500 Help Wanted

PBX OPERATOR

We have an immediate opening for a PBX operator. Previous switchboard experience is necessary.

Please apply in person
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM

SHERATON-SOUTHFIELD HOTEL
17017 W. 9 Mile Road
Southfield, Mich.
An Equal Opportunity Employer

PHONE ROOM SUPERVISOR
Experience preferred. Top notch wages for qualified person. Call Mr. A. Green for interview. 553-9200

PIANIST for ballet school in Livonia. Fast sight reading, classical music. Hours 4:30pm-8pm. Older person preferred. Call 3:30pm-8pm only. 478-6550

PRINTER
Southfield firm seeking responsible person, experienced with offset printer, involving graphic arts, stripping, paste up and bindery work. 355-3209

PRODUCTION SUPERVISOR - need responsible person to supervise all assembly & packaging area personnel. Must have good panel building techniques & accuracy in total system interpretation & documentation. Must have experience with micro processors, must have 4 yrs. electronic assembly & 2 yrs. supervisory experience. Excellent fringe benefits & earning potential. Interested applicants apply in person or call. Omkron, 24320 Indoplex, Farmington, Mich. 474-2340

PROGRAM AIDES: Adult foster care. Training provided. Homemaker/students welcome. Farmington area. Call 10am-3pm Mon thru Fri only. 474-9418

PURCHASING AGENT to handle estimating & purchasing for expanding high quality home building company. Must be fully experienced & able to handle responsibilities. Send resume and salary expected to P.O. Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

RESTAURANT help wanted, waitresses, cooks, bakers, pizza makers. Apply in person Mon. - Thurs. 3-5PM, Little Caesars Pizza Parlor, 19116 Grand River, Redford. 255-2450

RETAIL COORDINATOR for large houseware manufacturer. Involves installing stores, setting displays, and coordination of instore demonstration. Transportation needed. Full time position. Prefer young self motivated person. Call Mr. Gregory at 557-5216

RETAIL MANAGEMENT

Winkelman's Management Training Program offers many opportunities to succeed in retail management for individuals who have retail sales experience or a college background

Our structured training program stresses professional management training in the area of sales promotion, visual presentation, leadership skills & store administration. This provides growth potential to a store manager position.

Attractive starting salary, regular salary reviews & excellent employee benefit program. To explore further, call Mrs. Perry at 833-6808 or Ms Cook at 833-6802

Winkelman's
An Equal Opportunity Employer

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

SALES HELP for candy/icecream store morning. Scoopes Icecream, West Bloomfield 855-2644

RETAIL SALESMAN wanted. Career opportunity in medical field. Salary position, we will train the right individual. Apply in person: Fordson Pharmacy & Surgical Supply, 15044 Michigan Ave, Dearborn.

SANDERS
NOW HIRING
We are looking for enthusiastic fountain sales help, who enjoy working with the public. Day and evening shifts available.

APPLY IN PERSON
MON. THRU FRI. 9AM-4PM
33316 Twelve Mile Rd.
Farmington, Mich.
Kendalwood Shopping Center

SANDERS
An Equal Opportunity Employer

SANTA WANTED: Dec 19, 1980 for ¼ hour - small party. $25. 642-2624

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

A Shoe Manager TRAINEE
$10,000 to $22,000
Guaranteed salary plus bonus. Call Harley.
Personnel Recruiters
358-5300

SOUTHFIELD BAKERY
Mature person - retail experience. Morning & evening shift open. Call after 11am-2pm. 355-5495

STAT CAMERA OPERATOR
Person with minimum 2 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

A STOCK BROKER TRAINEE
$15,000 to $30,000
Compensation commensurate with experience and ability. Call Mike:
PERSONNEL RECRUITER
358-3300

STOCK HELP - 3 positions, hard work with emphasis on quickness and precision. Will train. Call 261-7111

SWITCHBOARD OPERATOR
Part time position available at a major branch location. Only experienced operators need apply. Competitive salary & employee benefits. Call for appointment between 10am-4pm. 223-2750.

