SUPPLEMENT TO: PARKS SUBURBAN NEWSPAPERS, OBSERVER & ECCENTRIC, SLINDEN NEWSPAPERS, ASSOCIATED NEWSPAPERS

500 Help Wanted

EXPERIENCED all around tool & die man, part time retiree preferred. 459-3549

EXPERIENCED TAX PREPARER Prepare manual & computerized tax forms for individual & corporation. Flexible hours, part time plus incentive. Send resume of experience to: Box 181, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Toolmaker, Millhand. Full benefits, profit sharing. Livonia, 476-5280

FASHION SHOW. Men and women needed, under 18 accompanied by parents. Institute of Creative Arts 352-0050

FOSTER FAMILIES NEEDED Make a family commitment to provide a home, training and guidance, to a developmentally disabled child while receiving problem free support and a salary for your efforts. Call:
PLYMOUTH CENTER
837-3560

FULL & PART TIME POSITIONS Available to start immediately. JOB FINDERS Westfield Call 552-8570

A General Manager Trainee
$16,000 TO $40,000
Guaranteed salary, fringes and bonus. Management of more years experience averaged $29,548 in 1979. New trainees averaged first year averaged $23,282 in 1979. Managers have total profit and loss responsibility for sales room, warehouse, office, and supervise up to 10 employees. New locations under construction for next the USA including Michigan. Call Bill or Debbie:
PERSONNEL RECRUITERS, 358-3300

GUARDS
Full & part time
SECURITY SERVICES
31171 W. 10 Mile
Farmington 476-4335

GYMNASTICS COUCH wanted for private lessons to instruct children & 1 adult. Call after 7:30 477-5798 478-6643

HAIR DRESSER - With Clientele, Birmingham/Bloomfield area. Apply in person Mondays. Charm Salon, 1455 Inkster, at Maple.

HAIRDRESSER With some clientele wanted for Northville shop. Paid vacation and health plan. Call Kaya, 349-6050

HAIR STYLIST and manicurist. Thinking of relocation? Excellent opportunities. Fast growing area in Farmington Hills. Tues. thru Sat. Experienced only need to apply. 851-3091

Head Pressman/
Plant Manager
This is your opportunity to move to the sunbelt for a bigger Midwest's vacation capital. Attractive salary and benefits. Must be able to take charge of press and darkroom areas in modern certified plant. We're looking for person to improve quality and cost waste. If you're the person who can do it, send resume to:
Box 236
Observer-Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi. 48150

HIRING - 2 college graduates as commercial insurance solicitors. Starting salary $12,000 plus bonuses, potential to earn $40,000 plus more annually. Call Mr. Merrick for interview. 352-8660

HOME ECONOMIST Degreed dietitian, 2 evenings, part time. Dearborn Minnesota Fabrics. Call. 565-5546

HONE OPERATOR Must be experienced for carbide work. Pay are in line with ability. Apply: R. L. Schmitt Co, 34506 Glendale, Livonia.

I.D. - O.D. FINISHER Steel & carbide. full benefits. Apply New Craft Tool & Die, 13083 Fairlane, Livonia, after 9AM. 522-3350

JANITOR Applications now being taken for janitor position. Apply at Dunn Tool Co. 33100 Capitol, Livonia, Mich.

LATHE HAND - Experienced only for permanent employment. Top wages. All benefits. Bonus. Nights. Overtime. 10% shift premium.
LOC PERFORMANCE
453-2300

LEADERS
TOOLMAKERS
MACHINISTS(all around)
BODY FIXTURE WORK
Benefits. Apply at
Guardian Mfg.
12193 Levan Rd.
Livonia, Michigan

Light Production
& Machine Operators
MALE or FEMALE
Now taking applications:
S.M.C.
800 Junction, Plymouth

MACHINERY MAINTENANCE Strong electrical & machine repair background required. Apply in person 33080 W. 8 Mile Rd, Farmington

MACHINIST TRAINEES for small tool & die Machine shop. 1 year minimum experien ce. Start $8.63 per hour plus COLA, Blue Cross, Vacation, Sick pay, etc. Steady work. Union Shop. Located near Southfield & Jefferson expressway. Call Mr Wallis 272-4548

