502 Help Wanted Dental-Medical

XRAY TECHNICIAN
Registered. For Evenings & Weekends in the Livonia area. Call after 4 PM. 464-7500

RNS or LPNS
Full & Part Time
Midnight Shift
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Eleven Mile & 8 Mile
476-8300

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.
An Equal Opportunity Employer

STRAITH - MEMORIAL HOSPITAL
23901 LAHSER RD.
All Surgical Specialties in Southfield is seeking full time help in C.S.R. on the Day Shift. Experience and leadership required. LPN preferred. Apply in person or call the Nursing Director at:
357-3360

504 Help Wanted Office-Clerical

ACCOUNTING CLERK POSITION
Available immediately. Must have experience operating calculator, with retail background helpful. Excellent fringe benefits. Call 649-1711

ACCOUNTS PAYABLE Clerk, experience helpful. Must be good with figures Reasonable typing skills are required For interview, send resume & salary requirements to:
PMM, Inc., 31000 Lahser Rd., Birmingham, Mi. 48010 - Attention: Accounting.

ACCOUNTS PAYABLE
RECEIVABLE CLERK
Farmington office needs a congenial person with accounts payable & receivable experience to join its happy staff Typing and data processing exposure preferred. Excellent benefits package. Call 352-2500, Ext. 226.

Plante & Moran recruiting for an equal opportunity employer.

ADMINISTRATIVE
ASSISTANT
Southfield location, 65 WPM, shorthand 80. Mature individual to work with Advertising Director. Must have good math aptitude. Starting salary $11,000. FEE PAID POSITION. CALL KAY
PLACEMENT PLUS
PERSONNEL 358-3250

ADMINISTRATIVE - assistant, Southfield, flair for detail, typing 60 WPM shorthand 80, benefits. $11,100, fee paid.

SALES - secretary, Oxford, good statistical typing, 100 WPM shorthand, excellent benefits, $10,200, fee paid.

SECRETARY - run office for 3 supermen, good typing, some shorthand, excellent phone manner, Southfield company, $10,400, fee paid

EXECUTIVE - secretary, Troy company, strong work background, excellent typing & shorthand required. $11,000 fee paid.

LOIS RAY
PERSONNEL
559-0560

ALL OFFICE
SKILLS NEEDED
WORK WHERE
and
WHEN YOU WANT
Temporary
and
Permanent Positions
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9232

504 Help Wanted Office-Clerical

ATTENTION HOUSEWIVES
FOR WORK IN FALL
MANPOWER
TEMPORARY SERVICES
Livonia - 19500 Middlebelt, Suite 310E
476-5150
Troy - 730 Stephenson Hwy.
585-5595

BEGINNER - for purchasing dept. of nice Birmingham company. Good math aptitude & average typing required to work for salesman typing orders, expediting and handling phones. Start at $650 to $750 with full benefits & agency fee paid.

SECRETARY - for Southfield equal opportunity employer, work for sales engineer of this national company. With good skills you will start at $11,700 with excellent 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

BEGINNER
VARIETY JOB
Major West suburban company will train bright, promotable person with good typing for entry level position in beautiful office. Good starting salary, full benefits, fast advancement & company pays our fee. Excellent opportunity for beginner. Call now for a personal interview
PERMANENT STAFF
LIVONIA 522-4210
BIRMINGHAM Southfield law firm needs experienced Legal Secretary good benefits. 642-3207

BOOKKEEPER
Accounts Payable &
Order Processing
Farmington Hills Manufacturer needs sharp person with good business knowledge who likes detail. Must have previous experience in accounts payable and order processing and be interested in learning purchasing. This is a modern 6 girl office. Excellent pay and benefits for the self-motivated person. Only non-smokers need apply. For appointment call Mrs. Springer, 478-1204.

BOOKKEEPER-ASSISTANT
Current experience necessary for Southfield office. Desirable working conditions.
559-7877

BOOKKEEPER experienced, immediate opening, Northwest area.
533-7097

BOOKKEEPER
Experienced. Small office.
261-5761

BOOKKEEPER - Full charge through trial balance & financial statements Quarterly tax reports. Downtown. Send resume to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - full time position with Southfield CPA firm. Applicants must be familiar with accounts payable, payroll, etc. Good salary & benefits. Send resume to: Parker, Witten & Co., Suite 315 Travelers Tower, 25555 Evergreen, Southfield, Mich., 48076.