TAX PREPARER
2 Years experience.
Southfield
645-3602

TERRARIUM And Dish Garden builder needed. Monday through Thursday, 8AM-3PM. Livonia Area 476-0123

TEST ENGINEER
Set up, run and evaluate hydraulic & pneumatic experiments. Creative, practical self starter for this permanent position. BSME or equivalent.
ACE CONTROLS INC.
476-0213

TOOL MAKER - RETIREE
Must be proficient in all facets of tool making trade. Call 459-3540

VETERINARY ASSISTANT needed. Midnight shift emergency room. Good pay with experience, benefits. Applications taken Monday-Thursday, 1PM-4PM Westcott Hospital, 24429 Grand River, Redford. 255-2400

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

MEDICAL OPPORTUNITIES

PART TIME
Providence Hospital is currently seeking technical personnel for our Novi Ambulatory Care Center. Part time positions. Available for:

X-RAY TECHNOLOGIST
Afternoon shift, every other weekend and holiday, and relief work as needed. Must be ARRT registered: Experience with emergency room portable preferred.

CARDIOPULMONARY TECHNOLOGIST
Respiratory Therapy
Day and afternoon shifts, 32 hours, bi-weekly to include every other weekend and holiday. Must be certified, registry eligible or registered by the NBRT: EKG, and DCG experience preferred.

Apply only at Employment Office
Mon.-Fri. 9 A.M.-3 P.M.
PROVIDENCE HOSPITAL
FISHER CENTER
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST
We are a major subsidiary of Pillsbury Company, one of the nations leading NYSE listed Fortune 500 corporations. An Immediate opening exists at our regional headquarters in Birmingham for a Receptionist.
Applicant should type 50 wpm and have good communication skills. Salary range is from $160 to $190 per week, also based on experience.
We offer many excellent benefits: Major medical, life and dental insurance, paid vacation and holiday, meaningful retirement, stock purchase and savings program, tuition reimbursement, 40 hour work week, attractive work environment.
Interested? Please call
BURGER KING CORPORATION
645-0900
An Equal Opportunity Employer M/F

BURGER KING

500 Help Wanted

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

TRAVEL AGENT commercial experience and Part time, travel sales people. 537-4070

TRAVEL AGENT
For group coordinator position. Need adaptable individual experienced in travel with some accounting knowledge. Benefits. Send resume to
THOMAS COOK TRAVEL
24424 W. MCNICHOLS RD
DETROIT, MICH. 48219
ATTN: GROUP DEPT.

WAREHOUSE MAN
Inventory control for housewares merchandise. Experience helpful, but not necessary. Will train. $4.25 per hr.
For Interview call: 261-4072
R. C. WHOLESALE

WAREHOUSE PERSONNEL & MACHINE OPERATORS
IMMEDIATE OPENINGS
Interviewing 7:30 A.M. - 9 A.M.
NO FEE
29200 Vassar
Room 145
N. of 7 Mile near Middlebelt.
PERSONNEL POOL

WAREHOUSE SALES POSITION, full time for drapery warehouse in Troy. Must have good basic skills and ability to learn. Position open Jan 1. Apply now. 362-2210

WOMAN WANTED
part time to clean apartments in large apartment complex. For appointment call Farmington 476-8080

502 Help Wanted Dental-Medical

ADMITTING CLERK: Receptionist Prefer RN with experience. Part time for northwest clinic. Call between 2-4. 272-2322

AIDES & ORDERLIES
Immediate opening for afternoon shift in Novi nursing home. No experience necessary. Pleasant geriatric setting. Contact Assistant Director of Nursing. 477-2000
An Equal Opportunity Employer

ASSISTANT Dental Receptionist. Experienced, part time. Redford NW Detroit area. Salary open. 532-9778 or After 6pm. 531-9148

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 better health and nutrition. Share in the effort and reward of our clinic team. Warm and congenial atmosphere. Salary plus bonus. Openings in Bloomfield Hills, Troy, Southfield, Livonia, Dearborn and Grosse Pointe areas.
Call Susan at
589-1808