MAINTENANCE MAN For new apartment complex, part time. Possibly full time at a later date. For more information and interview, call 478-0322

MANAGEMENT OPPORTUNITY Top Ladies Wear salespersons ready for advancement into Management. Immediate permanent position now available at Twelve Oaks Mall. Call Mrs. Hendrick 348-3400

NATURE Person Southfield Bagel Shop, mornings, evenings, full or part time, retail experience helpful. 351-5495

MECHANICAL DESIGNER
international company requires Designer for Pneumatic Assembly equipment. Tool Design or Pneumatic experience helpful.
ATLAS COPCO INC.
24404 Indoplex Circle
Farmington Hills, MI 48018
478-5330

MODEL TYPES WANTED For Agency representation Fashion, Photo, TV. Call Auston International Modeling Agency, Inc., 559-4480

MORTGAGE CLERK METROPOLITAN SAVINGS & LOAN Has an immediate opening for a clerk in the Mortgage Servicing Dept.

Prefer applicants with experience in homeowners insurance, but will consider those with experience in any phase of the mortgage business. Must have good typing ability, clerical employment history and the ability to deal effectively with people.

Full company benefits including Blue Cross-Blue Shield, health, dental and prescription drug, life and disability and pension plan. Qualified applicants may call between 1 and 4 Monday thru Friday for an interview.

Personnel Department 851-5500
METROPOLITAN SAVINGS ASSOCIATION
An Equal Opportunity Employer

O&E

500 Help Wanted

NOON HOUR AIDE
For Birmingham Public Schools. 2 hours per day. $3.75 per hour.
Call
644-9300, ext 248

O. D. GRINDER Must be experienced for carbide work, top pay and benefits. Apply in person: R. L. Schmitt Co, 34506 Glendale, Livonia.

A PERSONNEL RECRUITER
$350 TO $700 PER WEEK
Compensation commensurate with experience and ability. Call Mr. Michael or send resume to: 24350 W. 10 Mile, Southfield, Mich., 48034. Ref:
Personnel Recruiters
358-3300

PHOTOGRAPHY - Small studio has immediate opening for color printer. Only those with at least 6 months on the job experience need apply. 362-0784

POLICE OFFICER, former or retired police officer or police line service instructor. Must be N.R.A. certified Call Ron Smart 642-8090

PRODUCTION CONTROL and purchasing experienced, must be able to read blueprints. Nestor Industries, 33701 Industrial Rd, Garden City.

Purchasing Agent
Experienced in buying electrical, hydraulic and pneumatic. Familiarity with the electrical field a must. Send resume to:
Box 180
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, MI 48150

QUALIFIED WELDER-FITTER Williams Hoist & Crane, 474-8921

RENTAL Agent for Apartments, experienced, must type, 40 hour week. Southfield Area 552-0410

RESIDENT COUPLE
Excellent opportunity for mature couple to advance with large apartment complex in Westland. Excellent salary plus apartment. Husband experienced repairman. Call 455-7100

RETIREE
Person needed to clean and help with stock in retail shop at Twelve Oaks, Novi. Part time, 9-12 Noon, 5 days. Pleasant atmosphere. Call for appointment. 358-3933

SALES POSITIONS
We are seeking sales & people oriented individuals for permanent full time & part time positions in our fashion apparel & shoe department. Applications should be enthusiastic & desire to assist our customers with their total fashion needs.

Good starting salary, flexible scheduling, comprehensive employee benefits including liberal purchase discounts. Please apply in person
Tel Twleve Store
(Greenfield at 10½ Mile)
Winkelman's
An Equal Opportunity Employer

Screw Machine Apprentices
& Set-Up Men
For Acme/Gridley machines. Excellent opportunity. Apply today.
S.M.C.
800 Junction, Plymouth

SEEKING a candidate for installing and servicing field application equipment. Must have good mechanical, technical & print reading abilities. Knowledge of electrical schematics advantageous. Must be willing to travel the nation on a weekly basis. We offer excellent fringe benefits & future advancement opportunities. Salary commensurate with your qualifications. Apply in person or send resume to: Pylon Industries, 28990 Wixom Rd., Wixom, Mich. 48096

SERVICE STATION now taking applications for certified mechanic, & sweeper drivers. Apply in person Joy & Merriman Standard. 31651 Joy Rd, Westland.

