EMPLOYMENT

502 Help Wanted Dental-Medical

WANTED LPN for Dr's office in Southfield area, minimum 3 yrs. experience, typing, must be mature. Southfield area 353-6642

X-RAY technician wanted for private Radiology office in Birmingham Hills, full or part time 645-9109

504 Help Wanted Office-Clerical

Accounting/Bookkeeping Clerk
Accounts payable/Receivable. Hotel/Motel experience preferred. Excellent benefits, salary commensurate with experience. Convenient Troy location. Send resume to P.O. Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK

An excellent opening exists on our staff for an accounting clerk. You would be responsible auditing plant invoices. Clerical and computation experience would be a plus. We offer a good salary and liberal fringe benefit package. Please call Bob Merrick at 349-6700, Ext. 619

GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, Michigan
Equal Opportunity Employer M/F

ACCOUNTING CLERK

Thorough knowledge of all phases of Accounting required, plus experience. Familiarity with automated accounting systems & procedures desirable. New building in downtown Detroit (Woodward at Antietam). Substantial fringes. Nearby paid parking.

DETROIT FEDERAL SAVINGS
961-6700, ext. 26
An Equal Opportunity Employer

ACCOUNTS PAYABLE clerk for computerized system. Some experience required, excellent 3 companies. Novi area. Mon-Fri 8-5pm Sue 348-6000

ACCOUNTS PAYABLE - Southfield firm needs a bright person to handle accounts payable & payroll. $190 per week. Call Joanne 354-4444
Equal Opportunity Employer M/F

Accounts Payable

Experienced person needed for accounting staff to assist in all phases of accounts payable functions. Must have good math skills, detailed oriented and data processing exposure. Novi area. Call Ms Harrier 10 AM to 3 PM, Monday thru Thursday

349-5000

Accounts Receivable BOOKKEEPER

Detroit based manufacturer seeks individual with 3 years A/R experience & good calculator & typing skills. Salary commensurate with experience & ability. Jeffries-Wyming area. Please call Mr. Migoski,

931-3300, Ext 226

ALL AROUND GIRL
For Southfield law firm. To do Filing, Phone, etc. Must be self motivated & articulate Call 552-1000

ASSIGNMENTS For Experienced

BOOKKEEPERS
SENIOR TYPISTS
SWITCHBOARD OPTRS
WORD PROCESSORS
EXECUTIVE SECRETARIES

We have temporary or permanent positions close to your home. Call for App't.

SUBURBAN Office Services

Rochester 651-1500
Farmington 477-9840

ASSISTANT BOOKKEEPER. Part time flexible part to assist full charge bookkeeper, experience a must Southfield location. 559-7870

ASSISTANT BOOKKEEPER, full time. Medicare & Medicaid billing experience necessary, they remember people need apply. Good pay and benefits. Westland area. Call Mrs. Fine 729-1200

ASSISTANT BOOKKEEPER
Must know general ledger and books of original entry. For interview call between 9-4pm 851-8857

ATTENTION! SECRETARIES TYPISTS RECEPTIONISTS CLERKS

We need your office skills. Come in and register with us for temporary jobs in your area. Enjoy the freedom of temporary work while earning top pay for your skills. Apply Now.

Somebody Sometime

Livonia - 17322 Farmington Rd.
(In Burton Katzman Plaza Park)
525-5170

Detroit - 16415 W. 8 Mile
272-8500

Dearborn - 23400 W. Chicago
Suite 420 - Village Plaza
565-3500

Madison Heights - 29277 Dequindre
545-1700

AUDIT SUPERVISOR

Mathews, Nightingale, Reich & Scott PC. A CPA firm located in Birmingham, Mich is currently seeking a supervisor to join an already staff. Successful candidate should have a minimum of a bachelors degree, 2 years in public accounting, and should be a CPA or CPA candidate. Additional education and/or experience in the audit or tax area will be a plus. Qualified candidates should send resume in confidence to Donald J. Nightingale, Mathews, Nightingale, Reich & Scott, 30100 Telegraph, Suite 268, Birmingham, Mich 48010.

