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

ENGINEERING - secretary, to dept. manager, 1 to 2 years engineering secretarial experience, type 65, shorthand 80, benefits, $1050 per month. Fee paid

LEGAL - secretary, Troy, 2 to 5 yrs legal experience, type 80, shorthand 50, word processing experience a plus. Benefits To $15,600 yr. Fee paid.

COLLECTION - correspondence, Southfield, general bookkeeping knowledge, collection experience, type 55, excellent benefits $775. Fee paid

LOIS RAY PERSONNEL
559-0560

EXECUTIVE SECRETARY
Progressive Southfield financial institution is seeking dependable individual capable of handling executive responsibilities. 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

EXECUTIVE SECRETARY. Must have experience, typing required. Call for appointment. Rick Rose. 591-3237

EXECUTIVE SECRETARY
Some Bookkeeping. Experience necessary. For Southfield office. Send resume with salary expectations to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY required for progressive Southfield Firm. Individual must be skilled in typing and shorthand. Position demands efficiency and willingness to assume responsibility. Full line of benefits provided. Salary negotiable. For appointment call Janeen at 353-3200

EXECUTIVE SECRETARY
$13,000
Personnel Administration needs experienced, well organized person with shorthand skills for Southfield firm. Benefits. Fee Paid.
Call 552-8320.
Associates In Personnel

EXECUTIVE SECRETARY
Bloomfield Hills location, busy office to $1,200 per month - Fee Paid. Call Karen
BRYANT BUREAU
Placement Service
358-2141

EXECUTIVE SECRETARY
Major west suburban company needs experienced person with excellent skills to work for executive vice president in beautiful office in Farmington. Ideal candidate will have 5 years or more secretarial experience. Excellent salary and benefits. Call Mrs. Ann Sisson, 477-6300

PERMANENT STAFF
LIVONIA 522-4210

EXECUTIVE - secretary for general manager at Troy company. Requires initiative and maturity. Typing 65 WPM. Salary $13,000 plus benefits and free parking.

SECRETARY - to property development VP of nice Birmingham company. NO shorthand. Some record keeping, dictaphone. Bright, polished person will enjoy working with this super boss. Salary $12,000 to $13,000 plus benefits and 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

EXECUTIVE STATUS
Fee Paid $11-$14,000
That personal people flair is the VIP for this VP. Bright, dictaphone experienced secretary helps convey this firm's PR message while keeping financial wheels on track.
See us across from KMart HQ
Call 649-4144
You owe him boss pays our fee
HARRIET SORGE PERSONNEL

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

504 Help Wanted Office-Clerical

EXPERIENCED Legal Secretary - for small Law office at 15 Mile, & Telegraph. Mag card helpful. Call for appointment. 647-8652

EXPERIENCED
Legal Secretary desired for challenging position in small Birmingham office. Salary commensurate with experience. 644-6433

FILE CLERK for Southfield Law Office. Full-time, 8-5PM. Typing helpful, but not necessary. Call 358-5000

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 TIME SECRETARY. Typing & business machine experience. Light bookkeeping also advisable. W. Bloomfield area. Send resume to box 788 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL INSURANCE Agency located in Farmington Hills has immediate opening for person with strong bookkeeping experience, secretarial skills. Insurance background preferred. Salary & benefits commensurate with ability. Send resume to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE help. Good typist. Mr. Buddy Advance Watch Co. 15260 Beech Daly, Redford, Mich.

GENERAL OFFICE
help wanted, apply in person, Glassman Oldsmobile, 28000 Telegraph, Southfield.

GENERAL OFFICE WORK
Part time, Tues., Thurs., Fri., 4-9 PM. Catholic Church in Plymouth. For interview Call 453-0326

GENERAL OFFICE
Type 35 w.p.m. Call Personnel Manager, 10am-5pm at 358-5567.

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

GENERAL OFFICE
Applicant must possess aptitude for figures and ability to type 45 - 50 WPM. Office experience helpful but not essential. For further information contact Personnel Dept.
Alexander Hamilton Life Insurance Co.
Of America
553-2000
12 MILE & FARMINGTON RD.