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

CHAIRSIDE ASSISTANT wanted in progressive 3 doctor office in Livonia. Experienced preferred. Excellent benefits package. 478-2110

CHIROPRACTIC OFFICE Assistant for Northville. Attractive & intelligent with clerical experience. Call Mon. Wed. or Fri. 537-5431

CLERICAL HELP needed Detroit Lakes notes, weekdays-Thursday, 1PM-4PM Westcott Hospital, 24429 Grand River, Redford. 255-2400

502 Help Wanted Dental-Medical

EVENING POSITION available in private Lab - Southfield area - in processing. No experience necessary. Call Mon. thru Fri., 557-8080

EXPERIENCED DENTAL Assistant Needed for Birmingham office. Excellent salary and flexible hours. 647-2109

EXPERIENCED Dental Assistant for Orthodontic Office in Birmingham. 3 days a week. 645-5340

EXPERIENCED medical assistant full or part time, x-ray knowledge required. Call between 5-8pm. 532-1171

FARMINGTON PODIATRIST seeking office assistant/receptionist, minimum wage. 728-4300

FULL OR part time position for Doctor in Wayne. Good typing, & general office skills. Experience helpful but will train. 326-4100

FULL TIME Dental Hygenist, Pedodontic practice, Dearborn area. 562-8300

GENERAL DENTAL practice in Canton seeks full time receptionist and rover assistant. Would consider part time, experience preferred. 397-8282

HOUSEWIVES
PRO CARE CONVALESCENT CENTER
service needs mature, dependable home makers to train as Nurse Aides for home care. Apply only if you have the following qualifications: A concern and willingness to care for the sick and elderly in their homes, you live in the western Wayne suburbs, you have your own transportation, you would like to work 16 to 20 hrs per week. Classes will be held in January. Call now to assure yourself a spot in the class.
425-6516 281-1018

HOUSEWIVES - STUDENTS
NURSES AIDES
Experienced or will train, for 7 am - 3 pm shift, full or part time, opportunity for advancement. Apply: Hendry Convalescent Center, 105 Haggerty Rd. Plym. 455-0510

INSURANCE BILLER needed for busy Livonia internist's office. All types of insurance. Must have 3 years experience. Reference required. Send resume to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LPN
For Doctor's office, Farmington.
Experience required
476-4198

LPN
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. 355-3885

LPN'S
To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview
MED-STAFF
557-2505

L.P.N
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd.
An Equal Opportunity Employer

MATURE Dental hygienist to work full time in progressive practice in Canton area Call Linda. 326-2010

MEDICAL ASSISTANT, full time, with at least 2 years experience in EKG, venapuncture & injections. Berkley 542-2240

MEDICAL ASSISTANT. Responsible, competent, experienced, for OB-GYN practice. Prior desk experience. Approx 40 hour week. Minimal rotation between 2 offices. 1 evening. Competitive salary, excellent fringes, gas allowance. Call Shirley 476-4350

MEDICAL ASSISTANT, full time Preferably experienced. X-ray experience desirable. Full benefits Southfield area. Call 358-4400

MEDICAL ASSISTANT
For OB-GYN office, W. Suburban VP's. drape patients, take exams, set up rooms. Experience necessary, nice hours From $180 - open
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL Secretary/Receptionist in Troy. Experience desirable but not necessary. Must type well. Salary negotiable. Excellent fringe benefits. For interview call 9-5. 362-2528

MEDICAL SECRETARY/Receptionist - Troy area. Experience desirable but not necessary. Must type & spell well, salary negotiable. For interview call 9am-5pm 649-2040

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield

NURSES AIDS
We have clients in Western Wayne & South Oakland County who need your assistance on an hourly or live-in basis. 643-0311
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TEST ORDER REPRESENTATIVE
We have a unique opportunity for an individual who possesses excellent organizational ability and strong Clerical skills. The qualified individual should be willing to travel, possess a knowledge of office procedures, communication skills, and typing of 55 wpm.
If qualified, contact Sue Cebalt
355-9300
Personnel Administrator
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, Michigan 48037
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Mortgage Banking Company in prime Southfield location is seeking individuals to fill various positions in the following areas:
ACCOUNTING CLERK
TAX CLERKS
ASSUMPTION CLERKS
INSURANCE CLERKS
STENOGRAPHERS
Previous experience helpful but not necessary. Salary commensurate with experience plus outstanding fringe benefits.
For interview, call Mrs. Fischer
355-0500
GRAHAM MORTGAGE CORP.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDE, LIVE-IN
Birmingham Area.
Must have transportation
Call Fran, 557-8600

