500 Help Wanted

RETAIL MANAGEMENT
Join well-known national women's fashion store at Livonia Mall. Retail sales or management experience required. Excellent advancement if you are energetic and learn quickly. Company paid benefits and discount. Call for appointment. 352-2933

SALARY UNLIMITED
INCOME POTENTIAL
IDS, one of the largest financial institutions of its kind, is seeking aggressive success-oriented men and women for a career as a MARKETING REPRESENTATIVE. We offer complete training which includes: a 1 week program at our regional training school in Minneapolis, a salary and the opportunity for unlimited income. If you would like to learn more about this outstanding career, call or send resume to: Alan D. Morgenstern, Divisional Sales Manager, IDS Marketing Corporation, 19500 Middlebelt, Livonia, 48152. Call between 9-5 PM. 477-6111.
Equal Opportunity Employer M/F

SALES
Full time position. Hardlines experience, with knowledge of replace sales desirable. Livonia location. 591-6655

SALESLADIES, full & part time, for needlework & yarn department. Some experience preferred. Openings in Southfield, West Bloomfield, Livonia & Lincoln Park. 341-1350

SALES LADY
With pleasant personality needed, full time. Apply Kitchen Gallery at Somerset Mall, Big Beaver & Coolidge.

SALES PERSON
Experienced for jewelry store, full time. Apply in person: Bliseford Jewelers, 647 Penn, Plymouth.

SALES & PURCHASING. Some metal working experience required. Must be willing to travel. Apply Jack Tessmer, Sales Mgr., 718 Livonia. Northeast of 7 Mile & Middlebelt.

SANDERS
We are looking for individuals who enjoy working with the public and want to learn to prepare our Delicatessen Foods. Both day & evening positions available in the Farmington area.
APPLY IN PERSON
SANDERS
Livonia Mall, 7 Mile Middlebelt
An Equal Opportunity Employer

SEAMSTRESS wanted for furrier. Willing to train capable person for fur finishing. Beverly, West Bloomfield area. Full or part time. 855-9200

SECURITY GUARDS
$4 Per Hour
(including Allowances)
Full and part time guards needed in various areas. Must be dependable and have car & phone. Excellent benefits including hospitalization, life insurance & vacations. Raise after 3 months. Apply Mon. or Tues. only at 9-4pm.
WORLD SECURITY
21819 W. 9 Mile, Suite 220
Southfield (Between 9 Mile & Nor. of Lahser)
333-3200
An Equal Opportunity Employer

SERVICE MAN for fire protection firm. Must have good driving record & be reliable. Apply 845 Oakman Blvd. Detroit. 883-6121

SERVICE STATION in Northville has full and part time day and evening positions available. Apply in person: 8 Mile & Taft, Boron.

Shield Tool & Eng
NIGHT SHIFT ONLY
CNC LATHE OPERATOR
MOOG 83-3200 AND 83-1000
TAPE MILL OPERATOR
(Must be experienced)
All benefits, top pay.
APPLY IN PERSON
23261 FENKELL

SHIPPING, receiving, material and tool control. Knowledge helpful, for 40 man prototype shop. Farmington area. 476-6122

SIGN PAINTER
All indoor graphic work. Farmington area. Call 8:30-12 noon only.
478-0033

SMALL Manufacturing Company looking for part time bookkeeper/secretary. Position requires a basic knowledge in electrical wiring. Submit application to Plant Manager, 30500 Otterson Ct. Livonia, Mich. 48154.

SOCIAL DIRECTOR
Needed for Evening hours at Muirwood apartments. Duties include: socializing with residents and planning functions. For interview phone 476-5536.

STOCK HELP - Full time. Must be at least 18. Possible management trainee position for right person. Apply in person Fri between 1-4pm at Arbor Drugs of Livonia, 29533 Five Mile at Middlebelt.

500 Help Wanted

SNOW PLOWING Service needs men with reliable 4 wheel drive & plow with insurance. Part time now growing work. Farmington area.

