502 Help Wanted Dental-Medical

SNACK BAR help needed for country club. Experience helpful. Please call. 851-4214

SUMMER SEASONAL EMPLOYMENT OPPORTUNITIES
Hourly Pay Rates from $3.35 to $4.00

PLAYGROUND LEADERS: Crafts, Sports & Group Games, experience preferred.

DAY CAMP COUNSELORS: W.S.I. & First Aid Certification preferred.

PRE SCHOOL OUTDOOR PROGRAM LEADERS: Experience with pre school age children necessary.

ABOVE POSITIONS REQUIRE MINIMUM OF ONE YEAR COLLEGE & PREVIOUS EXPERIENCE WITH CHILDREN.

MAINTENANCE LABORERS: Minimum 18 years of age, landscape & truck driving experience preferred.

CONTACT
West Bloomfield Parks & Recreation Commission
3325 Middlebelt Rd.
West Bloomfield, MI 48033
Phone 334-5660 Mon.-Fri. 9am-4:45pm for interview.
APPLICATION DEADLINE: APRIL 27, 1981

SURFACE GRINDER
Must be able to work to close tolerances & handle own set ups. Background in Gage work helpful. Ideal candidate should have minimum 10 years experience. Top rate & benefits. Apply at 22605 Heslip Drive, Novi.

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

TELEPHONE SOLICITOR needed 6-9pm, Monday thru Thursday, $3.00 hourly plus incentives. Call Southfield. 559-1652

TELEPHONE SOLICITORS
An Eastern Oakland county based person & a Birmingham Bloomfield based person needed to establish leads for our sales force. 20 hours per week, hourly wage plus commission. Write giving phone number to: Omega Communications, 24634 5 mile, Redford Mich. 48239. Attention Pat Leahy.

TENNIS PROS & or coaches, part or full time for sales of paddle tennis courts, this spring & summer, for Court Sports of Michigan. Complete training call Mr Ron Royer. 779-3420

TEXAS
332-3431
NEWSPAPERS

TITLE COMPANY seeking experienced abstractor examiner. Southfield area. 362-0660

TOOL & DIE MAKER
Permanent position. Paid vacation and fringe benefits. Apply in person: H. O. Trerice, 12950 W. 8 Mile, Oak Park.

TRAVEL AGENT
Must be experienced in vacation travel. Prefer Sabre trained. Good benefits. Southfield area 424-8194

TRAVEL AGENT
2 Yrs. experience required, Apollo preferred. Top pay, 5 day week. Call: 353-1291

TYPESETTER/KEYLINER
Unique opportunity for experienced individual familiar with complete graphic procedures. Knowledge of printing helpful. Send resume in confidence to Art Department P. O. Box 2251 Livonia Michigan, 48151

TYPESETTER - Minimum 6 mos. experience on Compugraphic Editwriter 7500. Starting salary $900 per month. Southfield area. Ask for Rick 642-6997

WANTED: LAYOUT INSPECTOR
A person with experience in the layout inspection of precision machine parts is needed. Experience in the use of inspection room equipment such as micrometers, height gages, depth and bore gages is mandatory. This could be a permanent position with a new company in Livonia for the right person. The company offers an excellent benefit package, good rates and a 50-hour minimum work week. Call for interview. Recycle Engineering 261-4520

WAREHOUSE ASSISTANT MANAGER
Young man wanted to help out in office & warehouse. Full time, 8am-4:30pm, Mon-Fri. Located in West Detroit off Jefferies expressway. Call Revere Aluminum Building Products. 491-6100

WATERBED GALLERY is looking for a delivery and installation man, must be 18 or older. Apply in person: 18245 W 8 Mile, Detroit.

502 Help Wanted Dental-Medical

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505

ASSISTANT Receptionist X-ray Medical- experienced, mature, fast working with business minded PR woman. Dearborn area. Ask for Dr. Apoian 274-0641

ATTENTION: Top grade Dental Assistant, experienced in all phases of 4 handed dentistry. Fringe benefits. Best salary. 9 Mile-Greenfield area. 968-0093

CERTIFIED X-Ray technician with the ability to perform flouroscopy. Immediate position available. 474-0144

CHIROPRACTOR
Southfield area - requires a full-time, mature gal. Must have some experience. Call for appointment:
- 357-2500 -

