502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Experience a must. Livonia area. Call between 10-12 noon. 476-1061

DENTAL ASSISTANT
Part time, afternoons. Experience necessary. Farmington Hills area. 476-2280

DENTAL ASSISTANT, 29-35K depending per week, experience preferred, front desk knowledge helpful. Redford-NW Detroit area. Salary commensurate. 532-9778 or after 6PM. 851-4948

DENTAL HYGIENIST
Experienced. 2 days a week. Plymouth area. 453-4844

DENTAL HYGIENIST
Wanted part time, modern Troy office. Please call: 363-3288

DENTAL HYGIENIST, full or part time, for preventive-minded 3 dentist office. Western-Livonia area. Preventive oriented practice. Excellent benefits. Confidential to Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL OFFICE needs lab person. Immediate opening. Experience & references necessary. Hughes coordinates NW area. Days 354-4344 after 7pm. 626-2681

DENTAL OFFICE RECEPTIONIST
Experienced in dental assisting, insurance and billing a must, for busy Birmingham practice. Call 646-3998

DENTAL/ORTHODONTIC, chairside, experienced. Southfield. Excellent hours, benefits. 557-5730

RED WING TICKET WINNER

Cassandra Hill
28771 Leona St.
Garden City

Please call the promotion department of the Observer & Eccentric by 5 p.m. Friday, March 13, 1981 to claim your 2 free RED WING TICKETS. 591-2300 ext. 244

CONGRATULATIONS!

DENTAL RECEPTIONIST - experienced with insurance knowledge of dental insurance desired. No nights or Saturdays. Please send resume to box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST/secretary. Salaried, full time position in Plymouth-Canton specialist office. Must handle insurance, scheduling accounts. Experience desirable. Good salary opportunity. Send resume to 7282 N. Sheldon, Canton 451187

EXPERIENCED chairside dental assistant & hygienist. Full or part time. Excellent opportunity for the right person. 421-1182. After 7pm 349-8767

EXPERIENCED Orthodontic Laboratory Technician for busy Orthodontic practice. Inquire 561-6150

FARMINGTON AREA - outpatient mental health clinic needs experienced full time person for insurance billing, bookkeeping & typing. Salary competitive. Call from 8am-5pm daily. 477-0107

INSURANCE CLERK
Specialist. Experience necessary for busy surgical office in Southfield. Will train computer skills. Contact Ms. Winters 8am-5pm. 424-6030

LIVELY OFFICE needs personable Hygienist for Tuesdays & Wednesdays and alternate Saturdays, in Plymouth-Canton area. 420-2067 626-1499

DENTAL - AFTERNOONS
3-11 PM. Good wages. Apply in person. Washing Well Manor, 539 W. Main St., Northville.

LPN's with
starting wage of $6.50 per hr.
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks. W. of Lahser

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

L.P.N.'S
FARMINGTON
PRIVATE duty
Full & part time available. Flexible hours. Salaries competitive available also.
TEMPORARY
HEALTH CARE SERVICES
835-9490

MEDICAL ASSISTANT for busy 5 doctor Dermatology office in Southfield. Call between 8-5:30pm. Mon thru Fri 559-0580

MEDICAL ASSISTANT needed for Southfield office. 569-4037

MEDICAL ASSISTANT
Experienced in lab work & EKG.
Birmingham location
647-4420

MEDICAL ASST RECEPTIONIST
Pay according to experience. Send resume & references. PO Box 428, Westland, 48185

MEDICAL BILLING - full-time, BS-MC-MA. Billing experience a must. Corporation of Doctors. NW. Oakland. Call between 8AM-4PM. 927-0087

MEDICAL RECEPTIONIST
for front desk in busy 5 doctor Dermatology office in Southfield. Call between 8:30-5pm, Mon thru Fri & ask for Hilga. 559-0580

MEDICAL RECEPTIONIST, part time, busy area, experienced, references. Carol after 12 noon. 649-4449

MEDICAL RECEPTIONIST
2 - 3 days per week. Pediatrician's office. 16 Mile-Coolidge. 335-0736

OPHTHALMOLOGISTS OFFICE in Southfield needs medical receptionist full time. Telephone, peghoard, Medicare, Blue Shield, Medicaid, experience preferred. Reply to Box 766, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME Dental Assistant & Receptionist needed for Northville area. Experienced Only - need apply. 349-7560

