WIN 2 HOCKEY TICKETS

SEE THE RED WINGS AT JOE LOUIS ARENA

TO WIN: Send your name and address, on a postcard; to RED WING TICKETS, The Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, MI 48150. Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

500 Help Wanted

SERVICE STATION attendants wanted, full & part time, excellent pay & benefits. Apply in person Sherers Standard Service, Big Beaver & Crooks Rd., Troy.

SHOP HELP WANTED
All State Pin Recoating
Call for appt 652-7467

SNOW SHOVELERS Wanted, good pay, Southfield, Novi, & Farmington Hills. 476-5631

SUBSCRIPTION TV INSTALLERS
Must have van. TV electrical building antenna experience helpful. 288-3165

SUPPLY SUPERVISOR - Southfield, retired military personnel with supply experience, benefits, $13,000

LOIS RAY
PERSONNEL
559-0560

TEACHERS & COOK
for nursery school. Must be 21 and have experience with pre-school children. Westland area. 455-1950

TELEPHONE OPERATORS
Able to rotate shifts. Clear, pleasant speaking voice. Housewives, students & others looking for suplemental income. Full & part time positions available. Apply in person
BURNS INTERNATIONAL SECURITY SERVICES
22150 Greenfield
(In the Kyle Building)
An Equal Opportunity Employer

TEMPORARY HELP NEEDED
for light packaging work
Plymouth
459-1002

TIRE INSTALLERS needed for large retail tire chain in W. Bloomfield area. 851-4600

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

TOP QUALITY CHILD CARE business now interviewing for qualified - aide. Birmingham area. Call Mrs. Jackson, 644-1826

TRAINEE PRINTING
Male, female, will train. High school or higher graduate. Troy area. Call Mr. Taylor from 9 am to 5 PM. 362-3685

TRAVEL AGENT commercial experience and Part time, travel sales people. 557-8070

TRAVEL AGENT
Must be experienced in domestic and international selling. Sabre trained. Good benefits. Southfield area. 424-8194

VEHICLE
DEVELOPMENT
Project Development Mgrs.
Prototype Technicians
Clay Modelers
Fiberglass Technicians
Model Makers
Metal Workers
Call Bob Pence, 227-1400 or write:
CARS AND CONCEPTS
12500 E. Grand River
Brighton, Mich., 48116
An Equal Opportunity Employer

WALL COVERING distributor requires experienced person for inside phone sales. Permanent position. Also some studio work involved. For interview, contact Gordon M-er, 525-7883

WANTED 10 ladies to show superior line of Cosmetics. Call for appointment; ask for Kelly. 477-9784

WATER INSTRUCTOR, mature with experience. Apply at Farmington YMCA, 28100 Farminton Rd., Farmington Hills, 553-4020

WELCOME WAGON
Interview now for job opportunity in Jan. Flexible hours, car required, training provided. Call Friday 9AM-noon: 879-1494 or anytime 356-7720

WORLD CAMERA is now hiring to fill several vacancies in its' Birmingham store. Some photo knowledge helpful but not required. Call Blake for interview/appointment, 642-1985

11 MILE - SOUTHFIELD RDS. AREA
5 month old Apt., large 1 bedroom, carpeted, dishwasher. Sub-lease to Aug. 1. $365. mo. Days 237-6944, Eves. 557-1025

502 Help Wanted Dental-Medical

ACTIVITIES DIRECTOR - Nursing Home. Experience preferred, part time, good pay, familiar with conducting diversaional activities. Call for appointment Mon. thru Fri. 10-4pm. Rosevilla Nuring Center, 25375 Kelly Rd., Roseville. 773-6022

BLOOD DRAWER-Nursing home experience necessary. Part time, 4 days, early AM hours. Must have reliable transportation. Auto allowance & hourly rate. Call between 9-1PM. 559-4320

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

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

CLERICAL HELP needed. Dental Lab needs mature, experienced woman to complete office staff. Previous Dental office experience preferred. 525-1071