AUTO BILLER
Experienced only
Call Norm Augustine 421-1200

AUTO DEALER BOOKKEEPER
Experienced only
Call Stan. 525-5000

AUTOMOTIVE DEALERSHIP - Immediate opening for qualified bookkeeper through trial balance and biller. EXPERIENCE NECESARY. Farmington Hills area. Phone Bob Hutchinson, 478-0500

BONWIT TELLER
Is Seeking an
Executive Secretary
Highly motivated individual to work in busy executive office. Knowledge of high Fashion a Plus. Must possess strong typing & Shorthand skills. Apply in person

BONWIT TELLER
3701 W. Big Beaver
Troy, MI. 48084

BOOKKEEPER
Accounting office tax knowledge desirable,
352-3731

EXPERIENCED LEGAL Secretary wanted for general practice law firm, Southfield area.
352-6980

504 Help Wanted Office-Clerical

BOOKKEEPER, also phone answering, general clerical, older woman preferred to work in home improvement & cleaning maintenance company office, Farmington, full time seasonal work. Also some part time available. After 6Pm & weekends 476-0611

BOOKKEEPER, full or part time, small business Must enjoy tracing of financial figures on computer readout & be articulate, good handwriting, dependable. Bookkeeping major in college okay. Minimum wage. Garden City area. Send application or resume with phone number to GLB Leasing Co., P.O. Box 205, Garden City, Mi. 48135.

BOOKKEEPER/Secretary for long established tool and gauge shop to replace retiring person, northwest Redford area, excellent working conditions and pay for qualified person. Must be experienced and available immediately - no others need apply. For interview

553-5009

BOOKKEEPER-SECRETARY. Full charge bookkeeper through trial balance, typing, shorthand. Southfield area. 353-7981

BOOKKEEPER to work in Southfield. Experienced with financial statements, payroll and sales taxes. Full time.

557-5257

BORED? NEED EXTRA $$? Call MANPOWER Temporary Services

For appointment

Sr. Typists	Livonia call
Clerk Typists	478-1130
Stat Typists	Troy call
Stenos	585-5995

BRIGHT BEGINNER

$7200 TO START
Farmington clinic wants person with light typing skills, and bubbly personality. Action spot offers variety and complete training in medical office procedures. Call Debbie

SNELLING & SNELLING
478-3500

CALIFORNIA based electronics company is seeking an experienced sales secretary for sales office in Southfield. Position stresses customer service. Salary commensurate with experience, full benefits. Please call for appt.

353-0925

CLERICAL-FULL TIME. Accuracy, sense of order, typing, & general office skills important. Assist in publishing information to members. To be trained on computer. Pleasant working conditions. Bloomfield Hills office 646-8323

CLERICAL OPPORTUNITIES

Mortgage banking company in prime Southfield location is seeking individuals to fill various positions in the following areas:

ACCOUNTING CLERKS
INSURANCE CLERKS
PAYOFF CLERKS
LOAN CONTROL CLERKS
STENOGRAPHERS

Previous experience helpful but not necessary. Salary commensurate with experience plus outstanding fringe benefits.

For interview call Mrs. Fischer

355-0500
An Equal Opportunity Employer

CLERICAL POSITION with light typing skills available in customer service office. Livonia area. Call for appointment. 525-1345

CLERK TYPIST - accurate typist, good with figures, future advancement, call county clerk at 559-7000 ext. 591

CLERK TYPIST, part time, 25 hours a week. $4 per hour. Excellent phone manner, 40-50WPM, accuracy is a must, 18 or over. Call between 9am-5pm.

CLERK TYPIST - Two girl office in Southfield needs 2nd girl Friday. Hours 8am-5pm, Monday thru Friday. Pleasant surroundings. Record keeping, filing, typing. Must be accurate. Office experience necessary.
Call Marilyn 273-5165

CLERK TYPIST, 45 WPM minimum, wanted to join our congenial office staff. 35 hour week. Universal Underwriters Insurance Company, 30400 Telegraph Rd., Birmingham. Please call Judy 642-0033

COMMUNICATE FEE PAID $12,800

Manager Southfield firm offers you a career. Combat from regional manager's schedule plus sales & marketing exposure. Excellent benefit package for skilled Secy.
See us at 611 Village Plaza Tower

562-8900
Your New boss pays our fee
HARRIET SORGE PERSONNEL

CUSTOMER SERVICE $1,500 UP

Livonia firm needs inside sales person. Combine basic Math and a good personality for this one. Benefits include tuition refund. Call Thom.

SNELLING & SNELLING
478-3500

EDUCATION PROGRAM Secretary, good communication skills, typing 65 WPM, pleasant telephone manner, general office skills. Starting salary, $9,000. Call Gloria at:
American Cancer Society,
Pleasant Royal Oak office
An Equal Opportunity Employer

EDUCATION PROGRAM SECRETARY. Good communications skills. Typing 60WPM, pleasant telephone manner, general office skills. Starting salary $8,000. Call Gloria, American Cancer Society, 557-3353
An Equal Opportunity Employer

EXECUTIVE SECRETARY

Successful suburban company needs an enthusiastic, well organized Secretary. Must have good typing skills and dictating machine experience. Generous starting salary and benefits. Send confidential resume to Mr. Dennis, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY to assist executive officer at corporate headquarters in Birmingham of diversified multi-manufacturing company. Excellent benefits. Send resume to P.O. Box 3500, Birmingham, Mi. 48012.

