/homemakers welcome. Call Mon-thru Fri, 10am-2pm only. 474-9416

PROPERTY MANAGEMENT Dept. of real estate development company seeks bright, aggressive bookkeeper looking for a challenge. Accounts receivable experience a must. Good benefits. Southfield area. Call 9 to 5 PM 569-4800

PURCHASING TECHNICIAN

CITY OF SOUTHFIELD
Salary range $14,073 - $16,826 plus $2,248 COLA and comprehensive benefit package. Must have knowledge of the concepts and practices of purchasing procedures including the laws of agency and contract as well as clerical skills and 2 years of post secondary education. Apply at the Personnel Office, City of Southfield, 26000 Evergreen Rd., Southfield, Michigan 48076, by Friday, June 6, 1980.
Equal Opportunity Employer M/F

RELIABLE person to handle light kitchen duties, cleaning, etc. for large religious institution. Good benefits. Call between 1 and 3 PM. 557-5544 ext 34

RETAIL Camera salesperson. Good knowledge of photography. Sales experience necessary. Full time or part time positions. Mr. Javin. 353-2225

RETAIL SALES
Full and part time sales positions available with new art and office supply store. Art students and housewives welcome to apply. Must be able to work some evenings and weekends. Apply in person Mon-Tuesday only, June 3rd, from 10am-4pm.
FINGERS'S
12 Oaks Mall-Novi
(Lower level next to Hudsons)

RETIRED COUPLE
to manage new 30 unit apt. building. Able to do small maintenance. Southfield area 559-3322 557-0008

SEAMSTRESS WANTED
Full time. 7 Mile - Telegraph area.
538-3658

Security Guard

For apartment complex located in Warren. Must be mature and responsible. Call Mon. thru Fri., 8:30 to 5 PM

754-1101

SECURITY PLAINCLOTHES

Plainclothes security officers needed to join large Detroit based agency. Over year plainclothes experience required.

Excellent starting salary and full benefit package including 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

SELF STARTER, experienced in repairing Main Necks and hydraulics to form partnership in related work. No working capital required, business already operating. Call after 5. 420-6548

SENIOR ACCOUNTANT
B.A. in Accounting, 3 years experience, salary $22,000. Send resume no later than June 9, 1980 to: Mr. V. J. Garden Redford Union Schools, 18499 Beech Daly Rd., Redford 48240

SERVICE STATION - help, 6 days, 4 - 12 pm. References required, pumping gas, $180 week. apply in person to Mr. Charles or Mr. Robert, Boxford Standard, 8 Mile - Grand River.

SHEET METAL LAYOUT MAN
With 5 years experience. Send resume to P O Box 179, Dearborn Heights, South Michigan 48127.

SOUTHFIELD CPA firm looking for qualified beginning accountant. Send resume to Schmalzle & Co., 470 American Center Bldg., Southfield, Mich. 48034.

STENOS
GENERAL LABORS
GOP Convention Work
Downtown - Long Hours
MANPOWER
TEMPORARY SERVICES
Call for Appt.
Livonia 478-1130
Troy 585-5595

STOP!
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 551-8570. JOB FINDERS INC.

TAX ACCOUNTANT
$25,000
FEE PAID

Unlimited advancement
Fortune 100 company.

Snelling & Snelling
336-7400

TELEPHONE OPERATOR to take and dispatch appliance service calls. Full time. Call Glenn at 273-0630

TELEPHONE OPERATOR needed. Afternoon shift. Must be able to write legibly and spell correctly. Call 355-3100

TELLER

WOODWARD & 10 MILE AREA
Full time position available. Ability to meet the public and accuracy with figures essential. Some typing skills necessary. Experience desirable.
PHONE FOR APPT.
567-2100
PEOPLES FEDERAL SAVINGS
400 RENAISSANCE CENTER
DETROIT, MICH.
An Equal Opportunity Employer

THE Jewish Parents Institute a Sunday School of Jewish History & culture affiliated with the Jewish Community Center of Metropolitan Detroit is looking for a dance instructor for the 1980-81 school year. Applicant should be qualified to teach Israeli & other dances. Please contact the JPI office Mon.-Thurs. 10-3. 661-1000 ext. 158 or 159

TIME KEEPER

We are looking for a responsible assertive & efficient individual to control time cards. Qualified individual will be adept at payroll reports. Hours 6pm-2am, Mon. thru Fri.
Please apply in person
PERSONNEL OFFICE
MON THRU FRI
9AM-1PM 3PM-4PM

SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

TWO YEAR OPTION
High School Grads Only
Join the US Army
Training, Travel, Education
Age 17-34 inc.
656-1244

500 Help Wanted

TYPISTS
CLERKS
SECRETARIES

SCOTT GROUP

TOTAL EMPLOYMENT SERVICE

NO FEE
BLOOMFIELD HILLS 334-9590
ROYAL OAK 542-9322

WANTED
Experienced carpet layers
Must have tools & truck
464-3879

WANTED - someone with home remodeling experience, pay will depend on ability. 728-6212

WORKING FOREMAN, experienced with metal stamping and progressive dies. References required. Reply to Box 174 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

YOUNG MEN & WOMEN needed for part-time help, Eves. & Weekends at brand new Rochester area Movie Theatre. Apply:
Winchester Mall Cinemas, 1336 Rochester Rd., June 5 & 6th, 3 to 6pm.

YOUTH DIRECTOR - PART-TIME
Experienced person needed to plan and implement activities for youths in grades 7 thru 12 for a Livonia Presbyterian Church for the 1980-81 school year. Call Mary: 591-0653

$8.33 PER HOURS WORK
On Pre Mail.
Looking for 15 hardworking people willing to learn a new trade. Driver/delivery sales. Must be neat in appearance and have good running automobile. No experience necessary. No Phone calls. 525-9460

502 Help Wanted Dental-Medical

ADD TO FAMILY INCOME
RNs & LPN, 2 to 5 days a week.
Farmington Nursing Home, 30408 Folsom Rd. 477-7400

CERTIFIED X-RAY Tech, full or part time for busy doctor's office. Farmington Hills area. Call Monday or Wednesday, ask for Cathy. 553-4448

DENTAL ASSISTANT
Full time for Birmingham dental practice. Minimum 3 yrs. experience in 4 handed dentistry required. 642-2109

DENTAL ASSISTANT - Secretary. Mature, experienced. Insurance knowledge, 4 day week. Redford area. 331-1078

DENTAL ASSISTANT
Experienced for modern Westland practice. Full time.
422-5560

DENTAL ASSISTANT, also reception-ist. Mature & experienced. Excellent opportunity & benefits. Farmington orthodontist. 855-2020 569-5110

DENTAL ASSISTANT
Looking for a great job, Lots of responsibilities, fun people to work with. If you're sharp and have some dental experience. Plymouth, Livonia area. Call 420-2940

DENTAL ASST
Part time - experience not necessary.
Berkley 547-7110

DENTAL HYGIENIST, Plymouth.
453-1190

DENTAL RECEPTIONIST
Must be experienced.
Novi-Northville area
349-7560

DENTAL RECEPTIONIST - experienced only. Modern Southfield office, 4½ day week, benefits.
Southfield area. Please, Jean Patterson, call Dr. Denes 557-7816

EXPERIENCED Phlebotomist, wanted for Southfield job. Full time. Call Wendy at Laboratory Science. 353-7562

FAMILY PHYSICIANS OR INTERNISTS to practice in well known doctors office in Dearborn, Michigan & Greenfield Ave. Full apartment opposite office. Call Mr. Ghaly 561-3300

FULL TIME - Experienced Medical Biller for Doctor's Clinic, W. Chicago Southfield Road, call Linda 532-4113

FULL-TIME MEDICAL Receptionist with Insurance Billing experience for Doctor's office. 643-7172

FULL TIME Medical Insurance Biller, experienced in BC-MC-MA and private insurance. Hours 5 to 8. Mon. thru Fri. 14 Mile & Middlebelt. 855-2291

FULL TIME RECEPTIONIST
For Dental Office. Maximum benefits. Westland area. Call 722-5139

HOMEMAKERS Sr. Citizens - looking for extra cash and a chance to be creative, ingful. We need you on weekends...name your hours. Lasser Hills Nursing Center, Southfield. Ask for Miss O'Rourke. 354-3222

INSURANCE BILLER
Experience for 7 Neurologists in Birmingham. Full time, no Saturdays. Call Helen at 647-3630

LIVELY OFFICE needs receptionist
Hygienist for Tuesdays and alternate Saturdays. In Plymouth/Livonia area
420-2040 or 626-1434

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 positions available for staffing coordinator in our Detroit Branch office. Duties involve staffing for a temporary Nursing Service. Candidate should have good phone personality, organizational skills, ability to work independently & enjoy telephone communication & a busy work day. A minimum of 3 year's recent work 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 354-1640 from 10am-3pm, Mon. thru Fri. All inquiries confidential.