502 Help Wanted Dental-Medical

CLINIC DIRECTOR. RN, supervisory experience. Downriver OB/GYN service medical/surgical center. Call Mon. - Fri.; 8AM-4PM: 225-5239

DENTAL ASSISTANT;
Full time chairside position available for busy Westland dental practice. Experience in 4 handed procedures necessary, ortho helpful. Call Diane, 722-5130

DENTAL ASSISTANT, Chairside, mature, neat & experienced person for Farmington Hills general dentist. Full time. Salary commensurate. 476-8330

DENTAL ASSISTANT
Experienced full time dental assistant needed for general practice in Novi. 348-9555

DENTAL ASSISTANT
Experienced full time dental assistant needed for general practice in Novi. 348-9555

DENTAL ASSISTANT, full time, busy Canton office. Includes 2 evenings. Must be outgoing person who enjoys working with and meeting people. 459-1950

DENTAL ASSISTANT. 2½-3½ days per week. Experience preferred. Front desk knowledge helpful. Redford NW Detroit area. Salary commensurate. 532-9778 or After 6pm. 851-4948

DENTAL ASSISTANT - Challenging position, professional office awaits enthusiastic experienced dental assistant who enjoys working with people. 535-2292

DENTAL ASSISTANT

Excellent opportunity for ambitious chairside assistant. Large, modern group practice. Salary open. Chairside and X-ray experience a must. We are looking for that "special someone". Southfield area. Call Sue.

355-9802

DENTAL HYGENIST WANTED
Thursday, Friday, Saturday
Berkley/Royal Oak Area
398-5545

DENTAL HYGIENIST
West Bloomfield
3½ Days
851-6453

DENTAL RECEPTIONIST Long Lake Rochester Rd. Recent experienced in insurance, pegboard, reception work, benefits, salary open. 646-0836

DENTAL RECEPTIONIST - Experienced Only! General office & light bookkeeping. Dental Insurance knowledge - a Must. Troy office, 362-2289

DENTAL RECEPTIONIST
for modern office in Plymouth-Canton area. Full time, no Saturdays. Experience necessary. 453-0940

DEPENDABLE, experienced dental assistant, 4½ days per week, Southfield area, 352-8505

EXPERIENCED DENTAL Receptionist full time. Rochester. 651-3317

EXPERIENCED DENTAL Assistant
To work full time
Send Resume To:
295 Elm St., Birmingham, Mi. 48012.

EXPERIENCED Medical receptionist for a 2 Ophthalmologist office, 40 hours, good benefits. Call office manager from 9:30 AM to 12:00 PM. 476-4130

HEAD NURSE
HENRY FORD HOSPITAL
MAPLEGROVE
Henry Ford Hospital is seeking a HEAD NURSE for its residential substance abuse facility opening February, 1981, in West Bloomfield. Qualified applicants should have a minimum of 2 years experience in the field of chemical dependency with at least 1 year experience in detoxification. Applicants must also have experience in a milieu working with a multidisciplinary team, BSN, teaching, and in-service experience preferred. Interested applicants should contact BILL SHAUL at 876-1811.
HENRY FORD HOSPITAL
6777 W. Maple Rd., West Bloomfield
Michigan 48033
Equal Opportunity Employer M/F/H

HOUSEWIVES
PRO CARE ONE, INC. - A nursing 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 Janurary. Call now to assure yourself a spot in the class.
425-6316 281-1018

HYGENIST & DENTAL ASSISTANT, full or part time. Ford Rd - Middlebelt area. Send hand written resume to P.O. Box 460, Garden City, Mich 48135.