DENTAL ASSISTANT - experience, full time, 1 evening. West Dearborn. 274-6404

DENTAL ASSISTANT part time orthodontic office. Novi Twelve Oaks Area. 348-8610

CO-ORDINATOR NEEDED
If you enjoy talking to people on the phone & feel you can speak with professionals in an organized & competent manner & co-ordinate their activities call Mrs. Clark.
835-9542
NORTHLAND AREA

DENTAL ASSISTANT
Experienced chairside, 4 handed dentistry for busy Rochester general practice. 651-4441

DENTAL ASSISTANT - part time, experience, evenings and Saturdays. Canton area. Call 9 to 5 PM. 455-0460

DENTAL ASSISTANT
Chairside experience necessary, root canal or specialized experience. Excellent opportunity with fine benefits: Blue Cross, Profit-sharing, uniform, etc. Start $180-$200. Employer fee paid.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

DENTAL ASSISTANT
Front office & chairside, experienced only. Contact 358-0010

DENTAL ASSISTANT - dental experience needed. Personable, reliable. 13 Mile & Telegraph area. Multi faceted. 645-6363

DENTAL ASSISTANT SECRETARY
Mature, experienced in business and chairside. No evenings. Salary negotiable. Benefits. Livonia. 476-1001

DENTAL ASSISTANT
Part time, Tuesday, Thursday, Saturday. Experience preferred. N. Livonia office. 464-6317

DENTAL ASSISTANT - Rochester Rd./Long Lake area, recent 4 handed chairside experience, X-Ray, light lab work, some Saturdays. Benefits, salary open. 689-9191

DENTAL HYGIENIST wanted full or part time for Livonia general practice. Preventive orientation. Call for interview. 525-7616

DENTAL HYGIENIST, part time, West Dearborn area. 563-1460

DENTAL HYGIENIST
Full time position available for 6 man practice. Salary negotiable, benefits. Westland. 722-5133

DENTAL RECEPTIONIST for orthodontic office in Lathrup Village. Full time employment for mature person, must be excellent typist & enjoy children, experience desired-not necessary. Call 1-5pm only. 559-4092

DENTAL RECEPTIONIST
6 man practice seeking an enthusiastic individual with dental & clerical experience. Room for advancement. Salary negotiable. Benefits. Westland. 722-5133

DIRECTOR of Nursing Services, challenging opportunity for progressively oriented RN with long term care experience. Send resume to; Administrator Oak Hill Nursing Home, 34225 Grand River, Farmington, Mi. 48024

EVENING PART Time processing position available in private lab, Southfield area. No experience necessary. Call Monday thru Friday, 557-8080

EXPERIENCED prosthodontic for lab. Part time, 10 to 30 hours per week. Birmingham area. Call 642-8279

FULL TIME chairside dental assistant for busy Livonia general practice. C.D.A. a plus, must be experienced in all phases with strong CR. & bridge. Call for interview. 525-7616

FULL TIME front desk person, Westland pediatrician, billing & phone & patient contact. Reply to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GIRL FRIDAY for Chiropractor in Livonia. Hours 2-8, Mon. thru Fri., rotate Saturday. Must have good skills. 261-2121

HYGIENIST part time, Sat. only, Westland area. 421-2675

IN SERVICE NURSE - RN or LPN
Full time with flexible hours for a 132 bed skilled facility. Full benefits. Apply in person, between 9am - 3pm, Tuesday & Thursday. Dorvin Convalescent Center, Livonia, one block so. of 8 Mile on Middlebelt. Mrs. Mancuso, Director of Nursing.

LAB TECHNICIAN
For Orthodontic office
Rochester area
652-1244

LAB TECHNICIAN to work for paper manufacturer assisting technical department in routine testing & product development. Minimum high school chemistry & physics. 651-0568
An Equal Opportunity Employer

LPN-RN
Positions available on afternoons and midnights. Avondale Convalescent Home. 1480 Walton, Rochester. 651-4422

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

MEDICAL ASSISTANT for allergist office. Experience required. Farmington area. 476-6302

MEDICAL ASSISTANT needed for Southfield weight loss clinic. 569-6837

MEDICAL ASSISTANT-experienced for Southfield OBGYN office who is also capable of reception work. Call, 559-0550

MEDICAL ASSISTANT & RN
For medical office. Farmington area. Prefer experience. Call between 4-8 PM. 476-4198

MEDICAL ASSISTANT needed for Livonia Family Health Center. Prefer experienced, X-Ray experience needed. For appt. 358-4400

