EMPLOYMENT

500 Help Wanted

RESTAURANT career, some restaurant, management experience, 3 days, from $11,000.
Ray Gordon Personnel 399-1428

RETIRED PERSON as starter, Mondays, 11 AM to 7 PM, for private Country Club. Please contact:
John Deffart, Jr., 349-3600

RETIRED
General Maintenance
Will do minor repairs on plumbing, electrical carpentry, etc. Working hours will be flexible.
Call 533-6500
Ask for Carl Bielawski

SALES CLERK
Afternoon shift. Full & Part Time positions. Apply in person daily before 1 PM. Mayflower Fairy Shop, 824 S. Main, Plymouth. No Phone calls accepted.

SAW OPERATOR
For structural steel shop. 45 hour week.
523-1450

SECURITY ATTENDANT
MATURE & DEPENDABLE
For large apartment complex
In Farmington Hills
478-8020

SECURITY OFFICERS
Join Our Security Team
We are forming an SS. team of professional security officers. High school grads or G.E.D. Must have good work background. Experience in security, military or police background desirable. 44 hour work week. $341.25 per week plus per diem and paid lodgings. Apply in person Mon thru Fri, 9am-4pm
THE WACKENHUT CORP
19411 W. McNichols
(between Greenfield and Outer Drive)
An Equal Opportunity Employer

SHAPER HANDS
Job Shop Experience
Days & Nights
PEERLESS GAGE
13320 Stark Rd. Livonia
261-3000

SHOE SALESPERSON, for high fashion women's shoes. No problem of full & part time. Southfield area.
559-8833

SOUTHFIELD based Mortgage Co. seeking individual for position as Mortgage Loan Auditor. Must be familiar with FHA, VA and Conventional Loan documentation. Mr. Stoll, 355-8200

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

Surface Grinder
For Fixture & Gages.
DTA Shop. Journeyman or 8 years experience. Top wages, overtime, $15,000 life insurance, 15 paid holidays, vacation pay, sick pay. Cost of living adjustment every 3 months. Air conditioned shop, long programs.
Lenpolis Corp.
12730 Arnold, Corner of Glendale, Redford

THE J.C. PENNEY CO.
Is Now Interviewing
For The Position Of
HAIRDRESSERS
High Commissions
Excellent Guarantee
Excellent Working Conditions
Regular Associate Benefits
Discount on Purchases
Long Term Disability Insurance
Life Insurance
Profit Sharing
Sick Leave
Vacation
Apply Immediately at
JC Penney, Northland only
Mon. thru Fri. 10-4
An Equal Opportunity Employer

TOOL & DIE MAKER
Must be Journeyman. Benefits. Plymouth area. Phone between 9 AM & 3 PM. 336-3815

TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9700
ROYAL OAK 547-3232

UNEMPLOYED? 18 to 24 yr. olds living in Wayne County for a job placement program. Call Ann, Ann or Jim, 9AM-5PM at Growth Works. 455-4094

WANTED - general maintenance & outside work. Full time, apply in person: Holiday Inn Of Southfield, 26555 Telegraph Rd. Southfield

Want To Be Your own Boss? Farmers Insurance Group has agent trainee positions available in this area. Training will not interfere with your present employment, excellent income potential, call for details 559-1852

WAREHOUSE WORKER
Needed Immediately. Light lame & receiving duties. No previous experience necessary for this entry level position. Must have good driving record, honesty, accuracy & willingness to work are the primary requirements. Apply 12079 Merriman Rd. (Livonia Industrial Community Mon. thru Fri. 8 AM-Noon.
An Equal Opportunity Employer

WELDERS
Experienced. Must be able to see and read weld machine bases. Good benefits. Lots of overtime. 935-5100

WHEEL ALIGNMENT, Frame & Springs Main. car or truck full time. Novi area. 349-7850

WORKING MOTHER - Cook's Helper & Dishwasher, 30 hours per week, 11am to 3pm. Immediate employment. Apply in person. Tiffani Hollow Lanes, 21600 W. 8 Mile, Southfield.

