EMPLOYMENT

504 Help Wanted Office-Clerical

ATTENTION HOUSEWIVES
For work in fall call
MANPOWER
TEMPORARY SERVICES
WE NEED
SR. TYPISTS
WORD PROCESS OPRS.
For appt. call:
LIVONIA 478-1130
TROY 585-5595

ATTRACTIVE SECRETARY to work in sales office. Min. 2 yrs secretarial experience. Job involves use of CRT terminal, transcribing equipment, typing 55 wpm or fast. Call Karen 353-0830 ext 238

BILLING CLERK/OFFICE Manager- Mature individual desired to perform monthly billing for home health care agency & oversee office operation. Knowledge of Medicare/Medicaid important. Excellent salary & benefits. For more information, call 649-5250

BOOKKEEPER Part time. Southfield office. 4 to 5 days a week. 4 to 5 hours a day. Full charge bookkeeper. Pleasant environment. After 4 PM. 553-4166

BOOKKEEPER
Part time. Full charge bookkeeper, 20 to 30 hours. Bloomfield Hills. Ask for Sue. 334-8000

BOOKKEEPER
Permanent position for a person experienced in a retail operation thru trial balance including accounts payable & reconciliation of statements. Send resume with detailed experience & salary requirements. Reply to 764, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/RECEPTIONIST
Full time
1-75 - Grand Blvd. area
AAA Envelope Co., 872-2922

BOOKKEEPER
TOOL & DIE
Manufacturer in Farmington
Needs full Charge Bookkeeper for 1 person office. Must know payroll and benefits for qualified applicants
Send resume to
P.O. Box 720
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING - Typing inventory control. Tel - ex operator, general office - experienced only. Full Fringe benefits. 5 day week. Excellent opportunity for permanent position. Apply 9am-5pm. Alloy Metals Inc., 501 Executive Drive, Troy.

BUSY OFFICE IN REN CEN
Has clerical opening for a bright, energetic high school graduate who is eager to learn existing business of financial planning. Must be neat, pleasant and have professional phone manner. Reply in writing to Financial Service Corp., 100 Renaissance Center, Suite 2780, Detroit, Mich., 48243

CHILDREN BACK IN SCHOOL
WOULD YOU LIKE TO WORK?
Call for appointment to discuss an opportunity to maintain your office skills, have some fun, and earn extra cash. Ideal temporary positions available.
SUBURBAN Office Services
Rochester 651-1500
Farmington 477-9840

CLERICAL, general duties, 5 days week, bookkeeping, light duties, 35 hours week. Pleasant working conditions. Farmington Hills area. 855-2500

CLERICAL, Permanent Part-time with possible Full-time later. Merrill-Lynch, Rochester operation. Must be proficient with figures & typing is mandatory. Previous Brokerage experience preferred. Hours 1-5PM to start. Call Lenore, 9AM-12 Noon. 652-8590

CLERK/TYPIST
General office position, plus use of mobile radio, good typing and filing skills and pleasant phone manner important. Salary per year. Applicants must be - Farmington Hills residents, unemployed 15 of the last 20 weeks, and within the lower living standard income level. Call Personnel Office for appointment or information. City of Farmington Hills
474-6115
Equal Opportunity Employer M/F

CLERK TYPIST
Immediate opening in Southfield for an experienced Clerk Typist. Must have pleasant phone voice, be able to type well, and enjoy working with figures.
CALL John Patricelo
569-4000
10 AM - 12 Noon
SANDY CORP.
16025 Northland Dr.
Southfield, Michigan
An Equal Opportunity Employer

CONFIDENTIAL SECRETARY
Up to $15,000
-Typing Ability - 60 WPM or better
-Clerical skills required
-Administrative experience a plus, but not required
Please send resume to
ALLIED DELIVERY
2201 Fenkell
Detroit, Mi. 48238

DENTAL CLERK-TYPIST
NOVI
Part time position immediately available at our Novi dental Care Center. Center for a Clerk Typist to work day and early evening hours in the department of Family Dentistry. Minimum 30 wpm accurate typing speed in 6 months clerical experience required. Experience in a dental office processing dental insurance claims forms helpful. Apply for excellent salary, and working environment. Apply only at:
Employment Office
Mon.-Fri., 8-5 PM.
PROVIDENCE HOSPITAL
MEDICAL CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

DETROIT based heavy equipment service company requires full time receptionist/typist. For interview appt. contact Henry De Burle. 273-4900

EXPERIENCED BOOKKEEPER
needed for Livonia operation
Call for information
474-3331

