502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST, full time, Southfield area, reply Box 308, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSES AIDE Private Duty Westland 427-2048

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
22255 Greenfield, Southfield
313 557-8600
Equal Opportunity Employer M/F

NURSING SUPERVISOR

MIDNIGHT SHIFT

Full time opening for RN with med/surgical experience and desire to learn rehabilitation. Benefit package, competitive salary. Contact Nursing Office 569-1600, ext. 319

Southfield Rehabilitation Center
22401 Foster Winter Dr.
9 Mile/Greenfield Area

PART TIME ASSISTANT

If you have medical assisting experience and wish to work 20-30 hours per week, call today about several jobs available. Salary to $5 an hour.

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

PART-TIME Medical Assistant for Royal Oak office. Experience preferred. EKG, injections, venipuncture and X-Ray. Over 25 Yrs of age. Tues., Wed. and Fri., approx. 28 Hrs. a week. Southfield area. Call 569-2069

RECEPTIONIST/TYPIST for Southfield Doctor's office. Mature, experienced, desired. Send typed resume to P.O. Box 2191, Farmington Hills, Michigan, 48018.

RECEPTIONIST/TYPIST for Southfield Doctor's office. Mature, experienced, desired. Send typed resume to P.O. Box 2191, Farmington Hills, Michigan, 48018

LPNs
Afternoon and midnight shifts. Progressive nursing home corporation expanding Nursing staff. Immediate openings available full or part time. Top wages. Contact: Director of Nursing 477-2000.

502 Help Wanted Dental-Medical

REGISTERED M.T. OR M.L.T
Hours 4-8pm Mon thru Thurs.
9am-1pm Sat.
Call Mr. Johnston 464-8200

RN
PART TIME

We have an immediate opening for a Registered Nurse at our small suburban hospital. The requirement for this position is a minimum of one year experience in Medical - Surgical nursing. The position is 20 hours per week, afternoon shift, for our Inpatient department. We offer an excellent salary which includes cost of living, a fringe benefit package and a congenial work environment. For more information, please call Personnel.

Metropolitan Hospital
& Health Center, West
28303 Joy Rd., Westland
522-6685
An Equal Opportunity Employer

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
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 SUPERVISOR days or midnights. Sherwood Hall Convalescent Home. Royal Oak 288-6610

STAFFING COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good phone manner and be detailed oriented. Full time positions from 6am-2pm and 3pm to 11:30pm. Southfield location. Call Alice Alexander, RN, for interview.

MEDICAL PERSONNEL POOL
352-6111

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

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN ON CALL
We have an immediate opening for an On Call X-ray Technician to work on an as-needed basis for our small suburban hospital. The requirement for this position is ARRT Registry. For more information, please call Personnel.

Metropolitan Hospital
& Health Center, West
28303 Joy Rd., Westland
522-6685
An Equal Opportunity Employer

X-RAY TECHNICIAN
Full time for Southfield x-ray clinic.
569-3383

504 Help Wanted Office-Clerical

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

ACCOUNTS PAYABLE PERSON -To handle heavy account. Good experience required, plus flexible, self-starting ability. Salary $12 to $13,000, good benefits and Agency Fee Paid.

RECEPTIONIST/TYPIST - For busy Northwest Detroit firm. Average typing. Salary $600 and excellent benefits. Agency Fee Paid.