GENERAL SECRETARY-Management company. Must be able to communicate over telephone. Permanent position. Excellent fringe benefits. Call 9am-5pm only 569-4800

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

IF YOU are an exciting and vivacious type willing to work hard between the hours 8:30 and 5:30 P.M., you may qualify for the following position open with our management firm, located at Northwestern and Middlebelt in Farmington Hills
Accounts Payable Clerk
Heavy accounts payable and check writing on a pegboard system. Must be able to reconcile accounts payable to the vendors monthly statements and extend check registers. Serious applicants need only apply. Call Ms. Hood at 851-5400

INSURANCE AGENCY
Excellent opportunity for experienced person in the rating of casualty policies. Assistant needed in growing agency. Southfield location. 355-4460

INSURANCE
PART-TIME - See Ad in Part-time Classification for Box 1153

INSURANCE SECRETARY
General agency operation lines - experienced - - pleasant Bloomfield Hills surroundings 644-7181

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

IT'S SMART TO BE KELLY
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 vacations. If interested call for 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 1525)
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

LEGAL SECRETARY for Southfield law firm. Must have minimum 1 year experience, or will train someone with exceptional office skills. Salary commensurate with experience. 352-1000

LEGAL SECRETARY (with experience) for small Law Office. Proficient typist (60wpm) dictaphone experience, shorthand skills. Flexible hours. Excellent benefit package. 645-9456

LEGAL SECRETARY in Troy area. Minimum 2 years experience. Word processing experience helpful but not required. Call, ask for Denise, 362-2840

LEGAL SECRETARY needed for Birmingham law firm. Some experience needed. Shorthand, dictaphone helpful. Salary commensurate with ability. Call Pat. 645-6040

MATURE WOMAN wanted for general office work, good with figures, part time, apply after 6pm. Harbor House, 9407 Telegraph, Redford. Korvette Shopping Center

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Needed part time, with mid-range experience. Call Allen Davey, 334-2650

LEGAL SECRETARY wanted, word processing experience preferred. Salary open. Southfield. Call Mr. Schultz 358-1950

LEGAL SECRETARY - 2 year personal injury defense work desired. Will work for one attorney in Southfield office. Call Mr. Anzmi 353-3240

LEGAL SECRETARY, American Center Law Firm, Southfield. Excellent salary-benefits, Blue Cross & advancement. Min. 1 year experience. 353-7550

LEGAL SECRETARY
Prestigious Birmingham firm needs a Secretary with excellent typing and light shorthand. Must have prior secretarial experience, although legal experience is not completely necessary. Send confidential resume to: Mr. Nadra, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

LEGAL SECRETARY MATURE
Experience preferred. Background in defense matters helpful. Salary commensurate with ability. Send resume to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE help. Good typist. Mr. Buddy Advance Watch Co. 15260 Beech Daly, Redford, Mich.

GENERAL OFFICE
Must have good figure aptitude. Manufacturing experience, CRT experience a plus. $780-$800 Min. Full Benefits. Fee Paid.

ACCOUNTING CLERK
Able to type. $800-$1,000 Range. Full Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

LEGAL SECRETARIES
Dear Legal Secretaries

If you get up in the morning and think "I wish I didn't have to go to work today", believe me, it's time for a change in jobs.

Stop being a masochist and do something about it! Isn't your mental health important to you? Why let your brains out all day long on a job that no longer fulfills you. Do you realize most us have to spend more than 2,000 hours a year working away from home, so you better like what you're doing.

A good job is one where the work isn't long enough, and you resent the weekends that take you away from it. Do you sometimes wake up at 4:00 AM and say to yourself, "Today I'll do something for myself"? Why not your own job?

Stop being a masochist and do something about it! Isn't your mental health important to you? Why let your brains out all day long on a job that no longer fulfills you. Do you realize most us have to spend more than 2,000 hours a year working away from home, so you better like what you're doing.

If I don't have the job that turns you on, I'll find it for you. We don't push people into situations they don't want. We keep you out of them.

If you have what you think is a great job, have you bothered to tell your employer thanks?

All Fees are Employer Paid

Mansfield & Associates
Legal Personnel
30200 Telegraph Rd., Suite 121
Birmingham, MI 48010
(313) 646-4210

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 90 WPM. Salary to $14,000 plus excellent benefits.