STOCK MANAGEMENT POSITION
Full time, good wage, immediate employment, Troy area. Call daily
643-8445

STOCK
PART-TIME
PERMANENT POSITION
Handling stock in retail store at Fairlane Mall. Ideal for student, not under 17. Late afternoons, evenings, and some weekends. Must be neat with excellent references.
Call for appointment, 358-2933

SUPERVISOR SCALE PERSON
FULL-TIME for Scrap Processing Co. Excellent opportunity for right person. Work involves some physical labor as well as some Math & common sense. We will train right person.
Long established firm. Call:
Morton Freedman, 842-8656

SWIMMING INSTRUCTORS and Lifeguards, part time, early morning, and night. Must have life saving and WSI or YSI. Call Carol, Farmington YMCA. 553-8801

TELEPHONE SOLICITOR. Mature individual, minimum wage, 5 day week, 1-5pm. Call Ms Deacon. 646-3200

TELEPHONE SOLICITORS to work in office, also street canvasser, will pay $400 for every appointment that becomes a sale. Call Mr King at: 355-8400

TOOL ROOM
Machinist Apprentice
Minimum 3 years experience. Own tools. Liberal employee benefits.
S.M.C.
800 Junction, Plymouth

TRANSLATORS WANTED. Technical Japanese, Russian, Arabic, other languages. Write to: 6546 Crandon Dr., Westland, Mi. 48185 or call, 261-0048

TRUCK DRIVER. Experienced semi tractor trailer driver. We are a Union shop, provide excellent benefits & working conditions. Call 353-8434

TRUCK WASHING - full or part time. Excellent for students. Starting pay $4.00 with frequent raises. Seven days available. Call between 9-3 836-7025

TYPESETTER
We seek an experienced person to operate our new computerized typesetting system typesetting system. Only people with experience on this equipment need apply. Print ad production background would also be helpful. Send letter with employment & salary history to: Director of Advertising, Douglass Merchandising, 35901 Schoolcraft, Livonia, Mich., 48150.

WAREHOUSE person for medical supply distributor, to handle stock and other warehouse duties, located in Farmington Hills, start at $4 hr. Paid Blue Cross, Blue Shield, 2 week paid vacation. Call for interview. 478-9000
An Equal Opportunity Employer

WAREHOUSE
Stockroom Manager
Forest City, one of Michigan's largest home improvement centers, is seeking a mature, energetic individual experienced in receiving and handling lumber and related building materials. Salary commensurate with experience. Excellent working conditions and fringe benefits. Please apply in person:
FOREST CITY
35100 Cowan Rd., Westland
An Equal Opportunity Employer

WOMAN to work in small service store. Various duties. What skills do you have to offer besides a good phone voice. Call between 10 AM-12 Noon. Magic Weavers. 549-3152

YOUNG MAN
To learn Tool & Die Trade. Days.
Southfield area.
356-7670

YOUNG MAN with experience in remodeling. 477-7743

502 Help Wanted Dental-Medical

DENTAL ASSISTANT & Office Manager. Full time, one evening. Experienced. West Bloomfield. 714-6454

CHAIRSIDE ASSISTANT - DENTAL
I need a "do everything" assistant. If you are the best, I want you. Salary no object, all fringe benefits.
Greenfield 9 Mile area
968-5540

CHAIRSIDE Dental Assistant - Are you looking to put your experience and talent to work for you in a position with a future? Chairside assisting experience needed, CDA ideal. Westland dental clinic, excellent pay and benefits. Call Diane. 722-5152

502 Help Wanted Dental-Medical

WE NEED
Nurse Aides & Orderlies
Afternoons & Midnights
If you are interested in work in the health care field, why not consider our facilities. If you are 18 years of age, we will pay $3.10 per hour plus a premium pay of $1 per shift for weekends. Benefits include sick pay and vacation pay.
IMMEDIATE OPENINGS
ON ALL SHIFTS
Please apply in person on weekdays between 10 AM. & 4 PM, and see Camelot for yourself.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

ASSISTANT (Medical). Receptionist & Secretary with X-Ray ability, experience preferred, part time or full time. Dearborn Heights. 274-0641

CHAIRSIDE DENTAL ASSISTANT for progressive, friendly Group Practice in Westland/Livonia area. Ambitious, personable, mature individual desired. Preferably with some experience. Please call between 9AM & 12 Noon Only. 425-5570

CLAIMS PROCESSING SUPERVISOR
Rapidly expanding pre-paid health plan desires claims processing supervisor to oversee claims operation. Applicant should have 5 years experience in processing including CRT, expertise. Please send resume to Michigan Master Health Plan, 41700 S. Saginaw, Suite 100, Pontiac, Mich. 48058.

DENTAL ASSISTANT- Full time for children's practice in Farmington Vassar, Suite 718, Livonia. Northeast of 7 Mile & Middlebelt.