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

ADMINISTRATIVE ASSISTANT
Two busy partners at this Southfield professional firm need some assistance. Must have great secretarial skills and experience and a desire to be part of a busy retail team. Excellent compensation package. Send confidential resume to: Mr. Pike, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

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

ASS'T BOOKKEEPER
Suburban ad agency seeks person with knowledge of daily journals, 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

504 Help Wanted Office-Clerical

ASSISTANT to president of small marketing firm. Must have excellent office skills and work well under pressure. College, maturity and supervisory ability preferred. 358-4055

BEGINNER VARIETY JOB
Major company will train friendly person with good typing for entry level position in beautiful west suburban high rise. Generous starting salary plus full benefits. Good chance for advancement. Excellent opportunity for beginner. Hurry! Call now

PERMANENT STAFF
LIVONIA 522-4210

BEGIN THE NEW YEAR
With a new career. Southfield investment firm needs dependable person for a variety of duties. Good typing skills a must. Good benefits, and location. Call Carol Lee

SNELLING & SNELLING
649-5900

BILLING CLERK
Typing necessary. Insurance billing helpful. Full time, days. Call between 9AM-1PM.
559-4320

BIRMINGHAM AREA
Four (4) Lawyer Offices seeks 3rd Secretary. Legal experience preferred. Salary commensurate with experience. Pleasant working conditions.
Call Mary Ann, / 645-9060

BIRMINGHAM General office, full time, experienced, must have good typing & basic office skills. Computer background helpful. Benefits. 646-5200

- BOOKKEEPER -
Accepting applications. Part-time. Experience in Payroll, Posting & monthly statements. Send resume or contact: David Hull, Executive Tax Service, 27483 Schoolcraft, Lt. 535-0944

BOOKKEEPER, related office duties, experienced. Please send resume to: Paul C. Gubbe, 874 American Center, Southfield, MI 48034

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

BUSY SOUTHFIELD office is seeking an experienced Legal Secretary. Word processing preferred. Salary negotiable. 355-3344

A CAREER FOR CHRISTMAS
TO $12,000
Give yourself a new starting job for Christmas* Expanding Livonia company seeks career minded person with good office experience and some bookkeeping. Variety and challenge galore!! Great benefits include dental. Really a nice opportunity. FEE PAID. Call Sue.
SNELLING & SNELLING
476-3500

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

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:
Mon thru Wed 9-11 AM or 1-3 PM.
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, Mi 48018
corner of 12 Mile Rd
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CHRISTMAS EXPENSES?
Temporary Positions Close To Home
SECRETARIES
SENIOR TYPISTS
WORD PROCESSORS
CALL FOR APPOINTMENT
SUBURBAN Office Services
Rochester 651-1500
Farmington 477-9840

CLERK
Microfilm
An excellent opportunity exists on our staff for a Microfilm clerk. This is a new position. Office experience is required with exposure to microfilming procedures and equipment being a plus. We offer a complete fringe benefit package and a good salary. To apply: Send a brief letter or resume to
Robert Merrick
Guardian Industries
43045 W. 9 Mile Rd.
Northville, Michigan, 48167
Equal Opportunity Employer M/F

COSMETOLOGIST
needed for small Livonia firm. Mail resumes to: Poly Blends Inc. 35795 Veronica, Livonia, Mich. 48150

CRT OPERATOR - WARREN
Mature, preferred. Excellent typing, will train as relief switchboard operator. Starting salary $700 minimum. Fully paid benefits. Fee Paid.

PERSON FRIDAY FOR SOUTHFIELD MANAGEMENT FIRM
Good typing, some notekeeping preferred, outgoing person. Salary $200 per week minimum. Paid benefits. Fee Paid

BETTY HAMIL PERSONNEL
424-8470

CUSTOMER SERVICE ASSISTANT
To serve accounting firm customers who utilize computerized data processing of income tax returns. Full time, some overtime. Temporary position Dec. 15 to April 15. Pleasant telephone manner mandatory. Accounting and/or tax preparation experience desirable. Company bonus. Contact Tymshare Inc., for interview 559-4704

CUSTOMER SERVICE requires tactful, pleasant phone manner to handle customer questions, complaints and problems. High pressure, must be disciplined in research & follow-up. Typing required, $150-$160 week. Troy location, excellent fringes. Contact
A. Henderson at 528-5910, Ext. 202

EXECUTIVE SECRETARY for West Bloomfield office. Must be heavily experienced. Shorthand required. Send resume to P. O. Box 5335, West Bloomfield, Mich 48033.