MEDICAL ASSISTANT, Farmington Area. Part time, good hours, excellent opportunity. 474-5618

MEDICAL ASSISTANT
Part time, 3PM-7PM & Saturdays, experienced only, busy Livonia office. 261-3290

MEDICAL ASSISTANT for busy dermatologists office in Southfield. Prefer mature experienced individual. 32 hour week, pleasant working conditions. Ask for Betty. 557-7600

MEDICAL ASSISTANT, part time for Troy podiatrist office, will train ambitious, self-starter. Send written resume to: Box 798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY for busy Rochester office. Experienced only need apply. Typing 65wpm, dictaphone experience helpful. Call Susan 652-1365

MEDICAL TRANSCRIPTIONIST
Medical clinic in Southfield needs experienced transcriptionist. Dictaphone, typing 65 WPM+, some clerical duties. Call Nancy: 569-5142, ext. 307

MEDICAL TRANSCRIPTIONIST - Small suburban hospital needs full time transcriptionist for day shift, must have a minimum of 6 months experience, good salary & benefits. Call for interview. Medical Records Dept. Straith Memorial Hospital. 357-3360 ext 181

NURSES ASSISTANT, Venapuncture required, part time, Livonia. 421-3840

NEED SOMEONE experienced in all phases of Dentistry for Receptionist position. Full time benefits. Pleasant Birmingham office. Please call Patti at 647-8484

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

NURSES AIDES
Needed For Private Duty Home Health Care
Live In Positions
If you have 1 years experience, flexibility & own a car, call,
643-0311

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth 455-0510

OFFICE MANAGER, experienced for Birmingham dental office. Must be thoroughly familiar with all office procedures including insurance, billing & accounts receivable. 647-3100

OPHTHALMOLOGISTS OFFICE in Southfield needs mature receptionist full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid, experience preferred. Reply to Box 788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPTICIAN - experienced dispenser, career oriented person needed for busy Dearborn office. Contact Peggy Read. 565-5600

ORTHODONTIC ASSISTANT,
Experienced Chairside Assistant wanted for busy, friendly practice in Rochester. Must enjoy children. 651-8860

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0696

ORTHODONTIC Chair-side assistant. Modern, progressive orthodontic practice in Birmingham. Experience required. 647-0696

PART TIME Dental Hygienst, Farmington Hills area. Call 851-3030

PHONE SALES MEDICAL
Will train aggressive sales-oriented person with medical product knowledge for phone sales position. Good phone manner and voice a must. Salary, plus commission. New account, bonuses. Troy location, excellent fringes. Contact A. Henderson. 588-2970, Ext. 205
An Equal Opportunity Employer

RECEPTIONIST-BOOKKEEPER
For dental office in Canton
Must be experienced. Full time.
455-4070

RECEPTIONIST
For busy Livonia doctors clinic, full time. Must be experienced including insurance forms. Call Michele. 427-3504

RECEPTIONIST full or part time, orthodontic office, experienced. Novi, Twelve Oaks Mall area. 348-8610

RECEPTIONIST needed for busy veterinary hospital. Pay to match experience, benefits. Apply: 24429 Grand River, Redford. 255-2400

RESPIRATORY THERAPY
Full time position available on our afternoon shift for an experienced RESPIRATORY TECH. We provide excellent benefits and salary and pleasant working conditions. Please contact: HUMAN RESOURCES
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, FArmington
476-7600

RESPIRATORY THERAPY
Positions immediately available for CRTT, REGISTRY - ELIGIBLE or RRT to work as Cardio Pulmonary technologists in our Novi Ambulatory Care Center.

Full time - afternoon shift.
Part Time - every or every other weekend & holidays, day or afternoon shift.

Excellent salary & new modern working enviroment. Apply only at Employment office Mon. thru Fri., 9am-3pm.
Providence Hospital
Fisher Center
22500 Providence Dr., Southfield
An Equal Opportunity Employer

RN - LPN
Needed Immediately
Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RN or LPN
FULL TIME
Apply In Person:
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN OR LPN to assist with medical documentation & evaluation home care environments. Days only, no holidays or week-ends. Competitive wages & benefits. Contact Mr. Dan Figlak, 535-2670

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

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
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. Contact Nursing Director between 9AM-3PM, at:
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley, 255-1010
An Equal Opportunity Employer

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. 38.