PHYSICAL THERAPY AIDE
Experienced Physical Therapy Aide needed for hospital in Livonia. Full time position with weekend rotation. Benefits. Call: Personnel Dept. 353-6050

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Pleasant individual with problem solving & organizational ability, experience in all medical, W.C. & PIP insurances. Excellent clerical skills a must. Southfield. Only best need apply to Nancy 569-6143, ext. 307

MEDICAL SECRETARY - Opening for busy surgical practice in Southfield. Transcription experience a must. Knowledge of insurance helpful. Will have opportunity to learn computer skills. Contact Ms. Winters 8am-1pm. 424-6030

Mental Health Workers
Males preferred
All Shifts Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

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

OB-GYN, Part time, Receptionist, peg board experience necessary. Birmingham. Call Stacy 645-5585

REGISTERED NURSE
Part time. Birmingham OB-GYN office. Call between 8-5. 646-6100

REGISTERED NURSE
For complete care of elderly gentleman in private home. Approx. 8 hours, 8 AM to 4 PM. Southfield area.
After 4 PM, call 569-2718 or 569-2611

RN dedicated and enthusiastic to teach Lamaze classes, part time evening hours in Livonia area, prefer OB or past teaching experience.
Call L.C.E.A of Livonia 937-8192

RN - LPN
Needed Immediately

Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RN-LPN
Seeking charge Nurses for full or part time for Midnight shift only. Westland Convalescent Center, "1978 Facility of The Year".
Contact Ms. Heaston. 728-8100

RN or LPN
Full or part time, mid-night shift. Immediate opening in pleasant Northville nursing home. Contact Director of Nursing 677-2006
An Equal Opportunity Employer

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

RN's, LPN'S,
All Shifts.
Individualized orientation and in-service according to your needs. Revised pay and benefit package. Flexible scheduling.
CAMBRIDGE
Nursing Centre South
18200 W. 13 Mile Rd.
647-6500

RNS & LPNS
Full or part time afternoon & evening shifts. Apply 9 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit.
531-4001, Ext. 26

RN'S, LPN's
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM, at
CANDLEWOOD NURSING HOME, W. 18633 Beech Daley. 255-1010
An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities
Call Today For An Interview
MED-STAFF
557-2505

R.N.'S
$12.50 PER HR
Full & part time available. Work flexible hours & close to home.
CALL OR STOP BY
TEMPORARY
HEALTH CARE SERVICES
14415 W. 8 Mile, Southfield
835-5400

SMALL LAB needs an experienced Phlebotomist, part time. Applications accepted between 11 AM and 3 PM. 17630 W. Warren, E. of Southfield Rd.

SOUTHFIELD AREA
Mature woman, medical billing office, typing necessary. Mon. thru Fri. 8-30-5. 559-9584

STRAITH MEMORIAL HOSPITAL
23901 Lahser Rd. - an all Surgical Hospital in Southfield - is seeking a full-time Operating Room Registered Nurse with experience. Apply in person or call the Nursing Director at 357-3500

THE SEARCH IS ON!
Are You The Supplemental NURSE OF THE YEAR?
Join The Fun at
PRO CARE ONE, INC.
569-4400

WESTLAND PODIATRIST seeks office assistant, apply in person, 37348 Glenwood, ask for Margie. 728-4300

X-RAY TECHNICIAN
Radiology Clinic, part time, evenings including Saturdays. Redford area. 937-8159

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE - aggressive, hands on, hard worker for office & customer follow-up. Experience in aircraft industry a plus. Immediate position. Aero Trims, 15860 Wahrman Rd, Romulus.

ACCOUNTS PAYABLE CLERK
Needed for large Apt. complex in Troy. Accounting or bookkeeping background required. Salary determined by experience. Contact Terri or Linda from 9 AM to 4 PM at: 643-8333

504 Help Wanted Office-Clerical

ACCOUNTING dept. clerical, part time. Primary functions: input to payroll data processing & other computer data input. 355-1200

ACCOUNTING
Typing and two years general accounting experience required. Knowledge of data processing preferred. Excellent benefits.
FARMINGTON AREA
478-0100

ACCURATE TYPIST
Needed with good spelling to work in our negligence department. Southfield area. 559-4210

ACCURATE TYPIST
Some Dictation. Must type 60 wpm. Excellent hours and benefits. Southfield location. Please call Edna Fields for appointment. 557-1600
An equal opportunity affirmative action employer.