DENTAL ASSISTANT
Experience preferred
Rochester area
651-0750

DENTAL ASSISTANT - Experienced only. Livonia. No evenings or Saturdays. Benefits, 32 hour week, approximately 8 weeks off yearly. 425-1610

DENTAL ASSISTANT for orthodontic office in Lathrup Village. Mature person for permanent full time employment. Must like children. Experience desired. 559-0093

DENTAL ASSISTANT. Full-time. Oral Surgery Office, Birmingham area. Must have dental background or previous experience. Good benefits.
Call between 9-5PM. 647-7358

DENTAL ASSISTANT
CAREER OPPORTUNITY
SALARY OPEN
FRINGE BENEFITS
Unusual opportunity for chairside assistant in progressive practice 4½ day week, no nights, MUST BE EXPERIENCED. All replies confidential. Position is Waterford area. Phone Dr. Dickstein office. 682-4911

DENTAL HYGIENIST
For Weekdays, 15 Mile Dearborn area. Call weekdays 541-4321

DENTAL HYGIENIST
Must be experienced. Sat. mornings. Birmingham office. 642-8150

DENTAL HYGIENIST desired, full time for preventative practice Plymouth/Livonia area. 591-5656

Dental Insurance
BILLER
& BOOKKEEPER
... for large NW Detroit practice. Typing skills necessary. 2 years minimum experience. Send resume and details to P.O. Box 32344, Seven Oaks Station, Detroit, MI.

DENTAL Lab technician, well established office, Crown & Bridge. Top Position, Experience & References necessary. Days 354-4344 Eves 538-2581

DENTAL RECEPTIONIST Assistant for Birmingham specialty practice. Dental experience necessary, excellent benefit program, salary & advancement open. 647-7739

DENTAL RECEPTIONIST
Intelligent, motivated individual with prior dental experience wanted for Southfield office. Must be knowledgeable in accounting, insurance & front desk procedures. Full time position with no evening hrs. 569-2255

DENTAL RECEPTIONIST - 6 man dental office in Westland in need of receptionist looking for challenge in the field of dentistry. If you are willing to take initiative and have experience - we're just what you've been looking for. Salary negotiable, good benefits, excellent hours. 722-5153

DENTAL RECEPTIONIST. Experience preferred but full time. Knowledge of pegboard, insurance billing & appointments. Canton. 453-2060

DENTAL TECHNICIAN - Experienced Technician for Finishing & Polishing Dept. of quality-oriented Crown & Bridge Lab. Also need person to train for model room. Liberal benefits, 5 day week. Hunter Dental Ceramics, 538-1050

Director of Nursing
For a 228 bed long-term care facility. BSN and previous Geriatrics experience preferred. Excellent wages, fringe benefits. Unique location.
CONTACT MRS. MAY AT:
Mt. Vernon Nursing Center,
26715 Greenfield, Southfield
Or phone 557-0015, 9 AM to 5 PM.

DOCTORS of all specialties with Michigan license, master social workers, psychologist & x-ray technicians for clinics, medical & mental health. Located in Detroit area & Northville. Please call Pat 358-0001

DOCTOR'S OFFICE: Seeks mature, individual with all front office skills. Willing to train but typing is a must. Eager to learn, willing to work flexible hours, 40 to 45 hour week. 851-8452

EKG TECHNICIAN, part time, venepuncture skills helpful. Call between 10am-1pm. Southfield. 557-3301

EXPERIENCED DENTAL Assistant-needed for full time, 4 day work week. 722-5600 or 722-5641

502 Help Wanted Dental-Medical

EXPERIENCED M.T. (ASCP) or qualified for routine and special procedures in NW suburban laboratory. Electrophoresis experience helpful. 353-7500

EXPERIENCED Medical Receptionist, full time, from desk duties, peg board, all insurances, phone duties. Southfield. Call Diane 358-7747

FULL TIME - medical front office person, to grow with new practice in Southfield. Knowledge of billing procedures, peg board bookkeeping experience, typing & use transcription, appointment scheduling. Pleasant personality and kind disposition a must. Salary open and references to 17230 W. 12 Mile Rd. Suite 107, Southfield, MI. 48076

HANDICAPPED
CHILD CARE
Wayne, Oakland & Macomb County special cave program. Six months experience working with handicapped, autistic or retarded children is required. Full & part time positions available.
TEMPORARY
HEALTH CARE SERVICES
425-9700

HOUSEWIVES - STUDENTS - Nurses Aides, Experienced or will train, for 7 days, 3 to 11 shift, or part time. Opportunities for advancement. Apply Rendry Convalescent Center, 105 Hagerty, Plymouth 455-0150

INSURANCE GIRL
Dental Assistant. Full or part time. Experienced only. Redford area. Salary open, excellent benefits. 534-5019

JEWISH HOME FOR AGED
SOUTHFIELD
RN - PART TIME - DAY SHIFT
$8.50 hour, $33 daily, pro-rated vacation, holidays, sick days
LPN - AFTERNOON SHIFT
$5.75 hour, $44 daily, 3 weeks paid vacation and other liberal benefits. Call Jan Young, RN, 9 AM. to 3 PM., Mon. thru Fri.
RN - AFTERNOON SUPERVISOR
$7.31 hour, 2 weeks vacation and other liberal benefits.
352-3256