WORK WITH the Mentally Handicapped in a Residential setting. Must be 18 years of age & at least a High School Graduate. Starting wage, $3.35 hourly. Per appointment, 397-5644
Alternative Services, Inc.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

BONUS
Up to $500 bonus for full time afternoon and midnight RNS and LPNS. Mrs. Linden, Farmington Nursing Home, 30405 Folsom Rd. 477-7400

MEDICAL BILLER
Knowledge of B.C., M.A., MC necessary. Typing required. Mon. thru Fri.
644-6134

502 Help Wanted Dental-Medical

INFECTION CONTROL COORDINATOR
An exciting, newly created position has been established for an individual to be responsible for building and expanding the infection control program. The successful candidate will work in conjunction with a physician spec alizing in infectious disease. If you have a minimum of 2 years experience working in the area of infection control:
Contact Human Resources Dept.
botsford general hospital
28050 Grand River Ave., Farmington Hills 48024 476-7600
An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

BONUS
Up to $500
for full time afternoon and midnight RNS and LPNS
Mrs. Lindow, Farmington Nursing Home
30405 Folsom Rd. 477-7400

CHAIRSIDE ASSISTANT
Part time - Experienced
Canton Area
453-3060

CHEERY DENTAL ASSISTANT needed. Experience in 4 handed dentistry. Full time. Excellent pay & benefits. Birmingham area. 647-3050

DENTAL ASSISTANT experienced good benefits, Westland area. Call between 9 & 5pm ask for Mrs Wood. 722-5130

DENTAL ASSISTANT chairside, 4 handed, experience preferred. Dearborn area, part time. 565-2723

DENTAL ASSISTANT - part time, 3½ to 5 days. Experience required, four handed dentistry. Rochester area
652-1100

DENTAL ASSISTANT for childress dental practice in Birmingham area. Full time. Experience or formal education necessary. Call for interview appointment. 647-8456

DENTAL ASSISTANT
For Birmingham office. Experience required in 4 handed chairside assisting. Please send resume to Box 3300Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Looking for a change? No weekends or nights! Challenging telephone sales position, excellent salary and commission program, with major dental supply dealer. Dental office experience required. Contact A. Henderson. 585-3970
An Equal Opportunity Employer

DENTAL HYGIENIST experienced, personable. Birmingham area. 15 mile & Telegraph Rd. 645-5343

DENTAL RECEPTIONIST - full time. Congenial person, experience with dental insurance and peghoard system. Wayne-Westland Area. Ask for Sharon. 728-4200

DENTAL RECEPTIONIST
Farmington office. 4½ day, cash, insurance experience, appointments, etc. Excellent hours, open salary.

MEDICAL ASSISTANT
Part time, Redford area, 25 hours per week. Lab, inj. VP, etc. $4.50 an hour.
DAVIS SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL Specialty office requires competent aggressive person with some chairside experience, needed full or part time. Farmington Hills 355-3052

DENTAL TECHNICIAN
Wax and model work, occlusion. Royal Oak area.
Call: 548-4040

EXPERIENCED, Mature Medical Assistant wanted 3 or 4 days per week for busy Pediatrician's office. 477-1117

EXPERIENCED MEDICAL Secretary. For Urologist's office in Fisher Building. Typing, transcribing, appointments, bookkeeping and billing of all insurances essential. Position available August 1980. Send resume to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL OR PART TIME Medical Assistant or Receptionist with 2 years experience or more needed for busy Doctor's office in Farmington Hills area. Salary open. Send resume to Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HELP! Specialists office in Southfield needs a part time medical assistant to work Monday, Wednesday, Friday, 9AM-3PM, 24 hours per week. Will train the right person. 569-5986

INSURANCE CLERK, part-time. Oral Surgery office. Insurance or Medical Dental background preferred. Call between 9 and 5. 647-7324

LEGAL SECRETARY
Experienced, good typing, spelling skills. Salary open. Sole practitioner in Town Center. Elliot Betiner, 358-4850

LIVELY OFFICE needs personable bookkeeper for Tues. & alternate Saturdays in the Plymouth/Livonia area. 420-2040 or 616-1491

LPN
MIDNIGHTS
APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 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 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 10am-5pm, 1-800-255-5018 from 10am-7pm, Mon. thru Fri. All inquiries confidential.