NURSE OR MEDICAL ASSISTANT OB/GYN office, 3 days a week, good pay & benefits, experience preferred. Send resume 37609 Farmington Rd., Suite 102, Farmington Hills, Mi. 48018.

NURSES
RNs, LPNs
Highest Pay Rates
for Per diem/Staff Relief
RNs $9.75-$15.25
LPNs $8.15-$12.25
staff builders
Health Care Services
Call Steve Parrow, RN
Director Health Care Services
22055 Greenfield, Southfield
313 557-8600
Equal Opportunity Employer M/F

ORAL SURGERY assistant, full time, Monday thru Friday, 40 hour week. Livonia 427-3366

PATIENTS PLEASE!!
$7,280 TO START
A pleasant phone manner and a desire to do the best is an "call" for a local medical clinic. Warm, friendly surroundings and benefits are Call Debbie
SNELLING & SNELLING
478-3500

PHARMACIST ASSISTANT, fully experienced only, on line systems, good pay & benefits, no nights, Sundays or holidays. Plymouth Rd near Evergreen. Call 9am-2pm. 273-1455

PHYSICAL THERAPIST
Full time. Salary negotiable.
Troy area 649-5250

PSYCHOLOGICAL CLINIC needs mature reliable person for part time general office duties. Pegboard experience helpful. Afternoons & 1 or 2 evenings. Schedule flexible. Call Cher. Mon & Wed evenings after 6pm 851-5316

RECEPTIONIST
Ophthalmologist's office to supplement present front desk staff. Birmingham - Bloomfield area, fringe benefits. Send replies to Box 2740 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Clawson dental office starting after Jan 1st, 4½ days. No Saturdays, experience in dental insurance and payroll. 435-6030

RECEPTIONIST, part time, experienced in peg board insurance billing. Also Medical Assistant, part time, to assist OB-GYN doctor, experienced. Canton 348-8400

RECEPTIONIST- Doctor's office in Plymouth. Phone work, typing, billing, must enjoy people. Permanent. Reply to Box 256 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED NURSE
If you are a high energy level person, have an interest in nutrition and love people, we have just the job for you. Please call after 8 am for personal interview 352-8223

RN
Afternoon shift openings in modern 184 bed skilled care facility. Flexible scheduling & competitive wages & benefits
Call Director of Nursing.
University Nursing Home,
28350 Five Mile, Livonia
427-8270

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

RN - LPN
Full time-part time
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd. Southfield
352-7390

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

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
PRO CARE ONE
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
Variety of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA
33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

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

RNS/LPNS
Private duty. No mandatory weekends. All shifts. 643-0311
An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview
MED-STAFF
557-2505

RN - LPN
Progressive nursing home corporation expanding its nursing staff. Immediate openings available on afternoon and midnight shifts. Top wages. Contact Director of Nursing 477-2000
An Equal Opportunity Employer

R.N.'S
PRIVATE DUTY.
FARMINGTON HILLS
NORTHVILLE
WESTLAND
LIVONIA
Four & six hour shifts available. Your choice of days. Call or stop by.
TEMPORARY
HEALTH CARE SERVICES
16415 W. 8 Mile, Southfield
835-9490

502 Help Wanted Dental-Medical

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 4pm to 11:30pm. Southfield location. Call Alice Alexander, for interview.
MEDICAL PERSONNEL POOL
352-6111

TECHNICIAN
Degree + 6 yrs. experience. Days. Private modern automated computerized Lab., Southfield. Top job for top person. Excellent benefits.
358-4510

X-RAY TECHNICIAN
Experienced, part time. Redford area. Call between 6-8 PM for interview 349-1444

504 Help Wanted Office-Clerical

A BANK SEC'Y to $14,000
No Fee for previous experience. Typing & Shorthand Skills necessary. Excellent benefits. Employment Center. 569-1636

ACCOUNTS PAYABLE - applicant must be experienced in GM accounting procedures. Work accurately and well with people. Red Holman Pontiac, 35300 Ford Rd. Westland.