EXPERIENCED BOOKKEEPER with good typing & general office skills to manage Transportation Co. Send resume to Box 752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Person, mature preferred, for general office work, part time, approx. two 6 hr. days. References required. Invoicing, posting, bookkeeping, filing some typing. Greenfield-9 Mile Rd. area. 559-5121

504 Help Wanted Office-Clerical

Do You Have
House Fever Blues
BREAK OUT NOW
IF
you are a ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPR.
PBX OPERATOR
WORD PROCESSOR
DON'T DELAY DIAL NOW
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

EMPLOYMENT COUNSELOR
For rapidly expanding well established agency, previous experience preferred but will consider individual with proven sales background. Excellent first year salary potential with negotiate commission rate and bonus. No fee.
555-7820
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY- Northern Detroit suburban office, seeking person Mon thru Fri. 8:15-5pm, 60 Wpm typing skills, shorthand ability & a minimum of 1 year equivalent experience. Excellent salary & pleasant working conditions. Call Citation Personnel. 573-7188
An Equal Opportunity Employer

Executive Secretary
Farmington Hills Manufacturer - P. of Sales requires a mature sales oriented person with above average skills. Manufacturing background preferred. Good shorthand and typing a must. Prefer a self-starter who can handle detail work. Excellent pay. Benefit package includes pension and profit sharing. Good working conditions in a non-smoking office. Call Mrs. Springer, 478-1204.

EXECUTIVE SECRETARY
Suburban Ad agency is seeking an experienced Secretary to work closely with its 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. Shorthand experience required. We offer a competitive salary, and a complete employee benefit package. For immediate consideration, forward a resume, letter or call
Robin Hubbell
DESMOND & ASSOCIATES
20700 Greenfield Rd.
Oak Park, Mi 48237
967-1313

EXECUTIVE SECRETARY
Progressive Southfield financial institution is seeking dependable individual capable of handling executive sponsibilities. Previous bank experience helpful, typing 60-80 w.p.m., shorthand skills preferred. Good benefits. Salary commensurate with experience.
MICHIGAN NATIONAL BANK
OAKLAND
569-1700, ext. 394

EXPERIENCED RECEPTIONIST with good typing skills & some bookkeeping experience desired. Competitive salary in fast growing company. Must be available for full-time employment 8:30-5:30 M/F. Excellent benefits Farmington area Call 474-2340

FARMINGTON HILLS Law Firm looking for experienced Legal Secretary. Pay commensurate with ability.
626-3448

FULL CHARGE BOOKKEEPER
Through Financial Statement, Pegboard system, Payroll, and all Payroll taxes. Liberal fringe benefits. Apply in person only 8AM-5PM.
25180 Seeley Rd., Novi

FULL CHARGE BOOKKEEPER
Troy company needs a Bookkeeper with solid experience for its manual set of books. Generous starting salary and benefits. Send confidential resume to: Mr. Lewe, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

FULL TIME RECEPTIONIST
For Bloomfield Hills Law firm.
642-4030

FULL TIME Receptionist & Insurance biller needed for Pediatrist office, experienced preferred but will train, office in Farmington Hills area. 476-0500

GENERAL OFFICE. Children Grown? Do you wish to work outside the home again? Mature person needed for typing, filing, & telephone. Contact Baldor Electric Co., located across from Sandy's Candy Factory. Office in Highland Park. Call between 8-5PM. 893-5500

GIRL TO Train to be legal secretary working 6 to 8 hours per week, plus 40 the afternoon, flexible starting time. Livonia. Call Kathy, 953-9063

HIGH SCHOOL graduate needed for clerk/typist position in Southfield law firm. Good typing skills required. Call 559-4210

INSURANCE AGENCY
Excellent opportunity for experienced person in the rating of casualty policies. Assistant needed in growing agency, Southfield location 352-4400

INSURANCE GIRLS needed for busy Chiropractic Clinic, good working knowledge of insurance billing necessary. Pleasant working conditions.
559-6892

INSURANCE SECRETARY
General agency personnel lines - experienced - pleasant Bloomfield Hills surroundings 644-7161

Legal Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 35 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
Bloomfield Hills area. Experienced. Call Phyllis 647-7220

LEGAL SECRETARY
Part time evenings & week-ends. Word processing experience necessary, located in the Town Center, Southfield. Call for interview. 352-8989

LEGAL SECRETARY for Southfield law firm. Must have minimum 1 year experience, or will train someone with exceptional office skills. Salary commensurate with experience. 552-1000

LEGAL SECRETARY (with experience) for small Law Office. 1 ref(lect Typist (Dictaphone), dictaphone experience, shorthand skills. Flexible hours. Excellent benefit package. 642-6606