BOOKKEEPER
Full Charge, experienced thru Financial statements, light typing. Must be fast and accurate for busy office. Call Mary Pruss.
MURRAY'S
ACE HARDWARE
937-0160

BOOKKEEPER/JR. ACCOUNTANT
Full charge, prepare financial statements including journal entries. Some secretarial duties. $11,000 - $14,000.
569-2682

BOOKKEEPER, must be experienced in preparation of payrolls, payroll returns, bank reconciliation, journals, posting in general ledger & trial balance. Full time. 8am-5pm. RS Electronics, 24443 Schoolcraft, Livonia. Call Mrs Oakes 525-1155

504 Help Wanted Office-Clerical

BOOKKEEPER/
OFFICE MANAGER
Wanted immediately. Long term care facility in western suburbs. Knowledge of geriatric health care helpful. Excellent opportunity for one with leadership ability. Send resume to: Box 338, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ SECRETARY for Livonia CPA, full or part time, experience preferred. Reply box 56 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY
Full time, immediate position in a growing company for bookkeeper with construction experience in 14 Mile-Middle belt area. Kaplia Construction
851-9755

BOOKKEEPER
With minimum 2 years C.P.A. office experience, full time or part time, Southfield.
569-3120

BOOKKEEPER with accurate typing ability. Part time with full time potential. Apply at 29100 Vantar, Suite 718, Livonia (N. E. of 7 Mile & Middlebelt)

BOOKKEEPER. Full charge, experienced thru trial balance, all taxes. Southfield, 12 Mile area. Call Mon.
350-0776, Friday

BUILDER needs Gal Friday. Knowledge of construction business is a plus. Requirements: Pg board bookkeeping system, pleasant agreeable personality, phone experience, sales experience. Salary, plus commission. 268-4663

BUSY REAL ESTATE OFFICE needs mature woman for diversified part time work, typing a must. Call Sue for interview, Century 21-Gold Key Homes.
355-2100

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

CAR BILLER
Auto dealership needs call biller with some bookkeeping experience. Excellent salary & benefits. Immediate opening. Call Mrs. Fitzpatrick at Tennyson Chev. 425-6500

CASUALTY WOMAN
Experienced in independant agency system. Top pay & benefits. No others need apply. Plymouth Area. 459-1240

CATERING
SECRETARY
We have an immediate opening for a person to work in our catering office. Must have previous experience & good typing skills.
Please apply in person
Personnel Office
Mon thru Fri.
9-1, & 3-4.
SHERATON-SOUTHFIELD
HOTEL
17017 W. 9 Mile
Southfield, Mich.
An Equal Opportunity Employer
17017 W. 9 Mile

CLERICAL - Immediate Vacancy. Permanent full-time position. Typing, filing & Order taking. Drapery/Hardware Distributor Center.
Call Branch Manager 399-9404
An Equal Opportunity Employer

CLERK-TYPIST
General office skills, good typing required. Shorthand desirable but not necessary. Salary commensurate with experience & ability. Excellent fringe benefits package. Call Bev Wimbley for appointment between 8 30AM-3PM.
A & P FOOD STORES
19900 W. 9 Mile Rd. at Evergreen
Southfield
353-7212, ext. 297
An Equal Opportunity Employer

CLERK TYPIST
Mortgage company in prime Southfield location is looking for qualified individuals for positions in their Loan Administration Department. Currently job opportunities are available in the following departments:
ASSUMPTIONS
INSURANCE
ESCROW/TAXES
Salary commensurate with ex. rience plus excellent fringe benefits For interview contact Mrs. Fischer.
355-0500
GRAHAM MORTGAGE
CORPORATION
An Equal Opportunity Employer

CLERK-TYPIST
Wanted for Southfield Law Firm - to start Sept. 1, 1980. Good typing, dictaphone experience helpful. Salary necessary. Must have initiative & be able to handle responsibility. Call 355-2100

504 Help Wanted Office-Clerical

COLA
FEE PAID$900
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE
PERSONNEL
CONSTRUCTION
PAYROLL
Established company needs a bookkeeper with experience doing union reports and fringes. Great salary and benefits. Send confidential resume to: Mr. Ram, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

Customer Service
Trainee
Livonia office needs stable individual for general office work who will train in Customer Service procedures. Previous office experience necessary. Must type 45-50 WPM, have general office skills and enjoy phone work and people. Good salary and excellent benefits. Call:
JUDY KRIZAN
937-1850
Michigan Mutual
Insurance
Affirmative Action Employer

DATA ENTRY
OPERATOR
PART TIME
Excellent opportunity exists for an individual with interest or IBM 119 experience. Call Robert Merrick.
GUARDIAN INDUSTRIES
43945 W. 9 Mile
Northville, Michigan
Ext. 473 349-8700
An Equal Opportunity Employer