LPN, PART TIME. Day and afternoon shifts. $5.75 an hour. $46 daily $12.062 yearly, pro-rated vacations, holidays. Sick Pay. Jewish Home for Aged, Southfield. Call Ms Youngs, 9 AM to 2 PM, Mon-Fri: 352-3336

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

MATURE RECEPTIONIST experienced in insurance billing, internal office, full time. Garden City area. Call between 6Pm-8Pm. 522-4350

MEDICAL ASSISTANT
Part time. Experienced in vena puncture for woman care clinic in Southfield. 569-7010

MEDICAL ASSISTANT
Livonia doctor's office. Full time. Call anytime, 425-0780

MEDICAL ASSISTANT - Full-time, Pediatric experience preferred. Apply in person: 33133 Orchard Lake Rd., Farmington.

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST. We are looking for a mature, positive-minded, fast working woman. Your responsibilities will include greeting patients & making them feel at home, helping create a cooperative work atmosphere & being proud of your work & our office. Hours negotiable. 274-0441

MEDICAL RECEPTIONIST- Minimum 3 years experience. Must have typing, pegboard, insurance forms. 5 days a week. Good pay & benefits. 553-8800

MEDICAL SECRETARY
25-30 hours per week, must have office & dictaphone experience. Rochester. 652-1363

MED TECH needed, MT or MLT or eligible, full time, experience not necessary. 7 Mile-Telegraph area. Call between 10-5pm. 537-1700

MIDNIGHT NURSES
Full or part time, come in or call. Henry Convalescent Center, 105 Haggerty Rd. Plymouth 453-0510

NEWLY ESTABLISHED Clinic seeking experienced Medical Administrative Assistant. This full-time position requires the following qualifications: solid Medical Office background, experienced in Public Contact, 3rd Party Billing, accurate typing, good spelling & handwriting, familiarity with Office machines. We offer you a 5 day Work Week, Mon. thru Fri., 9AM to 6PM - no nights or weekends. This is a large tive opportunity for the qualified candidate. Please mail handwritten resume to:
Livonia Medical Center,
19355 Merriman, Livonia, Mi. 48152.

NOVI Dental office needs full time Receptionist with experience. Experience in insurance, and office management required. Knowledge of dental assisting preferred. 348-9555

OFFICE MEDICAL Assistant. $3.50 per hour. Must have experience in Office X-ray, EKG & general office procedures. Redford Twp. 537-1890 or 533-4366

OPTICAL RECEPTIONIST
Call Monday thru Friday 9-5.
531-5337

ORTHODONTIC Chairside assistant, experience required, modern progressive office in Birmingham. 647-0686

PART TIME Receptionist for Northland area ophthalmologist office. 20 hours per week. Must be neat, pleasant & patient. Light typing, pegboard experience, phone & appointments. Send resume to P.O. Box 3087, Southfield, Michigan, 48075.

RECEPTIONIST for large medical practice near Beaumont Hospital. Position open Aug. 1. Send resume & references to Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST AS'SISTANT orthodontic office, dental experience necessary, part time, 15 mile, Telegraph, Troy. Nancy. 877-8500

RECEPTIONIST - Orthodontic office, mature woman, Livonia area. Part time, hours flexible. Some typing helpful. Send resume to Box 317, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RELIABLE WOMAN with experience at front desk & insurance filing to work full time for Ophthalmologist. Northwest Detroit. 532-4541

RN-LPN
Needed too function as Charge Nurse. Evening shift, Sundays, full or part time. Join the team at The Village of The Vista. Flexible hours, new wage scale. Contact Susan Heaston, RN.
728-8100

RN - LPN - Part time, office position that have office experience & critical care experience.
277-6887

RN - OR CIRCULATOR
Part time, 3 days a week, alternate Saturdays. Will train the right person. Here is an opportunity for an RN to learn operating room nursing. NO HOLIDAYS, NO CALL, NO SHIFT ROTATION, ACCRUAL OF SICK & VACATION TIME. Apply:
KERN HOSPITAL
21230 Dequindre
Warren

RN or LPN
3 pm - 11PM & 11pm - 7am. Full time or part time. New pay scale. Contact Mrs Hall. 476-6550.
Dorvin Convalescent Center, one block so. of 8 Mile so Middlebelt.