SNOW SHOVELERS & 4 wheel drive personnel wanted. Available anytime, have own transportation, good pay. 535-8290

STAT CAMERA OPERATOR
Person with minimum 3 years experience in making velocs, various screens and straight line shots. Must be able to handle heavy work load.
Reply Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STATION ATTENDANTS & Mechanic. Apply in person at Maple Lubser Shell. 3690 Maple Rd, Birmingham.

SURFACE GRINDER HAND I.D. - O.D. Experienced only. Plymouth area. 455-1994

• TOOL MAKER •
Must be able to operate all Tool Room equipment & process jobs from Set-up thru Inspection. The Machinist we require should have a minimum of 10 years experience with leadership background or potential for supervision. Ability to handle milling, turning & grinding operations productively - is essential. Farmington area shop with long-range backlog. Top wage offered for qualified applicant. Paper for confidential interview ... 349-3720

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

TRAVEL AGENT Must have agency experience, 1 or 2 years. Best working conditions and benefits. Southfield area. Call B & H Travel 358-3320 between 9AM-5:30PM or 641-0410 between 6PM-10PM.

TV TECHNICIAN with experience on Tube & Solid State. Full or part-time. Call Don, 522-7313

UTILITY WAREHOUSE MAN Responsibilities will include shipping, receiving, some driving. Must have experience with Semi-Trucks. Apply: Keystone Plating Supply Inc. 41949 Michigan Ave., Wayne.

WANTED: Full time maintenance person for a 118 room motel. Apply in person: Red Roof Inn, 14500 Sensacola Ct., Farmington Hills.

WANTED High School or young person to shovel snow for January, February & March, for private home. Middlebelt-Lyndon Area. 261-7282

WANTED 10 ladies to show superior line of cosmetics. Call for appointment ask for Kathy. 477-9784

WELCOME WAGON -Interview now for job opportunity in January. Openings in Southfield, Livonia, W. Bloomfield area. Flexible hours, car required, training provided. Call Phyllis 8-noon, 878-1484 Anytime, 356-7720
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

A DENTAL RECEPTIONIST Opportunity for mature person experienced in all facets of running front desk in 1 doctor law keyed office in Southfield. 353-7440 851-1121

502 Help Wanted Dental-Medical

ASSISTANT for Southfield oral surgical office. Experience preferable but not essential. Call weekdays 9am-4pm. 559-8177

ATTENTION! RNs & LPNs needed for day and PM shifts at Bedford Villa, Southfield, a 41 bed long term care facility. New salary scale. Blue Cross, life, disability & malpractice insurance. Free meals. Personalized scheduling. Call for appointment 557-3333

BIRMINGHAM Dental Office has an immediate opening for chairside assistant. Excellent starting salary and flexible hours, experience preferred. 647-2109

BOOKKEEPER-RECEPIONIST needed for dental health clinic. Clerical experience necessary. Full time position. Occasional evenings and weekends. Call 3 to 7 PM. 355-1700

BUSINESS MANAGER receptionist, intelligent, mature, friendly, experienced for expanding dental group in Westland Livonia area. Must have knowledge in appointment scheduling, peg board, & pleasant telephone technique. Salary commensurate with ability. Excellent benefits. Send resume to box 218 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIEF TECH.
ASCP registered with 6 years of experience in general assistantship and competentized laboratory. Southfield Liberal benefits. 358-6510

CHIROPRACTIC OFFICE Assistant for Northville. Attractive & intelligent with clerical experience. Call Mon. Wed. or Fri. 537-5451

DENTAL ASSISTANT needed for Modern office in Canton, experienced in 4 handed chairside, full time, no Saturdays. 453-2440