EXECUTIVE SECRETARY
General Manager needs sharp, stable individual, shorthand, good typing skills & public relations a must. Television/radio background helpful. Growing company, good benefits. TV 5. 772-1020

EXECUTIVE SECRETARY
Immediate opening. Must possess excellent secretarial skills. Handle both business & personal matters for corporation president in the Southfield area. Must be a dynamic, mature, take charge person able to handle high priority, last minute arrangements & details. Excellent working conditions & benefits. Salary negotiable.
Call Betty at 557-5633

EXPERIENCED BOOKKEEPER
Full time for small office in Southfield. Accounts payable & general ledger work only. Call between 10 AM-3 PM. 352-0555

EXPERIENCED legal secretary desired for challenging position in small Birmingham office. Salary commensurate with experience. 644-4433

FREYTER APPLIANCE has an opening for a mature person in clerical department. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Freyter Appliance, 33901 Schoolcraft, Livonia, between 9AM-4PM, Monday thru Friday.

504 Help Wanted Office-Clerical

FRONT DESK CHARMER
$9,600 PLUS!
Here's your chance to shine in this large suburban firm. Some typing and switchboard experience needed. Variety and room for advancement offered. Terrific fringe benefits, and new employer pays your fee. Hurry for this! Call Kathy now.

353-2090
SNELLING & SNELLING PERSONNEL

GARDEN CITY Internal needs experienced person only for 1 girl office, must know medical terminology, Blue Cross Blue Shield & other insurance billing, typing, pegboard system for accounting & have pleasant telephone voice. Salary commensurate with experience. Hospitalization included. Call for appointment 8AM-4PM Mon. thru Fri. 522-0686

GENERAL OFFICE
Career opportunity, full time position now available in expanding Southfield Corp. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Jean at 642-4200.

GENERAL OFFICE Work- typing, billing, accounts payable, Call train. Redford area. Reply P.O. Box 5363, West Bloomfield, Mich. 48033

GENERAL OFFICE- FULL TIME
Typing duties and reception.
Troy area.
528-0781

GENERAL OFFICE & light figure work in pleasant Birmingham restaurant. Call Paula,
644-0050

GENERAL office with aptitude for figures, accounts payable. Call train. Redford area. Reply P.O. Box 5363, West Bloomfield, Mich. 48033

GENERAL OFFICE, part-time, Novi area. 12 Noon to 4:30 PM. Mon. thru Fri. Must have office experience & pleasant phone voice. Call 476-3246

GROUP INSURANCE Administrative Assistant. Must have some experience and understanding of group benefits and good typing skills. Salary commensurate with experience. Call 353-5800, Ext. 245.

IN-HOUSE Bookkeeper and/or CPA needed to handle payroll and corporate books to a quarterly P&L statement. Send resume to Box 586, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY
Experienced in rating commercial auto, general liability & property. Salary commensurate with experience. Southfield location. 355-4400

INSURANCE SECRETARY $10,000

Suburban agency, lots of direct contact. Beautiful benefits include dental. Commercial experience preferred.

353-5200
SNELLING & SNELLING PERSONNEL

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

LAW OFFICE
Looking for secretary with word processing experience. Call weekdays between 1-5pm. 476-2096

Legal Secretaries

Highly respected established agency serving the legal community in the area between 10-5 pm 352-6234 ext. 591

openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY for expanding Southfield firm, experience necessary, shorthand preferred, benefits, salary open. 355-4141

LEGAL SECRETARIES

Dear Legal Secretaries,

If you are a victim of the following symptoms it's time for a change in jobs:

Boredom, Apathy, Indifference, Weariness, Lack of Initiative and Poverty.

The prescription to your problem is one quick telephone call to Joanne at 644-4316 and you will be on your way to happier days.

I would like to put the zing back in your life by telling you about some outstanding jobs that experienced legal secretaries. A few require shorthand, but don't let that scare you - half of the time you will find yourself using a transcriber unless your boss is a real "old school". Other current Job Orders are strictly dictaphone transcription.

I am actively recruiting - RIGHT NOW, accept my service as your boss to you and put a little charge in your life.

Best wishes for the future.

MANSFIELD & ASSOCIATES
30200 Telegraph Rd., Suite 121
Birmingham, Michigan 48010

646-4210

A Division of the Human Resources Group.