OUTSTANDING DOWNTOWN law firm seeks experienced legal secretary with strong appellate background. Beautiful offices. Salary to $15,000

SOUTHFIELD ATTORNEY needs secretary with 1-2 years tax background. Mature, hardworking individual desired. Salary to $14,000

PRESTIGIOUS DOWNTOWN law firm in need of experienced switchboard operator. Must have experience in sizable 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 582-3140
Renaissance Center 567-0414
Troy 649-2042

MANAGEMENT COMPANY-Northwest area seeking person with some experience in insurance. PL-PD, fire-casualty, workmens comp., etc. Permanent position. Excellent fringe benefits. Call 9am-5pm only. 569-4680

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

MEDICAL SECRETARY
$10,200
FEE PAID
Doctors office needs Assistant to carry out general office duties. Excellent location and benefits. Call Mike
SNELLING & SNELLING
649-5900

MEDIUM SIZE downtown Detroit law firm seeks individual with good vocabulary and grammar and base typing skills to act as receptionist, form letter typist, and filing clerk. Pleasant surroundings, good salary and benefits. Ask for Grace 962-7770

OFFICE-CLERICAL
Southfield area. No shorthand required. Salary $8,000. Call Gail. 557-5353

OFFICE GENERALIST
Excellent opportunity for individual who has good office skills & has a flair for handling people as well as paper.

Responsibilities include an interesting combination of typing, telephone communication & figure work within a district management office. Northwest Detroit suburb work locale. Good starting salary and outstanding employee benefits. To explore further call Ms J. Juliano, at 835-8905.

Winkelman's
An Equal Opportunity Employer

OFFICE MANAGER/INSIDE SALES
For business forms company in Southfield. Prefer experienced person in printing industry. Duties include - general office work, order writing and light bookkeeping. For appointment call between 9 and 3 PM. 391-0019

OPENINGS AVAILABLE at Southfield Title Company. Good typing skills required. Call Jerry Staub 353-1800

ORDER DESK SECRETARY
Fantastic opportunity to use your good skills and experience in the marketing field. Good typing necessary. Lots of variety and responsibility. Fee paid. To $13,000. Call Joanne today.
353-2090
SNELLING & SNELLING PERSONNEL

TYPIST CLERICAL, Dictaphone, 55 WMP accurately, permanent part time, approximately 20 hours (flexible), apply 21430 Telegraph Rd. N. of 8 Mile

504 Help Wanted Office-Clerical

PAYROLL CLERK
2 years experience, time clock cards, work with computer, able to type 800-1,000 start. Paid Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

PAYROLL CLERK
The busy bookkeeper at this friendly Southfield Company needs your help! Must be able to do a small unionized payroll, type and answer the phone. Good benefits and starting salary. Send confidential resume to: N. Nichols, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

PERMANENT, part time receptionist for pleasant Farmington Hills office. Light typing. Partial benefits. Please apply in writing to Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY
Fee Paid $850
Livonia Group needs self starter with interest in detail, experienced typist needs to be able to make deadlines, with a large approach
See us at 611 Village Plaza Tower
Call 562-8900
Your new boss pays our fee
HARRIET SORGE PERSONNEL

PLYMOUTH AREA
Secretary for Real Estate Office. Five days week, 9-5 PM. Experience preferred. Call Mary Lou Guilbault 453-2210 for appointment.
HITCHCOCK GALLERY OF HOMES
453-2210

RECEPTIONIST-TYPIST
For fast growing Birmingham CPA firm. Experience in tax return typing preferred 644-1913

RECEPTIONIST-Typist, experienced, must type 55WPM, busy phones, permanent part time position for busy construction office. Call 478-6462

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

RECEPTIONIST-SECRETARIAL position for person working conditions. International Life Insurance company call Mr. Krause at 879-2003

RECEPTIONIST
Typist, take dictation, to work 2 or 3 days per week. Southfield location. Beaubius.

RECEPTIONIST
Immediate opening in Mon. for sharp receptionist with switchboard experience. Good figure aptitude and type speed necessary. Excellent benefits.

RECEPTIONIST - CPA firm, located in Southfield, front desk position, applicant must have typing skills of 40-45 WPM, with excellent telephone manner. Full benefits. Call Mr. Sigelakis at

An Equal Opportunity Employer

RECEPTIONISTS
$8900 Year
Experienced Typist Advice
No insurance forms.
North Suburban location Fee Paid

Experienced person for Physician's Clinic Billing. Type 50wpm Southfield location Fee Paid
Call 552-8320
Associates In Personnel

SALES ASSISTANT
$11,000
Prestigious financial firm, lots of upward mobility, brokerage background a plus. Fee paid
Snelling & Snelling
336-7400

SALES OFFICE located in Prudential Town Center, Southfield, requires accurate Typist with pleasant phone voice for diversified duties. Good pay for right person. 354-1100