RNS and LPNS, Full or part time. Afternoon and Midnight shifts. Apply Applied Home, 8 AM to 4 PM. Mon. thru Fri. 18539 W. 7 Mile. 531-4001, Ext. 34

RN'S - LPN'S - AIDES
Schedule when you are available to work.Top pay.
AMC HEALTH CARE I
SOUTHFIELD 17700 W. 8 Mile Rd. 569-2528
LIVONIA 19500 Middlebelt 478-3590
PONTIAC 3505 Elizabeth Lake Rd. 682-6978

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
(btwn. W. of Lahser

RN's - LPN's
Charter membership. RN's $9.60 to $17.76, LPN's $8.30 to $15.75 plus other benefits. Professional Medical Personnel. Phone. 642-3050

RN'S - LPN'S
Full & part time
Name your own hours.
431-3489 277-4487

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-3PM at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010

RN's & LPN's - Revised pay scale. RN's start at $7.00. LPN's start at $6.00. Pleasant working conditions. Venoy Continued Care Center, 3999 Venoy, Wayne. Call Mrs Harding or Mrs Mayville. 326-6650

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

R.N. Part-time Days. Able to start immediately. Pediatric experience preferred. Call 477-0651

Student Nurses
NEEDED
PART TIME & FULL TIME
NEAR YOUR HOME
WORK THE DAYS & SHIFTS
YOU DESIRE
TEMPORARY
HEALTH CARE SERVICES
835-5400

TRAINED Medical Assistant needed for busy Livonia Pediatric office. Must do CMC. 476-2723

WANTED: well documented Laboratory Technician - Registered, to work in an individual pediatrics laboratory, doing RAST, RIA, Dark Field, Chemistries, Hect. No night, no weekend, no holiday work. Salary or Contract basis. For appointment, call here to 3 PM, 738-1115

WANT BLOOMFIELD Medical Billing Service is looking for an office assistant with experience in medical insurance filing. Full time Civic Inn of Bloomfield Hills. Call for appointment, 681-8220

504 Help Wanted Office-Clerical

ABSOLUTELY THE BEST
$8,300 PLUS
Farmington firm needs friendly personality for this super customer service spot. Basic office skills only! Fee paid. Call Thom.
SNELLING & SNELLING
478-3500

Accounting Clerk
180 PER WEEK
$2,000 PLUS
Variety spot at suburban location.
Snelling & Snelling
336-7400

ACCOUNTS PAYABLE clerk experienced person needed to handle accounts payable for well established firm. Experience must include reconciliation of vendors statements & daily detail processing. Send resume to Box 298 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE clerk for small office in Southfield. Some experience on adding machine & typewriter. Call Mrs. Burnes after 10AM 353-0510

ADMINISTRATIVE ASSISTANT to 2 insurance agents. Knowledge of typing, shorthand and insurance essential. Stevenson & Perlmutter. 855-1010

ADMINISTRATIVE
$11,180
World headquarters located in Southfield needs your talents. Benefits include profit sharing and excellent Fee paid! Call Deb.
SNELLING & SNELLING
478-3500

ADVERTISING AGENCY needs person to type copy, handle phone and provide general office help. Good typing skills a must. Please send resume or call Son Advertising Inc. 25915 W 10 Mile Rd. Southfield, MI 48034. 358-1188

ALL AROUND - secretary needed by Vice President of large Troy company. Your warm personality will be an asset on this public contact position. Salary $11,180 to $13,000. Plus excellent benefits and agency 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

AMBITIOUS!
Legal Secretaries Wanted!
Need a change? I have the best legal opportunity in Detroit. Call Deb.
SNELLING & SNELLING
478-3500

Are you an Experienced Executive Secretary who can type 85, shorthand 80? If so, we have the spot for you! $10,200 Fee Paid.
SUBURBAN OFFICE SERVICES.
Farmington 477-8840

ATTENTION!!
$8,100
Top insurance firm needs you! Plush office needs typist with only 1 year experience. Great benefits include dental. Good location. Call Bernie.
SNELLING & SNELLING
478-3500

BEAUTIFUL
$10,000
FEE PAID
Stimulating position as Secretary to President of publishing firm. Far west location. Good figure aptitude, great hours. Call Shirley.
SNELLING & SNELLING
478-3500

BIRMINGHAM LAW Firm desires sharp Typist for very busy office. Must type at least 70 WPM. Salary commensurate with ability. Call Mrs. Bush for appointment. 645-2440