ADMITTING CLERK-Receptionist part time for NW Clinic. Call between 2-4pm 273-2422

ADVERTISING - mature woman, long hours, hard work, good typing, filing, shorthand a plus, bookkeeping, fast, paced office, full time including Evenings and Sunday afternoons 569-4391

ADVERTISING SECRETARY
Growing agency needs front office Secretary for responsible position. Excellent opportunity to use your good typing and experience. $9,800 up. Call Joanne Headley now.
353-2090
SNELLING & SNELLING
PERSONNEL

Are You A ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPERATOR
PBX OPERATOR
WORD PROCESSOR
We have temporary assignments
CALL NOW
FOR MORE INFORMATION
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WIXOM 669-2409
WITT SERVICES
The Temporary Help People

ASSIGNMENTS AVAILABLE
KELLY SERVICES has immediate temporary assignments available for TYPISTS, STATISTICAL TYPISTS, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS, & SWITCHBOARD OPERATORS. We offer top assignments, competitive rates and paid vacations. If interested, call or appointment Mon. thru Fri. between 8 AM and 3 PM at the office nearest you:
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1225)
Southfield
352-7490
999 W. Big Beaver, Troy
(suite 100)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F.H

ASS'T BOOKKEEPER
Suburban ad agency seeks person with knowledge of daily bookkeeping, accounts payable functions, and general office procedures to assist the Bookkeeper in all accounting responsibilities through financial statements and with the establishment of a data processing system. Accurate typing and strong organizational skills required. Reply in confidence to
Controller, Desmond & Associates
20700 Greenfield, Oak Park, Mi 48237

BEGINNERS CAREER
Just starting out? Good typing skills? This nationwide company wants you! Full benefit package, includes profit-sharing. Security and advancement too! For details, call
SNELLING & SNELLING
478-3500

BILLING TYPIST
needed for Nursing Home. Accuracy essential. Apply in person.
25300 Lahser Rd. - Southfield

BOOKKEEPER/ACCTS PAYABLE
Full-time, permanent position for person experienced in Accounts Payable including Reconciliation. Salary commensurate with experience.
Call Mr. Day. 421-1717

BOOKKEEPER - Computer office in Southfield. General bookkeeping, accounts payable, accounts receivable, payroll and some typing. Salary commensurate with ability. Phone 559-9377

BOOKKEEPER.
Experienced only need apply. Birmingham location. Call Martin Walker for Appt at: 645-6310, Ext. 201

BOOKKEEPER - Experienced in general accounting including taxes and general ledger for sales office located in a Southfield CPA firm. Excellent opportunity. Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER For Bloomfield Hills law firm, full charge through financial statements, payroll, taxes, light typing. Experience preferred, benefits. Contact Cecile, 642-0533

BOOKKEEPER- Full time. General ledger experience & cost work. Southfield area. Fringes. Diack-Brown Co. 352-3990

BOOKKEEPER-temporary position. Must know accounts payable, billing, posting thru trial balances. Call Troy man Maxwell 424-8860
An Equal Opportunity Employer

BOOKKEEPER
with basic accounting knowledge and references, for private club employment. Contact Mr. Clark. 645-0808

BOOKKEEPER with background or varied accounting duties including computer experience. Excellent benefit package. Nort. 349-0885
An Equal Opportunity Employer

BOOKKEEPER. With experience in all areas for 49-employee company in Farmington area. Immediate opening. 552-6860

BOOKKEEPER
2 - 3 years experience. Full charge - payroll & corporate taxes thru financial statements. For CPA firm. Salary commensurate. Fee paid. Call
552-8320
Associates In Personnel

504 Help Wanted Office-Clerical

BOOKKEEPER
...for 1 girl office. Must know payroll and taxes Livonia 474-4143

BOOKKEEPER. Full charge, experienced, needed for medium-size company. Livonia/Farmington area. Excellent pay and benefits Send resume to Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Bookkeeping Machine Operator
Cunningham-Limp has an immediate opening in our Accounting Department for a Bookkeeping Machine Operator. Experience necessary & some knowledge of computer operations desirable.