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

SOUTHFIELD ear, nose, throat & allergy office needs experienced girl, 25 and over, for front office. Must know pegboard, dictaphone and all insurance work. Work hours will be Tues. & Thurs., 9AM-5PM. Salary open. For appointment call Monday - Friday, 9AM-4:30PM: 559-5430

X-RAY TECHNICIAN, Registered, full time for radiology clinic. Salary based on experience, liberal fringe benefits. Redford area. 937-8155

X-RAY TECHNICIAN, registered. Full time position available at large Northwest Detroit Clinic. For appointment call Rod 538-4700, Ext. 276

504 Help Wanted Office-Clerical

CLERK TYPIST
Girl wanted for full time position in our engineering department. Must be able to handle fast paced environment. Duties will include running and filing of all blueprints. Must have 1-2 years minimum experience in an engineering department. Type 50 wpm accurately. Good benefits including Blue Cross/Blue Shield. Salary $850/month. Plymouth/Livonia area.
Call 455-6000

ACCOUNTING through trial balance. Construction experience necessary. Call 8am-5pm. 645-2171

ADVERTISING AGENCY has opening for typist in creative department. Must type 60WPM. Must fill immediately. Good benefits. Call Haidt, 837-8343
Equal Opportunity Employer M/F

ACCOUNTS PAYABLE CLERK
Farmington area. Good typing skills required. Excellent working conditions and benefits. Apply to Box #866, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
Southfield property management company, Northland area is seeking a person with recent experience in multi-payables and payrolls. Typing necessary. Eligible person will be trained on computer, pleasant surroundings. Call Marion. 569-4455

ACCOUNTS PAYABLE
Must have experience or related background. Detail minded. Good salary and fringes. Pleasant working conditions. Troy area. Send resume of experience and salary to Box 810 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AD AGENCY SECRETARY
To provide comprehensive clerical support to Account Services staff. Applicant must have strong typing and clerical talent as well as accurate organization skills. Must be a self-starter. Shorthand a plus. Experience required. Benefits and salary commensurate with experience. Reply in confidence to: Cherie Robertson
Desmond & Associates, Inc.
29730 Greenfield Rd.
Oak Park, MI 48237
967-1313

Admitting Clerk
Some experience as a receptionist helpful, also a pleasant phone voice and clerical ability. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

OPENINGS
For Typists & CRT operators. Also openings for general laborers & general office workers. Call for appt;
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

ANSWERING SERVICE
Mature woman preferred to work midnights. Permanent part time. Minimum 23 hours weekly. Will train. Rose Humphrey, 255-3100

APPLY NOW
Statistical Typist
We need your speed and skills now for a temporary assignment in Livonia. Call for appointment.
Somebody Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

Are You An Experienced:
SECRETARY OR TYPIST
We have long and short term assignments close to your home - call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

ASSISTANT BOOKKEEPER - Experience in accounts payable, receivable, bank reconciliation, schedules, etc. Call Kathy, 355-1050

Automobile Dealer
Chevrolet dealership needs a person with experience for accounts receivable position. This individual also needs experience in billing and typing. Call 855-9700. Ask for Steve Lathrop.
JACK CAULEY CHEVROLET
7020 Orchard Lake Rd.
W. Bloomfield

BEGINNER VARIETY SPOT
Prominent West suburban international company has an excellent position for a friendly person with good typing and figure aptitude working in beautiful publications department. Good starting salary, full benefits including dental & tuition and company pays our fee. CALL TODAY for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

BOOKKEEPER - for suburban CPA firm. Corporate tax and account service experience needed. Lovely offices, profit sharing and benefits. Fee paid, $16,000 salary
ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

BOOKKEEPER & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Bookkeeper, 29200 Vassar, Suite 224, Livonia, MI. 48152

BOOKKEEPER-SECRETARY
Part time for property management company. Experienced, self starter. Troy Area. 649-2848

BUILDING Management firm seeking receptionist typist, full time, good phone personality. Troy. 362-2000

CLERICAL DUTIES - PART TIME
General office experience helpful. Evenings & weekends. Apply at: Wickes Furniture, 29635 7 Mile, Livonia.
An Equal Opportunity Employer

CLERICAL PERSON - with Auto Billing & State work experience. Please send resume to: Avis Rent-a-Car, Detroit Metro Airport, P.O. Box 42335, Detroit, MI. 48242. Attn Connie Brown