DENTAL
RECEPTIONIST
Full time day shift position immediately available at our Novi-Ambulatory Care Center for a Receptionist in the Department of Family Dentistry. Qualifications include, minimum 6 months experience processing dental insurance claim forms, and ability to type 35 wpm accurately. Receptionist experience in a dental office preferred. Excellent salary and comprehensive fully paid benefit package including medical, dental, optical, life and disability insurances. Apply Employment Office, Mon - Fri., 9-5 PM.
PROVIDENCE
HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

DEPENDABLE PERSON with good typing and spelling skills. Some office experience helpful. Interesting full time job. Good benefits and excellent working conditions. Ask for Karen Adamson.
567-5500

EXCELLENT TYPIST for permanent part time position in law office - will train $3.50 hour. Southfield. 569-7575

EXEC SECRETARIES
Secretary to president, also administrative assistant, secretary, talk to customers, vendors, etc. Large suburban company, excellent starting salary & benefits.
ALLISON-JOHNSON PERSONNEL
32949 Hamilton blvd
Farmington Hills
553-3100

EXECUTIVE
SECRETARY
Opening for SECRETARY with typing skills 60 WPM, shorthand to use dictaphone equipment and take dictation at 80 WPM. Excellent salary, benefits and pleasant working conditions. If you are qualified call: Personnel Dept.
552-6216
Fireman's Fund
Insurance Co.
Equal Opportunity Employer M/F/H.

Mansfield & Associates
We are specialists in finding the best position for you in the legal field. These positions include Legal Secretaries, Para-professionals & Law Office Management personnel.
Permanent, part-time & temporary positions available in the greater Metropolitan area.
Invest in your future by contacting us for legal placement professionals today! All fee's company paid.
Mansfield & Associates
31209 Telegraph Rd. Suite 121
Birmingham, MI 48010
646-6210

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
Troy marketing firm has immediate opening for an experienced executive secretary. Good organizational skills, customer relations skills, and interfacing with internal departments required. Minimum requirements include typing 75 wpm. and 100 wpm. shorthand. Salary open plus full benefit package. Immediate availability is preferable. For consideration, please call:
362-2188
CMI CORPORATION
An Equal Opportunity Employer

EXPERIENCED
CLOSING SECRETARY needed by title company in Troy. Call Mrs. Skubic
641-0969

EXPERIENCED LEGAL Secretary for Farmington Hills Law Firm. Good typing and dictaphone skills required. Excellent benefits. Call Linda Widrig
851-9500

EXPERIENCED LEGAL Secretary for Farmington Hills Law Firm. Must dictaphone skills required. Excellent benefits. Call Linda Widrig 851-9500

EXPERIENCED legal secretary. Negligence & divorce experience preferred, salary commensurate with experience. Southfield area. 358-0100

EXPERIENCED LEGAL Secretary For large Southfield law firm. Salary commensurate with ability. Call
557-1000

EXPERIENCED LEGAL Secretary for growing suburban Redford law firm, pleasant working conditions, salary commensurate with experience. Easy access to I-96.
255-4722

EXPRESS YOURSELF
FEE PAID $800-$900
Good accurate typist needs English Grammer background. Organize these Execs. Competent secretaries for quick start. See us were across from K-mart HQ in Troy.
CALL 646-4144
YOUR NEW BOSS PAYS OUR FEE
HARRIET SORGE
PERSONNEL

FRONT DESK
Type 55 WPM. Must have previous telephone sales experience and an enthusiastic personality for greeting the public. We are a temporary personnel agency and you would be working in the Ren Cen. If you meet the above requirements and think you would like this type of work, call Cheryl at 568-0569.

GAL FRIDAY
INVESTIGATOR
Northland area 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, have good accounting skills & be able to work flexible schedule. Call 10am-4pm. Mon thru Fri.
837-8733

GENERAL OFFICE position in Southfield area, part-time to possible full-time. Must have bookkeeping experience, accurate typing and pleasant phone manner. Call 9-5 PM, Mon. Weds & Thurs. only.
352-6363

GENERAL OFFICE
Career opportunity, full time position, now available in expanding Southfield Corporation. Good salary and benefit package. Excellent future for right person. Experience desired, training available. Ask for Jean at 642-4200.