EXECUTIVE SECRETARY Assistant
Challenging position available for sharp person with good typing and shorthand. Pleasant working conditions. Southfield area. Call
EXECUTIVE SECRETARY AT $13,200
For established suburban company handle travel itinerary, flight arrangements and confidential correspondence. Qualified candidate will have previous secretarial experience and the ability to work without supervision. Any public relations or marketing skills helpful, type 60. Fee Paid
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXPERIENCED CLERK/TYPIST needed for Southfield CPA office. Full or part days. Call 358-3550

EXPERIENCED Legal secretary, 1-2 yrs. experience, negligence field, required, salary commensurate with experience. Ask for Cindy. 353-3340

EXPERIENCED SECRETARY for Southfield law firm. Typing - 65WPM, shorthand - 85WPM. Ask for Linda or Diane. 557-8300

FREE COLLEGE
$7,500 PLUS
Super Troy firm offers tuition refund as well as on the job training for the computer. Put light secretarial to better use. Call Mark today
SNELLING & SNELLING
649-5900

FULL TIME person for insurance office. Experience required. Apply in person Professional Insurance Associates. 3028 S Wayne Rd, Wayne.

504 Help Wanted Office-Clerical

FRONT DESK
$7,800
PLUS FEE PAID
Entry level spot open in this growing firm. Basic skills only, requirement. Variety, benefits, and nice people to work with. Call Mike now
SNELLING & SNELLING
649-5900

FULL TIME SECRETARIAL position with rapidly growing contemporary furniture store in W. Bloomfield. Duties include light typing, filing, telephone, and updating inventories. Will train right applicant in do light bookkeeping. Prefer individual with at least 2 years recent secretarial experience. Salary between 4 and $5 per hour based on experience. Call between 1-3 PM, for interview.
851-1003

GENERAL OFFICE - experienced, small long established company, 9 Mile & Lahser. Salary according to qualifications, full time position. 353-4491

GENERAL OFFICE - Experienced. Pleasant phone manner & typing skills required. Full time, 1 girl office. Livonia. 478-4404

GENERAL OFFICE must have adding machine experience. Part time mornings 4 days. Southfield area. Call
353-5505

GENERAL OFFICE, typing and bookkeeping required. Salary commensurate with ability. Southfield area.
557-7468

GENERAL OFFICE - needed immediately secretary for busy Southfield office. Knowledge of bookkeeping, typing skills & good customer relations.
357-3566

GENERAL OFFICE
Career opportunities. Part time position now available in expanding Southfield Corp. Good salary & benefit package. Convenient office location. Experience desired, training available. Ask for Mrs. Benefield. 642-4200

GENERAL OFFICE

Full time opening for a clerk/typist in a modern Southfield office. No experience necessary for a position in the accounting department of a national publishing firm. Must be accurate typist and good with figures

For an interview call Mr. Clark
357-1010

GENERAL OFFICE
VARIETY +
Excellent opportunity at this friendly Southfield company for accurate typing and your flair for figures. Diversified position with lots of phone contact. Good starting salary to $16,000. Full benefits and company pays our fee. Call Doris TODAY, interview tomorrow

PERMANENT STAFF
SOUTHFIELD 353-0505

INSURANCE AGENCY - position in commercial insurance department, experience helpful but will train. Typing required. Beautiful Southfield office. Contact Mr. Basso. 358-1100

INSURANCE AGENCY
Farmington Hills - Experienced in rating personal lines auto & homeowners. Agency experience preferred. Salary commensurate with experience.
Call Mon. thru Fri., 9AM-5PM
626-8543

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 company starting salary. Contact Mrs Patterson at 353-9600

INSURANCE SECRETARY needed with basic insurance background for commercial department. Apply in person at: 33233 Grand River, Farmington or call for appt. 474-3511