LEGAL SECRETARY - Experienced - Mag Card, dictaphone, shorthand. Pleasant Royal Oak office. Salary commensurate with ability. 288-5000

LEGAL SECRETARY
Prudential Town Center, Law firm has immediate opening for experienced general legal secretary, fringe benefits salary negotiable. 353-1550

LEGAL SECRETARY, PARALEGAL
Birmingham attorney will train assistant, college educated woman interested in law career. Good place. Good pay.
649-0750

LEGAL SECRETARY, experienced for Bloomfield Hills law firm.
Call 645-3025

LEGAL SECRETARY wanted, experienced, for small general litigation firm, excellent skills needed, salary negotiable. Southfield. 557-4000

LEGAL SECRETARY - legal experience necessary. Half days Bloomfield Hills office. Salary commensurate with skills & experience. 646-3200

LEGAL SECRETARY - downtown law firm is looking for a full time secretary with experience in the litigation field. Shorthand not required, call Carol at 961-8889

LEGAL SECRETARY Experience necessary for partner of Southfield corporate & commercial firm. Excellent skills required, Mag card experience desirable. Salary commensurate with ability. 353-1611

LEGAL SECRETARY TRAINEE FEE PAID

Suburban firm will appreciate your word processing experience. No shorthand necessary. Hurry for this! $900.

353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARY - experienced, for Rosedale Park office. Typing and dictaphone skills required. Good salary & benefits. Call 535-8250

LEGAL SECRETARY for Southfield law firm. Must have minimum 1 year experience, or will train someone with exceptional office skills. Salary commensurate with experience. 355-1000

MANUFACTURER'S REP
in automotive sales, needs full time Secretary with automotive background. Excellent compensation package & future potential. Please send resume to Box 581, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LET US HELP
You find that right position. Large firm in need. Accurate typing, misc. duties. $750 a month. Fee paid. Call Polley.

644-4600
SNELLING & SNELLING AGENCY

LOAN CLERK - Pleasant personality and consumer credit experience required. Top wages and fringes. Under 30 years. Apply in person between 10-4. Coop Services Credit Union, 15201 W. Warren, Dearborn.

MATURE, full time person with diversified duties, mainly posting and accounting departments. Must be able to type and have a good figure aptitude. Good benefits. Farmington area. Call Kerry between 1 & 5 PM. 477-0060.

MEDICAL RECEPTIONIST
Experienced, part time for Doctors clinic Redford Twp. area. Call between 3 PM-9 PM for interview. 340-1444

OFFICE MANAGER
Full time position available in busy Southfield office. Organizational expertise a must. Some bookkeeping helpful. Call Ms Brooke at 535-0650

OPENINGS AVAILABLE at Southfield Title Company. Good typing skills required. Call Jerry Slaugh. 353-1850

PART TIME CLERICAL - Tuesday, Wednesday, Thursday afternoons 1-5. Typing, filing. 569-5956-7

PART TIME, excellent typing a must. Hours 10Am-3Pm Tuesday & Friday. Birmingham Area 647-3213

PERMANENT PART Time, approx. 18-20 hrs. Good organizer & typing skills. IDC, 31909 Greenfield, Oak Park. 968-1000
An Equal Opportunity Employer

PERSONNEL CLERK
Experienced at hiring and lay-off procedures. Administrative responsibilities encompass worker's comp., unemployment, safety, insurances, hourly payroll and related record keeping. Good fringes. Apply between 8 AM and 4 PM. 23106 W. 8 Mile Rd., Farmington

476-4550

PERSONNEL & PAYROLL CLERK
Year 150 employees plastic company. 2 years related experience required, various accounting and month-end reports. For interview call Jean Davis.
477-5430

PROOF READERS

Southfield professional firm needs a detail oriented, self-starting expert to proofread its heavy load of reports. Note attention, good salary and benefits. Send confidential resume to Mr. Darga, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

RECEPTIONIST phone personality, exciting job, established firm. Walled Lake area. 624-8668

RECEPTIONIST - full time with some bookkeeping knowledge. Ask for Mr. Fox. 559-7679

RECEPTIONIST
Needed immediately for Southfield Law office. Some experience preferred. Free Parking.
559-0600

Receptionist/Operator/Typist
Must have some experience in office procedures. A pleasant personality & voice. Call for interview, 261-8400

RECEPTIONIST for Bloomfield Hills law firm. Typing required. Call Sue Kraik. 645-9400

RECEPTIONIST wanted. Southfield law office, light typing, $3.10 per hour
355-1727

RECEPTIONIST for Southfield Law Office. 9 10AM to 6PM Typing & shorthand. 557-4000 ext. 18

RECEPTIONIST/TYPIST - Full time position available in busy Southfield office. Good phone & typing skills required. Call Ms Brooke, 559-0650

RECEPTIONIST, mature, responsible individual, full or part time. Apply in person. Franklin Racquet Club, 29350 Northwestern Hwy, Southfield.