504 Help Wanted Office-Clerical

KELLY SERVICES
has immediate temporary assignments available for TYPISTS, STATISTICAL TYPISTS, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS, SWITCHBOARD OPERATORS. We offer top assignments, merit increases and paid vacation. If interested call for an appointment Mon. thru Fri. between 9 AM. and 3 PM., at the office nearest you.
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1225)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

KEYPUNCH OPERATORS
Operators needed to fill openings on the midnight shift. Experienced operators with 1 recent keypunch school graduate preferred. Full company paid benefits. Good wages plus shift differential. Call Jan Personnel Office for an application or apply in person.
CPHA
1968 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

LCLERK/TYPIST
Full time for Police Department. Diversified, relative work with public contact information. Applicants must have good typing, 50-60 wpm., and clerical skills. Some office experience desireable. Must be able to make CETA eligibility requirements.
City Of Plymouth
453-1234, Ext. 54
An Equal Opportunity Employer

LEGAL SECRETARIES
LARGE DOWNTOWN law firm seeks experienced legal secretary to work for partner. Strong organizational skills and corporate background. Shorthand required. Salary to $14,000 plus excellent benefits
SMALL SOUTHFIELD law firm seeks experienced litigation secretary. Nice place to work. Typing 70WPM, shorthand a MUST. Salary to $14,000 plus excellent benefits.
OUTSTANDING DOWNTOWN law firm seeks experienced legal secretary with strong experience in background. Beautiful offices. Salary to $15,000
SOUTHFIELD ATTORNEY needs secretary with 1-2 years tax background. Attorney hardworking individual desired. Salary to $14,000.
PRESTIGIOUS DOWNTOWN law firm in need of experienced switchboard operator. Must have experience in similar law firm. Excellent salary and benefits
Many other fine positions now available for experienced legal secretaries. Never a charge to you. Call, come in or mail your resume
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-3042
LEGAL SECRETARY in Troy area with minimum 3 years experience. Word processing experience helpful but not required. Call, ask for Denise, 362-2840
LEGAL SECRETARY- part time, small prestigious Southfield firm, experience a must. Ideal position for housewives, mothers, or mature women. 352-2727
LEGAL SECRETARY needed for Birmingham law firm. Some experience needed. Shorthand, dictaphone helpful. Salary commensurate with ability. Call 645-8800
LOOKING FOR recent High School Graduate interested in Underwriting Clerk position. Some typing required. Appointment, call Linda Nash, 559-4700
MAJOR STOCK BROKERAGE firm requires person with good typing ability and desire to learn business. Call from 9am-5pm. 645-9200
MATURE, DEPENDABLE person for telephone answering and typing. Good skills. Northwest Real Estate Company, Southfield area. Call Carmen 353-5880
MATURE dependable person for small office in Farmington Hills, willing to train right person, salary $150 per week 661-5569
MATURE PERSON, experienced office coordinator, purchasing inventory control, order entry & typing. Small business in Farmington area. Good hospital & dental benefits, life insurance. Call 478-1644
MATURE WOMAN wanted for general office work, good with figures, part time, apply after 4pm, Harbor House, 9407 Telegraph Redford. Korvette Shopping Center
MORTGAGE COMPANY in Southfield in need of a clerk to answer telephone and must type a minimum of 40 WPM. Experience preferred, salary open. Call Mrs. Demorest. 353-9533
OFFICE CLERICAL, Bookkeeper Assistant, experienced, payables, receivables, payroll, typing. Southfield - 12 Mile Rd area 557-7733
OFFICE Girl needed for 2 girl office in Southfield. No experience necessary, must be able to type & have car. Hours 10AM-3PM or full time. 557-1511
- OPENINGS AVAILABLE -
at Southfield Title Company. Good typing skills required. Call Jerry Brown 353-1890
PART TIME RECEPTIONIST. Typing skills 50-60 WPM required for medical statements & billing. Flexible hours. Previous experience in Mental Health clinic preferred. Hourly rate based on experience. Phone 647-5650
PLYMOUTH AREA
Secretary for real estate office. Five day week, 9-5 PM. Experienced preferred. Call May Lou Gilbault for appointment. 453-5220
HITCHCOCK GALLERY OF HOMES
453-2210
RECEPTIONIST/TYPIST
For fast growing Birmingham CPA firm. Experience in tax return typing preferred. 644-4913
RECEPTIONIST/Typist, experienced, must type 55WPM, busy phones, permanent part time position for busy construction office. Call. 478-6682
RECEPTIONIST for Doctor's office. Experience and knowledge of Insurance helpful. 352-5221
RECEPTIONIST for Birmingham Cardiology office. Experience in Pegboard, typing & filing. Call Ann. 645-2010