LAB TECHNICIAN MT (ASCP)
PART-TIME work evenings, 4PM thru 8PM. Mon. thru Thurs.; & Sat. 9AM-12 PM. Mr. Johnston, 444-9100

LAB TECHNICIAN part time, needed for private laboratory. Westland area. Call 728-5440

L.P.N.
WEEKENDS ONLY
Day & midnight positions available. Good starting salary. Hospital insurance. Modern nursing home. See Mrs. Ferguson.
NIGHTINGALE WEST
8345 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT - 30 hours per week including Tuesday evenings and some Saturday mornings. Gilbert's, Farmington Hills. 553-3870

Medical Assistant
Your skills and experience will be appreciated in this large clinic. Very positive and growing environment. Friendly and efficient atmosphere. $10,400. Call Maryellen today.
353-2090
SNELLING & SNELLING
PERSONNEL

MEDICAL ASSISTANT for doctor's office. Full time, experie nce preferred. Small Hospital area. Send resume to: Mrs. Scarella, 14825 W. McNichols, Detroit, 48235

MEDICAL RECEPTIONIST
For Farmington Hills Allergy office. Mature, experienced individual desired. No smokers. Send typed resume to: P.O. Box 01241,
Farmington Hills, Mich., 48018

MEDICAL RECEPTIONIST
Must be experienced in pegboard, Blue Cross, Medicare and private insurance billing. Livonia area. Call before 5pm. 425-5118

MEDICAL RECEPTIONIST, experienced, 4% days. E.K.G., vena punctures, injections, day shift. Blue Cross, profit sharing. Garden City. Call 9AM-5PM. 421-6116

MEDICAL TRANSCRIBERS
Experienced only
Medical transcribers needed on days & afternoon shifts. Prefer experience with word processing screens but will train.
Experience required on discharge summaries, histories, physicals and ER reports.
Salary based on production $8.810, per hour possible. Call between 10-4, Monday thru Friday.
MEDTRAN SERVICE
557-5778

NURSE
AIDES
Weekends only, all shifts
Will train. Good benefits. Modern nursing home. See Ms. Watkins.
NIGHTINGALE WEST
8345 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
29300 Franklin Rd., Southfield

NURSES
ATTENTION RN'S
AT WEIGHT LOSS
CLINIC
Are you looking for that special career opportunity? Would you like to return to work or change jobs?
Counsel and encourage others towards health and nutrition. Share in the efforts and rewards of our clinic team.
Full Time Position
Warm and Congenial atmosphere
Salary plus bonus
Call Gert 355-2418

502 Help Wanted Dental-Medical

NURSES
Full or part time, come in or call. Hearthy Convalescent Center, 195 Hagerty Rd. Plymouth 455-0150

NURSING ASSISTANT
Part time, midnight shift, preferably OB experience. Sarah Fisher Center, Redford 536-7337

OFFICE MANAGER for busy 5 Dr.office, must know all front desk duties, insurances. Willing to fill in anywhere. Southfield Ask for Elaine. 552-3744

ORTHODONTIC or dental assistant (experienced) 4½ day week. Farmington area. 476-1629

PART-TIME Physician's Office. General Office work. Knowledge of BC/BS, Medicare, Medicaid. Non-Smoker. Send resume to: P.O Box 648, Mariner & Executive Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

PAYMENTS PROCESSOR
A fast growing Oakland County prepaid health plan needs experienced payment processor. Please send resume to Michigan Master Health Plan, 140 S. Saginaw, Pontiac, Michigan, 48058

PERSON needed to train in dental field. No experience necessary Ideal opportunity for person possessing excellent talent. Apply in person Mon thru Fri. 12320 S. Mt. Livonia.

PROFESSIONAL RELATIONS REP.
Growing Oakland County prepaid health plan has immediate professional representative to assist with enrollment & co-ordination of providers. Ambitious, self-starter, with desire to succeed needed to meet interesting & challenging job requirements. Please send resume to Michigan Master Health Plan, 140 S. Saginaw, Pontiac, Mich. 48058

RECEPTIONIST
FOR active dental practice, full time, Westland area. Must have experience.
422-5360

RECEPTIONIST/TYPIST
Southfield doctors' office. Mature experienced person desired. Send typed resume to P.O. Box 2191 Farmington Hills, Mi. 48018.