GENERAL OFFICE
If you enjoy the variety of a one person office and like the feeling of being involved in the whole work process, this building-related company wants you. Must be able to do a complete set of books, type, and enjoy reception work. Generous starting salary and benefits. If interested, send confidential resume to: Mr. Rader, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

HIGH SCHOOL Graduate, part time entry level position, possibly leading to career opportunity in financial service industry. Must be good at typing, filing and on telephone. Respond by mail to Mutual Service Corp., 100 Renaissance Center, Suite 2780, Detroit, MI 48243.

IMMEDIATE Need for a bright, mature individual with good typing & shorthand skills, who is looking to work in a highly aggressive, young sales office. The ideal candidate should have good communication and office skills, and be capable of working with little direction. We offer a good starting salary and excellent company benefits. Southfield office location. For interview & appointment, call Mrs Cape 559-5710

An Equal Opportunity Employer

INSURANCE AGENCY in City of Northville needs experienced commercial lines service representatives Call 348-1270

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Farmington Hills, looking for bookkeeper with insurance experience preferable. Wages negotiable. 855-2600

INVENTORY CONTROL PERSON - For retail chain located in Town Center Bldg. in Southfield. CRT and computer experience desirable. Fully paid Blue Cross and profit sharing.
Please call 358-1191

KELLY
Has
Assignments
Experienced SECRETARIES, TYPISTS or WORD PROCESSORS needed for a wide range of temporary assignments. We offer top pay rates, merit increases and vacation plan. If interested apply Tuesday thru Thursday between 9 AM. and 3 PM.
32669 W. WARREN
(at Venoy in the
Shear Delight/Beauty Salon)
GARDEN CITY
522-4020
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

LEGAL SECRETARY
For medium sized Southfield office. Salary commensurate with ability.
353-1611

LEGAL SECRETARY, experienced for Birmingham Law firm. Salary commensurate with experience.
644-2213

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
DOWNTOWN LAW FIRM in need of legal secretary experienced in litigation. Type 70 WPM. Dictaphone. Shorthand 65-90. Excellent benefits, top salary. No fee.

SUBURBAN CORPORATION seeking experienced legal secretary. Type 60 WPM. Shorthand 80. Mag II experience. Patent experience necessary. Excellent opportunity for right person. Great benefits, top salary. No fee.

SOUTHFIELD LAW FIRM seeking experienced legal secretary. Type 60 WPM. Shorthand 80-100. Salary to $13,000. No fee.

DOWNTOWN LAW FIRM seeking experienced legal secretary. Consumer background nice but not necessary. Type 65 WPM. Will train in Word Processing. Salary to $12,000. No fee.

SUBURBAN LAW FIRM seeking legal secretary experienced in Mag II. Type 70 WPM. Shorthand 80-100. Great benefits, salary to $12,000. No fee.

Many other fine positions now available for experienced legal secretaries seeking permanent, part time or temporary positions. Never a charge to you for our outstanding placement experience.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2040

LEGAL SECRETARY
Southfield personal injury firm, excellent typing, legal experience preferred. Call Joyce. 353-7575

LEGAL SECRETARY experienced shorthand required, dictaphone, use of word processor, will train if necessary. Call 9-5pm 358-1000

LEGAL SECRETARY
for expanding suburban law firm. Experience necessary, shorthand preferred. Benefits. Salary open.
Call Mrs. Lumber 569-4900

LEGAL SECRETARY IN TROY
Administrative, Bookkeeping & Word Processing experience desired. Contact Gary or Karen at 643-8300

LEGAL SECRETARY -
OFFICE MANAGER
Birmingham attorney will train serious college-educated woman who is interested in law school or a para-legal career. Good pay. Good place, near 555 Building.
Call 645-0750
LIVONIA Law firm desires experienced secretary. Call for appointment 477-6832

LOOKING FOR A
CAREER
WITH A FUTURE?
We have an excellent opportunity for a legal secretary. Must be good typist and willing to learn. Southfield area Mrs Lukas
569-4900

MATURE Legal Secretary/Receptionist for growing practice. Redford area. Call between 10 am and 1 PM. 538-7032

NEEDED EXPERIENCED PERSON for General Office Work. Small long established firm. 8 Mile - Lahser Area.
355-6497

504 Help Wanted Office-Clerical

ADVERTISING AGENCY
SECRETARY
Suburban ad agency seeks career oriented individual responsible for support activities of key management executive. Applicants must have shorthand skills. Organization and communication ability a must. Liberal fringe benefits. Salary commensurate with experience.
Reply in confidence to:
Gail Meyer,
20700 Greenfield,
Oak Park, Michigan, 48237

ADMINISTRATIVE
ASSISTANT
Troy corporation has need for a professional administrator to work in our commercial department. Duties will include interfacing with sales, finance and top level management, releasing equipment and general supervision. To be considered for the position a candidate must have the following experience/abilities:
- two years experience in a marketing organization
- college degree
- assertiveness

Salary level to mid-teens plus attractive benefit package and profit sharing. For immediate consideration call: 362-2188.
CMI CORPORATION
Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERICAL currently interviewing for permanent position in our purchasing accounting & production control department. Apply in person Eagle Packaging Corp, 19580 Burt Rd., Detroit, between Schoolcraft & Plymouth.