INTERNAL MESSENGER RECORDS CLERK
Full time permanent positions to assist in central services department. $3.45 per hour, accuracy required. Excellent benefits
Fill out an application at
MACCABEES MUTUAL LIFE
25800 NORTHWESTERN
SOUTHFIELD, MICH. 48037
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

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

LEGAL
FEE PAID $ OPEN
Make the most of your talent working for suburban legal group. Experience counts as does shorthand ability for this senior partner spot.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

LEGAL SECRETARY - PART-TIME Southfield personal injury firm. Experience preferred. Excellent typing, shorthand helpful. 353-7575

LEGAL SECRETARY
Southfield office
No shorthand
569-6707

LEGAL SECRETARY for Birmingham Law Firm. Shorthand preferred. Salary commensurate with experience. Position available Jan 5, 1981.
Please call Jean. 645-0100

LEGAL SECRETARY - Southfield, no previous experience necessary. Must be dependable, accurate, responsible & willing to learn and run word processing equipment. Call Elissa 358-5080

LEGAL SECRETARY
needed for Southfield Law Office, part-time. Legal experience preferred but not required. 358-4280

- LEGAL SECRETARY -
wanted for Southfield Law Firm located in Town Center. Experienced Call Nancy. 352-9080

LEGAL SECRETARY
Experienced legal secretary wanted full time, for Bloomfield Hills law firm. Call 645-3050

LEGAL SECRETARY. Experienced, 2 days a week. Shorthand a must, start approximately Jan 12. Southfield Town Center 358-3932

LEGAL SECRETARY Salary commensurate with experience. Mon-Fri., 9am-5pm. Pleasant atmosphere. Livonia area 525-9440

LEGAL SECRETARY
TO $11,400
Large legal firm needs your experience and good skills. Fantastic opportunity to work independently. Fee paid. Call Beverly Pu
353-2090
SNELLING & SNELLING
PERSONNEL

LEGAL SECRETARY
This Troy Law Firm is the place to use your great typing and shorthand skills! Very nice offices, excellent salary and benefits. Send confidential resume to Mr. Pond, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

LEGAL SECRETARY
Prestigious Downtown Law Firm needs your legal expertise! Must have excellent typing skills, experience and use a dictaphone. Generous salary and benefits, and a short working day. Send confidential resume to Mr Pal, P O Box 691, Southfield, MI 48037

Plante & Moran recruiting for an equal opportunity employer

LIVONIA BASED accounting firm seeks clerical person for handling incoming and outgoing forms. Must be comfortable with numbers, be able to type, and have good telephone skills. Some office experience required. Call Mr. Will after 3 PM 591-1242

MATURE PERSON, experienced in figure work and general office routine. Some bookkeeping knowledge necessary. Medium size office in Birmingham. Call Barbara Dawson at Benecke & Ryan. 642-8686

MEDICAL ASSISTANT
Part Time for experienced only. Dearborn Heights Area
278-1820

OFFICE CLERICAL
With benefits this position is $14,000 per year. Must work varied hours. National company. Type 50 wpm. Career minded person only

Snelling & Snelling
336-7400

ORDER CLERK
Full time order processing clerk needed for distribution center in Livonia. Office experience helpful. We are a leader in our industry and offer good working conditions as well as a complete fringe benefit package. If you are interested in becoming a member of our team please apply in person at
Gibco, 12084 Merriman, located in the Livonia Industrial Commons
Equal Opportunity Employer M F

OSCARS is now hiring Bartenders, Waiters, Waitresses, Hostesses, Bus Boys, Dishwashers & Cooks for its new restaurant. Apply in person, Friday, Dec. 19, 11 AM - 2 PM or call after 8 PM, Wed - Sat. 333-6806

PART TIME, clerical position. 9AM - 1PM, Mon - Fri. Typing, filing, telephone. Mature person required. 2 Mile & Southfield Rd. Call 9 a.m. 557-8434

PART TIME General Office with Accounts Receivable experience 3 days a week. 11AM-3PM. Livonia area. For appointment call 9AM-5PM Mon-Fri 525-8350

PERSONNEL CONSULTANT
Southfield branch of major employment agency needs a mature self motivated person for a challenging public contact job. Sales or agency experience helpful. Beautiful office, excellent commission and benefits program plus friendly work environment. Call Ms Roberts for a personal interview.

PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

RECEPTIONIST-BUSY Troy lawfirm needs sharp individual with good phone manner. Varied duties & opportunity for advancement 879-5150 ext 100

RECEPTIONIST-TYPIST
Birmingham real estate sales and management firm looking for a area person with cheerful personality, good phone and typing skills to begin Jan 2, 1981. Contact John Palmer between 9 and 11 AM. 645-9200

RECEPTIONIST / TYPIST
for exciting people oriented business. Need organized, enthusiastic person with good figure aptitude 5 hours daily, Mon thru Fri., 44 hours to start. Apply in person, 3pm-4pm 3250 W Big Beaver, Suite 225, Troy
Ask for Joanie or Maryann

RECEPTIONIST

Front desk of a busy Southfield personnel agency. If you are mature, congenial, and able to meet and handle the public, we will train in our procedures. Good typing and ability to handle record keeping. $750 Call Bernice Fromm at 353-2090

RECEPTIONIST
$8,500
PLUS FEE PAID
Career start for person with a smile and pleasant personality, organized, reliable and advancement. Good location Call Mike
SNELLING & SNELLING
649-5900

SALES WORLD, the leading Recruiting Agency in the Country, is looking for an Entry level Receptionist for its Troy office 1 Full-time & 1 part-time position available. For a a personal interview, call Steve Kraseman, at 362-3020

SECRETARIAL position, full time with small growing company. Experienced in typing, shorthand, filing, telephone. Livonia area. Send resume to Checkpoint Inc. 34935 Schoolcraft, Suite 200, Livonia, Mich 48150, Attn Mrs Eaton

Secretary Administration Ass't
National corp has immediate opening for recently established Birmingham area office for an experienced secretary-plus on this 2 girl office. Minimum requirements include excellent typing, organizational & communication skill, dependability & desire to advance professionally in a dynamic & exciting industry. Previous experience in media communications or public relations enhancement desirable. Send resume & salary history immediately to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Commercial insurance agency needs Secretary to be office manager and handle small amount of personal lines underwriting. Experience a must. After 6PM 641-7364

SECRETARY
Excellent Opportunity
In Sales Department
Of Growing Livonia Co.
Requires typing minimum of 60WPM & good communication skills for extensive telephone work. Shorthand & experience with memory typewriters, telecopiers & electronic dictation equipment helpful
For information & application call
591-3000 Ext. 214
An Equal Opportunity Employer

SECRETARY- Experienced Shorthand use Speedwritings typing, some filing. Pleasant Redford office. Hospitalization Contact Mr Keller 255-1200

SECRETARY
Experienced word processing secretary for Southfield law firm. No legal necessary. Salary $12,600 - $13,600 plus benefits. Fee paid Call 552-8320.
Assoc. In Personnel

SECRETARY for light typing, light bookkeeping and telephone answering. Starting salary $335 plus benefits. Contact Mrs Patterson at 353-9600

SECRETARY
Full time. Excellent typing skills, dictaphone, varied duties for Birmingham firm. Call Ellen from 9AM-12 noon
644-8024

SECRETARY
Sharp experienced secretary needed to work for 2 high powered executives of national firm. Congenial & pleasant working conditions, full fringe benefits. Telegraph-12½ Mile location. Call for appointment 644-9200
Equal Opportunity Employer M F

SECRETARY - Spanish speaking Marketing international department. NW suburban firm. Typing 60, shorthand 85. Excellent benefits. $1,000 Fee Paid