CLERICAL, 3-5 years experience, mature attitude, full time, 476-4670

CLERK TYPIST
Individual should have typing skills of 55 wpm, previous office experience and enjoy statistical typing.
We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact Sue Cebalt at:
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, Ext. 253
An Equal Opportunity Employer

CLERK/TYPIST
part time with possibility of full time, 55 WPM accurate typing. Tel-Ex. Minimum 2 yrs. office experience. Southfield area. Call Lois 313-1444

CONSTRUCTION COMPANY needs self motivated person for office. Must have strong accounting and secretarial skills. Send resume to P. O. box 35-331, Detroit, Mich. 48235

COST CLERK
Manufacturer near Woodward and 7 Mile is seeking a cost accounting clerk with at least one year experience in cost accounting. Requires a knowledge of timekeeping and some experience in computing labor performance. Good figure aptitude is essential and maturity is desired. Light typing is a plus. Excellent benefits and a professional work environment. Send resume and include salary expectations to Box #883 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly, Livonia area. Reply to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING Secretary, Part time, approx. 16 hrs. weekly, Livonia area. Reply to Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY, permanent part time. Southfield area. Challenging position serving top executives. Call for appointment 557-3737

EXECUTIVE SECRETARY to the president, Poly Blends Inc., Livonia firm offers a challenging opportunity for a competent organized individual, must have typing skills of 70 WPM minimum & take shorthand. Experience and references required. Call Pam Corridor, 591-6200

EXECUTIVE SECRETARY
Super busy department needs an energetic secretary to keep things under control. Excellent typing and executive secretarial experience required. Generous compensation package. Send confidential resume to: Mr. Vinton, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
For diversified Real Estate investment firm in Southfield. Must be personable person, experienced in dictaphone use and correspondence/financial typing. Salary and benefits commensurate with experience. Call: 569-4545

EXECUTIVE SECRETARY
Your Good Skills and Experience needed to work in office of leading Manager of large National Company. Shorthand required. Conjenial atmosphere, excellent fringe benefits.
send resume to Box 870,
Equal Opportunity Employer M/F

EXPANDING CORPORATION
is seeking an ambitious person to work full time as a clerical assistant for our sales manager. Typing & calculating experience helpful. Please call for an appointment. 261-4950

EXPERIENCED accounts receivable person with heavy collection experience to manage all phases of accounts receivable for mfg co in Troy. Ask for Tom Hanson. 649-6670

EXPERIENCED legal secretary for established Plymouth law practice. Superior typing required, excellent salary & benefits commensurate with experience. 453-7080

EXPERIENCED SECRETARY. Property managment and builders office. Northwestern 13 Mile area. Shorthand, typing and references required. General office duties. Mon. thru. Fri. 9 to 5. Call 9:30 am to 4:30 pm. 626-5595

EXPOSE
FEE PAID $$ OPEN
Consulting group offers opportunity to use initiative and personal skills as well as shorthand. Help motivate others.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

FULL TIME Bookkeeper with proven past experience, & ability to prepare financial statements, monthly taxes etc. For multi store operation. Typing a plus. References. Plymouth area. Call for appointment, 459-5275

FULL TIME Experienced secretary, good typing & shorthand a must. Also part time typist/ clerk. Southfield firm. Call Pat Golden, 353-8300

FULL TIME receptionist typist for professional firm in Southfield, must type 65 WPM, excellent fringe benefits, call Debra 356-8181

GENERAL OFFICE/ORDER DESK
60wpm typing required. Self starter. Non smoking office. Southfield/Schoolcraft area. 836-1003

GENERAL OFFICE - in Birmingham, challenging job requiring knowledge of most office procedures. Good pay & fringe benefits. 649-4860

GENERAL OFFICE. Permanent part time for landscape supplier, order taking, filing, light typing & record keeping. Southfield area. 444-8740

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
Helper, must be NON-SMOKER, part time (develop into full time) position. Approx. 1-5 PM, minimum wage, $3.35 hr. Typing, filing, record keeping, accounts payable and receivable, telephone answering.
Call Maryann Hansen,
476-1735

GENERAL OFFICE, Part time, 1-4 days week. Accurate Typist, good telephone manner. 29200 Vassar, Suite 718, Livonia, N.E. of 7 Mile & Middlebelt.