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Guardian Industries - a rapidly growing multi-national corporation is seeking an experienced Secretary to work closely with it's upper management staff. The individual selected will have strong secretarial and communicational skills. A keen attention to detail, and an ability to work effectively with all levels of management. Legal and shorthand experience is desired.
We offer a competitive salary and a complete employee benefit package. For immediate consideration forward a resume or letter to:
ROBERT MERRICK
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan 48167
An Equal Opportunity Employer M/F

CALLING ALL
Students - Teachers - Everyone
Start your SUMMER FUN FUND
Temporary Assignments Available
ALL AREAS
Secretaries - Stenographers
Dictaphone Operators
Clerks - Typists
LIVONIA-PLYMOUTH AREA
Packagers - Light Industrial
Male - Female
BE A WITT WORKER
Ask about our BONUS & GOLD CARD PLAN
Livonia.....525-0330
Dearborn.....565-8060
RenCen.....259-7788
Southfield.....569-7500
WITT SERVICES
The Temporary Help People

504 Help Wanted Office-Clerical

BOOKKEEPER necessary typing, accounts payable & general accounting duties. Computer experience helpful. Full time, competitive salary & benefits. Send resume to R. Bowden, 6755 Telegraph Rd. Birmingham, Mich 48010.

BOOKKEEPER ASSISTANT. Invoicing, typing, payroll, some computer experience necessary. Good pay and benefits. Call Mrs. Morell for appointment 322-7100

BOOKKEEPER
Farmington Hills. Pleasant working atmosphere. Must have experience with double entry set of books & payroll taxes. Associates degree in accounting or equivalent experience necessary. Excellent benefits. Send resume & salary requirements to:
J. LEE HACKETT CO
31550 Haggerty Rd.
Farmington Hills, MI 48024

BOOKKEEPER
Full charge thru financial statements and corporate taxes. Mature, immediate opening. Mrs. Carr 464-4466

BOOKKEEPER -must be experienced in general office for growing company in Pontiac. 332-3611 after 5pm. 641-7323

BOOKKEEPER
Part Time
Southfield Law Firm
424-8575

BOOKKEEPER
Suburban construction company needs a Full Charge Bookkeeper. Must be able to do an entire set of books and deal with clients and subcontractors. Excellent starting salary and benefits. Send confidential resume to Mr. Sirk, P. O. Box 691, Southfield, MI 48037.

1 Pillole & Moran recruiting for an equal opportunity employer.

BOOKKEEPER
with minimum 2 years CPA office experience. Full time or part time. Southfield.
BOOKKEEPER
$13,000
PER PAID
Newly created position with excellent benefits.
Snelling & Snelling
336-7400

Can You Type 55 WPM?
Temporary assignments near your home. We need all office skills.
WORD PROCESSORS
SWITCHBOARD
STENEOS
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

CAREER OPPORTUNITIES
SECRETARIES $9 to $3,000
1-2 years experience, self-starter, 60 WPM. Excellent phone manner, mature, calm, easy going personalities desired, challenging position.
CLERK-TYPIST $4 to $5
1-3 Years experience with good typing, basic math skills, nice environment, excellent benefits.
CREDIT & COLLECTION $10 - $11,000
1 year experience in manufacturing background. 85 WPM. Good grammar, and letter composition. Will lead into Secretary to Controller position. N.E. Suburb. Excellent benefits.
FEE PAID POSITIONS. CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

CELEBRATE
$900 PLUS
Your new position as company's Executive Secretary. Good typing and shorthand skills will begin your new career. Call Shirley
SNELLING & SNELLING
478-3500

CHANGE NOW!!
$BIG BONUS$
Livonia firm needs typists with key punchers. Two raises within 90 days. Nice office, good starting salary and benefits. Call Bernie.
SNELLING & SNELLING
478-3500

RECEPTIONIST SECRETARY experienced motivated, pleasant, with good typing ability. Diversified co. Southfield area. Send application to Box 298 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CHEERLEADERS ATTENTION!
If you used to be a cheerleader in college, you may qualify for a challenging secretarial position available soon. Contact Mr. Johnston at 353-9600

CLERICAL TYPIST
For a fast paced office. Typing, phone & filing skills required. Ask for Yolan Bialy.
CENTURY 21
Plety Hill, Inc.
642-8100