Duties will include Accounts Payable, Departments, Payroll and Filing

Outstanding company paid benefits.

For interview appointment please call
Mrs E. Lahadie
Cunningham-Limp
1400 NORTH WOODWARD
BIRMINGHAM, MI 48011
647-6600, ext. 246
An Equal Opportunity Employer

BROADEN YOUR HORIZON
$9,100 PLUS - FEE PAID
Growing, manufacturing firm needs trainee for computer. Basic secretarial skills and personal qualities required. Good benefits and great atmosphere. Mike
SNELLING & SNELLING
649-5900

CAREER CHANGE??
Use your secretarial experience and sales ability to earn $25,000 first year! Start building a profitable new future with Beneficial Finance. The Finance Company of People!" Full training and benefits. Call Mr. Hay, 478-3500

CHALLENGING!!
$10,000 TO START
Boss needs personable, self-starter for variety packed office position. Livonia location. Excellent benefits and advancement. Employer pays half the fee!
Call Debbie
SNELLING & SNELLING
478-3500

NEED CHRISTMAS MONEY?
We Need Sr. Typists
Word Processor Operators
Also For Heavy Work
General Laborers
For Appt. Call;
LIVONIA 478-1130
TROY 585-5595
MANPOWER
TEMPORARY SERVICES

CHRISTMAS EXPENSES?
Temporary Positions Close To Home

SECRETARIES
SENIOR TYPISTS
WORD PROCESSORS
CALL FOR APPOINTMENT
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

CLAIMS EXAMINER
$225 WEEK
Southfield Claims Company needs your 1 to 2 years experience in paying disability, basic and major medical claims. Excellent benefits include profit-sharing and frequent raises. Fee paid. Call Sue
SNELLING & SNELLING
478-3500

CLAIMS VARIFIER
Varify coverage and expedite processing of group claims. Some filing. Typing of 40 WPM and accuracy. Part time, prefer afternoons $4.00 per hour.
Fill out an application at
MACCABEES MUTUAL LIFE
25800 Northwestern
Southfield, Mich. 48037
An Equal Opportunity Employer

CLERICAL
We have immediate openings for individuals to assume Clerical positions in our servicing division. Individuals must possess accurate typing and good math aptitude. A complete benefit package is offered. Interested applicants should apply during the following hours.
Tues thru Thurs 9-11 AM or 1-3 PM

MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27355 Farmington Rd.
Farmington Hills, Mi 48018
corner of 12 Mile Rd

Equal Opportunity Employer M.F.H

CLERK/TYPIST
General office procedures plus use of phone, radio, good typing and filing skills and pleasant phone manner important. $3.634 per year. Applicants must be - Farmington Hills residents, unemployed 15 of the last 30 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/RECEPTIONIST
Midwest regional office of major corporation has an immediate opening for Farmington Hills office for an enthusiastic, experienced & friendly clerk typist. This position will involve a high degree of people contact, provides variety and challenge, and will require some light typing. Excellent benefits with a fast moving industry. Resumes preferred (state salary requirements), but phone calls will be accepted Mon. thru Fri. 10-2 pm only. When calling ask for Sandy

UNIMATION INC
A subsidiary of Condec Corp.
23400 Industrial Park Ct. Farmington Hills, Mi. 48024 Attn: Sandra Pfister

An Equal Opportunity Employer

Clerk Typists/Switchboard Operators
60 words or better per minute
Republic Dye & Tool, Wayne
699-3300

CLERK TYPIST
Surety Federal Savings has an opening for an insurance clerk typist with general office skills and typing 50 WPM. Apply in person at:
27555 Lahser, Southfield.
An Equal Opportunity Employer

CLERK/TYPIST
Typing with speed & accuracy & ability to take dictation required. Duties include typing correspondence, preparation of reports, mail distribution, telephone communication & filing. 356-0326
An Equal Opportunity Employer

COMMUNICATIONS CLERK
We have an immediate opening in our entry level position of communications clerk. If you possess good telephone manners and the ability to work well with people and enjoy a fast pace in an office, we would like to hear from you. Please contact Miss Shirley Heintz at 355-7830 for an interview.