RECEPTIONIST
Optamologist's office, to supplement present front desk staff. Birmingham-Bloomfield area. Fringe benefits. Send resume in Box 876, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

RNS and LPNS
Full and part time
PM shift for a 50 bed private psychiatric hospital. Apply
Ardmore Acres
Hospital
19810 Farmington, Livonia
474-3500

RNS AND LPNS
Now's your chance to join Upstairs at Health Care team. We'll try harder until we're the best. Call Kirk Hansen, Assist. Dary O'Keefe, Rn, Director of Nursing, 463-6125

RN'S - LPN'S - AIDES
Private duty in the home and hospital, flexible hours, choice of assignments
ABCARE
424-8377

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

RN'S, LPN'S
Positions available on all shifts, either present front desk experience, skilled nursing facility located in Redford area. Excellent pay scale and good benefits. Good orientation offered in Geriatric Nursing. Apply Nursing Director between 9AM-3PM. at:
CLARKSHIRE NURSING HOME, W.
18833 BEECH DALY 255-1010
An Equal Opportunity Employer

RNS or LPNS
Full & Part Time
Afternoon & Midnight Shift
COMPETITIVE SALARIES
PAID VACATION
PAID BLUE CROSS
WILLIAMSBURG
Convalescent Center.
21017 Middlebelt, Farm.
476-8300

RN SUPERVISOR
Seeking an energetic and motivating RN to supervise and stimulate our midnight shift. Excellent benefits, flexible hours, 4-5 days per week. Come join the management team at the 1978 "Facility of the Year". Contact Ms. Hunter, Director of Nursing. 728-8100

RN'S
YOU DO HAVE A CHOICE!
With Temporary Health Care Services you can
CHOOSE YOUR SHIFT
CHOOSE YOUR HOURS
CHOOSE YOUR AREA
We offer top wages & many special benefits.
CALL TODAY
TEMPORARY
HEALTH CARE SERVICES
835-5400 DETROIT
647-0070 SOUTHFIELD

SOUTHFIELD INTERNISTS office needs part time medical assistant. Must be experienced in X-rays, EKG's & Venepuncture. Call 559-2310

STRAITH MEMORIAL HOSPITAL
23901 Lahser, Southfield is seeking a full time paraprofessional for Lahser and Monday-Friday 8am-5pm. 357-3340

WESTLAND GP needs full time, experienced front desk girl. Insurance, typing, billing. Assist doctor occasionally. Benefits. Call after 6pm 981-4532

504 Help Wanted Office-Clerical

ACCOUNTANT
BOOKKEEPER
Must go through trial balance. Part time. Age no barrier. Commodity Metals Corp., 1641 Canlif. 883-4300

BOOKKEEPER
Thru Trial Balance for investment consulting firm. Experienced. Bank Trust department or Stock Broker & Computer familiarity a plus. Pleasant working conditions. Birmingham. John Cooper Associates, 644-6316

504 Help Wanted Office-Clerical

BOOKKEEPER wanted for property management firm, Birmingham-Southfield area. Accounts payable, Accounts Current, General Ledger. Call L. Kelly. 358-1100

ACCOUNTANT for accounts payable with at least 3 years experience working for a medium sized accounting office. Must have complete knowledge of all phases associated with accounts payable helpful. Excellent fringe, good working conditions. Send resume to 5338 Ashanti Dr. Auburn Hills Mich. 48057. Attn. Bill Hanak.

ADVERTISING AGENCY
Receptionist. Must be A-1 typist, have great telephone voice. Experienced.
357-1414

ADVERTISING
RECEPTIONIST
Prestigious firm has your good typing skills in mind. Light typing, good telephone voice. Pleasant working conditions. Variety of duties. To $8,700. Call Maryellen.
353-2090
SNELLING & SNELLING
PERSONNEL

APPLY
NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need your skills to work in the Livonia, Plymouth, Southfield and Bloomfield areas. These temporary jobs provide an excellent way to improve your references. Work long or short term assignments. Apply now.

Somebody
Sometime
TEMPORARY HELP
Livonia-17332 Farmington Rd. (in Burton Executive Park)
477-8020
Southfield-16415 W. 8 Mile
272-8500
Dearborn-23400 Michigan Ave.
Suite 430, Village Plaza
565-3500

ARE YOU
EXPERIENCED?
TYPISTS
SECRETARIES
SWITCHBOARD
WORD PROCESSORS
We have temporary positions close to home. Call for appointment.
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

Assistant Bookkeeper
TO $12,000
Well established Northwest suburban company. Handle general ledger posting accounts payable and light payroll. Excellent advancement potential with guaranteed raises. Full benefits with Employer Paid Fee.
525-7370
SHARROTT & ASSOCIATES
PERSONNEL AGENCY