OFFICE HELP, permanent part time, evenings and weekends. Will train. Apply at Lasky Furniture, 20055 Plymouth Rd., Livonia, one block E. of Middlebelt.

OFFICE MANAGER
We are looking for an individual with a pleasing personality and some clerical skills for our large apartment complex in Birmingham. Self motivation and leadership abilities a must. Advancement potential for qualified individual, good salary and benefits available to the right applicant. Call between 8 am & 3 PM Mon. thru. Fri. 644-1300

Opportunity
For
Executive
Secretary
If you type 65 WPM., take shorthand at least 80 WPM., have light bookkeeping and dictaphone experience, and good communication and organization skills, the sales office of a major company has a job for you. Mature person only. Must have resume - ask for Gayla.
Not an Agency - Never a Fee
KELLY
SERVICES
"The Kelly Girl People"
29449 W. 6 MILE, LIVONIA
522-4020
Equal Opportunity Employer M/F/H

ORDER WRITE-UP CLERK Wanted, light typing preferred, must be able to work overtime, and be available during busy season. Starting pay $3.65 per hour. Apply Tues. thru Fri., North American Photo, 27451 Schoolcraft, Livonia.

PART TIME office help needed. Experienced in bookkeeping, typing & real estate. Southfield area. Please call Tuesday from 9-1. 355-2958

PART TIME - office work. Cantonmust be personable, type, have a flexibility to work with numbers. Interested persons should phone between 1-5
453-6500

PART TIME
POLICY TYPIST
Immediate opening for experienced typist. Minimum 50WPM, salary commensurate with experience excellent working conditions. Southfield. Call Personnel
557-6350
Equal Opportunity Employer M/F/H

PART TIME SECRETARY
5 Mile and Middlebelt area, accurate typist, shorthand, knowledge of Wang CRT Terminal Computer helpful but not necessary (will train). Call for appointment. Interviewing approximately Aug. 11. 792-6402

PART-TIME TYPIST/RECEPTIONIST for a Southfield CPA firm. Statistical typing & general office work.
642-0132

PART TIME TYPIST and general office help. Times Tues. & Thurs. Farmington Hills engineering office. The Fotboro Co. Call Mrs Heatherington 851-8900

PAYROLL SUPERVISOR - If you are seeking a career opportunity with a young, aggressive company, with a strong background in all aspects of payroll, including trade union payroll, and are a results oriented individual, then, we want you. Excellent salary, fringe benefits and working conditions. Send resume to P. O. Box 633, Novi, MI 48050 or call 349-8787
An Equal Opportunity Employer

PERMANENT PART-TIME Office Work for busy Dr.'s Office, Garden City area. Must type.
425-7880

PERMANENT part time position, with an Educational Film Distribution Company in Birmingham. 645-3616

PERMANENT Part Time Clerk, 10 to 15 hours per week, time very flexible, good for student or housewife. Light mailing, phones, collating. Farmington Hills. Ask for Mrs. Ann 477-1410

PERSON
FRIDAY
$110 AM
Growth oriented firm has position with diversified duties. Complete office repertoire. Convenient location. Great benefits. Flexible hours. Your good skills will be the key to your success. Call Debbie
SNELLING & SNELLING
649-5900

PROPERTY Management Department of real estate development company seeks aggressive bookkeeper looking for a challenge. Accounts receivable experience a must. Good benefits. Southfield area Call 9-5. 559-4500

REAL ESTATE
GIRL FRIDAY
Requires excellent typing and phone skills, shorthand or notehand preferred, real estate, advertising, or legal experience helpful. W. Bloomfield area Call 9-3, Mon - Fri. Ask for Karen.
626-4005

RECEPTIONIST/SECRETARY
Responsible person needed for fast paced real estate office. Birmingham Location. Various duties include typing and filing. Pleasant phone voice a must for our very busy phones. Full time position. Call Suzanne.
646-6000