SALES SECRETARY
for 400 room luxury suburban hotel. Excellent benefit package. Call Barbara Golinske, 559-6500, ext. 7253

SECRETARIAL POSITION, full or part time. Typing necessary. Benefits. Call 721-3700

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 time 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 materials 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 353-6800
Dearborn 582-3140
Renaissance Center 567-0414
Troy 649-2042

SECRETARIES
TYPISTS CLERKS
Earn your Christmas money on temporary or long term assignments near your home. Call Clara 9 AM - 12 noon for personal interview 478-8322

NO FEE
PERSONNEL POOL
SECRETARY Administrative Assistant, Somerset area, 2 to 3 years experience, word processing, 55 WPM, dictation & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Betty Schoolcraft is a specialist in finding the best position for you in the secretarial field. This position includes execution and administrative secretaries, office manager, bookkeeper and clerk typist. Permanent positions available for the experienced. Support staff personnel in the Wayne, Oakland & Macomb areas. Invest in your future by contacting me today. All Fees Employer Paid. Please telephone or mail your resumes.
9am - 5 pm
30200 Telegraph, Suite 121
Birmingham
646-3488
Division of Human Resource Group

SECRETARY/CONFIDENTIAL
Need typist, shorthand required, to work with insurance and personnel department. Fee paid, employer pays entire amount. Call for appointment. 459-7666

SECRETARY
EXPERIENCED.
Assignments include heavy statistical typing and routine secretarial duties. Northland location. Benefits. For appointment, call.
WILDING DIVISION
BELL & HOWELL CO. 18000
W. 8 Mile Rd.
Southfield, MI 48075
569-29000, ext. 365
Equal Opportunity Employer M/F

SECRETARY for Southfield law office, legal experience preferred but not necessary. Call Carol at 559-0250

SECRETARY for busy Southfield office. Good typing, dictaphone & English skills essential. Salary approximately $9-10,000. Call Kathy at 355-1050

SECRETARY for Southfield insurance agency, Mon. thru Fri., 9-5. Typing, filing, telephone reception, general office skills. Benefits available. Call Mr. Brown. 352-4118

SECRETARY, Full time, for West Bloomfield Real Estate office. Previous closing experience or title company escow department experience required. 855-3900

TELEPHONE RECEPTIONIST, typing, filing, some accounting. Oak Park area. Ask for Ron. 543-7611

504 Help Wanted Office-Clerical

TYPIST/PART TIME
Southfield Agency needs Secretary/Typist, 9:30 AM-5:30 PM daily. Minimum 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 than could become permanent staff. 40 hour week. Benefits, opening immediately. For appt. call 358-5570

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 334-9700
ROYAL OAK 542-9232

SECRETARY
Immediate need 15 months, 8 hour day. General secretarial skills. Fringe benefits. Apply Personnel Office, Bloomfield Hills Schools, 4175 Andover Rd., Bloomfield Hills, 8-4:30, Mon. - Fri.

SECRETARY - Large law firm looking for 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, with train. Good typing skills required. Part time. 642-3775

SECRETARY/
RECEPTIONIST
$10,400 PLUS
Accurate typing and good phone voice are a must for this fast moving company. Any payroll experience a plus. Company offers a fine benefit package, and will pay the fee. Call Carol Lee.
SNELLING & SNELLING
649-5900

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 in a little supervision. Excellent benefits and compensation

Send resume to
Texas Instruments Inc.
26211 Central Park Blvd.
Southfield, Mich. 48076
ATT: TOM REYNOLDS
An Equal Opportunity Employer

SECRETARY to President - Monthly reports, minutes, typing. Approx. 30 hours weekly. Non-smoker, typing, Math, verbal skills. Strong helpful Northwest suburban office attached to residence. Reply Box 828, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY to
SALES DIRECTOR
Southfield Location
Large automotive supplier, providing good fringe benefits. Must have general office experience, good typing & shorthand experience necessary - along with pleasant phone personality. Position open immediately. Salary commensurate with qualifications, in $12,000 range.
Call: Ms. Wojcik
Mon. thru Fri., 8:30am-5pm
569-6166

SECRETARY
WORD PROCESSING
OPERATOR
Management consulting firm in Southfield seeks mature individual to assist office Manager. Responsibilities include word processing (DEC WT241 phones, general secretarial.
Call 353-6050.