P/R - Typing and travel makes for an exceptional position with Southfield firm. Benefits $750 Fee Paid

OFFICE MANAGER- Troy
Accounting management degree. Management experience, full charge bookkeeping, strong financial reports. $25,000 plus Fee Paid

LOIS RAY PERSONNEL
559-0560

SECRETARY
Variety - Opportunity
LOOK NO FURTHER - Established west suburban firm has a unique opportunity for your good secretarial skills. CPA experience preferred. If you like a relaxed atmosphere, top salary and good benefits, call JAN TODAY for a personal interview tomorrow. Company anxious to hire and will pay our fee

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY WANTED
Some bookkeeping. Real estate experience required in property management
541-1100

SECRETARY
$12,400
Suburban development firm needs an excellent Typist for their friendly office. Position offers a variety of duties. Call Joanne Headly for an appointment
353-2090
SNELLING & SNELLING
PERSONNEL

SHOP OFFICE - Position with industrial company located in Wayne. Typing skills and experience with figures a must. Good fringe benefits. Call for appointment 728-2400

SMALL LIVONIA Manufacturing company has opening for part time cost clerk. Approx 20 hour per week, flexible. Must have mathematical aptitude. Call between 1-3pm Tues or Wed.
525-5324

STAFF CLERK II

Redford Twp is accepting applications for the above position. Qualified applicants must be township residents

General Description: To perform office work, where typing and stenography are essential skills
Experience and education requirements
1. Graduation from high school or equivalent and 1 year office experience
2. Typing, 50 wpm, shorthand 60 wpm

Redford Twp. Civil Service position. Testing required. Apply directly for application.

Civil Service Commission, Redford Twp. Hall, 15145 Beech Daly, Redford, 48239, before closing date of 12-26-80.
Equal Opportunity Employer M/F/H

STATISCAL TYPIST
Full time & part time for Ferndale area CPA office. Excellent pay. 5 day week. Send typed resume to
Zack, Fields & Co. 808 Livernois, Ferndale, Mich. 48220

STATISTICAL typing for Southfield CPA firm. Experience in typing financial statements required 355-0100

SUPERVISOR OF OFFICE STAFF
Experienced Secretary to direct activities in small, growing Marketing Research & Consulting firm. Requires office supervision, experience or strong managerial ability, outstanding proofreading, strong typing skills & commitment to quality. Bookkeeping a Plus. Interesting, challenging environment. Southfield area. Excellent salary & growth. 559-3953

504 Help Wanted Office-Clerical

SPECIAL SKILLS - SPECIAL ASSIGNMENTS
KELLY SERVICES has immediate temporary assignments available for TYPISTS, STATISTICAL TYPIST, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS, & SWITCHBOARD OPERATORS. We offer top assignments, merit increases and paid vacations. If interested, call for appointment Mon thru Fri between 9 AM and 3 PM at the office nearest you
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 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

SWITCHBOARD and light secretarial
Permanent full time position
A R Kramer CLA, Livonia
552-5390

SWITCHBOARD
CONSOLE OPERATOR
Needed immediately for busy nursing service. Duties would include some clerical responsibilities. Good phone manner and energetic pleasant personality a must. Excellent benefits. Town Center location. Call Alice Alexander, RN, for an interview.
Michigan MEDICAL PERSONNEL POOL
352-6111

THIS IS IT
The position you have been looking for. Super company offers great location, prime benefits, and they pay the fee. Accurate typing will bring you $7,800 Call Carol Lee
SNELLING & SNELLING
649-5900

TYPIST- BIRMINGHAM area. Must be experienced in legal transcription. After 8pm 646-3959

WORD PROCESSING
Growing Southfield law firm has immediate opening for ambitious detail oriented person with word processing or mag card experience. Excellent benefits and advancement opportunity Call
645-5940