RECEPTIONIST
Physicians office. Light typing required. 5 days. Farmington area. Mary 477-0454

RECEPTIONIST - full-time person. Good personality for answering phones & taking orders. Athletic Supporters, 27591 Schoolcraft Rd., Liv. 261-8570

RECEPTIONIST & TYPIST, full time for art studio. One girl office. Mature experienced person required. Send resume to box 395 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTER NOW
There will be openings for MAG CARD II operators soon. Southfield area.
NO FEE NO CONTRACT
For Information Call
Southfield 569-7500
WITT SERVICES
The Temporary Help People

SOUTHFIELD lawfirm seeking full time file clerk. Call Vicki
353-6505

STATISTICAL TYPIST
for Southfield CPA firm. Duties include telephone answering & filing. Call for appointment. 353-3180

504 Help Wanted Office-Clerical

SAKS
FIFTH
AVENUE
Secretary, Saks Fifth Avenue has immediate full time opening for secretary to work in their executive offices. Good salary & excellent benefit package. Light shorthand. Apply in person: personnel Dept. Somerset Mall, Troy, Mi.

SALES
SECRETARY
EXCEPTIONAL professional opportunity for a full time Sales Secretary for a branch suburban sales office. A Take Charge, pleasant personality with the ability to deal comfortably with customers on the phone and in person. Ability to read Blueprints a plus. 3-5 years related office experience. Call for appointment. Dorothy O'Brien.
PELLA WINDOW & DOOR CO.
624-8080

SECRETARIAL & COUNTER position available in a Photography Lab. Right individual can grow with company. Call for appointment interview 477-9393

SECRETARY
A Growing Organization has opening for a Self-Starter with good secretarial skills + some experience. Must be able to work full time with a minimum of supervision. Excellent salary + benefits + Advancement potential. Hours between 9am-4pm, Monday Only - ask for Bernie. 538-7660

SECRETARY - Assistant to President, office attached to home in Northwest suburbs. Typing, math, verbal, research skills. Steno helpful. Non-smoker preferred. Send resume to Box 395, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - BOOKKEEPER
For Birmingham Design Studio. Excellent typist, good correspondence & communication skills. Bookkeeping. Pegboard system. Self-starter who is pleasant personality. Minimum 3 yrs. experience with 1 girl office. Only qualified need apply.
644-3606

SECRETARY & Counter Girl
Full time days. Some typing, good with numbers. Must be able to deal with people. Experienced preferred. Southfield area. 353-2958

SECRETARY, general skills. Word processors, IBM Mag Card/A, typing, filing, phone. Telephone Answering Experience preferred. NW Hwy/12 Mile. 353-8570

SECRETARY
Good typing & shorthand skills required. Salary commensurate with experience and ability. Excellent fringe benefits package. Call Bev Wimbley for appointment between 8 30AM-3PM.
A & P FOOD STORES
19900 W. 9 Mile Rd. at Evergreen
Southfield
353-7212, ext. 297
An Equal Opportunity Employer

SECRETARY
Immediate need for an experienced secretary. Requires typing, filing, excellent phone & organizational skills. We are a highly expanding division of a multi million dollar corporation, specializing in consumer electronics. Excellent salary compensation & benefit package.
Fax & Resume to local interview, call Jean between 9-4 at 553-0623
National Semiconductor Corp.
Equal Opportunity Employer M/F/H

SECRETARY - Must have good typing & communication skills. Some experience required, full benefit program. Resume or call Ethel Bechakas, Erb Lumber Co., 335 S. Elton, Birmingham 48009 644-5300, Ext 245

SECRETARY - Southfield law firm. Position requires ability to organize and take charge. Salary commensurate with experience.
552-0868

SECRETARY TO CFO
Need career-oriented conscience individual to work for Chief Financial Officer, VP and Controller. Must be strong statistical typist and willing to work overtime. Shorthand a plus. Troy location. Excellent fringes & benefits. Ideal to start depending on skills and experience. Send resume to Veratex Corporation, Box 4021, Troy, Michigan, 48099. Attention A. Henderson.
An Equal Opportunity Employer

SECRETARY TO VP
Diversified position as Secretary to VP. Potential for advancement to Administrative Assistant. Must have excellent skills in typing, math, telephone, Shorthand a plus. Need responsible individual to handle confidential matters. Diversity of position calls for individual with well rounded office background. 1-5 general office experience. Troy location Excellent fringes. $9500 to start. Send resume to:
Veratex Corporation, Box 4021, Troy, Michigan, 48099
Attention A. Henderson.
An Equal Opportunity Employer

SECRETARY
Typing and general office skills. 2 to 3 yrs. experience. Approximately 30 hours. Madison Heights area. 589-3196

SECRETARY wanted, with excellent typing. 30 hrs per week now, 40 hrs per week Jan of 1981. Life insurance experience preferred but not necessary.
645-5051

SECRETARY with bookkeeping, typing, filing experienced. Monday - Friday; 8AM-5PM. Contractor & architect will share secretarial pool. Send resume to: Personnel, 31350 Northwestern Highway, Farmington Hills, MI. 48018.