SECRETARY - $15,000
For well-established Southfield company. Ideal candidate will possess exceptional organizational skills, the ability to work without supervision, minimum 3 Yrs. previous secretarial experience. Fee Paid
Call 352-7820
SHARROTT & ASSOCIATES
PERSONNEL AGENCY

SECRETARY 30 hours per week. For men's health club in W. Bloomfield area. Good fringe benefits. Call for appointment 661-1000, ext. 272

STAFF ACCOUNTANT
2 - 4 Years CPA Experience
$18,000 - $22,000
For medium sized Southfield CPA firm. Contemporary, informal ambiance, fast paced. Fee paid
Call 552-8320
Associates In Personnel

Statistical Typist
Mature, responsible person for growing Troy CPA firm. Pleasant working conditions and good benefits. Experience preferred.
Call MRS. RAMS
649-2510

STUDENT WANTED to work as file clerk 1 to 4 PM, 5 days a week for off ice in Troy. Must have car for errands. Legh typing $3.10 per hour
Call Shelly,
362-1370

TELEPHONE CONTACTS
Mature woman to assist sales manager in contacting school accounts by telephone 355-3535

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 ease the burden by placing you on a temporary legal assignment in your area.

Register with us on "on call" basis. In order to qualify, you must come for an interview, take a quitaphone typing test and pass it, as you would for a long regulable agency. Explain your previous legal work history, and the qualities that you learned to perform comfortably. Once that, you'll be on your way to peace of mind from financial worries that will strengthen your marriage, take care of the family burdens, and bring you into contact once again with the excellent pay of legal work.

If you have an questions about attending free lance work, call Joanne for a chat. You can have a frank and confidential 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

Mansfield & Associates
Legal Personnel
30200 Telegraph Rd., Suite 121
Birmingham, MI 48010
(313) 646-4210

504 Help Wanted Food-Beverage

TERMINAL OPERATOR - Accounting Department. High school graduate. Must have accurate typing skills and a knowledge of figures. Large insurance agency, downtown location. 962-0234
Equal Opportunity Employer M/F

TOOL & DIE
Manufacturer in Farmington
Needs full Charge Bookkeeper for 1 person office. Excellent salary and benefits for qualified applicants.
Send Resume to:
P O Box 720
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPING
RECORD KEEPING
FILING
Mature lady, 30-40 years of age. Must be sharp at math, steady and willing to learn. Job will lead to estimating and purchasing opportunities. Salary to be based on applicant's qualifications.
L & B MACHINE TOOL
Farmington 477-6860

WOMAN TO accept phone orders for Oak park wholesaler, 5 days, $185 a week 543-0040

TYPIST
Super Opportunity
Major Southfield company needs your good typing and bookkeeping skills for this variety position. Generous starting salary, fantastic fringes including dental, prescription, life insurance and company pays our fee. Call DORIS today.
PERMANENT STAFF
SOUTHFIELD 353-0505

TYPIST WANTED evening work, dictaphone experience necessary. Southfield 557-3945

TYPIST with speed and accuracy plus good figure skills for general office position. Livonia area. 591-3232

TYPIST 50 WPM
part time. Boys, Southfield area. Call 9AM-4PM, Monday through Friday
424-8770

WORD PROCESSING OPERATOR
High school education, accurate typist word processing experience if possible. Large insurance agency, downtown location 962-0034
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

APPLICATIONS taken for Waitress with hostess experience at Grander Steak House, 24450 Grand River, Detroit

ARBY'S ROAST BEEF
Needs day & night people. Apply in person from 2-4 pm and 8pm-10pm 19000 Middlebelt Rd. Livonia, Mi.

BARMAID or waitress wanted must be sharp. Apply between 5-8PM, Golden Spike Lounge, 28001 Joy Rd Westland

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

BAR WAITRESS wanted. Experienced only. Apply in person after 3PM. Pour Devil Lounge, 34275 Ford Rd., West Land

BUSBOYS-Experienced day shift help needed for top notch restaurant. Good pay, excellent tips. Apply 12 pm-4pm. Sonoter of Northwestern Hwy & 12 Mile Rd 28824 Franklin Rd., Southfield

CASHIER FOR RESTAURANT
For afternoons, 3pm to 9pm Embers Deli, at shopping center at W. Maple & Lahser, near Orchard Lake Rd. 645-1646

COOK
Experienced
Evening Shift
Apply in person
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

COOKS & BUSBOYS
Full & Part time. Apply in person between 3-5PM. Palace Fine Foods, 31471 Plymouth Rd., Livonia

COOKS, DISHWASHERS-full and part time. All shifts available. Apply in person, Big Boy's restaurant, 28994 W. 7 Mile (1 blk E. of Middlebelt)

COOKS, WAITRESSES. Experienced All shifts. Apply in person at Free Restaurant, corner Plymouth & Wayne Rd.