Administrative Assistant
TO TOP EXECUTIVE
One of the busy partners of a successful Southfield Professional firm needs a super secretary to keep up with his pace. Challenging job — the normal executive secretarial responsibilities and also taking minutes at highly confidential meetings and coordinating many details. Excellent salary and benefit program. If interested in a career with "career spot", please respond by resume to: Mr. Nichols, P O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

ADMINISTRATIVE - assistant office mgr. Computer related background and management potential quickly you for this career spot, $14,000 and fantastic benefits, fee paid.

FULL - charge bookkeeper for Southfield firm in construction related business. Related background a plus $15,000 plus benefits, fee paid.

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

ADVERTISING AGENCY
Has opening for Typist in creative department. Must type 60WPM, basic clerical experience, must fill immediately. Good benefits. Call 837-8343
Equal Opportunity Employer M/F

ALL AROUND OFFICE PERSON
Great opportunity to learn Investment Advisory business in 1 person office. General clerical experience necessary. Must know how to type efficiently and be good with figures. Neat handwriting essential. Southfield - 12 Mile area. Phone Mr. Weil 552-8188

AST. Medical and X-Ray technician. Experience preferred. Mature, aggressive person. Also business and PR experience. Ask for Dr. Apolan, 274-0641.

Attention
SKILLS 4 PAY BILLS
Clerks
Typists
Figure Clerks
Temporary - No Fee
TROY - 363-4070
Wed. Only
Temporary Services
Equal Opportunity Employer M/F

BE A WINNER WITH WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for!
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

BOOKKEEPER ASSISTANT needed for Southfield, firm. Computer experience preferred, will train. Please call Mrs Hunt 646-6848

BOOKKEEPER - Experienced thru trial balance, payroll, payroll taxes, typing & answering phone. Southfield/Redford/Livonia area. 537-5070

BOOKKEEPER
FULL CHARGE
Successful company needs an experienced Bookkeeper to take responsibility for their entire set of books. Must have experience doing financial statements. Generous starting salary and benefits. Send confidential resume to:
Mr. Newton, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

BOOKKEEPER
FULL CHARGE
Downtown professional firm needs an experienced Bookkeeper to handle the details of its very successful practice. Must be able to do financial reports, have experience with computerized systems and have taken some accounting courses. Extremely generous salary and benefits. Send confidential resume to: Mr. Naples, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

CLERICAL, full time, light receptionist duties, typing, errands and cleaning. Mon. thru Fri., some Sat. Call Tom, Southfield. 352-1987

504 Help Wanted Office-Clerical

BOOKKEEPER
Ladies store needs full charge woman, 3 day week, good salary, many benefits.
SHANDELS
154 SOUTH WOODWARD
BIRMINGHAM 642-4150

BOOKKEEPER
Responsible self-motivated individual needed for our office in the American Center Building. Experienced through trial balance, payroll, payroll taxes typing. Write to Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER wanted. Full charge-take over person. Must be experienced in accounts receivable, payable and posting journals. Excellent benefits. West Detroit area. Send resume and salary requirements to: Controller, P. O. Box 10128, Detroit, MI 48210.

CENTER POINT
FEE PAID $12,000
Get involved in this take charge spot. Independent attitude helps you work on own in back-up operations chief. Great location!
562-8900 649-4144
Your Fee Base Pays For It
HARRIET SORGE PERSONNEL

CLERICAL - Frettler Appliance has an opening for a mature person in clerical department. You'll be responsible for inputting data and OCR typing. Typing necessary. Apply in person: 35901 Schoolcraft, Livonia, between 9am-4pm Mon thru Fri.