504 Help Wanted Office-Clerical

RECEPTIONIST with some bookkeeping background. Farmington Hills area. Please call. 476-0140

Receptionist
$230 per week plus UNION benefits. Super opportunity!
Snelling & Snelling
336-7400

RECEPTIONIST
Here's your chance to be part of the action at this friendly office. The job has it all - nice surroundings, an opportunity to meet interesting people and an assortment of clerical duties. Good typing and previous office experience required. Send resume to Personnel, Mr. Leach, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

RECEPTIONIST. Personable, must have excellent telephone manner. CPA firm in Farmington Hills. 851-3300

RECEPTIONIST
Expanding Southfield company, busy switchboard, fringe benefits. 352-6222

RECEPTIONIST/SECRETARIAL position. Pleasant working conditions. International Life Insurance company call Mr. Krause at 879-9000

RECEPTIONIST/TYPIST
We are looking for an individual with a pleasant telephone manner and good typing skills. Responsibilities will include - filing, computer terminal data entry, and other general office activities. We will supply computer training. Please send resume to P.O. Box 576, Farmington Hills, Michigan 48018.
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
We are looking for an individual with a pleasant telephone manner and good typing skills. Responsibilities will include - filing, computer terminal data entry, and other general office activities. We will supply computer training. Please send resume to P.O. Box 576, Farmington Hills, Michigan 48018.
An Equal Opportunity Employer

SALES OFFICE - experienced full-time person Duties include: quotations, preparation, order entry & secretarial. Small field area 559-1080

SECRETARIAL
Interesting position with Italian retailer for individual who has experience in general office work. Typing skills 60-65 wpm. Knowledge aptitude for detailed figure work.
11 Mile - Greenfield location. Good starting salary, regular salary reviews, & a well - rounded employee benefit program
Call Ms J Juliano at 833-6505 to arrange an interview.
Winkelman's
An Equal Opportunity Employer

SECRETARIAL WITH DESIRE FOR ADVANCEMENT
Major financial corporation is looking for an aggressive individual for their expanding Ann Arbor office. Qualified candidate will have adequate typing & office skills. Salary commensurate with experience. Compensation includes an excellent benefit package. Beautiful offices. Salary to $15,000
EQUICO LESSORS, INC.
A WHOLLY OWNED SUSIDIARY OF THE EQUITABLE LIFE ASSURANCE SOCIETY OF THE UNITED STATES

SECRETARIES OFFICE/CLERICAL Personnel
Looking for more income, better working conditions, more pleasant management, solid benefits, better hours, something closer to home? If your answer is yes to one or all of the above, the best place to contact us is now. The demand for experienced secretarial/office clerical personnel is solid despite the current recession.
At one sitting we can divulge the full particulars of all positions that meet your experience level. Call, come in or mail your resume in total confidence.
SECRETARIES, ET CETERA
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0141
Troy 649-3042
LEGAL SECRETARY in Troy area with minimum 3 years experience. Word processing experience helpful but not required. Call, ask for Denise, 362-2840
LEGAL SECRETARY- part time, small prestigious Southfield firm, experience a must. Ideal position for housewives, mothers, or mature women. 352-2727
LEGAL SECRETARY needed for Birmingham law firm. Some experience needed. Shorthand, dictaphone helpful. Salary commensurate with ability. Call 645-8800
SECRETARY- accounting assistant, entry level position with opportunity for advancement. Requires good typing skills professional attitude and ability to work with numbers. 646-6800
SECRETARY ADMINISTRATIVE
Experienced secretary with diversified background in typing, shorthand, statistical typing & dictating equipment skills. Some ability with figures. Must be good organizer, able to handle variety of details including personnel records. & benefits programs, have ability to communicate well at all levels. Previous experience in a hospital is a plus. Forward resume of qualification to assistant administrator Kingswood Hospital, 10300 W 8 mile Rd. Ferndale Mich 48220
SECRETARY - downtown Birmingham law firm needs dynamic Secretary with excellent typing & language skills. Shorthand desirable. Send resume to: Suite, B.&C.&K., Inc., 55 W. Maple, Birmingham, Mi 48011.
SECRETARY-Farmington Hills management firm requires an experienced secretary in their corporate home office. Good typing skills and ability to deal with clients and company personnel. Salary open. Call 851-8000
An Equal Opportunity Employer

SECRETARY
For Farmington law office, experienced preferred
642-5555

SECRETARY
For district sales office of publishing company. Must be experienced. Good benefits. 649-4330