COOK. Experienced needed - prefer in pasta. Full time nights. Livonia area. Call Mike after 3PM 427-1000

DAYTIME HOSTESS- Secretary & evening cocktail waitress. Apply in person. V I P Palace, Prudential Town Center, Southfield, Mich

DAY WAITRESS
Good pay. Bible Center 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 PRUDENTIAL TOWN CENTER
10½ Mile and Evergreen, Southfield
(The Gold Highrise)
We are located above the theatre
No Phone Calls, Please

KITCHEN HELP
(Nights, experience preferred)
NIGHT WAITRESSES
(Experienced preferred)
DIAMOND JIM BRADY'S
Please apply in person
Monday thru Friday, 1 to 3 PM
THE PRUDENTIAL TOWN CENTER
10½ Mile and Evergreen, Southfield
(The Gold Highrise)
We are located above the theatre
No Phone Calls, Please

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

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

HOSTESS, evenings. Apply in person between 3-5pm. Chuck Muer's Diggers, 31955 Gratiot, Mt. Clemens

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

KITCHEN MANAGER or chef with 2-3 years experience, large hotel food operation with coffee shop, dining room & banquet facilities, excellent pay & fringe benefits, with percentage. Apply in person or send resume to Sheraton Pontiac Hotel, 1001 Woodward, Pontiac, Mich 338-6131

WAITRESSES, busboys, dishwashers & short order cooks, experienced only. Midnight shift Call 642-0445

505 Help Wanted Food-Beverage

UNMISTAKABLY 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 between 2:30-4:30 p.m. at:
Steak and Ale
32750 Concord, Madison Heights
14 Mile Rd. at I-75

505 Help Wanted Food-Beverage

WAITRESS & COOKS, experience necessary, all shifts. Apply in person Biscuit Company Restaurant, 6071 Middlebelt, Garden City.

WAITRESSES
AFTERNOON SHIFT
Full time, experience preferred. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM
Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES
Day and afternoon shifts. Full time, experience preferred. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM
Bates Hamburgers
Middlebelt at 9 Mile
Farmington

WAITRESSES
Experienced in Food & Cocktails
KITCHEN HELP
Mature person preferred

Apply in person
JOHN LAFFREYS
VINEYARDS
29230 FRANKLIN ROAD
SOUTHFIELD

Full time, days & nights. Apply within Shelsons on the Green, 39500 Five Mile, Plymouth, or call 348-3222

WAITRESSES - HOSTESSES
Help needed because of increase in business. Day and evening shifts, full and part time. Friendly personality, must like to work with people, and able to work at a fast pace. Apply in person between 2 and 5 PM. Elias Bros., 6545 Orchard Lake, corner of Maple

WAITRESS - experienced only, Athens Family Restaurant, Harvard Row Mall, 11 Mile - Lahser Rd. Southfield

WANTED EXPERIENCED COOKS
Waitresses, and Dishwashers
Livonia area.
261-3600

WOMEN over 18 preferred to cashier at a busy carry out restaurant. Must be good with figures & telephone. Hours 4-10pm, daily, flexible. Mario's Restaurant, W Bloom After 1pm 851-2501

Kitchen Supervisor
Evening Shift. Applicants should be able to hire, train and supervise kitchen crew on evenings, work with our executive chefs. We prefer a background with considerable cooking experience in fine class establishments. This is a salaried position with excellent fringe benefits. Apply to manager or executive chef.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

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

McDonalds
needs
PART TIME HELP.
DAYS
Apply at
24020 Orchard Lake Rd.
at 10 Mile Rd, Farmington

NORTHVILLE CHARLEN'S now accepting applications for Waitress help. Apply in person 41122 W 7 Mile, Northville

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. 8 Mile Rd.
(between Southfield & Evergreen)

SALAD PERSON
Apply in person
The Nugget Restaurant
21823 Plymouth Rd. Livonia

SHORT ORDER COOK
Needed because of business increase. Part time full time. Clean, neat, with even temper and able to work at a fast pace. Apply in person. Elias Bros., 6545 Orchard Lake, corner of Maple