CLERK TYPIST
Individual should have typing skills of 55 wpm, accurate, some experience and enjoy static-free typing.
We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact Sue Cebala at

FLO-TISTS TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 253
An Equal Opportunity Employer

CLERK/TYPIST-RECEPTIONIST
Position requires accurate typist with figure aptitude, legible handwriting & pleasant telephone manner, excellent benefits & pleasant surroundings, applications will be taken Thursday & Friday at Tom McGuane Industries, 31231 Towne, Madison Hts.
Equal Opportunity Employer M/F/H 588-0066

CLOCKING CLERK TYPIST
for real estate relocation service company located in Southfield. Must be detail conscious, type 60wpm, high school graduate and have 1 year experience in real estate office or mortgage servicing background. Permanent full time position available with good company benefits. Call for interview 569-2610 Fri.
An Equal Opportunity Employer

COMMERCIAL UNDERWRITER
Lovely suburban office. Exceptional opportunity in fast growing insurance company to use your proven ability. $12,480 To start. Call Carol Dale Smith

353-2090
SNELLING & SNELLING
PERSONNEL

COURTESY OFFICE CLERK
Dependable transportation, neat & reliable a must. Full time, some Sat. work. For appointment Call 552-0818

CREDIT CLERK
International consumer electronics company has immediate opening for an individual with approx 2 years credit related experience. Background in retail or warehouse distribution preferred.
Magnetic Video is a growth company offering a pleasant suburban location, employer pay suits an attractive benefit package. Please apply or forward resume to:
Personnel Dept.
Magnetic Video Corp.
A Twentieth Century Fox Co.
23250 Industrial Park Dr
Farmington Hills, Mich
An Equal Opportunity Employer

CUSTOMER - service, some college, good phone ability, excellent English & math aptitude Benefits, $770, fee paid

EXECUTIVE - secretary, Bloomfield Hills, proficient shorthand and typing, office management, benefits, $16,000, fee paid.

LOIS RAY
PERSONNEL
559-0560

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions Call 355-3209

Executive Secretary
RIGHT ARM
This successful executive has visions of a top-notch secretary with a friendly, cooperative manner, excellent skills and great job experience making his life much simpler. Great opportunity to become a part of a growing & positive-thinking professionals. Great starting salary and benefits. Send confidential resume to: Mr. Nadon, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Excellent salary & benefits for experienced individual with good typing & shorthand. Fee paid. Call Personnel Placement Consultants 360-1610

EXECUTIVE SECRETARY
Your good skills and your attitude needed to work in office of 2 leading sales managers of large national companies. Salary hand desirable but not essential. Congenial atmosphere, excellent fringe benefits. For appointment call 644-9200
An Equal Opportunity Employer

Executive Secretary
National company president needs an experienced Secretary to work as his profile of its very successful practice. Starting range $15,000-$20,000, depending on qualifications. Excellent opportunity for right person. Please send resume to Box 756, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE work typing necessary, minimum wage to start. Benefits. Call Lil 542-5552

GENERAL OFFICE - for Manufacturer's Rep. All office skills required. Excellent opportunity for intelligent, qualified person. 849-4850

506 Help Wanted Sales

Real Estate One presents you with a rare opportunity to begin a challenging career right here in the Rochester area, or we'll help place you in any one of our other 120 offices.

One time only you'll learn how you can attend our nationally recognized training school, work with professionals and earn the money you're worth. So make your reservation now. Call 652-8500. Make a great move with Real Estate One.

ONE MORNING ONLY!

504 Help Wanted Office-Clerical

FULL TIME entry level position for mature person with good office experience and typing skills. (60 WPM). Farmington - Nort area. Call Mr. Hart, call between 9 am - 5 pm 478-8220

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location and full benefits. Call 353-3209

GENERAL OFFICE/GIRL FRIDAY
For Rochester firm.
One Yr. experience preferred
Call: 656-0010

GENERAL OFFICE
Part time mornings, 5 hours per day, for mature woman in Dearborn Heights area. 562-5521

GENERAL OFFICE work. Figure aptitude and communication skills required for fast pace office. Non smoker required. Good benefits, profit sharing plan, holidays & vacation. Starting rate $4.85 per hour & $4.60 after 90 days. Apply at front door: 19090 Farmington Rd, Livonia, before 11am and after 1:30pm.