DENTAL ASSISTANT - Periodontal office. Tuesday, Thursday & Friday. Send resume to: 7383 N. Sheldon Rd. Canton, Mich., 48187, or call 455-7910

DENTAL ASSISTANT - Part-time. No experience necessary, willing to train. 12-16 hours per week. Mon. thru Fri. Call 8-12pm or 1-30-5pm. 651-8455

DENTAL ASSISTANT 4 handed dentistry. Experience not necessary. Southfield area. 646-2150

DENTAL ASSISTANT - Excellent work environment, high quality, human relations oriented practice. Chairside position available. Experience preferred. Salary commensurate with ability. Please call 358-3550

DENTAL ASSISTANT - excellent work environment, high quality, human relations oriented practice. Chairside position available. Experience preferred. Salary commensurate with ability. Please call. 338-3550

DENTAL BUSINESS ASSISTANT 5PM, M-W-F. Southfield
RECEPTIONIST/ASSISTANT - needed in Optometrist's office in Southfield. Responsibilities include: direct contact with patients, billing, insurance forms, typing, scheduling & accounting skills. Experience preferred. 352-1772
RECEPTIONIST, Southfield area. Call answering service 313-644-1444, leave name & number with code 468.
RESIDENT AIDES for new supervised residential care facility opening in Farmington Hills. Call Mon thru Fri. 9-5pm 851-9940

RN
Immediate opening available in Novi skilled nursing facility. Full or part time. Afternoon and midnight shift. Contact Director of Nursing 477-2000.
An Equal Opportunity Employer

RNs and LPNs
Full and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
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The Health Care Professionals
LIVONIA - Schoolcraft Professional Bldg. 33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD - 17000 W. 8 Mile Rd. Suite 271
569-4400

RN'S - LPN'S - AIDES
Flexible Scheduling, Top Pay
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PRO CARE ONE
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LIVONIA
33900 Schoolcraft, Suite L6
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569-4400

RN'S, LPN'S
ALL SHIFTS
Apply in person
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RECOVERY CARE CENTER
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3 blks. W. of Lahser

RNS & LPNS
PM, and Midnight shifts at one of Michigans newest mental health agencies with treatment and training programs for mentally retarded children and adults. Attractive salary and full state of Michigan Civil Service benefits. Positions and other mental health professional and therapeutic field. Contact: Personnel Office, 9 AM. - 12 Noon, and 1 PM. - 4 PM.
Northville Residential
Training Center
41001 W. 7 Mile Rd.
Northville, Michigan, 48167
313-349-8000, Ext. 595

RN'S, LPN'S
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing Contact Nursing Director between 9AM-5PM, at:
CAMBRIDGE NURSING HOME, W.
18633 BEECH DALY 255-1010
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RN'S - LPN'S
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call today for an interview.
MED-STAFF
557-2505

RN's/LP's
Full or part time
For 100 bed nursing home.
Call for Appt. 647-6500

R.N.'S
$11 PER HOUR
A VARIETY OPPORTUNITY
If you are seeking variety and a flexible work schedule this is the ideal situation for you. Call or stop by.
16415 W. 8 Mile, Southfield
TEMPORARY
HEALTH CARE SERVICES
835-5400

500 Help Wanted

HUDSON'S WESTLAND
Accepting applications for
SKI ADVISOR
FULL TIME
Experience should include knowledge of skiing & ski equipment.
Apply in person,
HUDSON'S
WESTLAND
Personnel Office
Mon. thru Fri. - 10 am-4 pm
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL RECORDS CLERK, full time entry level position for filing, posting & typing. Good clerical skills are required. Bloomfield Hills. Call for appointment. 644-4134
An Equal Opportunity Employer

NURSE AIDES
Westland-Garden City-Downriver
TOP WAGES!
Full & part time available.
2 years experience required.
CALL NOW!
835-9490

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
28900 Franklin Rd., Southfield