ZIPPY SECRETARY
TO $10,400
PLUS FEE PAID
Fast paced suburban firm is looking for your great shorthand and strong typing. Lots of people contact. Fast $$ reward for your talent. Don't are part of this new Christmas position Call Mark
SNELLING & SNELLING
649-5900

505 Help Wanted Food-Beverage

BARWARD - PERSONABLE, work with owner Joe Grill experience helpful. Full time. Start $3.50 hour. 8 30pm-2 30am 835-0965 366-5474

BIRMINGHAM RESTAURANT - full and part time cooks. All shifts. Experienced. Call Bill, appointments only
642-0445

CHEF WANTED. Must be experienced in Arabic, Italian food. Apply at Village Cafe, 3337 Greenfield, Dearborn

COOKS short order day shift, full time, experience preferred. Clean cut, even tempered, can get along well with people. Fringe benefits. Apply in person at Elias Brothers, Orchard Lake Rd. corner of Maple, West Bloomfield

COOKS & WAITRESSES
All shifts available. Apply in person Side Street Eatery, North Center St at Dunlap, Northville

COUNTER Help, pizza persons, cashiers, male or female, must be 18, experience preferred in pizza operation. Interviews between 11AM-4PM, Mon-Fri. 33603 Seven Mile, Livonia. 476-5528

COUNTER HELP wanted. Apply in person Dawn Donuts, 9 mile & Telegraph, 12 mile & Greenfield or 11 Mile & Lahser

DAY HELP - 6 AM to 4 PM, full and part time. Call between 2 and 4 PM, Burger Chef, Cherry Hill & Inkster.
278-4854

DELIVERY HELP wanted - Must be 18, must own car. $3 10 per hour, 75 cents delivery. Apply at Dom's 205 Inkster Rd. Garden City 261-3120

EXPERIENCED COOK Monday - Saturday, 4PM-12 Midnight shift. Apply in person. Mayflower Hotel. 827 Ann Arbor Trail, Plymouth

EXPERIENCED short order cooks, full & part time. Apply in person between 3pm-5pm. Palace Fine Foods, 31471 Southfield & 13 Mile, Birmingham

HOSTESS - Floor Manager, evenings. Farmington Hills restaurant. Experienced only. Call for interview. 851-4094

INSIDE & DELIVERY HELP for Pizzeria in Garden City. Must be 18, have car & be responsible. Call before 3PM 728-0537

LEAD COOK - DAYS
Liberal expense account benefits
Marriott Corporation
Ask for Chef Don 353-8170

MANAGER WANTED immediately. Good pay. Contact Dave, Waffle House, 28563 Northwestern, Southfield
357-7009

NIGHT DISHWASHER
Must be over 18. Apply in person Farmington Elks, 23566 Orchard Lake, Farmington Hills

NOW HIRING
Full & Part Time
COOKS - WAITRESS
BUSBOY -DISHWASHERS
All Shifts 24 Hours
Apply In Person 9-5
NEW RAMS HORN RESTAURANT
26200 W. 12 MILE
(W. of Telegraph)

SHORT ORDER COOKS
FULL & PART TIME
Apply in person
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

STRAITH MEMORIAL HOSPITAL
23303 Lahser Rd., Southfield, is seeking a part time dietary aide. Experience is desirable. Call for interview appointment. 357-3360 Ex.190

TACO BELL
is now accepting applications for positions available immediately. Apply at 38330 W. 10 Mile Rd., Farmington Hills. Preferable after 2 PM. Ask for Michelle Andree.

TACO BELL- Morning, Afternoon & evening positions. Available part time minimum age 18. Apply in person, 7pm-6pm, 1337 S Main, Plymouth. 45132 Ford Rd. Canton.