SECRETARY/FRONT DESK
We have a wonderful opening for that vivacious receptionist. Fast degree front desk variety. Shorthand at 60 required, 20% of the time. Lots of phone work & public contact. You will be dealing with 7 dynamic extroverts. Salary to $13,000, benefits. Call Autumn Brain 646-4570

SECRETARY, Full time, for West Bloomfield Real Estate office. Previous closing experience or title company escow department experience required. 626-3300

SECRETARY
One secretary office offers responsibility and the opportunity to work on your own time. Ideal for a mature office. Fee for your skills and experience. Start at $10,400 with rapid advancement. Call Mary Lou Gilbault for appointment. 453-5220

353-2090
SNELLING & SNELLING PERSONNEL
SECRETARY - part time leading to full time. Insurance office in W. Bloomfield. Pleasant telephone manner and good typing skills. Salary commensurate with experience. 626-2652

SECRETARY-RECEPTIONIST
For Southfield law office, will train. Good typing skills required. 642-3770

SECRETARY. Part time, typing and switchboard. Pleasant voice, accurate typing required. Birmingham before 5 PM 647-7060 after 6 PM. 647-0814

SECRETARY. 30 hours per week. For Jewish Health club in West Bloomfield. Good fringe benefits. Call for appointment: 661-0000, ext. 273

504 Help Wanted Office-Clerical

SECRETARY research assistant. Challenging position for secretary with excellent organizational & administrative skills. Excellent typing skills & college background. Approximately 18420 plus benefits, including tuition reimbursement. Send resume to Elderly Care Research Center, Wayne State Univ., 408 Library Ct. Detroit, Mich. 48202. By 9/30/80.

SECRETARY
Southfield area. No shorthand required Salary 18,000. Call Gail. 557-5353

SECRETARY
TEXAS INSTRUMENTS INC.
We have an immediate opening for a secretary with excellent skills including typing, filing, and dictaphone transcription. This position requires a pleasant telephone personality for customer service interface. Applicant must be self-starter and capable of working with little supervision. Excellent benefits and compensation.
Please send resume to
Texas Instruments Inc.
26211 Central Park Blvd.
Southfield, Mich. 48076
ATT: TOM REYNOLDS
An Equal Opportunity Employer

SECRETARY
to BUSINESS MANAGER
Good typing and shorthand skills required. Neat appearance and pleasant work well with fellow employees. Bookkeeping background desirable. Apply: West Bloomfield Schools
3250 Commerce Rd.,
West Bloomfield, Mi 48033.

SECRETARY to SALES DIRECTOR
Southfield Location
Large manufacturer is expanding good fringe benefits. Must have general office experience, good typing & shorthand experience necessary - along with pleasant phone manner. Position open immediately. Salary commensurate with qualifications. Is $12,000 range.
Call Mrs. Wojijck
Mon. thru Fri., 8:30am-5pm
569-6166

SECRETARY
WORD PROCESSING OPERATOR
Management consulting firm in Southfield seeks creative individual to assist office Manager. Responsibilities include word processing. (DEC WT78), phones, general secretarial.
Call 353-6050.

SECRETARY
$9100 - $11,700
Your maturity and judgment could be the key that will open the door to your new job. One secretary office offers varied responsibility. Call Maryellen today
353-2090
SNELLING & SNELLING PERSONNEL

SMALL CONSTRUCTION FIRM seeking permanent full time take charge person for 1 girl office. Full bookkeeping duties, payroll, secretarial & answering phone. Silverdale area. 373-1500

SOUTHFIELD REAL ESTATE Brokerage firm needs Secretary with a typing, shorthand & bookkeeping background. Excellent salary & working conditions. Immediate opening. Call:
Steven Morris, 569-5555

STATISTICAL TYPIST
$13,000 year
Fee Paid. Prestigious suburban office.
Snelling & Snelling
336-7400

STUDENT WANTED to work as file clerk 1 to 4 PM. 5 days a week for office in Troy. Must have car for errands. Light typing. $3.10 per hour.
Call Kathy. 362-1370

TELEPHONE RECEPTIONIST- typing, filing, use of accounting. Pleasant voice. Ask for Ron. 543-7611