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

AUTO DEALERSHIP
Need person with dealership experience in accounts payable and bookkeeping. Contact Lottie Smith.
LOU LaRICHE
CHEVROLET
Plymouth Rd. - Just West of I-275
453-4600

BANK TYPIST $175 WK. FEE PAID
Excellent spot for high school grad who can type 55 WPM accurately.
Employment Center 569-1636

BIRMINGHAM law firm seeks Bookkeeper with supervisory experience. Shorthand, dictaphone helpful. Benefits, salary commensurate with ability. Call Pat. 645-0800

BOOKKEEPER
Assistant to be trained for full charge position. Must have general ledger, payroll, accounts payable and bookkeeping experience helpful in general ledger, management statements, preparation of payroll tax report preparation, etc. Small office. Excellent opportunity. Send resumes to Box #904, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, experienced, flexible hours, suite north of Livernois & 6 Mile. Must be intelligent, creative, interested in psychology. Call anytime or eves. 861-8204

BOOKKEEPER
Full charge to trial balance. Mature woman with 5 years recent experience for industrial sales company Northwest area. 8.30 to 5 PM. 5 days. Full benefits. Call Mrs. Lerner between 9-30 and 3 PM. at
342-0500

BOOKKEEPER
Part time for Farmington Hills restaurant. Call 478-7200
32166 Grand River 477-5512

BOOKKEEPER - Receptionist, good bookkeeping background, balancing, typing 55 WPM, $850 plus fee paid

INSIDE - collections, 1 yr. experience required, Troy firm, $10,000, fee paid
LOIS RAY
PERSONNEL
559-0560

EXECUTIVE SECRETARIAL & receptionist positions available for person with fine credentials & experience.
Robagna, Systems Inc. a progressive mfg. engineering firm at their new Troy office. Please send resume to po box 886 Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CASHIER. 4am-1pm, Mon thru Fri. Light bookkeeping. $4.25 per hour. Paid vacation. Franklin Standard Service. Franklin Village. 626-3887 or 626-2989

Children
Back in School
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
WIXOM 669-2409
WITT
SERVICES
The Temporary Help People

CLERICAL - opening in credit dept. of small Southfield computer related business, heavy typing, base calls this a "fun" job. Salary $900 plus benefits and agency fee paid

RECEPTIONIST - switchboard operator for Troy company in beautiful new building. Call Director experience or none, must be pleasant voice. Salary $450 plus benefits and fee paid.

SECRETARY - for 2 VP'S in large Troy company. Person should be self starter, have problem with good judgment. Salary $14,000 plus benefits and fee paid.

LEARN - legal, work for attorney in newly furnished Birmingham firm and new good skills qualify you to be trained in legal. Salary $11,400 to $12,600. Benefits and fee paid.

ADAMS
&
MARTIN
PERSONNEL
910 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

CLERK/TYPIST
General office procedures plus use of mobile radio, good typing and filing skills and pleasant phone manner important. Salary 84 per year. Applicants must be - Farmington Hills residents, unemployed 15 of the last 30 months, and within the lower living standards income level. Call Personnel Office for appointment or information. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

Clerk Typist
Immediate opening for skilled typist to work in our Birmingham office located on W. Maple at Cranbrook. Must type at least 45 WPM accurately and be familiar with business machines and office procedures. Apply in person 10 AM to 3 PM.
1st Federal Savings
of Detroit
2500 W. Maple, Birmingham
An Equal Opportunity Employer

CLERK TYPIST
Knowledge of shorthand helpful. Exciting position in fast paced industrial sales company. Northland area. Mature woman with at least 5 years recent experience. 8.30 to 5 PM. 5 days, full benefits. Call Mrs. Lerner at
342-0500

Customer Service
Entry level position. Work for one of the largest electronic distributors in the nation. Clerical, phone skills & accounting background preferred. Benefits & profit sharing. Call Steve Martian
525-1900
PIONEER MICHIGAN
A Division Of Pioneer Standard
13485 Stamford, Livonia

DATA ENTRY
Challenging opportunity for bright, conscientious person with fast growing Southfield Computer Service Company. Terminal experience and or excellent typing skills required. If you are a fast learner, like responsibility and variety and can deal effectively with the city clients. Please call and tell us why you are the person we are looking for.
Call for Pamela Smith 557-4104

DIRECTOR OF Nursing and in-service director for 151-bed skilled nursing facility. Excellent benefits, competitive salary & fringes. Call 9AM-4PM for appointment: 258-6155

ENGINEERING ASSISTANT, full time position available as an engineers helper, reviewing blueprints, etc. Any engineering experience helpful, but will train. Please call for an appointment. 261-4950