LPNS
We are looking for someone who has a love and understanding of the elderly to work full and part time on our afternoon and midnight shifts. Job involves both supervision and direct patient contact. Even if you have been away from nursing for sometime, we will then gladly orient and train you. Salary is OPEN because we are looking for the right people. Fringe benefits include paid Blue Cross, vacation, etc. Phone 348-2200 for more information and to set-up an appointment.

Whitehall
Convalescent Home
43455 W. 10 Mile, Novi

MEDICAL ASSISTANT to assume clinic. Send resume to Women's Counseling Center, 15000 W. 7 Mile, Detroit Mich. 48235. Attention Denise Phillips

MEDICAL ASSISTANT full or part time, Northland area. 569-0157

MEDICAL assistant, experienced, part time for doctors office, Dearborn Hts. Joy & Telegraph. 561-4540

MEDICAL ASSISTANT - part time, Farmington Hills area, previous office experience preferred, call 553-2223

MEDICAL ASSISTANT for Pediatrics clinic. One day a week (Thursday) and fill in during vacation time. Livonia area. 425-1770

MEDICAL ASSISTANT/Secretary Doctor's office, EKG, billing, transcription experience. Attractive salary and fringes. Wm. Beaumont Troy Office Bldg. Call 879-5660

MEDICAL ASSISTANT or LPN for 6pm to Midnight, Mon. thru Fri. - for Livonia Doctors' Clinic. Must know EKG, venipuncture, Injection & X-Ray. Call Nancy 437-3505

MEDICAL billing clerk typist, part time, BS-MC-MA billing experience essential. Corp of doctors. NW Detroit. $5.15 per hour. Call 10-6pm 927-7087

MEDICAL RECEPTIONIST
Medical Billing experience preferred. Rochester area. Phone between 8AM & 5PM. 852-3300

MEDICAL RECEPTIONIST
Medical billing experience preferred. Rochester area. Phone between 8am-5pm. 652-3200

MEDICAL Secretary needed for Allergist Office in Troy. Experience are typist, dictaphone, billing, insurance forms & bookkeeping. 528-9018

MEDICAL TYPIST
Wanted for busy allergist office in Farmington Hills, dictaphone experience helpful, experience with medical terminology & all insurance forms needed. Flexible hours. Call between 12 AM-3 PM, Mon. thru Fri. 851-4455

MODERN Southfield dental office needs experienced Dental Assistant, 4½ days a week. Call: 353-8305

502 Help Wanted Dental-Medical

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.
642-3050
Professional Medical Personnel
1030 N. Woodward
Birmingham, Mich. 48011

NURSE AIDE wanted to care for daily functions of paraplegic elderly man in his apartment. Weekend day shift. Call 569-0178

NURSES AIDES
Full & Part Time
277-6887

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

NURSES - attractive geriatrics facility in Southfield seeks persons 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

NURSES NEEDED
Full Time
3PM-11PM Shift
Call 643-5121

Nurses

RN'S LPN'S $200 FREE!

PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 20 SHIFTS OF 8 HRS. IN 60 DAYS, JUST WEEKENDS AND RECEIVE $100 FREE IN ADDITION TO ALL OUR TOP RATES.

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

THIS OFFER STARTS 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 ICU/CCU/OB. CALL NOW FOR IMMEDIATE OPENINGS.

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
642-3050
Professional Medical Personnel
1030 N. Woodward
Birmingham, Mich. 48011

ONCOLOGY NURSE needed to work in Southfield doctor's office. Venapuncture experience required. 354-2606

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 DENTAL ASSISTANT
Bloomfield Hills practice. Experience preferred. Call 858-3122 or Evenings. 373-8748

REWARDING position as assistant in podiatry office in City of Wayne. Must be cheerful and have a genuine regard for people and eager to learn. Days 721-9561 Eves & weekends. 476-0214

RN CHALLANGING POSITION
Looking for individual with strong Medical background, knowledge of employee benefits, light typing, good handwriting, benefits, $12,000 per yr.

Career Spot Outstanding opportunity Great benefits. Call Ms. Ann Rice Merit raises. Call Deb. 478-3500
SNELLING & SNELLING

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

LEGAL - secretary, 1 yr. experience, no shorthand. Typing 70 WPM, benefits, $950 per mo. Call Joan

LOIS RAY PERSONNEL
559-0560

ANXIOUS!