GENERAL OFFICE Clerk wanted, part time. Must be able to type min. 50 WPM and use calculator accurately. $3.50 hr. Call Sharon for appointment for interview 459-3460

GENERAL OFFICE
Experienced person with good figure aptitude and ability to work well with people. Must type 60 WPM. Company moving to new Troy office location middle of April. Call Jean at: 373-6000

General Office
Experienced Office Clerk for typing, filing, detail work and keypunch operation. Must be good with figures. Call after 4 PM.
355-2424

IMMEDIATE OPENING for Staff Assistant in successful insurance agency. Neat appearance, typing and shorthand a must. Benefits available. Southfield area. 559-0600

INSURANCE CLAIMS EXAMINER
Full time examiner for third party administrator located in Southfield. Experienced in medical-dental. Growing company with advancement opportunity. Full fringe benefits. Salary commensurate with experience. Midwest Benefits Corp. 569-9700

INSURANCE OFFICE - Plymouth, part time Housewife preferred. Good math ability. Mr. Strickland 459-3434

LEGAL SECRETARY - general practice, experience required, full time, W. Bloomfield area. 855-4333 or 474-5570

LEGAL SECRETARY for Birmingham law office. Experience preferred. 647-5656

LEGAL SECRETARY - Southfield Town Center. Experience required. Smaller office, litigation & personal injury. Pleasant. Salary negotiable, fringes. 354-2500

LEGAL SECRETARY
$15,000 PLUS
Position open with established firm for sharp Secretary. Great benefits and fee paid. Ask for Brigid.
Snelling & Snelling
336-7400

LEGAL SECRETARY - Opportunity for experienced Legal Secretary as Personal Secretary, in 3 lawyer office. Evergreen-10 Mile location. Opportunity involving diversity of legal and office administration responsibilities. 3 years experience and excellent skills necessary. Top salary. Call David L. Smith, 353-0237

Legal Secretary
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and law office management personnel.

Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.
MANSFIELD & ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, MI. 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

LEGAL SECRETARY - all phases, willing to give of self, willing to participate, start at $275 week. 9-5 Mon. thru Fri. Blue Cross & paid holidays. Call now, great job waiting. 358-8270

LEGAL SECRETARY for prestigious Bloomfield Hills firm. Min. 3 Yrs. experience. Heavy corporate estate planning. Excellent typing and organizational skills required. Benefits. Contact Connie at: 642-4333

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 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 that 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 curteous and professional placement assistance.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETRARY, American Center, Southfield law firm, excellent salary, benefits and advancement, legal experience required, litigation, 353-7550

Marketing Secretary
ITT Business Communications Systems, a leading electronic manufacturer located in Southfield, has an immediate opening for a Marketing Secretary. To qualify, you must have a High School diploma and be able to type at least 60 wpm. Secretarial school is preferred. ITT Business Communications Systems offers an outstanding benefits package and salary commensurate with experience. Please call Robert Fairbanks, District Manager at (313) 358-3090 or send your resume to Mr. Fairbanks at The American Center Building, Suite 950, 27777 Franklin Road, Southfield, Michigan 48034.
Equal Opportunity Employer M/F/H

MATURE PERSON for part time Monday and Friday typing. Must be proficient in machine transcription. Lathrup Village. 557-6655

NATIONAL commercial finance corporation is seeking a full time secretary. Individual must possess excellent typing & telephone skills, the ability to meet deadlines, control work & work with people. We offer excellent fringe benefits. Salary commensuarte with experience. Interested qualified applicants may submit resume to ITT DIVERSIFIED CREDIT CORP. PO box 1355, Northland Station. Southfield, Mi. 48075

NEEDED NOW
CRT OPERATOR
(Regent 25)
We have a temporary 2 to 3 month assignment available now. Call for appointment.
Somebody Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Executive Park)
525-5170

NEED full time group health insurance claims adjustors. Call Mrs. Hoover at 967-1640

OFFICE ASSISTANT & Runner needed for busy office. Must have car with insurance. Varied duties. Good benefits. Southfield area. Call 9am-5pm 569-4800

OFFICE MANAGER/SECRETARY
For Legal Psychology Office. Good typing skills, some bookkeeping knowledge required. Will train. Southfield area. Call for appointment, 358-0730

OFFICE POSITION
Growing Troy marketing firm, (I-75 and W. Big Beaver) requires applicant with office experience and minimum typing skills of 60 wpm. Pleasant surroundings. Starting salary: $700-$750 per month. Scheduled increase in 90 days. Full benefits included. For immediate consideration call: 362-2188.
CMI CORPORATION
An Equal Opportunity Employer