Entry Level Position
DESIGNING MANUFACTURING CO.
Must be excellent typist, good organizational skills required, pleasant telephone voice a must.
Competitive salary & benefit package.
525-8210, Ext 422

EXECUTIVE
ASSISTANT
Dynamic company president needs a top-level Secretary to assist him. Must have excellent shorthand and typing skills and executive secretarial experience. Beautiful offices, friendly, casual atmosphere. Great salary and benefits. Send confidential resume to:
Mr. Rogers, P. O. Box 491, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE
SECRETARY
Two busy partners at this super nice firm need an assistant. Must have great secretarial skills and enjoy dealing with detail material. Generous starting salary and benefits. Send confidential resume to: Mr. Hanger, P. O. Box 881, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY
For President of private college. Must have 5 to 8 years experience
50 - 60wpm typing. Good telephone ability and be a well organized
individual. Excellent salary, benefits & work environment. Send resume
& salary requirements to Box 814, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED EXECUTIVE secretary for small West Bloomfield office to work 1 hour to 4pm, 5 days per week. Good skills required. Send complete resume to P O Box 1325, West Bloomfield, Mich. 48033

FARMINGTON AREA - full time Receptionist/Secretarial position immediately available in an outpatient mental health facility. Typing, bookkeeping and insurance billing skills necessary. Two supervisory per experience desirable. Salary competitive. Call weekdays from 9 AM. to 5 PM. 477-6187

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Experienced secretary with exceptional skills is needed for the Senior Vice President of our Real Estate loans. 8 Mile, Telegraph area.
Typing of 65 wpm and shorthand of 100 to 120 wpm. Must be accurate. Mortgage, Real Estate or Banking experience preferred, but not necessary. Selected candidate will be detail oriented, organized, able to work under pressure, learn quickly and willing to take an added responsibility.
If you meet the above requirements, please call
837-8600
An Equal Opportunity Employer

EXPERIENCED BOOKKEEPER for insurance agency. Call Mrs. Johnson, weekdays, 541-5050; or evenings, 477-3756

FILE CLERK and Relief Receptionist. Full time. Call 649-2200

FINANCE CLERK
Assist department with a variety of bookkeeping and finance functions. High school completion with training in accounting, business, typing, filing, and use of related equipment. Must be a Farmington Hills resident, unemployed 15 of the last 30 months and within the lower living standards income level. Call Personnel Office for information and appointment. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

FULL TIME Opening for high school graduate to do general office work in financial planners office. Must be good at typing & filing & have professional, courteous manner. Knowledge of securities helpful but not necessary. Reply in "own" job. Salary $900 plus benefits and agency fee paid

GENERAL OFFICE - full-time. Must be good typist & have knowledge of all general office procedures. 557-3556

GENERAL OFFICE WORK, part time, for Troy law firm, hours flexible, phone, filing, some errands, salary commensurate with ability. 649-1100

GENERAL OFFICE, shorthand & accurate typing required, Southfield area 29100 Vassar, Suite 718, Livonia. NE of 7 Mile & Middlebelt.

GENERAL OFFICE - FULL TIME
Experience necessary, good with figures. Apply Corey (Sunny) Hill, 8 Eight Mile between 11 AM and 5 PM.

GENERAL OFFICE. Mature individual needed for Nov1 company. Experienced in all phases of bookkeeping. Call Pat Jones between 10am-2pm. 349-3747

GENERAL OFFICE
One girl office in Southfield. Pleasant working conditions, good benefits. Call Barbara at 354-5300

GENERAL OFFICE. Good pay, opportunity for advancement with national company. All benefits. Knowledge of bookkeeping & typing desirable, but not necessary. 7:30-Twelve area. Send resume & salary desired to Box 906, Observer & Eccentric Newspapers, 34251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
FEE PAID
$13,000 PLUS
Manufacturing firm is looking for person Friday with ability to learn quickly. Opportunity employer. Must have experience & plus. Call Carol Lee. Troy.
SNELLING & SNELLING
649-5900

GOOD WORD
Has just reached us about an immediate opening. Accurate typing, poise for front desk. $700 a month Fee paid.
644-4500
SNELLING & SNELLING
AGENCY

INSURANCE
AGENCY
Farmington Hills. Experienced in rating commercial auto, general liability & property, insurance experience preferred. Salary commensurate with experience.
Call Mon. thru Fri. 9 AM-5 PM.
626-8543

INSURANCE BILLING person for doctors office with knowledge of medical terminology. Southfield. 846-1771