SECRETARY
$200 A WEEK
Super opportunity with growing suburban manufacturing firm. Benefits, fee paid.
Snelling & Snelling
336-7400

SHARP
SECRETARY
With your excellent secretarial skills, you can land a great job in a plush atmosphere. Large West suburban firm needs a person who can handle confidential responsibilities and a good variety of duties. Salary of $13,900, good benefits and company pays our fee. Don't miss this career opportunity. Call Dora immediately for an appointment.
PERMANENT STAFF
SOUTHFIELD 353-0505

TYPIST in home or office. Birmingham area. 642-2331

VARIETY
PLUS
PROMOTION
Excellent opportunity for a friendly and promotable person with good figure aptitude and typing. This diversified job for a bright beginner offers good starting salary and full benefits. Call Lucy now and interview tomorrow for this fee paid position.
PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Our worldwide organization is seeking a mature Administrative Assistant to work in our Advertising and Public Relations division. The qualified individual must have typing of 60 wpm, shorthand 80 wpm, an aptitude for figure work, a flair for detail and the ability to organize and follow through on assignments. We offer a competitive salary and excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebalt.
355-9300
extension 253
FTD
FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

STUDENT for Bookkeeping (35 Hours). Good penmanship & accuracy. No experience necessary. Lose Pine & Middlebelt area. 476-8397

TELLERS
Full and Part Time
Northville/Livonia Area
Experience preferred. Accurate with figures. Type 45 WPM. $4.25 per hour or more, depending upon experience. Training downtown Detroit (Paid parking).
DETROIT FEDERAL
SAVINGS
961-7600, ext. 10
An Equal Opportunity Employer

TYPIST- for property management firm in Southfield. Must be accurate & have knowledge of dictaphone equipment. Call Denise
348-3333

WORD PROCESSING TYPISTS - FAST, accurate to train on Vydec equipment for full time day and evening shifts in large Southfield law firm at American Center. Mr. Bernstein.
355-5000

WORD PROCESSING department in Southfield needs excellent typist, experienced on Zerox 850 or similar helpful but not necessary. Call D. Schoen
553-5800

WORD PROCESSOR
$12,000
Your new boss will pay for the your good skills and experience. Outstanding benefits include DOLA. Don't wait to call on this. It won't last.
Call Joanne Hoff
353-2090
SNELLING & SNELLING
PERSONNEL

WORD PROCESSORS
We need experienced Word Processors for a temporary position in the Livonia area. Experience with Lanier equipment preferred. Day shift. We pay top rates. Apply now.
Somebody
Sometime
LIVONIA 525-5170

505 Help Wanted Food-Beverage

BARMAIDS days, part time, Lee's Lounge, After 10am 592-8714
681-1355

COOK
Days, must have experience, apply in person. Holiday Inn of Southfield, ask for Duane Cook. 24555 Telegraph.

COOK - full time midnight shift. Must be experienced with eggs. Apply The Village Place, 4170 Orchard Lake Road near Pontiac Trail.

COOK
PART time weekends, experience preferred. Harold's Bar, 25254 Five Mile, Redford After 1PM

COOKS experienced days & nigts. Apply in person Uncle John Pancake House, 37695 Grand River, Livonia.

COOKS
For a Livonia is now taking applications for the night shift. Good pay and benefits Apply in person between 3 and 5 Mon. thru. Fri. 1560 Woodward, Bloomfield Hills.

COOKS, waitresses, dishwashers. Prefer experience. Apply Mon. & Tues., 10am to 2pm. Bill Knapp's Wood-Fire Shopping Center, 41600 10 Mile Rd.

COOK Wanted, days or afternoons, full or part time. Mistro serve oven kitchen. Apply in person, before 12 noon or after 3PM. The Cozy Cafe, 15 Forest Place, Plymouth. 455-5310

COOK Part time, High school diploma preferred. Previous cooking experience in an institutional setting preferred. Experience in menu preparation, food ordering, food preparation and service preferred. You will be working at our Troy senior citizen nutrition center. Salary, $3.20 - $4.50/hr. based on experience. 25 hours per week plus fringes. Contact OLMSS, 196 Oakland, Pontiac, Mich 48058. 858-5195

EXPERIENCED BARTENDER -
Apply at Gary's Restaurant.
16455 Middlebelt, Livonia.