RECEPTIONIST FOR Real estate firm located in downtown Livonia. 40 hrs. Typing required. Prefer some real estate background or office related experience. Contact Joe Durso, 261-1450. All inquiries confidential.

RECEPTIONIST $8,000 UP NO FEE

Livonia employment office needs good typing and a bubby personality for this position. Great hours and benefits including dental! Nice office and super staff. Call Thom.

SNELLING & SNELLING
478-3500

SALES SECRETARY
Good typing skills & telephone manner. Maturity & organizational ability. 2 years recent office experience. 352-2819

SALES SECRETARY part or full time, typing, customer phone contact. Troy area. $725 per month to start.
585-7650

SECRETARY/RECEPTIONIST
Word processing experience on Xerox 850 preferred. Immediate opening. Call
644-4477

SECRETARY/RECEPTIONIST
For Southfield CPA firm
Shore & Asmov
358-4448

SECRETARY/RECEPTIONIST for responsible position in a telephone sales office in Livonia - excellent phone etiquette & typing skills required. Shorthand preferred. Please call for interview, 8AM-6PM. 525-1545

SECRETARY required for office in Rochester area. Full time position. Please contact Ann at:
H. L. Gendron Co.,
851-2333

SECRETARY - SALES DEPT.
Top flight company needs sales oriented energetic person for variety of support activities. Ability to communicate well and good typing required. No shorthand. Good opportunity and pleasant Southfield location with major corporation. Call Margot at 354-7440

SECRETARY - Southfield company, 1 girl office, good typing, some shorthand, telex experience a plus, excellent phone manner, benefits, $10,000, fee paid

RECEPTIONIST - front desk position, accurate typing, involves, etc., good phone skills, benefits, $850, fee paid.

LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

Secretarial Opportunities

KELLY SERVICES has long and short term assignments available for TYPISTS & SECRETARIES. We offer top pay rates, shorter hours and vacation plan. Apply Mon. thru Thurs. 9 AM. to 3 PM.

29449 W. 6 MILE
LIVONIA
522-4020

OR

TUES THRU THURS. 9 AM. TO 3 PM.
32669 W. WARREN
(In Troy in the
Shear Delight Beauty Salon)
GARDEN CITY
522-4020

KELLY SERVICES
THE KELLY GIRL PEOPLE
Equal Opportunity Employer M/F/H.

SECRETARIAL POSITION
Typing 60wpm. Shorthand 80wpm. General office duties. Approximate salary $10,000. Contact Rochester Schools, Personnel office, 651-6236, ext. 246.

SECRETARY/ASSISTANT for communications firm in Birmingham. Typing 70 WPM, good reading, project coordination, some copy writing. 644-0595

SECRETARY CLAIMS CLERK

Good typing and clerical skills. Immediate opening. Claims experience desirable. Large insurance agency. Convenient downtown location

962-0034
Equal Opportunity Employer M/F

SECRETARY For small international office in Troy. Shorthand required. Must be able to operate Telex and keep accounts & records. Call 879-9700

SECRETARY/Paralegal Law firm, fast to type 70 WPM. Proficient with dictaphone. No legal experience necessary. Good fringe benefits. 879-9157 ext. 101

SECRETARY for law office in Westland, shorthand and typing skills necessary, will train, salary commensurate with ability. Call Linda 421-5510

SECRETARY for busy Livonia office. Typing 45 WPM. Shorthand 80 WPM. Must have thorough knowledge of office practices, procedures & 2 years of busy office experience. $10,000 to $14,000, per year. Send resume to:
Private Industry Council
29200 Vassar, Suite 800
Livonia, Mi. 48152
ATTENTION: Ms Kathy Shaw
No phone calls, Please
An Equal Opportunity Employer

SECRETARY - full time, typing of at least 50 WPM, Birmingham, 15 Mile - Telegraph area. Call Linda 642-2075

SECRETARY full time
for expanding sales office in Southfield. Accurate typing attention to detail & a pleasant phone personality are important requisites. National company provides full benefits. Call 352-1448

SECRETARY
Full time position, light bookkeeping necessary. Novi.
348-2671

SECRETARY, Full time, for West Bloomfield Real Estate office. Previous closing experience helpful. Title and escow department experience required.
626-3500

SECRETARY
Full time position available in small Birmingham office. Must have good typing skills, light bookkeeping experience helpful.
646-1932

SECRETARY - marketing research company dealing with auto companies and advertising agencys, varied duties, typing required. Prefer some real estate background or office related experience. Contact Joe Durso, 261-1450. All inquiries confidential.

Secretary/ Office Clerical

Due to expansion in services we now are recruiting persons to work in mortgage processing, insurance, taxes, and 20-40% typing skills you must type 50-70 WPM and have a good figure aptitude. We offer excellent work environment plus salary commensurate with experience. Qualified persons may call for appointment.