OFFICE SERVICES CLERK
Manufacturer with Corporate offices in Troy, Michigan, has an immediate opening for an Office Services Clerk. This position is responsible for performing all manners of mail and general office services, operating a telephone switchboard and acting as receptionist. A pleasant telephone manner is essential. This is an entry level position with an opportunity for promotion. Send resume and salary history to:
PERSONNEL DEPARTMENT
P.O. BOX 501
BIRMINGHAM, MI 48012
Equal Opportunity Employer M/F

ORDER ENTRY clerk, pleasant but assertive telephone personality, heavy order typing, statistical & filing. Accuracy is a must. Must be a quick learner, flexible & very dependable. Apply Twin Pane. 31251 Industrial Rd. Livonia.

PERSONAL SECRETARY with Real Estate Experience, Livonia Area. Call before 1PM 425-6218

PRODUCTION TYPIST
Position available for part time on-call typist, skill 50-60 WPM., good working conditions, climate controlled plant, day shift. Call between 8 AM. & 4:30 PM. 525-8353
An Equal Opportunity Employer

PROGRAM COORDINATOR/part time. Southfield sales office desires individual to assist program manager. Must enjoy detail & follow-up work. Typing skills helpful. Presently part time position to eventually become full time. Send resume or letter to: Personnel, 3000 Town Center, Suite 1745, Southfield, Mich 48075.

PROPERTY MANAGEMENT CO
In Southfield has an opening for a reliable, mature person. This position involves the answering of incoming calls, typing & other office duties. Minimum of 3 year's experience is required. Call
Mrs Goldberg, before noon
358-5550

PROPOSAL SECRETARY
Sales department requires alert, capable responsible person with good skills. Pleasant offices. Full benefits. Previous experience with manufacturing or engineering companies preferred. Salary commensurate with experience & ability.
Cargill Detroit Corp., 1250 Crooks Rd. Clawson, Michigan.
An Equal Opportunity Employer

REAL ESTATE SECRETARY, full time for busy West Bloomfield office. 3 years real estate office experience or related experience in title insurance, escrow closing, etc. Good typing skills a must. Shorthand preferred. Reply to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/GENERAL OFFICE
Progressive engineering firm in Rochester looking for conscientious worker with general office skills, typing a must. Dictation skills a plus but not necessary. Excellent work environment. Call 852-0050

RECEPTIONIST/SECRETARY, part time. Must have prior phone experience and type 40 WPM accurately for medium size residential building company. Office in 10 Mile/Telegraph area. Hours Mon. thru Fri. 4-6PM & Sat. 8AM-Noon. 353-0952

ONE GIRL OFFICE - for established manufacturer's rep in Plymouth. Secretarial & bookkeeping including receivables, payables, purchasing, invoicing, quotations, phones plus other. Salary commensurate with experience. 459-7190. 464-4720

ONE PERSON office looking for applicants with good bookkeeping or accounting background. Must be able to do all phases of office work. Busy office with excellent pay & excellent fringe benefits. Reply to Box 860, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
$8,000 PER YEAR
Major advertising firm will train! Excellent suburban location and benefits. Call Brenda.
Snelling & Snelling
336-7400

RECEPTIONIST SECRETARY
Typing
Bloomfield Hills area
645-2223

RECEPTIONIST - Immediate opening for advertising agency in Southfield. Must type well, dependable & well groomed. Call Addie. 552-7800

RECEPTIONIST. Full time position, 7 months duration, April through December. No experience necessary. $160 per week. Novi area. 349-8970

RECEPTIONIST/TYPIST
Some light bookkeeping required. Livonia location.
281-5950

RECEPTIONIST
For Bloomfield Hills Law firm. Good typing skills and experience preferred. Call. 647-6860

RECEPTIONIST - Southfield law firm, excellent typist. Dictaphone, excellent salary & fringes. Reply to box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
CUSTOMER SERVICE
Entry level front desk position. Handle incoming calls and process orders, greet visitors, occassional typing. Excellent advancement potential. Full fringe benefit package, raise in 90 days.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RECEPTIONIST
Prestigious Southfield Law firm needs full time receptionist with warm personality. Excellent telephone and social skills, light typing. Terrific salary and benefits.
645-5940

RECEPTIONIST
Returning to Business?
Media Sales Office of major communications corporation seeks reliable, personable individual for it's very pleasant & comfortable offices in the Birmingham-Southfield area. General duties include light typing - accuracy more important than speed. Permanent position. Start $180 week with an excellent range of paid benefits.
Why not call us
Weekdays between 9 & 5 at
352-2800
to get details.?
Equal Opportunity Employer M/F