FOOD PREPARATION and counter help wanted, full and part time for day shift in the fall. For interview call Randy, Little Caesars Pizza Station, 24450 Telegraph, Southfield. 478-6200

HOSTESS
Experienced, full time, nights
353-6477

MCDONALD'S Franchise company looking for aggressive, mature Manager Trainees for an expanding company. Only career-minded individuals need apply. Send resume to 23241 Five Mile Rd., Redford, Mi 48239

PALACE, 25125 TELEGRAPH RD.
Now accepting applications for waitresses, cooks and bus boys. Experienced need only apply.
532-2320

RESTAURANT MANAGEMENT
$13,000
For rapidly expanding franchise offering comprehensive benefit package which includes complete Master Medical with Dental Plan, an excellent advancement potential. Qualified counsant will have previous hospitality experience or some college. Call Lori.
532-7870

SHARROW & ASSOCIATES
PERSONNEL AGENCY

SHORT ORDER Cook, 5 days a week, 8 to 4 PM., Southfield Travelers Tower. Please call Gus between 8 & 4 PM.
356-0730

WAITRESSES and WAITERS
Experienced only. Part time, nights. Apply at Fogas Seafood & Spirits, 20480 James Couzens, Detroit.

WAITRESS-FULL TIME
Permanent position for Plymouth Towne Apartments. Will train. Call Mr. Norris. 455-0510

506 Help Wanted Sales

"ABOVE THE CROWD"
REAL ESTATE SALES PEOPLE
RE/MAX
Can change your life with 100% commission program and freedom to grow. Call Joe Duryo or Jerry Still, 261-1400. All inquiries strictly confidential.
RE/MAX
In over 40 states, Canada & Hawaii

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan, FAST START TRAINING & More! Call us today for a confidential interview!
Steve Leibhan - Southfield 557-8700
Dick Randazzo - Plymouth 455-5200
Bill Winterstein - Livonia 478-8100
Ben Denny - Westland 721-8100
Pat Sheehan - Dearborn 388-2200
Chamberlain
ACCOUNT EXECUTIVE
Jr. Account executive needed for nationally known audio visual firm. Salary is drawn against commission. Call & ask for Personnel.
443-0640

ADVERTISING SALES
Earn $15,000 to $30,000 plus per year on graduated scale plus generous bonus program working for one of the areas largest direct mail firms. Experienced professional sales people preferred.
455-4764

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee per month. Earn without disturbing present job. 557-3266

ARE
You tired of layoffs, strikes or low pays? If so, and you are 18 or older, we have openings for women and men. Above average income with rapid advancement. Call
292-8010

INSURE A
Beautiful Future
Sell Avon. Earn extra money and build a nest egg. Low-cost group insurance coverage are available. Call for details.
425-8989 879-0183
644-5404

PART-TIME TELLERS TYPISTS SECRETARIES CLERKS

National Bank of Detroit will be interviewing at the TEL-TWELVE Mall Part-Time Tellers and other part and full-time positions as: Typists, Secretaries, and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions, and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at National Bank of Detroit, TEL-TWELVE Mall, Community Room, (26890 Telegraph Rd., Southfield, Michigan) on Tuesday, July 22, from 10 AM to 3 PM.

NATIONAL BANK OF DETROIT

An Equal Opportunity Employer M/F
We Employ the Handicapped

NBD

TAX REGIONAL MORTGAGE CLERK

Advance Mortgage Company, Ltd. located in Southfield, has an immediate clerical opening for an individual to train in Real Estate Tax Payment and Processing. The successful candidate will be detail oriented and methodically organized. Strong written and oral communications skills as well as accuracy and good figure aptitude are also firm requirements. Some College or Business Communications or Mortgage Servicing experience will be definite assets. For further information contact

Nancy Hofmann,
424-2245
ADVANCE MORTGAGE COMPANY LTD.
SOUTHFIELD, MICHIGAN

An Equal Opportunity Employer M/F/H

CLERICAL ADDITIONS

Due to expansion of service, MHMC is currently recruiting individuals to become members of our Clerical Staff.

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, dental coverage, 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 Friday
9 AM-11 AM and 1 PM-4:45 PM

**MANUFACTURERS HANO