557-7040

SECRETARY, part time, Farmington Hills corporate office, 20 hours plus per week, some flexibility required, good typing & shorthand skills, excellent salary & benefits. Send resume in confidence to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY part time, Southfield Rd & 12 Mile. Ideal hours, 9-2:30pm, typing & general clerical. Call between 9 & 5pm 557-8434

Secretary

PART TIME SECRETARY

RUSCO ELECTRONIC SYSTEMS currently needs a part-time Secretary to work in our office in Farmington Hills. Previous office experience is necessary. We offer an excellent salary and flexible hours. For more information, please contact:

Don Rose
(313) 553-9320

RUSCO ELECTRONIC SYSTEMS
32935 Hamilton Court 135
Farmington Hills, MI 48018

Equal Opportunity Employer M/F/H.

SECRETARY /RECEPTIONIST
Needed for a small but growing Real Estate company. Typing, filing, receptionist, advertising, billing, etc. Must have a good telephone voice, enjoy meeting people & be very flexible. Everyday is different. For more information & a confidential interview, call Mary Arlinghaus at 647-1414.

504 Help Wanted Office-Clerical

SCHOOL BELLS ARE RINGING
EARN EXTRA $$ NOW
ALL OFFICE SKILLS NEEDED
WORK 1 DAY TO 1 YEAR
NO FEES

SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
BLOOMFIELD HILLS 334-6040
ROYAL OAK 542-9232

SECRETARY TYPIST, for pleasant Southfield law office. 559-3832

SECRETARY

VLASIC FOODS INC. has an immediate opening for an experienced secretary with excellent communications skills and an aptitude for detail and organization. The successful candidate should be able to type 60-70 WPM, have shorthand and transcribing equipment experience, work well under pressure, and handle a variety of responsibilities. 3-5 years experience in a fast paced detail oriented atmosphere is beneficial.

Apply in person or mail resume to:

Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
Equal Opportunity Employer M/F

SECRETARY with good math and clerical skills, must type 55 WPM. Position offers excellent opportunity to learn bookkeeping and computer operation. Compensation commensurate with ability and benefits include BC/BS work-ral and life insurance. 946-5609

SECRETARY $12,000 FEE PAID

Use your top skills to grow with this suburban firm

Snelling & Snelling
336-7400

SECRETARY
4 hours per day at your convenience between 8:30AM-5:30PM. Pleasant Law office at Maple and Telegraph. Good typing skills required 644-8330

SERVICE REP.

Experienced to service established clients by phone for national company in collection field. Salary plus commission. Call PAM SOFFERIN before noon

Bonded Collection
557-2100

SWITCHBOARD OPERATOR

for 10 key PBX Board. Mature person with pleasant personality. Typing required. Good benefits. Novi area Call Ms Gilbert weekdays between 10 AM and 3 PM.

349-5000

TALENT TELLS

Fee Paid $250
Split Dicta & Shorthand assignments with Senior legal. Fee paid is a must. For one the show spot offering great benefits & big future. See us across from K-Mart HQ.

Call 649-4144

Your new boss pays our fee
HARRIET SORGE PERSONNEL

TELLER - Position available at large Detroit Credit Union. Previous financial institution experience required. We offer an excellent salary and benefits package with opportunity for advancement. Apply in person between 10-4. Coop Services Credit Union, 15201 W. Warren, Dearborn.

THE WORLD'S largest chain of convenience stores has an immediate opening in their accounting office for an accounting clerk. This individual should have calculator dexterity, good Math skills, high level of intelligence and preferably retail experience. We have excellent employee benefits. Applications will be filled out at the 7-11 Stores, Zone office, 3250 Big Beaver Rd., Suite 101, Troy, Michigan 48084 (Sheffield Park Bldg.).

Equal Opportunity Employer M/F

TYPIST - part time weekends for office in Troy area. For PM 4 hour shifts, Monday thru Friday. Must be able to type 45 WPM, business background a plus. Call Personnel Agency between 3 and 5 PM. 273-7188

TYPIST/STATISTICAL
Accounting office. Part Time or Full Time.
352-3731

UNITED STATIONERS, a major wholesaler of office products, has an immediate opening at the Livonia regional distribution center for an individual to join the inventory control clerical team as an entry specialist. This position requires strong typing background preferred. Ideal candidate will have strong office equipment, filing & procedures. Knowledge of CRT operation is a big plus. If you think you have the drive & knowledge to join our team, call 425-8000, Ext. 76, Personnel Department, or apply directly at 32432 Capitol Drive, Livonia 48150.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY/SALES CORRESPONDENT

Exceptional opportunity with the sales and marketing division of Rexnord Inc. This is a challenging secretarial position that can lead to advancement to the position of Customer Service Representative. Experience should include typing, transcribing, filing & telephone contact with customers. Rexnord offers an attractive salary and full corporate benefit package. For consideration send resume or write for application.