OCCUPATIONAL THERAPIST CERTIFIED
For Physical disability setting to carry out physical restoration programs including therapeutic exercise, therapeutic activities and skilled training an A.B.L. Good benefit package.
Call or apply Monday through Friday 8AM-4PM
Personnel Office
Beverly Manor
Convalescent Center
22401 Foster Winter Dr.
Southfield, Mich. 48075
559-1500, Ext. 317

ORTHODONTIC ASSISTANT Experience, part-time Rochester area.
Call: 651-3517

PART TIME Medical Assistant, experienced. Vena-puncture, EKG, chest X-ray, Northland area.
559-8370

PHARMACIST ASSISTANT, fully experienced only, on line systems, good pay & benefits, no nights, Sundays or holidays. Physicians Rd. near Evergreen. Call 8am-3pm. 273-1455

PHYSCIAL THERAPY ASSISTANT
Full time days. Associated degree or equivalent experience. Excellent salary and benefit program. For details contact:
GARDEN CITY HOSPITAL
6245 N. Inkster Road
Garden City, Michigan
421-3300, Ext. 277

RECEPTIONIST/Medical Assistant. Must type, office experience necessary. Patients, records & procedures. Call 1-5PM. 557-8850

RECEPTIONIST/ASSISTANT - needed in Optometrist's office in Southfield. Responsibilities include: direct contact with patients, billing, insurance forms, typing, scheduling & accounting skills. Experience preferred. 352-1772

RECEPTIONIST, Southfield area. Call answering service 313-644-1444, leave name & number with code 468.

RESIDENT AIDES for new supervised residential care facility opening in Farmington Hills. Call Mon thru Fri. 9-5pm 851-9940

RN
Immediate opening available in Novi skilled nursing facility. Full or part time. Afternoon and midnight shift. Contact Director of Nursing 477-2000.
An Equal Opportunity Employer

LPN, prefer Shapero Grad. Non-smoker. Mon, Tues, Thurs, Fri, no nights or weekends. OB-GYN office. Premium job for right person. Call Beth. 355-2885

LPNs, RNs, Medical Assistants, etc. Part time, to do mobile insurance exams for para-medical firm. Call 8AM-5PM. 642-4631

LPN
We are looking for a mature person who has a love and understanding of the elderly to work full or part time as a supervisor on our afternoon shift. Starting wage $6 per hour with Blue Cross and other fringe benefits. We are willing to train people that have been away from nursing for a few years. Phone 349-2200 for more information and to set-up an interview.
WHITEHALL
Convalescent Home
43455 W. 10 Mile, Novi

L.P.N.
FULL TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson.
NIGHTINGALE WEST
8385 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT, Southfield area. Call answering service 313-644-1444, leave name & number with code 468.

MEDICAL ASSISTANT wanted, experienced preferred. Seven Mile-Southfield area. ask for Robyn 353-7500

MEDICAL ASSISTANT - part time needed for Livonia doctors office. Approx 25 hours, experience helpful, front office experience added plus. 261-4605

MEDICAL ASSISTANT, full time, with at least 2 years experience in EKG, venapuncture & injections. Berkley. 545-2340

MEDICAL RECEPTIONIST
For Farmington Hills Aberg office. Mature, experienced individual desired. No smokers. Send typed resume to:
Box 236
Farmington Hills, Mich., 48018

MEDICAL RECEPTIONIST
Mature, part time, Mon., Tues., 9-8 PM, occasional 8 hour day Sat. Pegboard experience preferred but will train with good medical background. Dearborn Area.
Call Beth, 565-3300

MEDICAL RECEPTIONIST - Dermatology office. Knowledgable of front desk. Full or part time. 4 day week plus Sat a.m. Birmingham area. 642-8111

MEDICAL TRANSCRIPTIONIST Full time position. Experience & must. Good salary potential. Southfield-12 Mile Rd. Call for interview. 553-1940

NURSE AIDES & ORDERLIES
Full and part time. Training class starting Dec. 9. Interviews given 9am-3pm. Mon thru Fri. Farmington Nursing Home, 30405 Folsom, 477-7400

502 Help Wanted

STAFFING COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good phone manner and be detailed oriented. Full time positions from 8am-4pm and 3pm to 11:30pm. Southfield location. Call Alice Alexander RN, for interview.
MEDICAL PERSONNEL POOL
352-6111

SURGICAL ASSISTANT or Dental Assistant. Experience preferred, for oral surgeon's office in Plymouth, full time. Call for interview. 453-8716

TYPIST for medical laboratory billing department. Medicare billing experience helpful but not necessary. 7 Mile/Telegraph area. Call between 9-3, Monday thru Friday.