Are you a self-starter? Eager to put your Secretarial skills to good use? Company needs someone who can work independently. $10,000. Call Shirley 478-3500
SNELLING & SNELLING

APARTMENT FURNITURE RENTAL needs a person for inventory control and other various office duties. Some accations- previous clerical experience, a will organized person with a good attendance record. If interested in the position in Southfield call for appointment. 553-9430

APARTMENT
LEASING AGENT
If you are a mature outgoing well-groomed person, who enjoys working with people, we have an excellent opportunity for you. Flexible schedule, but you must be willing to work Sundays and one of our luxurious apartment communities in the Farmington Hills/W. Bloomfield area.
Call Annabella Grainger
BIZZONES CO.
352-1450

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

502 Help Wanted Dental-Medical

RN'S - LPN'S
Midnight shift for modern 100 bed nursing center. Apply in person Cambridge Nursing Center South, 13200 W. 13 Mile Rd., Birmingham.

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD 559-2598
17000 W. 8 Mile Rd.
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 613-4870
3505 Elizabeth Lake Rd.

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

504 Help Wanted Office-Clerical

ACCOUNTING OPPORTUNITIES
CREDIT & COLLECTION $10-11,000
1 year experience in a manufacturing background. 35 WPM. Good grammar and letter composition. Will lead into Secretary in Credit Collection. N.E. Suburb. Excellent benefits!
A/P CLERK $9,500-10,000
2 years experience in A/P. Light typing at 45 WPM. Must be good with figures. Excellent benefits & excellent reviews.
FEE PAID POSITIONS. CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

ACCOUNTS
PAYABLE
Northwest area contractor has opening in accounting department for highly qualified individual with business experience. Demanding position with good salary and fringe benefits. Send resume to P. O. Box 835, Novi, Michigan 48050
An Equal Opportunity Employer

ACTION!!
$8320 PLUS
Have fun in Farmington! Insurance firm looking for friendly, efficient service person. General office duties. Beautiful office and nice boss. Call Thom. 478-3500.
SNELLING & SNELLING

ADMINISTRATIVE
SECRETARY
$12,000 PLUS
FEE PAID
Be able and willing to challenge your knowledge. International firm has outstanding opportunity, advancement, plus great benefits. Call Sue.
SNELLING & SNELLING
645-5900

ADMINISTRATIVE
SECRETARY
$18,400 UP
FEE PAID
Tired of giving and not getting? Then here's a company that will really appreciate you. Excellent benefits, friendly atmosphere and lots of variety. Don't wait. Call Mark.
SNELLING & SNELLING
649-5900

AMBITIOUS
SECRETARY
$10,400 FEE PAID
Able to supervise, handle and direct? Highly geared company wants you. Full benefits, plus profit-sharing. Call Sue.
SNELLING & SNELLING
649-5900

AMBITIOUS!
$210 A WEEK

Expanding West suburban company needs friendly person with excellent typing & telephone manner. Variety job with lots of phone contact. Beautiful office. Good starting salary, fast raises, super nice boss, good benefits including dental and company paid life insurance. Excellent opportunity to advance into administrative assistant. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

CLERICAL/BOOKKEEPER
Small construction company located in Dearborn, Heights area. Company area has opening for someone experienced at running a one person office. Responsibilities include full charge of disbursements, receipts, payroll & general ledger. Full time. Good starting salary. Send complete work & salary history in strictest confidence to Box 178, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

CLERICAL/BOOKKEEPER
Bookkeeper for Accounts Receivable, Typing, Telephone, Filing, etc. Location near Metro Airport, good starting salary, experience with calculating equipment. Excellent fringes. Salary commensurate with experience. Send resume to: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, experience necessary, salary based on experience. Call 559-9577

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

BOOKKEEPER - Secretary, 2 days per week, Tuesday & Thursday work in house in Southfield. Small construction firm. Must have work experience for same. State experience & wage required & other data of your choice to Box 120 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia Michigan 48150

CAREER SEC'Y

MOTIVATED individual to run 1 person office operation for aile construction company. Typing, telephone, radio dispatch and all accounting functions are involved. Compensation commensurate with experience. Call between 1-4 PM. Good starting salary. Send complete work & salary history in strictest confidence to Box 178, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

BILLING DEPT. - of large Troy company seeks experienced billing clerk. Experience in accounts reconciliation helpful. No typing. Salary $9300 to $10,400. Excellent benefits & agency fee paid.

CLAIMS ANALYST - for Southfield company. Person who likes detail work and record keeping will earn $12,000 Benefits & fee paid.