REXNORD INC.
Engineered Components
2250 Greenfield
Oak Park, MI. 48237

Equal Opportunity Employer

OFFICE CLERK

(Male or Female)
Vending Operation

Office Clerk needed for in-plant vending operation. Responsibilities include: Assisting management with reports, orders, memos, as well as, personal and telephone contact. Must be a HS grad with good mechanical and figure aptitude.

CALL: MS. BETTY MORGAN
358-5548

Or send written response to:
PROPHET FOODS
26111 Evergreen, Suite 222
Southfield, Michigan, 48076

An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

WARRANTY CLERK, typing and cashier work. Full time, 40 hours per week. Imported automobile dealership. Apply in person, Richard Motor Sales, 12715 Grand River, Farmington.

WOMAN ORDER TAKER
for Oak Park appliance wholesaler, 5 days, $175, Blue Cross.
543-0040

WORD PROCESSING OPERATOR

HSG - accurate typist, word processing experience a plus. Convenient downtown location.

962-0034
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

APPLICATIONS TAKEN for waitress with liquor experience for Grandee Steak House. 24480 Grand River, Detroit, Mich. 48219

BAKER - COOK, Hostess and Pantry Help Wanted. Apply in person: Mayflower Hotel, Plymouth, Michigan.

BARMAID, Waitresses, Entertainment, Cook. Applications taken beginning Fri. Aug. 29, 1-6. McKeen's Clubhouse Bar, 34104 Plymouth Rd., Livonia.

BAR MAID & WAITRESS, full time only. Apply in person: Lewis's Winter Garden Bar, 33210 W. 7 Mile Rd., Livonia.

BARMAID WANTED - evenings, full time or part time, mature woman. Apply between 10AM-5PM at Palace Inn, 31022 Ann Arbor Trail, Westland.

BARMAIDS - Experienced only. Apply in person. Ala Cart Cafe, 29515 Northwestern Hwy. at 12½ Mile Rd. in Applegate Square. 352-6710

BUS BOY/ DISHWASHER

Part time evening shift now available. Must have good attitude and neat appearance. Excellent working conditions, opportunities for advancement. Apply in person between 1 and 3 PM Mon. thru Fri., or call for an appointment.

BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington

477-8545

BUS BOYS
Lunches, now hiring, full or part time. Interviewing between 2:30 and 5 PM. Archibald's Restaurant,
555 S. Woodward, Birmingham.

BUSINESS EXECUTIVE needs cook specialized in French & Italian Gourmet. Part time, dinners in home, small groups. Give experience & salary desired Reply: 22815 Providence Dr., Apt. 101, Southfield, MI. 48075.

BUS PERSONS Positions now available, days and evenings. Must apply in person, Wed. thru Sat., 3 to 5 PM.
Meadowbrook Country Club,
40941 W. 8 Mile, Northville.

COCKTAIL WAITRESSES
Evenings, Woodland Lanes, Livonia
Call after 6PM 522-4515

COCKTAIL WAITRESS - must be 21. Call after 6PM. 437-1060

COOK BUS BOY

FULL TIME DAYS
Paid vacations and meals.
Apply in person:
SMART ALEX
FOOD & SPIRITS
WONDERLAND CENTER
(In the Market Place)
LIVONIA 522-6834

COOK - experienced in all phases of line work. Farmington area restaurant. Nights only. 851-4094

COOK NEEDED PART TIME:
For banquet hall cooking
Mature male or female
Farmington Hills area. 477-4050

COOK
Nights, full time, sandwich menu only. Trophy Room Pub, Ford Rd./Telegraph area. 274-6378

COOKS, BUSBOYS, WAITRESS
International House of Pancakes,
18505 Grand River.

COOKS BUSBOYS WAITRESSES

FULL & PART TIME
DAYS & AFTERNOONS
Apply in person at:

GLASS ONION RESTAURANT
32435 Grand River,
Farmington 477-5512

COOKS, Hosts, Hostesses, Waiters, Waitresses. Now accepting applications. Apply in person 8 AM to 11 AM, 3 PM to 5 PM. Benefits include meals, group health & life insurance, profit sharing, paid vacations. Dennys Restaurant, 24077 Northwestern Hwy, near 10 Mile. Southfield.
An Equal Opportunity Employer

COOKS - WAITRESSES
Full and part time
Day & night shift
Apply in person
Super Bowl Snack Bar
45100 Ford Rd Canton

COZY CAFE of Plymouth is now hiring for kitchen & bakery positions. Easy hand preferred. Flexible schedules, & good pay to start. Days & afternoons. Call Greg or Nancy before 11am or after 3pm.
453-3310

DINING ROOM Hostess & Cashier. Immediate opening, experience preferred. Apply in person, Stouffer's Northland Inn, 21000 Northwestern, Southfield.