WAITRESSES WANTED
Call after 5PM. 626-1937

STAFF NURSES
RN's & LPN's

Full & Part Time
All Shifts
Apply in person
Mon.-Fri. 9-5 PM

CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

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

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
ext. 251

Personnel Administrator
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, Michigan 48037
An Equal Opportunity Employer

Part-Time Tellers Typists Secretaries Clerks

National Bank of Detroit will be interviewing at the Southland Center part-time Tellers and other part and full-time positions as: Typists, Secretaries and Clerks. All of these permanent positions offer good starting salaries, pleasant working conditions and training which allows you to earn while you learn. Come in and visit our Employment Interviewers at the Southland Center, 23000 Eureka Road, Taylor, Michigan, on Tuesday, December 16, from 10 A.M. to 3 P.M.

NATIONAL BANK OF DETROIT

An Equal Opportunity Employer M/F
We Employ the Handicapped

506 Help Wanted Sales

NEW STORE OPENING

A new Arby's Roast Beef Restaurant, located at 5 Mile & Telegraph, is looking for good people like you. They have positions open for full and part time with flexible hours. Homemakers are welcome and uniforms provided. Please apply Tuesday, December 16, or Wednesday, December 17 between 10 AM and 4 PM at:

Arby's
MESC Office
28003 W. 8 Mile Rd.
Livonia

506 Help Wanted Sales

MARKETING SALES REPS

Diversified worldwide Fortune 500 Corporation, located in prestigious Birmingham headquarters, is seeking qualified individuals capable of skilled phone communication regarding established and new products with Trade Suppliers, Wholesalers and Distributors. Previous sales experience or organizational work is a plus. No previous/direct experience required. Salary, commission and excellent fringe benefits. For further information, contact Mr. Leonard at

646-5100

RETAIL REPRESENTATIVE

Part-time work with a leading Health and Beauty Aids company calling on retail variety, drug, grocery and discount stores in the Royal Oak - Troy area.
The position is directly suited for someone who likes public contact work, on a part-time basis, twenty hours per week, between approximately 9:00 a.m. and 3:30 p.m.
The successful candidate must have a car and will service established accounts in this area. Related experience in sales and/or public contact work is helpful but not necessary. Regular hourly wage, car allowance, and expense money for incidental expenses.

Mail to Box 336 Observer & Eccentric
36251 Schoolcraft
Livonia, MI 48150

NAME _____
ADDRESS _____ PHONE _____
CITY _____ STATE _____ ZIP _____
What prior sales and/or public contact experience do you have?
Do you have a car? _____ YES _____ NO
Can you work 9:00-3:30 pm Monday-Thursday ___YES ___NO
An Equal Opportunity Employer M/F/H

506 Help Wanted Sales

SYSTEMS SALES REP

We are a dynamic, growing division of a Fortune 100 company engaged in the manufacture of electronic fire detection and suppression systems. As a result of our continued growth, an excellent opportunity is available for an experienced sales rep.
Qualified candidates will be technically oriented; knowledge of fire alarm systems, Halon and sound systems desirable.
This position offers an excellent base salary, incentive, compensation programs and exceptional growth opportunities in the dynamic life safety market.

Send resume or call: Neal Krantz
313-261-4005
Pyrotronics
12842 Farmington Road
Livonia, Michigan 48150
An Equal Opportunity Employer M/F

PROFESSIONAL CONDOMINIUM SALES

An opportunity for licensed persons to interview for a lucrative position with America's largest and most successful condominium developer and sales organization - now expanding into the viable North Suburban Area.

JOIN THE COMPANY WITH THE "KNOW HOW" AND PROVEN SALES SUCCESS IN CHANGING MARKETS AND FLUCTUATING ECONOMIES.
OUR CREATIVE AND PROFESSIONAL MARKETING PROGRAMS WITH SPECIALIZED TRAINING MAKES THE DIFFERENCE.

Management potential with high earnings for qualified individuals in our national real estate organization.

For confidential interview call:
Mr. Bernard Ackerman, Vice President
855-2700
HUNTERS SALES, INC.

REALTOR