KEYPUNCHER. Part time position. Experience helpful. Hours include evenings and weekends. Apply at Wickes Furniture, 29635 7 Mile, Livonia.
An Equal Opportunity Employer

LARGE Midwest management company needs Marketing representative in Troy. Must possess Detroit area office skills, like people, and willing to work every other weekend. To start immediately. phone 362-4088

LEGAL
FEE PAID $$ OPEN
Your career investment pays off with this top firm. Excellent benefit cap work processing input. Travel allowance to
See us across from KMart HQ
Call 649-4144
Your new boss pays our fee
HARRIET SORGE
PERSONNEL

Legal
Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 11 years, has openings for Legal Secretaries for immediate or future placement. Both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY & Gal Friday for 2 man Birmingham office. Experience not necessary if sharp, educated & willing to attend paralegal or law school as employer's expense. Good place, good pay. 645-5752

LEGAL SECRETARY for Troy Law firm with minimum of 3 years experience. Call 649-3200

LEGAL SECRETARY
Experienced. Bloomfield Hills office. Excellent typing required. Salary open
642-1811

LEGAL SECRETARY
for Troy Law Firm.
Part time, evenings after 5pm.
649-3200

LEGAL SECRETARY for Southfield firm. Experience necessary, shorthand preferred. Benefits. Salary open.
355-4141

LEGAL SECRETARY
Busy Southfield Law Office. Minimum 3 years Legal experience required, with Word Processing experience preferred. For interview, contact 355-2344

LEGAL SECRETARY
Southfield Law firm desires recent High School Graduate with excellent typing & office skills. No legal experience necessary - will train as Legal Secretary. Ask for Marlene. 353-7500

LEGAL SECRETARY
For Southfield law firm. Minimum 1 year experience, typing 45 WPM or better, full benefit package. 353-1900

LEGAL SECRETARY (with experience) for small Law Office. Excellent typist (60wpm), dictaphone experience, shorthand skills. Flexible hours. Excellent benefit package.
643-9406

MEDIA MAKER
Fee Paid $13,000
Polish make perfect Top coordinator needs detail/keyer and typist with talent. Deadlines tighten with exciting public contact.
See us at 611 Village Plaza Tower
Call 562-8900
Your new boss pays our fee
HARRIET SORGE
PERSONNEL

MORTGAGE CO. located in Renaissance Center, needs Clerk-Typist. Experience preferred but will train.
Call Janet, 259-0400

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Tired of going to work, doing the same routine tasks and seeing the same tired faces? Are you bored and uncha llenged? Are you looking for a change? Telephone us, we may be able to help you secure a new interesting and rewarding position. Personnel at Law is actively seeking experienced Legal Secretaries for a variety of legal firms located throughout the Tri-County area.
At one sitting, over a cup of coffee, we can divulge the full particulars of the many situations that fit your experience level. You then decide who you would like to interview with. It's the pleasurable and sensible way of locating a new position.
Permanent and temporary positions are available.
Never a charge to you for our professional placement assistance.
After hours appointments available.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Detroit 222-1010
Renaissance Center 567-0141
Troy 649-2942

MANAGEMENT COMPANY-Northwest area seeking person with some experience in insurance, PL/PD, fire-casualty, workmen's comp., etc. Permanent position. Excellent fringe benefits. Call 8am-5pm only 549-4100

MATURE PERSON
For General office duties. Type letters, take phone calls & some filing. Southfield area. Call 357-5333

MORTGAGE INSURANCE CLERK
Southfield based mortgage company is seeking a bright, motivated individual with experience for immediate opening in our insurance department. Excellent working conditions, competitive salary.
353-6700
An Equal Opportunity Employer

OFFICE ASSISTANT
$9,600 PLUS
FEE PAID
Excellent position in Ferndale. Available for right person with outstanding personality and good skills. Benefits and friendly atmosphere.
Call Mike Troy.
SNELLING & SNELLING
649-5900

OFFICE CLERICAL for Southfield firm. Part time, 20 hours per week. Salary. For interview Call after 8 AM.
358-5709

OFFICE MANAGER
Eastside sales company needs all-round organizer. Must have some bookkeeping and supervisory experience, and enjoy phone contact with clients. Career opportunity - become a part of a growing business! Generous compensation package. Send confidential resume to:
Mr. Rice, P. O. Box 491, Southfield, MI 48037.

Plastic & Moran recruiting for an equal opportunity employer.

OPENINGS AVAILABLE at Southfield Title Company. Good typing skills required. Call Jerry Stash 355-1500

PART TIME OFFICE ASSISTANT
Evenings & Weekends
College background required
851-0313

PART-TIME office help, may eventually lead to full time. Typing and phone experience required. Grand