X-RAY TECHNICIANS Full & part-time. Days, afternoons & weekends. Suburban Redford. Ask for Teresa, 531-8200 ext. 302

504 Help Wanted Office-Clerical

A BANK SECY to $14,000
No Fee for previous experience. Typing & Shorthand Skills necessary. Excellent benefits. Employment Center 645-1650

ACCOUNTANT
Livonia CPA firm needs experienced person, ambitious & willing to grow. 525-6611

ACCOUNTING PERSON, part time, hours flexible. Must be knowledgable in accounts payable, P/L and balance sheet. Call for appointment. 837-1911

ADMINISTRATIVE ASSISTANT for property management firm in Southfield to administer lease renewals, insurance & other tenant related property functions. Need typing skills, filing, good organizational ability, good written & verbal communication skills, independent worker. Salary range to $12,000. 569-4545

ADMINISTRATIVE experience for CPA firm in Southfield. Must know knowledge of processing tax returns. Diversified responsibilities. 353-6303

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We have temporary assignments.
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For appt. call:
LIVONIA 478-1130
TROY 585-5595

BOOKKEEPER, 1 to 2 years experience. Will train for computerized bookkeeping. Interesting & diversified work. Pleasant working conditions in Plymouth office of nationally known bookkeeping & accounting firm. Send letter or resume to Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BORED?
$13,000
Excellent company needs your excellent personality, Typing and phone skills. Suburban. Fee paid. Call
644-4600
SNELLING & SNELLING AGENCY

502 Help Wanted Dental-Medical

WE BELIEVE "THE PATIENT DESERVES THE BEST."
For over 10 years we have gained a reputation as a progressive skilled nursing facility that has never compromised its primary mission - quality individualized patient care.
We are currently seeking qualified RNs and LPNs for the 3-11 and 11-7 shifts to join us and help us with the challenge of helping others.
Come in or call
HENDRY CONVALESCENT CENTER
105 Haggerty Rd.
Plymouth, Mi.
455-0510

504 Help Wanted Office-Clerical

Secretary
We are looking for a full time secretary for our Director of Manufacturing. A minimum of nine months secretarial experience with excellent typing skills required. Accounting background preferred. Applications will be taken at:
The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150
We are an equal opportunity employer

505 Help Wanted Food-Beverage

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MANAGER TRAINEES
For West Suburban area. We need aggressive individuals for Management positions. Good career opportunity. Good pay and benefits.
Call Today
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Equal Opportunity Employer

504 Help Wanted Office-Clerical

BIRMINGHAM Law firm seeks motivated legal secretary. Experience necessary. Shorthand, dictaphone helpful. Salary commensurate with ability. Call Pat 642-0660

CAREER SECRETARY
Exciting and rewarding challenge for mature well grounded secretary with pleasant disposition. Excellent growth opportunity. Shorthand required. Good benefits. Southfield location.
Mr. James, 424-8500

CLERK/TYPIST
General office procedures plus use of mobile radio, good typing and filing skills and pleasant phone manner important. $5,884 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
Posting, typing and general office work for Southfield firm. Must be experienced and have good figure aptitude. Call for appointment. 878-7611

CONTROLLER
needed for small Livonia firm. Mail resumes to: 29195 Ellsworth Inc. 31790 Veronica, Livonia, Mich. 48150

Dear Legal Secretaries
Throw out the Bromide & Aspirin & let's get down to business.
How many times have you threatened to quit? Get out of the job that's giving you a headache because it no longer challenges you. Endeavor the group you used to have and find out about what the Legal World is offering for your skills elsewhere.
Don't hesitate, inquire now! Don't take a backward step. Call Joanne.
All fees are Employer-paid.
MANSFIELD & ASSOCIATES
A Legal Personnel Agency
30200 Telegraph Rd., Suite 181
Birmingham, Mi. 48010
Telephone: 646-4210
Division of the
Human Resorces Group