TEMPORARY LEGAL SECRETARIES
Dear Legal Secretaries:
You say the kids need new shoes for school, your husband is laid off, and the washing machine finally broke down?
If you're an experienced legal secretary with excellent skills, we can take the burden by placing you on a temporary legal assignment in your area.
Register with us on an "on call" basis. In order to qualify, you must come for an interview, take a dictaphone typing test and pass it, as you must for any reputable agency. Explain your previous legal work history, and the specialties that you learned to perform comfortably. After that, you'll be on your way to peace of mind from financial worries that will strengthen your mental health, ease the family burdens, and bring you into contact once again with the wonderful world of paychecks.
If you have an questions about attempting free lance work, call Joanne for a chat. You can have a fresh and cheerful dential discussion with her by phone prior to setting up an interview.
In the meantime, best wishes for your future. We look forward to meeting you.
tel. 10300 W 8 mile Rd. Ferndale Mich 48220

Mansfield & Associates
Legal Personnel
30200 Telegraph Rd., Suite 121
Birmingham, MI 48010
644-0696

TEMPORARY Office Clerical Job. Approximately 3 months. Southfield office. Call Bill after 3 PM
q315-9200 ext. 256

TROY - good starting salary plus benefits working for 2 execs, accounting/bookkeeping/typing. Must be organized.
TYPIST CLERICAL. Dictaphone, 55 WMP accurately, permanent part time, approximately 30 hours per week. Apply 21420 Telegraph Rd. N. of 8 Mile

TYPIST/PART TIME
Southfield Agency needs Secretary/Typist. 9:30 AM-3:30 PM Monday thru 5 yrs. experience. Will train for word processing. Send resume to Box 770 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST/Receptionist. Good typing skills required. Temporary basis for 60 days then could become permanent staff. 40 hour week. Fringe benefits, opening immediately. For appt call
558-5570

TYPISTS
If you have good typing skills
We have an exciting job
waiting for you
TEMPORARY & PERMANENT
ASSIGNMENTS
NO FEES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
BLOOMFIELD HILLS 334-9780
ROYAL OAK 542-9232

TYPISTS
Type in your home, at your convenience. Unlimited income available based on production typing. Paid training. For information call 981-3535

WOMAN TO accept phone orders for Oak park wholesaler, 5 days, 8:15 a week. 543-0010

YOU'LL BLOOM
If your's planted in this super office. Secretary, typing, phone, $180 a week to start, plus benefits. Call:
644-4600
SNELLING & SNELLING AGENCY

504 Help Wanted Office-Clerical

TYPIST needed for property management firm in Southfield. Must be accurate and have knowledge of Dictaphone equipment. Call Denise: 362-5320

505 Help Wanted Food-Beverage

APPLICATIONS taken for Waitress with liquor experience at Grandee Steak House, 24480 Grand River, Detroit.

ARBY'S IN CANTON
has openings for night shift. Must be 18. Start $3.18 per hour. Apply in person only, no phone calls, please 41040 Ford Rd. Canton

BARMAIDS WANTED
Suburban location. Experience preferred. Start immediately. Call Bethat 535-4180

BAR MAIDS wanted, must be experienced. Good pay.
531-0189

BARMAID wanted for days, good opportunity for right person. Apply at: Town Square Pub, 27406 W 8 Mile, Farmington Hills.

CARLOS MURPHY'S Is Looking for:
LINE COOKS
PREP COOKS
BUSSERS
DISHWASHER
If your interested in working with the greatest crew in the Detroit area at the hottest spot in town. Apply in Person At Carlos Murphy's, 29244 Northwestern Hwy., Southfield. Mon. thru Fri. 2:30 - 3:30 PM.
Equal Opportunity Employer M/F

CARRY-OUT ATTENDANT
Immediate opening, neat appearance. Apply at: Tunnel Bar-B-Q, Vern-Sar-Kay Bonham.

TUNNEL BAR-B-Q
29161 Northwestern Hwy.
near 12 Mile
Southfield

COCKTAIL WAITRESS Wanted. Evening shift. Wonderland Lanes, Livonia. 427-1060

COOK. Full time, nights. Trophy Room Pub. Food Tit Telegraph area. For appointment call 274-6278

COOKS & BUS BOYS
Full & Part time. Apply in person between 3-5PM. Palace Fine Foods, 31471 Southfield Rd., Birmingham

COOKS, DISHWASHERS-full and part time. Apply in person. Apply in person. Palace Fine Foods, 28904 W. 7 Mile (11 Mile E. of Middlebelt)

COOKS
DISHWASHERS
FULL - PART-TIME
Good pay, paid vacations. Apply in person:
SMART ALEX
FOOD & SPIRITS
WONDERLAND CENTER
(in the Market Place)
LIVONIA 522-6834

COOKS, Waitresses, full and part time Immediate openings. Waffle House, 28505 Northwestern Hwy., Southfield 257-2009

COOKS
WAITRESSES
NOW HIRING, ALL SHIFTS
Benefits include meals, insurance, profit sharing, paid vacations. Please apply in person 3PM-5PM or 8PM-11PM.
DENNY'S RESTAURANT
24077 Northwestern Hwy., Southfield
An Equal Opportunity Employer

COOKS, WAITRESSES. Experienced. All shifts. Apply at Our Tree Restaurant; corner Plymouth & Wayne Rd.