LIVONIA - Dental Assistant, part time four afternoons. Experience preferred but will train ambitious individual. Call between 9-12. 464-8180

LPN & MEDICAL ASSISTANT
For Family planning clinic in Southfield. Experienced. 12 to 16 hours per week. 569-7010

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

Nuclear Med Tech
Registered or registry eligible nuclear med tech for close knit radiology unit in small general hospital. Excellent benefits - family atmosphere. Please send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

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

MEDICAL ASSISTANT, experience only for busy physicians office in Southfield. Must know vena puncture, injection, lab, EKG & general medical assisting. X-ray & pulmonary functions helpful. 559-5858

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

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

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: 569-1500, ext. 319
Southfield Rehabilitation Center
22401 Foster Winter Dr.
9 Mile/Greenfield Area

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

OTR-CONTRACT positions available with Home Care Agency servicing N. W. Wayne County. 2 years experience required. Contact Nancy Brown, chief of Rehab Services. 255-4300

PART-TIME Medical Assistant for Royal Oak office. Experience preferred, EKG, injections, venapuncture and X-Ray. Over 25 Yrs. of age. Tues., Wed. and Fri., approx. 28 Hrs. a week. Call Norma for App't., 399-2060

PHYSICAL THERAPY aide for Georgian Bloomfield, part time, permanent position, will train. 886-4986

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.

RECEPTIONIST/ASSISTANT - For Farmington Hills Podiatry office. Experienced, mature individual desired. Send typed resume to: P.O. Box 2241, Farmington Hills, Mich. 48018

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

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 in-patient 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 and part time. Flexible scheduling. Excellent benefits.
Farmington
Nursing Home
30405 Folsom, Farmington
477-7400

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 - 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.

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

502 Help Wanted Dental-Medical

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

RN'S

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

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.
569-2383

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

X-RAY TECHNICIAN - part time, mornings, including Saturday. Radiology clinic, Redford area. 937-8155

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
Independent education community in Bloomfield Hills seeking accounts payable clerk, business orientation helpful, excellent fringes. Send resume to Box 344 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 vital team. Excellent compensation package. Send confidential resume to: Mr. Pike, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

ADVERTISING - mature woman, long hours, hard work, great rewards. Typing, shorthand a plus, bookkeeping, fast, paced office, full time including Evenings and Sunday afternoons. 569-4391

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

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

BIRMINGHAM AREA
Four (4) Lawyer Office seeks 3rd Secretary. Legal experience preferred. Salary commensurate with experience. Pleasant working conditions. Call Mary Ann. 645-9000

504 Help Wanted Office-Clerical

BIRMINGHAM - company needs secretary for 2 men. General office duties & customer contact. Salary $855 to $900 plus benefits & agency fee paid.

VARIETY - spot for versatile person with good typing for Ferndale company. Salary $850 to $900 with excellent raises. Benefits include dental. Fee paid

BOOKKEEPER - for Bloomfield design studio. Should be familiar with NCR terminal. Opening after New Years. Salary $12,000 to $13,000. Benefits and fee paid.

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

BOOKKEEPER
Accepting applications. Part-time. Experience in Payroll, Posting & monthly statements. Send resume or contact: David Hull, Executive Tax Service, 27483 Schoolcraft, Li. 525-0344

BOOKKEEPER
Experienced Bookkeeper for durable Medical equipment Co. in Oak Park. Must have experience in payroll, payables, receivables; also in medicare, blue cross, medicaid & 3rd. party medical billing. Good salary & benefits. Call Elissa 399-6780

BOOKKEEPER, related office duties, experienced. Please send resume to: Paul C. Gusho, 470 American Center, Southfield, MI 48034.

BOOKKEEPER/SECRETARY
Part time, 2/3 full days per week. Experienced in Accounts Receivable, Accounts Payable and Payroll. Rock Tool & Machine Co. 535-5010

BOOKKEEPER skilled in accounts receivable & accounts payable. Travel agency experience a plus. Full time, excellent benefits. Call Mrs. Simons, 557-5145

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

CREDIT - We are looking for an ambitious individual to investigate credit applications & perform general office work with the credit division of a top national corporation. Some experience necessary. We offer a complete package of company paid benefits. Contact Mr. Carlson, Snap On Tools 476-7306
An Equal Opportunity Employer