EXECUTIVE SECRETARY
For Southfield professional office. Good typing & shorthand a must. Good salary & benefits. Call 358-4611

EXECUTIVE SECRETARY
TO $15,300
Engineering department of large international company needs your good skills and experience and they will pay your fee. Fantastic opportunity! Call Joanne Bailey,
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE SECRETARY
Administrative Assistant
Challenging opportunity with dynamic growing design & consulting firm. Exceptional applicant will be working with company president & senior project consultants. Position requires proven executive level experience & excellent composition & editorial skills. Degree, word or data processing experience helpful but not essential. Top salary & benefits & mile & 1-375 location. For interview call 851-6500.
An Equal Opportunity Employer

EXPERIENCED Legal Secretary for expanding Troy firm near Somerset. Practice is mainly corporate, tax and estate. Need good typing, shorthand and dictaphone skills and would prefer knowledge of Mag card II. Excellent working conditions and benefits. Call Mr. Reagan for appointment. 643-6410

GAL FRIDAY
Employer on Transportation Equipment typing 70 WPM. Excellent Spelling & Punctuation - a Must. Strong organizational abilities & phone skills. Professional setting in Southfield. Call for interview & typing test. Ask for for Phyllis,
- 557-3444 -

GENERAL OFFICE - W. Bloomfield firm looking for sharp girl with excellent typing and telephone skills. Salary open, located in Orchard Lake Rd. Lone Pine & Orchard Lake Rds. Call Kathy or Karen. 851-3463

General Office
Farmington Hills Manufacturer has position for person with good phone voice and 50-60 WPM typing skills. Previous experience preferred. Opportunity to function in all areas of the office. For appointment call
Mrs. Sprague,
478-1205

504 Help Wanted Office-Clerical

HOUSEKEEPER & JANITOR for new supervised residential care facility. Opening in Farmington Hills. Call Monday thru Fri. 9-5pm 851-9644

KEY DISK - KEY TAPE
Keypunch operators, immediate openings on all shifts. Lead operator for midnight shift. Good salary, benefits & pleasant working conditions, with new & growing company. 1 year experience a must. Southfield area. For appointment call Basia, Inc. 552-0818

Legal
Secretaries
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY. Experienced preferred for Troy law firm. Salary commensurate with experience. Call Robin 643-6454

LEGAL SECRETARY. Unique opportunity. Birmingham lawyer will train intelligent or near-legal or law school graduate woman with recent college degree. Good place, good pay. 645-0072

LEGAL SECRETARY - experienced for Southfield law firm. Blue Cross. 353-8811

LEGAL SECRETARY - 5 years experience. Shorthand & some paralegal work required. Word processing preferred but not necessary. Top pay. 354-0880

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

LEGAL SECRETARY, needed for Southfield law office, - part time. Experience preferred but not required. 353-4884

LIVONIA CPA needs full charge bookkeeper, able to handle small business clients, also tax preparer for 1040 season. 535-6411

LOCAL CPA firm in Troy needs Secretary/Typist for full time position. Experience desirable but not necessary. Call for appointment 362-1150

MATURE PERSON, interior designers assistant, sample room. Hours 8-5:30. Blue Cross, employee benefits. Female, Michigan. Call for appointment.

MATURE women to do general office work, experienced, part time, 3 days per week, Redford Inc. Southfield Area. Call Mr. I. Lawton, 356-2222 442-5488

MEDICAL ASSISTANT
Part-time for Bloomfield Hills office Must type, prefer some experience or previous training. 338-3160

PERSON FRIDAY
Fee Paid $220
No shorthand start involves poise and personality for prime public contact spot. Flexible schedule, get involved.
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HARRIET SORGE
PERSONNEL

PERSON WITH dealership office experience. Call for appointment Bob Lake Olds. 474-6500

PLYMOUTH LAW office looking for experienced Legal Secretary 4 days per week. Salary commensurate with experience. Mail resume to P.O. Box 8, Plymouth, Mi. 48170.