PITNEY BOWES
24350 Lahser, Southfield
An Equal Opportunity Employer

CONTROLLER
needed for small Livonia firm. Mail resumes to. Poly Blends Inc. 35796 Veronica, Livonia, Mich. 48150

CRT OPERATOR
2 YEARS EXPERIENCE
Will work in accounting area, able to type. Non-smoker. $750 - $900 range. Fully paid benefits including dental, optical and tuition refund. Fee Paid

BETTY HAMIL PERSONNEL
424-8470

DATA ENTRY
Two full time data entry operators needed. Data entry experience required. IBM 3741 experience helpful. Full benefit program. Call Rabel, Eckl Lumber Co., Birmingham.
644-5300, Ext 245

504 Help Wanted Office-Clerical

DIMENSION SWITCHBOARD
Full-time, permanent position - 8:30AM-5PM. Mature person to handle very active Switchboard. Call Miss K. before 5PM. 353-0160, ext. 207

EXECUTIVE ASSISTANT
Two dynamic partners at this Southfield professional firm need an assistant with excellent secretarial skills and experience. Generous starting salary and benefits and the opportunity to be part of an exciting operation. Send confidential resume to Mr. Monroe, P. O. Box 681, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Administrative Assistant
Challenging opportunity with growing design & consulting firm. Successful applicant will be working with company president & senior project consultants. Position requires prior executive level experience & excellent composition & editorial skills. Degree, word or data processing experience helpful but not essential. Top salary & benefits. 8 mile & I-275 location. For interview call 851-6560
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Secretary, executive for president of growing firm. Shorthand & letter composition experience required. Call for appointment Mon thru Fri, 9-5pm 424-8770

EXECUTIVE SECRETARY
Secretary for progressive Southfield firm. Must be skilled in typing and shorthand. Demands perfection and willingness to assume responsibilities. Full line of benefits provided. Salary is negotiable. Call 353-3209

• EXECUTIVE SECRETARY •
We seek an experienced & qualified Executive Secretary to work with our President & Vice-President. The successful candidate must possess excellent organizational skills, as well as proficient shorthand & typing abilities. This position offers good benefits. Salary commensurate with experience. Pleasant office in new manufacturing facility located close to The Pontiac Silverdome. Only qualified persons need apply. Reply to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

EXPERIENCED Legal secretary for Southfield law firm. Good typing & shorthand. Ask for Linda or Diane. 557-8300

EXPERIENCED RECEPTIONIST needed immediately for Southfield law firm located at Northland Center. Must have own car. 559-8600

FILING CLERK
We are seeking a person interested in a career in the business world. Entry level position, typing required. Southfield area Call 353-3209

FULL-TIME POSITION for person with light typing & calculator. For appointment, call 533-3300
Sorety Federal Sav. Redford
An Equal Opportunity Employer

GENERAL OFFICE:
Experienced Typist, some filing, full or part time 559-2805

GENERAL OFFICE. Phone receptionist with typing skills. Livonia location. Full time, permanent position. Call for interview 591-3150

GENERAL OFFICE - Experienced Shorthand (or Speedwriting) & typing required. Pleasant Southfield hospitalization. Contact Mr. Keller at 355-1200

GENERAL OFFICE WORK
Typing, billing, collection, will train, Redford Area.
Reply: P.O.box 362,
Farmington, Mich.
48024.