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 588-2970, Ext. 202

EXECUTIVE SECRETARY Assistant
Challenging position available for sharp person with good typing and shorthand. Pleasant working conditions. Southfield area. Call 353-3209

EXECUTIVE SECRETARY
FEE PAID
Your executive experience and outstanding skills will help you land a spot in this Fortune 100 company. If you are among the best, call Joanne today. $18,000 plus.
353-2090
SNELLING & SNELLING
PERSONNEL

EXPERIENCED CLERK/TYPIST
... needed for Southfield CPA office. Full or part days. Call 352-5550

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

FRET NOT
We found your job. Large firm in need - Executive Secretary. Accurate typing and shorthand, $13,000 a year.
FEE PAID.
644-4600
SNELLING & SNELLING
AGENCY

FRONT DESK - customer service position, Southfield firm. 3 yrs. corporate sales environment. Good typing, figure aptitude and phone ability. $11,400

LOIS RAY
PERSONNEL
559-0560

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

504 Help Wanted Office-Clerical

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 to 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 - light typing, light bookkeeping and telephone answering. Starting salary $3.75 plus benefits. Abrams Moving & Storage, 13801 Schoolcraft. For appointment. 837-8581

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

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

GENERAL OFFICE work in Oak Park. Answering telephone, mailing, filing, some figure work involved. Salary commensurate with experience. Excellent fringe benefit program. Write Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSIDE OFFICE CLERK, needed by sales organization for order processing. Pleasent phone personality & good clerical abilities a must. Send resume to: P.O. Box 201, Plymouth, Mi. 48170.

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 CLAIMS OFFICE needs girl with Dictaphone experience & good telephone personality. Call for appointment, 9-4:30PM. 357-3500

INSURANCE-PERSONAL LINES
General insurance agency is in need of an individual with general agency experienced 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

INSURANCE
Personal lines underwriter, rating & processing of all lines, Southfield location. Call 358-1100

INSURANCE SECRETARY needed with basic insurance bakground for commercial department. Apply in person at: 33215 Grand River, Farmington or call for appt. 474-3511

INSURANCE SECRETARY
Fire & casualty agency experience, minimum 2 years desired. Call Cambridge Underwriters, Livonia. 525-0927

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

KEYLINER - TYPESETTER
For printing company in Birmingham
644-4220

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

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 645-5205

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. Inkster 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 Po.
353-2090
SNELLING & SNELLING
PERSONNEL

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

LEGAL SECRETARY
Southfield office, experienced only, salary commensurate with experience. Call Donna, 355-2788

504 Help Wanted Office-Clerical

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.

LEGAL SECRETARY
for steady part time position with Southfield attorney. Must have exellent typing & dictaphone skills. Salary negotiable. Call Mr. Wood, 353-8830

LEGAL SECRETARIES

May God's love fill your hearts with peace and happiness during this Holiday Season and always.

Have a Happy Christmas and contentment in the New Year.

Joanne Mansfield

MANSFIELD & ASSOCIATES
LEGAL PERSONNEL
646-4210

LEGAL SECY
President of Suburban Subsidiary of large manufacturing company needs Secretary with legal background. Opportunity to move into new responsibilities at top level. Excellent starting salary & benefits. Call for appointment.
ALLIS-JOHNSON PERSONNEL
553-3100

LEGAL
WORD PROCESSING
Southfield law firm has opening for secretary with word processing experience. Top salary and excellent benefits, legal background helpful but not necessary. Management opportunities.
645-5940

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

RED WING TICKET WINNER

Marcel Leahu
1257 Cavalier
Canton

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, December 19, 1980 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

MANUFACTURERS BANK
Is seeking qualified individuals for Secretarial positions. Applicants should have at least 2 years previous secretarial experience with typng skills of 55-60 wpm., and shorthhand skills of 80-100 wpm.