RECEPTIONIST with good typing skills needed to work with claims administration co. in Bloomfield Hills. Salary $180 per week. Call Cindy for interview. 645-1520

RECEPTIONIST- Expanding Southfield co. seeks mature individual, company paid fringes, switchboard experience preferred. Call Mon-Fri. 8am-5pm 352-4234

RECEPTIONIST-BOOKKEEPER
Mature, professional. Career position in dentist group practice. Livonia, Westland area. Experienced in public relations, typing, peg board, payroll, insurance. Excellent future, salary, benefits for right industrious person. Confidential. Send resume to box 218 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/Receptionist for exciting people-oriented business. Need sharp, enthusiastic person with excellent phone manner and office skills. Send resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STATISTICAL TYPIST/BOOKKEEPER full time for CPA firm, experienced only. Livonia. Call 8-5pm 427-2030

504 Help Wanted Office-Clerical

FART TIME Accountant Oak Park office. Must be experienced. 18-25 hours per week. Call 8-5pm, 968-4680
After 5pm 355-1990

PSYCHOLOGICAL CLINIC needs Receptionist/Typist with quiet office skills. Permanent full time position. Long-Lake-Telegraph area. 646-5500

RECEPTIONIST/TYPIST for a busy Southfield real estate office. Excellent working conditions. Call Lisa between 8-5pm 358-8022

RECEPTIONIST/SEC'Y.

For CPA firm in Southfield Town Center. Position available for a receptionist with light secretarial background. Pleasant surroundings, liberal pay & fringe benefits.

SHORE & AZIMOV
358-4448

RECEPTIONIST
Mortgage company requires person with good phone manner to take phone applications. Benefits are included. Please call Mr. Goldman for appointment.
557-7040

SECRETARIAL/bookkeeping skills, versatile and career minded. Bloomfield area. 645-3171

SECRETARIAL - part time position available for mature woman willing to learn. 2 days per week to work into 3 days a week. Phone work, filing and light typing. 332-5560

SECRETARIAL
Southfield based mortgage firm desires person with excellent phone manner and typing of 50-60 WPM. Good starting salary and benefits.
Please contact Mr. Goldman
557-7040

SECRETARY
Beginner position open in our management office. Lovely location. Salaried with good benefits & bonus. Medical & CRT experience helpful. We require 70WPM typing & 2 years minimum office experience. If you meet these requirements, send resume to:
MRS SHARMA
SERVICE MARKETING INC
21500 NORTHWESTERN SUITE 307-A
SOUTHFIELD, MI. 48076

SECRETARY
Belleville company needs a secretary. Must have good secretarial skills and be able to coordinate and set priorities to assist busy executive. Good salary and benefits. Send confidential resume to: Mr. Jasper, P. O. Box 891, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

SECRETARY for busy West Bloomfield real estate office. Extensive phone contacts, experience and good typing a must. Send resume to Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - General office skills: telephone, accounts receivable, filing. Dictaphone typing 60wpm. Experience helpful. Apply, 1-3PM, Mon.-Fri., 3250 W. Big Beaver, Troy, Suite 137.

SECRETARY- Marketing Research Company dealing with auto companies & advertising agencies, need dedicated, good typing skills necessary. Shorthand helpful. 75 Mile & Telegraph area. Immediate opening. Call Ginny, 647-8488

SECRETARY needed. Shorthand, typing, average. Hours flexible. Southfield location. Call Lynn 352-4810 After 5 559-5979

SECRETARY/Receptionist for exciting people-oriented business. Need sharp, enthusiastic person with excellent phone manner and office skills. Send resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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502 Help Wanted Dental-Medical

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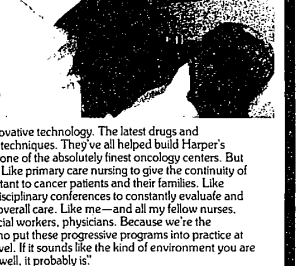

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