WAITER, Waitress, Bartender needed, catering service, part time, must be experienced 334-5088

506 Help Wanted Sales

ABANDON YOUR HUNT - full time sales position available. Avon Twp area. $4 per hr. plus fringe benefits. Will train
Call Bravo Homes Inc 375-9770

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan. FAST START TRAINING & More. Call us today for a confidential interview
Steve Lebhan - Southfield 557-6700
Dick Randazzo - Plymouth 455-5200
Bill Winterstein - Livonia 476-9100
Ben Denny - Westland 721-8400
Pat Sheehan - Dearborn 388-2200

Chamberlain
ACCESSORY DESIGNER
For national company. Quality people, part full time, will train. Flair for decorating. Own transportation 626-3158

ADVERTISING SALES
Earn $15,000 to $20,000 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
422-6744

ADVERTISING SALES
Growing marketing firm needs aggressive, hard working persons for promotional sales positions. Unique opportunity for the right individuals. Sales advertising experience helpful. Call 552-8228

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

ALOE VERA SKIN CARE
Dallas based cosmetic corporation needs 3 professionals for Metro area. Free training. Management opportunities. Call Mr. Hamilton 453-6030

LOCAL Amway Distributor offers opportunity for good earnings. We train. For appt phone 538-0128

506 Help Wanted Sales

Dynamic Couples/Successful Singles
Are you already successful but want to improve your situation? Call 453-4568 if you want to earn as much as you are worth.

ELECTRONIC
APPLICATION ENGINEER
Excellent opportunity awaits with one of the largest regional high technology marketing arms in the world. Familiarity with micro-processors & related computer, data processing communication skills, are prime requirements.
Call Steve Mantor at 525-1800
PIONEER/MICHIGAN
13485 Stamford, Livonia

EVENING HOURS - 44 per hr. telephone interviewers needed for Birmingham marketing research firm. No selling involved. We will train. For application call Tom or Norm during business hours 647-8488

FURNITURE SALESPERSON, full time, must be experienced. Salary plus commission, pension plan, insurance, Blue Cross, no Sundays. Sterling Furniture, 23335 Van Dyke, Warren, 755-5500

HELP WANTED part time, will train Village Shoe Inn, Farmington 474-7105

HOUSEWIVES
Students-moonlighters. Mature voices needed for people contact. Telephoning established customers from our refreshing Southfield office. Morning or evening hours available. Good hourly wage & bonuses Call 424-9852

INSIDE SALES for air gas business doing field. Experience helpful, but include purchasing, inventory control, orders, etc. Send resume to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INTERESTED
In A Rewarding Career
IN REAL ESTATE?
Call today in regard to our in-office training by top sales producer. Large suburban office seeks
JOANNE BRYNGELSON
CENTURY 21
Quality Homes, Inc. 349-1212

JEWELRY SALES
Full time
Retail experience necessary
Liberal benefits
Apply within
Wright Kay Jewelers
Twelve Oaks Mall, Novi.

LET US TRAIN you for a new career. Does your present job offer you independence, prestige, a feeling of accomplishment and economic security? If not, you should talk with Farmers Insurance Group today. Call Office, 459-8020 Ext. 2000. 397-0885

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

LOCAL BUSINESS Man looking for self starting aggressive individuals to help operate extension of multi million dollar corporation 941-0048

MARKETING/SALES
REPRESENTATIVE
expanding company has career opportunity for professional with proven sales record. No weekends. Company Car allowance. Unlimited earnings potential. Call Kay at
642-0402

NEED MORE INCOME? Be a part time Fashion Counselor. No investment. Fun job Queensway to Fashion Call Pat 522-4378

NEW COMPANY seeks enthusiastic people who are interested in a unique cosmetic sales career with opportunity for management within first year. Do you have the self confidence to try? We can guarantee $700 per month. Call Belle Cosmetics between 9am-5pm 261-4178

OPPORTUNITY for ambitious people, dignified, interesting, good earning potential, full or part time. Call 459-1436

PAI ASSOCIATES
Mature persons with management capabilities. Unlimited income potential, thorough training 455-5479

PART TIME
Interesting part time position doing unique quality contact work. Ideal position for someone looking for 3-4 hours work a day. Reliable transportation needed. Positions pays up to $8 per hour. Call Kurt Petke after