LEAN LEGAL! - Secretary with good skills & some knowledge of chemistry to assist Birmingham attorney. Salary $12,500 plus benefits. Fee paid.

ADAMS & MARTIN

PERSONNEL
920 Maple Birmingham

646-5600

DIAL A JOB
24 Hour Service - To Hear About Our Most Recent Openings.
646-8780

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. $200 per week Range. Fully paid benefits. Fee Paid.

VOLUME TYPIST
For Medical Secretaries Firm
Terminology nice 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 IN COST DEPARTMENT
MATURE
Accounts Payable duties, light 40WPM typing. 1-4 years experience. $800-$850 Fully paid benefits including Tuition refund, Dental, Optical. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

BOOKKEEPER for Accounts Receivable, Typing, Telephone, Filing, etc. Location near Metro Airport, good starting salary, experience with calculating equipment. Excellent fringes. Salary commensurate with experience. Send resume to: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge, experience necessary, salary based on experience. Call 559-9577

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

BOOKKEEPER - Secretary, 2 days per week, Tuesday & Thursday work in house in Southfield. Small construction firm. Must have work experience for same. State experience & wage required & other data of your choice to Box 120 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia Michigan 48150

CLERICAL/BOOKKEEPER
Negligence and divorce. Salary commensurate with experience. Southfield.
558-0100

EXPERIENCED Secretary with good typing skills for Birmingham Law firm. Pleasant working atmosphere. Will train for legal. Salary commensurate with qualifications.

EXPERIENCED SECRETARY
Real Estate experience preferred but not necessary. Salary commensurate with experience. Bloomfield Hills area.
644-9010

GENERAL OFFICE WORK
Order desk, inventory control & warehouse duties. Phone for appointment.
Ferndale 398-2600

GENERAL OFFICE WORK
Must type. Be good in arithmetic, pleasant, neat & methodical. Experienced only.
541-1312

GENERAL SECRETARY
Full-time position in Dr.'s office in Farmington Hills, requires experience, maturity, reliability, organizational skills, initiative, & pleasant personality. Salary & fringes commensurate with experience. Call betw. 9-4pm 851-4046

HIGH SCHOOL Grad with good clerical skills and math aptitude to fill position as underwriting trainee for Southfield Insurance agency. Mrs. Lewis. 357-4500

HOTEL
SECRETARY
Public relations ability and good typing for this busy public contact position. Suburban location. Hurry for this! $800 plus. Call Jan today
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

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

Secretarial positions, also, available for individuals who have at least 2 years 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
24525 Plymouth Rd., Detroit
At Winston
Tuesday, June 3 Only
1:30-4 PM
An Equal Opportunity Employer

CLERICAL TRAINING
An opportunity is available for residents 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 in our new Troy location. Call between 10AM-4PM at:
588-9660

COMPUTER
OPERATOR S/34
Working along bookkeeping background. Duties to include daily data entry, calculations, scheduling, manuals, reports, supplies, and related computer room activities. PLUS 1 or more specific bookkeeping functions, e.g. A/R, A/P, credit, etc. Solid successful experience essential, if you qualify there are fringe benefits and facilities. Farmington Hills Manufacturing firm. For appointment call Mrs. Springer 476-1204

COUNSELOR
Michigan's oldest employment service seeks person with at least 2 years personnel, medical, dental, or sales, (not retail). Experience in medical placements desk. Must be self-starter with proven record of initiative and production. Remuneration, regular hours, and nice working conditions. Call
DAVIS SMITH
Medical-Dental Employment Service
559-5512

Customer Service
Livonia office has excellent opening for stable individual who enjoys phone work, has general clerical 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 job responsibility in a top Good salary and excellent benefits Call:
JUDY KRIZAN
525-1600

MICHIGAN MUTUAL
INSURANCE
Affirmative Action Employer

EAGER BEAVER

ANXIOUS to get going? Type, shorthand. Company will train to handle data processing entry to $800. Call Shirley. 478-3500.
SNELLING & SNELLING

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

EXECUTIVE SECRETARY
$12,000 PLUS
FEE PAID
Be selective! Variety and opportunity await you in this dynamic company. Super benefits and friendly atmosphere wrap up this package. Why wait? Call Mark.
SNELLING & SNELLING
649-5900

EXECUTIVE
SECRETARY

Independent educational community in Bloomfield Hills seeking EXECUTIVE SECRETARY. Organizational ability, initiative, experience with calculating equipment. Excellent fringes. Salary commensurate with experience. Send resume to: Box 160, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 LEGAL Secretary desired for Birmingham area law firm. Typing 80+ WPM, dictaphone experience required. Salary open. 644-4436

EXPERIENCED Legal secretary
Negligence and divorce. Salary commensurate with experience. Southfield.
558-0100

EXPERIENCED Secretary with good typing skills for Birmingham law firm. Pleasant working atmosphere. Will train for legal. Salary commensurate with qualifications.