INSURANCE AGENCY
W. Bloomfield. Commercial lines experience preferred.
351-6868

INSURANCE OFFICE - secretary will experience in personal lines. Good opportunity, fringe benefits. Southfield 557-7551

INSURANCE SECRETARY
Property and casualty. Experience essential. Good salary. Telephone & Maple. 647-3213

KEYPUNCH OPERATOR
FTD has an opening for a Keypunch Operator with one year experience or recent training from a Keypunch School. Experience on 6 digit or more keypunch equipment a must. If qualified, contact Sue Cebala at

FLO-TISTS TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy. Southfield, MI 48037
355-9300, ext. 253
An Equal Opportunity Employer

LEARN BOOKKEEPING on the Job
Call Mr. Jacobs, 537-6559

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 Southfield personal injury firm. Experience preferred. Excellent skills required. 353-7575

LEGAL SECRETARY - Experienced for busy but congenial Southfield office. Good skills, pleasing personality necessary to work in unique atmosphere. If you are looking for a change for the better, this is it! Call 424-8200

LEGAL SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to law firms who each feel are just right for each other. We have been effectively doing that for several years now. Our list of satisfied clients is long.

In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are representing. We fit your background and desires. You decide who you would like to meet with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.

Call, come in or drop us a note. After hours and weekend appointments are available. There is never a charge to you for our courteous and professional placement assistance.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2560
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Bloomfield 642-7700
Troy 649-2042

LEGAL SECRETARY
Experienced preferred.
Good typing skills mandatory.
Call 644-1848

LEGAL SECRETARY for Troy firm. Previous general practice experience required. Salary negotiable. Fringes 643-6654

LEGAL SECRETARY
3 Yrs. experience for Rochester firm. Accurate typing and letter composition a must. Call: 656-0010

LEGAL SECRETARY-general practice, full time, salary based on experience. Southfield. Call for appointment. 569-0088

MEDICAL ASSISTANT
$10,400 TO START
Excellent benefits for person with X-ray, and venapuncture. Call Vickie.
Snelling & Snelling
336-7400

NEEDED
Stat typists, Sr. typists, word processors. We need reliable people who have good skills and are quality performers. Short & long term assignments for Livonia, Farmington & Southfield areas.
Call For Appt.
MANPOWER
TEMPORARY SERVICES
Livonia 478-1130
Troy 585-5595

506 Help Wanted Sales

CAREER SEMINARS
NO COST OR OBLIGATION
The Decade of the 80's will be the most lucrative time for Real Estate Sales in history. More people will be moving, investing in, and buying Real Estate than ever before.
Modern Real Estate marketing will prove to offer a career that is unparalleled in financial and personal rewards.
You are Invited To Attend
an informal seminar to discuss the opportunities and advantages of a Real Estate Career. Coffee and Conversation.

Saturday, March 14. . . . . 10:30 A.M.

For information and reservations call 478-6000

Century 21 33312 Grand River
½ Block E. of Farmington Rd.
Hartford 414 Inc. In Downtown Farmington

ACCOUNT EXECUTIVE SALESMAN
Major communications firm is seeking an individual with a proven sales background, capable of selling graphics, slide, video and film programs to management level buyers. The successful candidate must have a knowledge of the various medias. Salary, expenses and benefits. To pursue this opportunity, send your resume with salary history in confidence to:
P.O. BOX 726
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Dear Legal Secretaries:
If you get up in the morning and think "I wish I didn't have to go to work today", believe me, it's time for a change in jobs.
Stop being a masochist and do something about it! Isn't your mental health important to you? Why beat your brains out all day long on a job that no longer fulfills you. Do you realize most of us have to spend more than 2,000 hours a year working away from home, so you better like what you're doing.
A good job is one where the week isn't long enough, where you resent the weekends that take you away from it. Do yourselves a favor TODAY. Pick up the phone and call Joanne. It only costs 20¢ and a few minutes of your time. A psychiatrist is a lot more expensive.
If I don't have the job that turns you on, I'll find it for you. We don't prank people into situations they don't want. We keep you out of them.
If you have what you think is a great job, be sure you bothered to tell your employer thanks?
All fees employer paid.
MANSFIELD & ASSOCIATES, INC.
LEGAL PERSONNEL
900 Tower Drive
Troy, Michigan 48084
879-8832

MAJOR BROKERAGE FIRM looking for Experienced Operations help for new offices opening in the Southfield area. Interested Professionals send resume to: P.O. Box 915, Bloomfield Hills Mich. 48012.
Attention Operations Manager.

MATURE RESPONSIBLE individual full time. Receptionist & office clerical. Apply within: Fantasy Hairpiece club, 5200 Drake Road, W. Bloomfield.