GENERAL OFFICE, full time with experience. Must be able to type, take phone orders and have good solid office skills. Position open Jan 1. Apply now Troy area 362-2010

GENERAL OFFICE
Must be experienced working with figures, some typing, billing, etc. Southfield Farmington Rd area. Send brief resume to Box 272, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office
Farmington Hills Manufacturer has position for person with good phone voice and light typing skills.
Previous experience preferred. Opportunity to function in all areas in this non-smoking office. For appointment call Mrs. Spenger,
478-1205

GENERAL OFFICE CLERK
Livonia based manufacturer of industrial filtration equipment needs a General Office Clerk to work in our purchasing department

Applicants should possess good typing skills (45-50 wmp), a knowledge of filing, pleasant phone voice and be eager to learn new skills

We offer a good starting salary with a definite for advancement and company paid benefits which includes tuition reimbursement

If interested in the above position, please contact

Ms McIntoy
(313) 464-0600 ext 232

HYDROMATION COMPANY
39201 Amrhein Road
Livonia, MI 48150

Equal Opportunity Employer M.F

INSURANCE AGENCY position in commercial department, will train eager beginner. Typing required. Beautiful Southfield office
Contact Mrs. Bassa 358-1100

INSURANCE
Agency in Southfield needs girl experienced in all commercial lines. Involves underwriting, marketing, rating and typing. Excellent opportunity. 352-7350

INSURANCE - PERSONAL LINES
General insurance agency is in need of an individual with general agency experience in personal lines. The person we seek should be able to rate, sell coverage to prospective customers and be familiar with the policies and forms. must be able to type and handle own correspondence. Convenient Southfield location and competitive starting salary. Contact Mrs Patterson at 353-9600

KEYDISK - KEYTAPE
Keypunch Operators. Immediate Openings on Afternoons. Good salary, benefits & pleasant working conditions with new & growing company. 1 year experience. Call Personnel Office
Basis Inc. For appointment. 552-0818

LAW OFFICE Receptionist/Typist. Experience preferred. Birmingham area. 647-6860

LEGAL SECRETARY. Unique opportunity. Birmingham lawyer will train and send to para-legal or law school ambitious woman with recent college degree. Good place, good pay 645-0526

LEGAL SECRETARY
Experienced, for small law office in Southfield. Full time, must have good skills. 353-4940

LEGAL SECRETARIES
We are a well established agency serving the Detroit Metropolitan area's legal community. There are interesting and rewarding positions available for experienced legal secretaries.
If you are considering a change after the first of the year, let us begin looking for you now. Phone Jan for a personal interview. Evening hour appointments are available.
PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

LEGAL SECRETARY, American Center, Southfield law firm. Excellent salary, benefits & advancement. 2 years experience required. 354-4740, 355-7530

LEGAL SECRETARY
Experienced legal secretary wanted full time, for Bloomfield Hills law firm. Call 645-5295

LEGAL SECRETARY, needed for Southfield law office, - part time. Experience preferred but not required 353-6884

LEGAL SECRETARY - 5 years experience. Shorthand & some paralegal work required. Word processing preferred but not necessary. Top pay. 354-6880

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

LEGAL SECRETARIES
Did you experience job satisfaction in 1980? Did your resume keep pace with inflation this year? Is your career progressing or are you left feeling stagnant? Are you weary of seeing the same old tired faces? Are you ready for a change in your life?
Telephone us. We can have you discovering new opportunities this month and starting with a new employer in January, 1981. Wouldn't that be a nice way to start the New Year?
For a courteous and professional evaluation of your skills and where to sell the marketplace, simply telephone or mail your resume. There is never a charge to you for our result-oriented placement assistance. Evening appointments are available for your convenience. Best wishes for a rewarding New Year.
PERSONNEL AT LAW
3030 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 322-8160
Renaissance Center 567-0141
Troy 649-2042

LEGAL TYPIST
One year's experience in legal forms For word processing department. Will train. Excellent benefits. Advancement potential Salary - 11k. 12k. Fee paid Call
552-8320
Associates In Personnel

LIVONIA BUSINESS desires an experienced office worker to work part time daily performing typing & various clerical duties 522-4310

MARKETING SECRETARY
$10,400 FEE PAID
Fast-paced firm offers challenging, decision making, and client contact. Put your personality and strong typing to better use. Shorthand starts you at more $$$