EXPERIENCED SECRETARY
Real Estate experience preferred but not necessary. Salary commensurate with experience. Bloomfield Hills area.
644-9010

GENERAL OFFICE WORK
Order desk, inventory control & warehouse duties. Phone for appointment.
Ferndale 398-2600

GENERAL OFFICE WORK
Must type. Be good in arithmetic, pleasant, neat & methodical. Experienced only.
541-1312

GENERAL SECRETARY
Full-time position in Dr.'s office in Farmington Hills, requires experience, maturity, reliability, organizational skills, initiative, & pleasant personality. Salary & fringes commensurate with experience. Call betw. 9-4pm 851-4046

HIGH SCHOOL Grad with good clerical skills and math aptitude to fill position as underwriting trainee for Southfield Insurance agency. Mrs. Lewis. 357-4500

HOTEL
SECRETARY
Public relations ability and good typing for this busy public contact position. Suburban location. Hurry for this! $800 plus. Call Jan today
353-2090
SNELLING & SNELLING
PERSONNEL

504 Help Wanted Office-Clerical

INSURANCE
SECRETARY

No dull routine here! Your typing 60 plus and good work background will lead you variety job with well established suburban firm. Excellent starting salary to $13,000, good benefits and company pays our fee. Call CARRIE for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

INSURANCE CLERK
We have a position open for a person familiar with accounts payable. This person should have a knowledge of purchase orders, receivers and invoices and the person necessary for preparation of such invoices. Competitive salary available and attractive benefit package. We offer regular performance evaluations and growth potential. Call Bev for an appointment for an interview at 642-4200.

KELLOGG'S
THE GREATEST
NAME IN CEREAL

is looking for an alert office employee, who is a fast accurate typist with general office experience. Here is an opportunity to work and grow with one of the nation's top organizations. Small suburban office. Savings and investment plan and other excellent company benefits. Salary commensurate with experience. Phone for appointment.

855-1060
KELLOGG'S
SALES COMPANY
31313 Northwestern Hwy.
Suite 212
Farmington Hills, Mi. 48018
An Equal Opportunity Employer

LEGAL-SECRETARY
For full or part time. Experience not necessary. Downtown Rochester. Experienced preferred or will train. 651-3500

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

LEGAL SECRETARY/BOOKKEEPER
Small Southfield business Law Firm. Typing, Shorthand, Bookkeeping. Minimum 2 yrs. experience, also will assist with business management & financial records. Salary commensurate. Plus medical & disability insurance. Must be computer & self-starter.
355-0400

LEGAL SECRETARY- experienced, to work Monday thru Friday, 1-5pm. Salary negotiable, Northland area.
559-4640

LEGAL SECRETARY needed for Southfield law firm. Must have excellent skills. Salary commensurate with experience. Call Barbara. 356-7100

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

LEGAL SECRETARY for Bloomfield Hills office. Legal experience not absolutely necessary. Experience in bankruptcy, insurance, real estate or related fields helpful. Competent shorthand and typing essential. 642-2250

LOCAL WALL 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. Muir 525-7884

MATURE PERSON must be familiar with general office work. Requirements Apply: 8 30 AM-3 30 PM Mon thru Fri Standard Federal Savings, 4th floor, Personnel Dept., 2401 W. Big Beaver, Troy

No Telephone Calls Please

Equal Opportunity Employer M. F

RECEPTIONIST
Requires accurate typing (business letters). 50WPM, ability to communicate effective, general office duties

Apply: 8 30 AM-3 30 PM Mon thru Fri Standard Federal Savings, 4th floor, Personnel Dept., 2401 W. Big Beaver, Troy

No Telephone Calls Please

Equal Opportunity Employer M. F

Receptionist
TYPE & TALK

If smiling comes easy then this job is!! Friendly Southfield company needs your good looking voice and touch for three front desk. If you want an exciting position, a friendly office, good advancement, top salary & benefits including medical & dental, 35 hour week, overtime, tomorrow. Company pays share