MATURE WOMAN for building management office. A lot of public contact will require good organization skills, pleasant phone voice. 40-hour week. 559-7787

NEED
EXCITEMENT?
Exceptional firm needs Secretary to Sr. Geologist. Shorthand or typing. Call phone a must. $10,750. Fee paid. Call:
644-4600
SNELLING & SNELLING
AGENCY

OFFICE HELP needed. Answer 8 phone lines, typing, filing, inventing purchase orders, posting. Steel warehouse. Plymouth. $4.00 an hour. Call Jerry. 478-7060

OFFICE MANAGER - Experienced for Mt. Clemens law firm. Must have accounting/bookkeeping experience. Send resume to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Industrial real estate firm located in Southfield desires a secretary for a 35 girl & 5 man office. Qualified individual should have knowledge of payroll, disperisement and taxes as well as general bookkeeping experience. Excellent typing a must with shorthand desirable but not required. Salary commensurate with experience. Send resume to: (no phone calls please). Geoffrey M. Eaton, 31711 W. 10 Mile Rd. Suite 237, Southfield, Mich 48075

PART TIME Bookkeeper for small business. Approx. 25 hrs. Farmington Area. Call Joyce or Barbara 474-0140

PART TIME General Office work, 3 or 4 days a week, 4 hours a day, hours flexible. Apply in person Libralter Plastics, Inc., 37737 Industrial Circle, Farmington Hills, near Grand River & Drake

Part Time - Inventory Clerk
Flexible hours. Typing ability helpful. Call Mr. Connon for appointment.
353-9000
Art Moran Pontiac
GMC, Inc.
29300 Telegraph
Southfield, Mi.

PART TIME - permanent secretary for tile insurance agent in Troy. Math, typing & dictation. Send resume to Sailer 529, 3250 W. Big Beaver, Troy, Mi. 48084

PERSONAL Secretary wanted for Bloomfield Hills executive, send resume including salary requirements to: Box 764 - Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON TO DO GENERAL OFFICE WORK emphasis in Billing & Typing, good Telephone manner in a man, 40 hr. wk., starting at $160. per wk. Call between 10 AM & 2 PM 255-9126

PROFESSIONAL SECRETARY
Full time, experienced secretary needed. Must have excellent typing & communication skills. Word processing, dictaphone experience helpful. Send resume to: Personnel Manager, Job Sources, 12163 Globe Rd., Livonia, Michigan 48150 644-0848

PROFESSIONAL legal secretary preferred but will train if you have high skills, neat typing, strong organization. Salary open. Between 2-5pm. 647-4100

RECEPTIONIST
Typing required. Life Insurance company located in Troy. Call Mrs. Clark at 879-8900

RECEPTIONIST/Assistant, full time, orthodontic experience preferred. Novi - 12 Oaks Mall area 348-9899

RECEPTIONIST/SECRETARY, part time, must have recent phone experience & type 40 wpm accurately for medical practice in Farmington area. Downtown office in 10 Mile & Telegraph area. Hours are Mon. - Fri. 4-6pm & Sat. 8am-12 noon. 352-0952

RECEPTIONIST Needed for Resort Marketing office in Southfield. Accurate typing & some shorthand required, varied duties.
Call for appointment 559-6161

ROYAL OAK FIRM in need of Secretary and Receptionist. Please apply in person at 2727 W. 14 Mile Rd.- just east of Coolidge.

504 Help Wanted Office-Clerical

RECEPTIONIST
10AM - 2PM
Monday - Thursday
Troy branch of national temporary help service needs part time receptionist. Answer phones, set up appointments, assist in interviewing and testing applicants, plus accurate typing.
Call 362-4070

Sales Secretary
Southfield (8 Mile - Telegraph) Sales office needs experienced Secretary with good skills. Extensive phone contact with existing customers. Must be well organized and willing to learn all aspects of our business. Salary negotiable. Salary based on experience. Good benefits. Excellent working conditions
COMTEL CORP.
Southfield, Michigan
358-2505

SECRETARY/BOOKKEEPER
Seeking responsible person with good phone manner for one girl office. Call for interview. 835-8568

SECRETARY
Full time temporary position thru August. Bloomfield Hills
333-3030

SECRETARY
Immediate opening for experienced Secretary in busy Farmington Hills sales office. Must have 3 years prior experience, type 60 wpm, light shorthand, math aptitude & be an energetic self starter. Send resume to:
SALARY REQUIREMENTS to
Personnel, PO Box 1600,
Farmington Hills, Mich 48018.