CLERK - TYPIST
Must have excellent typing skills, experienced in Construction office procedures and files. Assist Project Mgr. with contracts, job minutes and records. Good salary and benefits, pleasant working conditions. Send resume to Box #334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST
Mortgage company in prime Southfield location on machine & typewriter for positions in their Loan Administration Department. Excellent job opportunities are available in the following areas:
ASSUMPTIONS
INSURANCE
PROPERTY TAXES
Salary commensurate with experience plus excellent fringe benefits. For interview contact Mrs. Flacher,
355-0500
GRAHAM MORTGAGE CORPORATION
An Equal Opportunity Employer

CLERK - TYPIST
needed for Southfield CPA office. Full time, part time permanent. Experience required. Call
352-3550

Closing Secretary
Real estate company has need of a super secretary with closing experience. Good secretarial skills and accurate figure aptitude are necessary. Generous compensation package. If you enjoy the hustle and bustle of a hectic business office, please send resume to: Mr. Sedlock, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

COMPUTER PROG located at Prudential Town Center complex in Southfield desires part time receptionist. Monday thru Thurs 8am-3:30pm. Duties will include light typing and filing. Previous experience is desirable. For more information please call Sue. 352-3820

ESTATE PLANNING firm in Bloomfield Hills needs receptionist/typist with good general office skills. Telephone experience helpful. Call Cindy between 10AM-3PM. 645-3520

EXCELLENT OPPORTUNITY for an experienced Computer Operator with an expanding company in Troy. Send resume to Box 325, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXCITMENT
$8,400 UP
Start July with a new interesting job! Farmington insurance firm needs friendly secretary! Good location and benefits. Make a move for the better! Call Thom.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
For 400 room suburban hotel. Professional typing and dictaphone skills. Must enjoy working with the public. Excellent benefit package. Contact:
Barbara Gillate,
559-8500, Ext. 7251
An Equal Opportunity Employer

EXECUTIVE SECRETARY
The consulting department of this large professional firm needs an Executive Secretary who enjoys an extremely fast pace. Must like detailed work and have excellent secretarial skills. Generous starting salary and benefits. Interested, send confidential resume to Mr. Stewart, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
The executive team of this very well established eastside company needs a sharp Secretary. Must have good secretarial skills and an accurate figure aptitude. Very busy office with extremely diversified duties. Excellent compensation package. Send confidential resume to: Mr. Silver, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY
Excellent opportunity in friendly Livonia company for experienced person with superior typing. Diversified position in beautiful office. Good starting salary, full benefits, room for advancement and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXECUTIVE SECRETARY NEEDED
If you type 55 WPM, take shorthand at least 80 WPM, have light bookkeeping and dictaphone experience, and good communication and organizational skills, the sales office of major company in Livonia area needs you. Must have Excellent Long term assignment. Ask for Gayla.
Not an agency-never a fee
KELLY SERVICES
"The Kelly Girl People"
29449 6 Mile Rd, Livonia
522-4020
Equal Opportunity Employer M/F/H

EXEC. SECYS
GOP
CONVENTION
Typing 60 wpm
Shorthand 75 wpm a Must
APPLY AT:
MANPOWER
TEMPORARY SERVICES
Troy 750 Stephenson Hwy.
Suite 111 585-5595
Livonia 19500 Middlebelt
Suite 310E, 478-1130

EXPERIENCED full time bookkeeper, needed for medium sized construction firm in Livonia area. Preferable with computer experience. Send resume to po Box 340Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY
For Father & Son Building Company
355-0630

EXPERIENCED secretary. Birmingham church - 5 days. Pleasant & challenging position for right person. Phone during business hours. 646-3244

FARMINGTON Hills location has an opening for a receptionist position. Call Kit Matatyhu for appointment. 477-6066

FRIENDLY SECRETARY
FEE PAID, $9,600
Excellent opportunity with dynamic suburban firm. Position offers variety and growth. Super benefits with national company. Call Debbie.
SNELLING & SNELLING
649-5900

FLYMOUTH part time light secretarial & customer service work. Must be personable & dependable, references. $4.35 per hour. Apply in person 443 Amelia

RECEPTIONIST
With typing skills, pleasant surroundings. Farmington area. 477-4787