505 Help Wanted Food-Beverage

EATING by the BOOK, our natural food restaurant is looking for a good waitress. 1 Browse. 33366 Northwestern Hwy, West Bloomfield.

EXECUTIVE CHEF

required for Ramada Inn, Southfield. Excellent benefits. Salary commensurate with experience. Please send resume.
M. Kralevic, General Manager.

RAMADA INN
10000 W. 10 Mile
Southfield, MI. 48034
An Equal Opportunity Employer

FULL TIME OPPORTUNITY
Applications being taken for
FULL TIME WAITRESS
Earn from $130-$150 per week plus benefits. No experience necessary.
Apply in person between 2-4PM

SIGN OF THE BEEFCARVER
29001 Ford Rd.
5 BLKS. W. OF SOUTHFIELD RD.

FULL TIME or part time position for ice cream store and fast food. Must be 18 or over. Birmingham-Southfield-Lathrup area. After 10am. 855-2311

HOLIDAY INN of Southfield is looking for qualified candidates for the following positions:

Breakfast Cooks
Pastry Cooks
Dinner Cooks
Broiler Man

Applicants must be experienced, stable individuals with extensive food and beverage background. Top wages & benefits for right persons. Apply in person to The Executive Chef, Mr. Cook, between 2 pm - 5 pm Mon. thru Fri. 26555 Telegraph Rd. Southfield

HOSTESS-CASHIER, Part time, day shift. Also day Bus person needed.
Apply The Village Place, 4170 Orchard Lake Rd. near Pontiac Trail.

LIVE entertainment, waitresses, broiler cooks, prep cooks, day & nights, full & part time. Experienced only need apply. Pipers Alley, 3270 W. Big Beaver. 649-3480

WAITRESS to work midnights. Also cash & counter girl for mornings. Must be experienced. Apply at Pancake Pantry, 38170 Grand River, Farmington Hills

WANTED WAITRESSES
We train. Apply in person. Flags Restaurant, 31511 Belleville Rd
near I-94 exit.

506 Help Wanted Sales

"ABOVE THE CROWD"
REAL ESTATE SALES PEOPLE

RE/MAX

Can change your life! 100% commission program and freedom to grow! Call Joe Durso or Jerry Cook 261-1450. All inquiries strictly confidential.

RE/MAX
In over 40 states, Canada & Hawaii

ACCENT YOUR POSITIVE

Join our professional sales team. Super bonus plan, PAID & ME TRAINING, & More! Call us today for a confidential interview.

Chamberlain

ADVERTISING SALES PEOPLE
Work In Your Area
557-8070

ADVERTISING SALES
Earn $15,000 to $20,000 plus per year on graduate sales plus generous bonus program working for one of the areas largest direct mail firms. Experienced professional sales people preferred

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee per month. Learn without disturbing present job 357-3865

A GREAT MOVE

with REAL ESTATE ONE. Have expanded our offices to Florida, Kansas and Missouri. In need of good sales people in the Livonia-Redford area. Exceptional training program for a quick start. Call Jane Miller. 261-2600

A UNIQUE business opportunity for young ladies who are in modeling and for those who are in modeling school. A small investment of less than $50 will put you into business for yourself. An income of $100 per month minimum or your investment returned. Inquiries strictly confidential. First come first served, act now.
Belle Cosmetics 281-4178

AUTO SOUND RETAIL SALES

Help wanted for electronic store, sales experience and neat appearance, full time. Job includes some car pick up from dealers. Apply:

RADIO FRANK
ATTENTION, HAIG
14402 Merriam, Dearborn

FREE SPACE to lady real estate broker in high traffic, proper credentials. Livonia, Seven Mile/Farmington area 471-0001

504 Help Wanted Office-Clerical

SECRETARY

We are looking for a full time secretary for our Advertising Director. Minimum requirements: Nine months secretarial experience and/or general business course, accurate typist (min. 45 WPM), shorthand or speedwriting helpful. Above average Math and English skills. Knowledge of advertising field preferred.

The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Michigan 48150

We are an equal opportunity employer

SECRETARY

We offer an above average fringe benefit program. Minimum requirements: Nine months secretarial experience and/or general business course, accurate typist (minimum 45 WPM), shorthand or speedwriting helpful. Knowledge of newspaper business helpful. This position will report to our Executive Editor.

The Observer & Eccentric Newspapers
36251 Schoolcraft
Livon