SECRETARY-PART TIME for downtown Detroit law office. Shorthand or speed writing required. Interested applicants call. 961-6000

SECRETARY, part time. Some shorthand and typing. Afternoons, 4-5 hours per day. Personal interviews only. Ask for Mr. Don Slater, Slater Wall Coverings. 13322 Merriman, Livonia.

Secretary
Personnel Function
GUARDIAN INDUSTRIES - the leader in the glass and photo finishing industry is seeking a Secretary for its Personnel Department. Responsibilities include: employee benefit plan administration, typing and shorthand. This position reports to the Director of Personnel. We offer an excellent salary and a complete employee benefit package. For consideration, forward a resume to:
GUARDIAN INDUSTRIES
43603 W. 9 Mile Rd.
Northville, Michigan, 48167
An Equal Opportunity Employer

SECRETARY - RECEPTIONIST
Requires excellent typing & shorthand skills, call John Seibel, Champion Home Communities 852-4073

SECRETARY/RECEPTIONIST
Permanent full-time position with Accounting Firm. Professional personality & appearance. Accurate typing (45-50 WPM). Telephone experience. Competitive salary & benefits. Send resume or letter of application to:
Paul Gudus, 470 American Center Bldg., Southfield, MI. 48034

SECRETARY - Troy PR firm needs mature individual for 2 man office. Good English & typing skills. Must be well organized self starter. Flexible hours 649-3760

SECRETARY - typing at 60 WPM., general office, 1 year working experience helpful. To $185, full benefits Beryl Personnel, 25681 Coolidge, Oak Park 548-3935

SECRETARY
We offer a challenging opportunity for competent individual who has at least 5 years secretarial experience and is accustomed to working in a fast-paced environment. The ideal candidate will have typing skills of 80 WPM, shorthand, dictating equipment experience and a strong numerical aptitude. Word processing experience is beneficial.

Accounting Clerk
There is an opening for an accounting clerk to perform auditing, adjusting and coordinating of data. We are seeking someone who is detail oriented and have proficient calculator skills.

For information please call:
Vlasic Foods, Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
851-9400
Equal Opportunity Employer M/F/H

SECRETARY!
$14,000 PLUS
Looking for top salary, great benefits, and FEE PAID? I'm looking for you! Call Brigid
Snelling & Snelling
336-7400

SECRETARY. 30 hours per week. Typing skills required. Good opportunity in architectural and construction firm in Birmingham. Experience preferred. Salary open. Call Ms. Reed, Sashrees Co. 647-3250

SHARP PERSON for diversified work in office of interior design studio. Experienced typist. Walter Hertz Interiors 353-4150

SOUTHFIELD based mortgage firm requires a sharp gal to work with investors in person and on the phone. Must have excellent phone aptitude and some computer knowledge helpful but not required. Typing of 60-70 WPM necessary. Please contact Joe Greenberg for an appointment. 557-7040

SOUTHFIELD CONSULTING Engineering firm needs Typist, 60 WPM. Willing to learn word processor. Excellent fringe benefits. Call Ms. Reed, 569-1430

SOUTHFIELD LEASING company needs girl with 2 years office experience, typing 60 WPM accurately. Benefits. Call Susan. 557-5100

TYPIST - Full time, for travel agency, 55-60wpm, plus general office duties. Pontiac area. Experience desired. Call Linda 332-5080

TYPIST
Needed to type book-in-progress. Work on your typewriter or mine. Hours convenient to you. Call 334-6131

504 Help Wanted Office-Clerical

TYPIST 55-65WPM
Downtown area to $170.
Employment Center
544-0616

WANTED
TYPISTS - 55 WPM
For Temporary Assignments
For appt. call:
MANPOWER
TEMPORARY SERVICES
LIVONIA 476-1130
TROY 585-5595

WORD PROCESSING OPERATOR. Part time, flexible hours. Maple/Telegraph area. Call John Palmer between 9 and 12. 645-8700

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for: Waitresses, Barmaids, Busboys, Dishwashers, Cooks & Hostesses. Apply at 38410 Grand River, Farmington.

BARMAID - Permissible. Napoli, Full time Schoolcraft - Evergreen. Some Grill experience. $3.50 an hour. Ask for Joe, 836-5474 or 837-0965

BARMAIDS-experienced only. Days, nights, full & part time. 10-1pm 9-10pm. Apply in person 23006 Grand River at Telegraph.