We offer an excellent benefit package which includes pleasant working conditions, competitive salary, medical and dental insurance, and tuition refund. Apply in perrson:
MANUFACTURERS BANK
24525 Plymouth Rd. at Winston
Detroit
Thur., Dec. 18, 1980 ONLY
1:30-4 PM.
Equal Opportunity Employer M/F/H

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

OSCARS is now hiring Bartenders, Walters, 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. 353-6806

RCEPTIONIST part time, afternoons, for busy Troy data processing firm. PBX typing 45 WPM, company paid benefits. Call Susan Dezette 879-8700

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 an area person with cheerful personality, good phone and typing skills to begin Jan. 2, 1981. Contact John Palmer between 9 and 11 AM. 645-9700

RECEPTIONIST/ TYPIST
for exciting people oriented business. Need organized, enthusiastic person with good figure apptitude. 5 hours daily, Mon. thru Fri., $4 hour to start. Apply in person, 2pm-4pm. 3250 W. Big Beaver, Suite 226, Troy.
Ask for Joanie or Maryann.

RECEPTIONIST/TYPIST
Payroll experience helpful. Established progressive building company in Birmingham. Call Barbara Dawson at Benelcke & Krue, 642-8686

504 Help Wanted Office-Clerical

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 required for Southfield firm. 50WPM typing, filing & misc duties. Call Mon thru Fri, 9am-4:30pm 424-8770

RECEPTIONIST
For prestigious Commercial Real Estate Office, capable of handling busy 12-line phone, light filing and typing. Pleasant voice, attitude, personality and good spelling and handwriting a 'must'. $775 per month, Blue Cross and profit sharing
Send handwritten resume to
(No Telephone Calls Please)
William Levitt
CARL ROSSMAN & CO
717 Travelers Tower
26555 Evergreen Rd
Southfield, Mi 48076

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 Kriseman, 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 in recently established Birmingham area office for an experienced secretary-plus in 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 environment 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, experienced, able to take shorthand for private country club. Good salary & benefits. For interview call May Morgan Mon thru Fri, 9am-4pm. 855-1800

SECRETARY for Southfield lawfirm. Experience in workers compensation helpful but not a must. Good typing skills required. 559-4210

SECRETARY
For Plymouth office. Must be excellent typist, have pleasant phone manner and enjoy dealing with people. 459-1001

SECRETARY/General Office. Mature woman preferred for Manufacturing Co. Pleasent phone manner & typing skills required, full time, 1 girl office, 8 Mile & Middlebelt area. 474-5300

SECRETARY RECEPTIONIST
need organized person with excellent typing ability. (65WPM minimum) to handle phone & greet customers. Will also assist in processing sales paper work. Madison Hts. Ask for Janet Wicker. 589-1905

SECRETARY/RECEPTIONIST
Excellent office skills & knowledge of medical termonology necessary. Good organizational & communication skills needed. Salary commensurate with experience. Excellent fringe benefits. For confidential interview. Call 644-4134
An Equal Opportunity Employer

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

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$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
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PERSONNEL

SOUTHFIELD
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Full time & part time for Ferndale area CPA office. Excellent pay, 5 day week. Send typed resume to:
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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. 559-2953

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CASHIER, mature person to work nights. Apply 2:30-4:00 PM., S.W corner of 12 Mile & Northwestern Hwy., 28875 Franklin Road, Southfield.

CHEF WANTED-experience with soup, sauce, food control & purchasing, resume required. Apply in person Dougs Body Shop. 399-1040

505 Help Wanted Food-Beverage

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No experience necessary
APPLY IN PERSON ONLY
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(Between Southfield & Evergreen)

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COOKS, Full or part time, minimum 2 years short order experience. Apply The Village Place, 4170 Orchard Lake Road, near Pontiac Trail

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

COOK
with experience as omelet person. Full time, day shift, Southfield restaurant 363-0345

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

EXPERIENCED COOKS- Must be able to work any shift, apply in person, Palace Restaurant, 1507 Ann Arbor Rd., Plymouth.

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

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