COOK. Experienced needed - prefer in pasta. Full time. Apply Livonia area. Call Mike after 2PM. 427-1000

COOK
60 hours per week. Blue Cross insurance, vacation, good pay. Wagon Wheel Lounge 2122 E. Main Street
Rochester
Call Kathy, 852-9300

DAY HELP needed. Apply in person. Clover Dale Dairy, 447 Forest, Plymouth.

DAY WAITRESS
Good pay, Bonus Available. Apply in Person, Cloverdale Dairy, 447 Forest, Plymouth.

NIGHT WAITRESSES
(Experience preferred)
KITCHEN HELP
(Day or night, experience preferred)
DIAMOND JIM BRADY'S
Please apply in person
Monday thru Friday, 1 to 3 PM
THE PRIDE OF TROY TOWN CENTER
10% Mile and Evergreen, Southfield
Ask for Bob Sabatini
We are located above the theatre
No Phone Calls, Please

DINING ROOM Manager - good working conditions. Apply in person Canton Big Boy, 45250 Ford Rd.

DRILL, COLE, Nicole's Coney Island, 297 E. Maple, Birmingham, 6 days week, 9 to 5 PM. 645-2888

HARDEE'S of Plymouth is now taking applications for day employment. Apply in person between 2 and 5 PM. 150 Plymouth Rd., City of Plymouth.

HOSTESS CASHIER, Days and evenings, part time. Apply at Holiday Inn Hotel, Birmingham, 36475 W 14 Mile at Halstead. 477-4000

HOSTESS/CASHIER
Days and nights available. Apply in person at the Plymouth Hilton Inn, 14707 Northville rd. 459-4500

HOSTESSES & WAITRESSES
Full & part time. Apply between 3-5PM. Palace Fine Foods, 31471 Southfield Rd., Birmingham

HOSTESS, evenings. Apply in person between 3-5pm. Chuck Muer's Diggers, 30515 Grand River, Farmington

IMMEDIATE OPENING FOR
Part time Service Bartender and full time Breakfast Waiters. Mayflower Hotel, Plymouth, Michigan.

MATURE WOMEN
Wanted for day kitchen
We will train
Apply after 4pm
HARBOR HOUSE
9407 TelegraphRedford,
Korvette Shopping Center

NORTHVILLE CHARLEY'S now accepting applications for kitchen help. Apply in person: 41122 W. 7 Mile, Northville. 349-9220

NOW ACCEPTING applications for: Waitresses, Barmaids, Cooks Experience Only! Apply in person: Be My Guest, 29505 W. 9 Mile, Farmington Hills.

NOW ACCEPTING APPLICATIONS
Waitresses
Bus Persons
Barmaids
for new restaurant in Redford.
Snootie Fox.
535-3200

505 Help Wanted Food-Beverage

PART TIME DISHWASHER
Position open for both part time dishwasher & bus boy. Weekends and a few nights.
APPLY IN PERSON
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
(between Southfield & Evergreen)

RESTAURANT HELP full & part time, dish machine operator. Nights & weekends. Starting $3.50 per hour. Benefits after 90 days. Apply in person Charley's Crab 1-75 & Crooks, Northern Hilton.
An Equal Opportunity Employer

RESTAURANT MANAGER
Lord & Taylor
is seeking highly motivated Individual to be restaurant manager in our Twelve Oaks store. Apply in person at Twelve Oaks store or call for appointment:
348-3400, Ext. 203
Equal Opportunity Employer M/F

RESTAURANT POSITIONS AVAILABLE
We have openings for back & front of the house employees. Food discounts, term abilities, and will provide you with really qualified clients that MUST buy and sell homes

If you seek a well paying, challenging & independent/oriented career, call us for a confidential, no obligation interview in your home or in our office. Mr. Reed or Mrs. Van Zile. 646-5000

CENTURY 21
BLOOMFIELD HILLS
Century 21 Parke Hills has restored the Historic post Colonial Bloomfield home at Woodward & Lone Pine, creating one of the most charming & efficient real estate sales facilities in Michigan. We are expanding our staff with mature men & women who want to become full time real estate professional counselors

Century 21 training will prepare you for the state exam, will give you the technical knowledge to go with your own abilities, and will provide you with really qualified clients that MUST buy and sell homes.