BARMAIDS, Waitresses (costumes), no experience necessary. Apply in person: McEwen's Clubhouse Bar, 24101 Plymouth Rd., Livonia.

BARMAID & waitress Wisner Circle Bar, Northville. Full or part time. 349-1522

BARTENDER
Experienced full or part time. Apply in person, after 4pm, 28340 Ford Road, Garden City.

BARTENDER WANTED Evenings, 6PM-1PM. Monday through Friday, apply in person Spanish Colonial room adjoining Howard Johnsons or call before 1PM 352-2168

BUCKY'S Fountain & Treats needs bakers, sandwich maker and fountain help. Shifts flexible. Apply in person: 32600 Franklin Rd., Franklin.

BURGER CHEF
Wanted Day Porter, mornings, 7am to 7 Also accepting applications for full time/part time day & night positions.
Apply in Person Only
27526 Grand River
Livonia, Mi.

ATTENTION
Inside Telephone Sales
Need clear speaking voice. Sales experience helpful. Self-motivated, good work habits. Interior persons welcome. Hours 6 to 9 PM. Mon thru Thurs. Sat 10 to 1 PM. Southfield location. $4.50 per hour plus bonus. Prefer someone with no other job. Call weekdays between 9 AM and 5 PM.
357-3200, Ext. 254
Equal Opportunity Employer M/F

YOU CAN QUALIFY for this difficult job. Work 12 hours a day at start, study continuously, be a self starter, be persistant, cope. If you're spheno-oriented, send resume to: Mr. Williams, 4179 Highland Road, Pontiac, Mich. 48054

CAREER IN REAL ESTATE
Graduated commission rate, 90% maximum. Work in a beautiful office with prestige and top reputation. Excellent training.
Real Estate Network
Clark-Fron Realty
27452 Five Mile Rd., Livonia
425-7300
Weldon Clark or Ron Fron

CAREER
IN REAL ESTATE
Experienced Salesper sons will following for a new Waterford office in house training program. Beautiful facilities Draw.
Call Mel Durbin - 851-6600

DURBIN
COMPANY REALTORS
Your Neighborhood Broker

CAREER MINDED WOMEN
Queen's Way to fashion is looking women who need $100 to $200 income per week. For appointment call Jim Betak 476-0518 or 476-5174

COMMISSION
SALES REPRESENTATIVE
We are looking for a person who wants to make money. He or she will find their own prospects & make their own sales. Our service is a necessity in every office. The quality is superior & the price is competitive. We will back this person with the best product & service facilities, but he or she will be in business for themselves. We offer no company car, no field supervision-merely the chance to make more money than most executives do. Our commission terms are very generous & we will train you to find customers & sell to them. Public relations & modeling experience very helpful. If you have the drive to run yourself as a business, sponsored by a fast growing national corporation call 532-2870
ARA SERVICES INC. LIVONIA
An Equal Opportunity Employer

Commissions Plus
Expanding award winning office offers opportunity for experienced or beginning sales people. Competitive compensation and sales training program. Call Jon Rand for a confidential interview.
CENTURY 21
TODAY 538-2000

CURRENTLY
INTERVIEWING
Schweitzer Real Estate is expanding. We have a full range of exciting career positions available in our Farmington Hills, W. Bloomfield and Birmingham locations. Licensed or not, we provide professional, Fast Start training. Super bonus plan.
Mac Trabue, W. Bloomfield/Lakes
Call 851-0300 -
Ken Kernen, Birmingham/Bloomfield
Call 647-1930 -
Schweitzer Real Estate
BETTER HOMES & GARDENS

DOOR SALESMAN WANTED
part time, bookkeeping helpful. Robert Rose Jewelers, Rochester. 652-2620

505 Help Wanted Food-Beverage

WAITRESSES, busboy, cooks, pizza maker, dishwashers. Apply in person Tuesday through Friday, 3-5pm. Cafe Flor, 29121 Northwestern, Southfield.

WAITRESS - Must have experience serving food. Apply in person, from 10am till 12 Noon.
Virgo Lounge, 19214 W. 8 Mile.

506 Help Wanted Sales

A Career Opportunity In...
REAL ESTATE SALES
- Excellent Training
- No Job Layoffs