504 Help Wanted Office-Clerical

ADVERTISING SECRETARY
We are looking for a part-time sales secretary for our Livonia office. The hours will be from 9 until 3 p.m., Monday thru Friday. Typing speed required is 65 w.p.m. Must have secretarial experience. Apply at:
The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150
We are an equal opportunity employer

504 Help Wanted Office-Clerical

FULL-TIME - mature, responsible Secretary for a fast-moving company. Typing, pleasant phone personality & filing skills required.
Ask for John Healy,
CENTURY 21
Plety Hill, Inc.
542-8100

GAL FRIDAY
INVESTIGATOR
Northville security company needs attractive & outgoing gal with good secretarial skills who also is capable of accomplishing investigation work. Must be able to type at least 45 WPM & be able to work flexible schedule.
Call 10 to 4pm Mon thru Fri
637-8733

GENERAL OFFICE, light bookkeeping & some secretarial duties. Full time. Apply at Blaine Dearborn restaurant, 17721 Michigan Ave.

GENERAL OFFICE, typing, light bookkeeping experience required. Data Processing a must. Write P.O. Box 699, Troy, MI 48063.

GENERAL SECRETARY
$11,960 FEE PAID
Friendly personal, intelligent, and ready to work. This ideal firm offers pleasant surroundings, comprehensive benefits and future advancements. Sue.
SNELLING & SNELLING
649-5900

GENERAL WORK for house building construction office. 40 hour week. Canton area. 397-1569

GOOD TYPIST
Needed 1 days a week for 4 weeks. Some receptionist and general office duties also. Very diversified.
Birmingham area. 642-0402

INSURANCE AGENCY in city of Northville needs experienced commercial lines service representatives. Call 348-1570

RECEPTIONIST-MATURE
SOUTHFIELD
Excellent typing required, busy phone desk, bookkeeping knowledge preferred. $200 per week. Range. Fully paid benefits. Fee Paid.

PERSON FRIDAY
SOUTHFIELD
For Construction office. Secretarial duties, private sector shorthand or speed writing. Salary $800 Range. Full Benefits. Fee Paid.
BETTY HAMIL PERSONNEL

LAWFIRM/RECEPTIONIST. Good typing skills, gal Friday, must have car. TownCenter Southfield. Good benefits, contact April 353-1333

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

RECEPTIONIST - Mature, responsible individual, fall or part time. Franklin Racquet Club, 26350 Northwestern Hwy., Southfield. Apply within.

RECEPTIONIST
Must type. Apply in person between 1-4PM. 16500 Livernois, Detroit, Fendell and Schaefer area.

RECEPTIONIST - FILE CLERK
For weekdays 8-5pm. Bank Real Estate office. Maple - Inkster vicinity.

RECEPTIONIST for Birmingham Pediatricians office, some experience in bookkeeping & typing required. Salary open full time, send resume Box 324 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Experienced in Personal or Commercial lines. Full Time. Southfield area.
358-0416

504 Help Wanted Office-Clerical

Secretary

Bailey Controls Company, major manufacturer of instrumentation and controls, has an immediate opening for an experienced administrative individual.

Your background should include three years secretarial experience in a marketing environment. 60 wpm typing, 80 wpm shorthand and familiarity with dictation equipment.

If qualified, call Mr. Vernon L. Hart at (313) 356-1500 for appointment... or send resume with salary history to

Bailey Controls Company
Babcock & Wilcox
22511 Telegraph Road
Suite 203
Southfield, Michigan 48034
An equal opportunity employer m/f

CLERICAL OPPORTUNITIES
MHMC is a nationwide corporation which is embarking upon an extensive expansion program which will dramatically increase our size and national standing. We have recently relocated to new headquarters in Farmington Hills and have numerous clerical additions to staff which are available immediately.
Qualified candidates must display accurate typing ability, good Math aptitude, as well as effective written and verbal communication skills. Responsibilities will include general office involvement and various aspects of mortgage banking.
Pleasant surroundings, merit increases, and full range of benefits including BC/BS, banking Holidays, and tuition reimbursement await qualified candidates who display an eagerness to learn.
We invite you to apply to the Personnel Department of our new office on the corner of Farmington Rd. and 12 Mile Rd. during the following hours:
Monday thru Thursday,
9 AM-11 AM & 1 PM-7 PM
CLOSED ON FRIDAY
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
661-7145
An Equal Opportunity Employer

O&E