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CENTURY 21 FREE SCHOOL
Schooling fee will reimburse you for the cost and expenses of the ABC Bridge, a blending of technical knowledge with the art of accomplishment and economic security? If not, you should talk with Farmers Insurance Group Today. Call Office, 459-8070 Evenings, 397-4805

LINGERIE SALES WOMAN
3 days including Sat. 10-6pm. Apparel selling experience required. 12 Mile-Evergreen, Lulu's Lingerie. 355-5599

LIVONIA
ELECTRONIC PARTS
DISTRIBUTOR
is looking for 2 aggressive salespeople. Electronic parts background and sales experience essential.
525-1155

LOCAL Amway Distributor offers opportunity for good earnings. We train For appt phone 538-0120

MATURE HELP WANTED
For full time in family clothing store
Karmel Shoppe
K.D. Butler 553-3748

OPPORTUNITY for ambitious people, dignified, mature, with strong potential, full or part time, we train. 459-1436

ORDER CLERK
For busy active Sales Office in Redford/Livonia area. Experience helpful. Ask for Dee. 255-7550

OWN YOUR own distributorship. 477-0033

PHONE CONTACT Person wanted (Morningst for small Educational Materials Co. Prefer someone with Elementary School background. Call between 2:30PM-6PM. 569-5216

PICTURE FRAME SHOP
Needs full time and part time experienced persons need only apply if they are well groomed, mature, personable. Basic math & language skills are essential. We are looking for a person that shall enjoy a blend of retail sales and meticulous craftsmanship in a pleasant working atmosphere. If you take pride in your work and enjoy working with others who do the same, apply in person, Monday through Friday, 1-5PM. Framers Unlimited, 30095 Telegraph, Birmingham S.W Corner of Maple & Telegraph

PLEASANT SOUTHFIELD office seeking men and women for permanent work. Pleasant work conditions. Call Mon thru Thurs. 3pm-9pm, Sat. 10am-3pm. Ask for Cathy 358-3169

REAL ESTATE
"BEGINNERS"
We are looking for aggressive individuals who seek a career where earnings are limited only by your ambitions and goals. We offer the following to qualified applicants:
•State approved pre-licensed training
•On the job training supported by over 40 hours of classroom material
•Computerized Multi-List.
•National referral service.
•60 locations
Garden City/Dearborn Hts., Westland/Livonia, Farmington/Farmington Hills/Lathrup, Redford/Detroit, Dearborn/Downtown. Call Jack Boodman at 538-2000 for a confidential interview.
CENTURY 21
TODAY 538-2000

REAL ESTATE
How's Business? Better than last year? Is it as good as it could be? Unique Opportunity. Broker's license preferred. Call Thomas Goebel at Tepee Realty. 533-7272 or write resume to 28200 Seven Mile, Livonia, Mi 48152

REAL ESTATE
Immediate opportunity for experienced salesperson. Large condominium complex in Southfield. Must be neat. Please Call
Mr Dobson - 642-7600

505 Help Wanted Food-Beverage

UNMISTAKABLE STEAK AND ALE
Join the nation's leading restaurant corporation
Positions available for
full and part time, day or evening.
•WAITERS-WAITRESSES
•BARTENDERS
•COCKTAIL WAITRESSES
•ALL TYPE KITCHEN HELP
•BROILER COOKS
•SERVING ASSISTANTS
•DOOR HOSTESSES
Qualified individuals should apply in person at:
Steak and Ale
32750 Concord, Madison Heights
14 Mile Rd. at I-75

506 Help Wanted Sales

A-1 OPPORTUNITY
for an aggressive individual with desire to learn the Real Estate business in our modern Troy office. Expert training to those who qualify.
Call Mr. Berrey, 879-8565
REALTY WORLD
E.R. BERREY, INC.

BIRMINGHAM and Rochester Sporting Goods Store in need of full time and part time retail help. Male preferred. Call for appointment 646-6466

CAREER MINDED, Mature individuals wanting to enter the exciting world of real estate in the Canton-Plymouth area. Tired of working at a job that doesn't allow you to use your full potential as an individual? If you have the desire and ambition to succeed, and want a career with security call for confidential interview to find out how you too can become successful in the real estate field (You'll never know until you try). Ask for Jason Mall, Broker,
Real Estate Network
J.R. Mall Inc. 455-5780

CENTURY 21
BLOOMFIELD HILLS
Century 21 Parke Hills has restored the Historic post Colonial Bloomfield home at Woodward & Lone Pine, creating