SALES OFFICE - Troy area. Bookkeeping and typing. Send resume to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
LOOK NO FURTHER... Established West suburban company has a unique opportunity for your good secretarial skills & experience. No dull routine here, your outgoing and professional personality will be appreciated by this growing progressively managed computer corporation. This leading company offers good starting salary to $12,000, excellent promotions, full benefits including dental and tuition plus company pays our fee. CALL TODAY, company anxious to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

SALES SECRETARY, experienced preferred, responsible position requires typing, filing, telphone inquiries, sales correspondence. Full benefits. Call for appointment, LDJ Electronics, Inc., Troy, Walt Bascom, 689-3823

SECRETARIES
WORD PROCESSORS
Applications now being taken by appt.
UNIFORCE
TEMPORARY SERVICES
CALL NANCY 646-7660

ARCHITECT requires Secretary
Must have typing skills, shorthand desirable. Flexible hours possible. Farmington Hills. 851-8581

SECRETARY - Advertizing Agency in Southfield requires experienced, excellent typing skills, dependable and well groomed. Call Addie. 552-7800

SECRETARY
Experienced Secretary with advanced typing skills, shorthand. Good organizational skills, & effective PR contact required. Apply in person at Personnel office,
Madonna College
36600 Schoolcraft, Livonia, Mich 48150.
An Equal Opportunity Employer

SECRETARY, experienced for Real Estate office in Southfield. Excellent typing & organizational skills required. 559-7430

SECRETARY for busy Southfield office. Excellent typing, dictaphone experience & very strong english skills required. Call Kathy, 358-1000

SECRETARY for Birmingham CPA firm. Statistical typing and CPA experience preferred. Salary open. Call Sandy. 642-6071

SECRETARY for pleasant 1 girl Southfield office. Good typing and shorthand required. Letter only to: Mr. Allen, 17117 W. 9 Mile Rd., Suite 419, Southfield, Michigan 48075.

SECRETARY-GIRL FRIDAY
Excellent opportunity for mature, dynamic individual seeking the satisfaction of a one girl office. The successful candidate will possess excellent communication skills, good typing ability and appreciation of a highly varied work day. The position offers excellent benefits package, competitive salary, desirable Birmingham location, affiliation with large national corporation. Experience a PLUS. 642-7333
An Equal Opportunity Employer

SECRETARY
Immediate opening in a Southfield CPA firm; Position includes statistical typing and general secretarial duties. Minimum 2 years experience. We offer liberal salary, fringes, and a pleasant working atmosphere.
Call for an appointment:
Shore & Azimov Co.
358-4448

SECRETARY PLUS
Tired of being just a Secretary? Great opportunity for self-motivated person with above average skills. $11,440. FEE PAID. Full benefits. Call Pat now.
644-4600
SNELLING & SNELLING AGENCY

SECRETARY PLUS
Burger Chef Systems Inc. is looking for an exceptional SECRETARY to work in our district office. The person we seek will have 1 to 3 years experience and possess excellent typing and shorthand skills. In addition, the successful candidate will have excellent people skills and be a self-starter capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, a 37½ hour work week, and attractive benefit package including life and medical insurance, paid holidays, vacation and more.
Please call 643-7754 Mon. thru Fri., between hours of 9 AM. and 4 Pm.
BURGER CHEF SYSTEMS, INC.
An Equal Opportunity Employer

SECRETARY-RECEPTIONIST
Are you bored with life? Would you like to earn good money, meet new people, do a little traveling abroad, and put some excitement in your life? Then this may be your chance of a lifetime. All you need to qualify is to type 60 wpm plus. Call Don Michael at 569-4370

SECRETARY RECEPTIONIST
Your warm personality and good skills are needed at the front desk of this outstanding firm. Terrific promotional opportunities and benefits. Fee paid. To $11,500. Call Jo today!
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY-SALES
Opportunity for mature ambitious individual with good typing & filing skills, to work in advertising sales office. Secretarial experience necessary-minimum 3 years. Neatness & accuracy of work is essential. Call 858-8880

SECRETARY - Southfield company, typing 60 WPM, shorthand 80, good experience, sales dept., benefits, $900, fee paid
LOIS RAY PERSONNEL
559-0560

SECRETARY TRAINEE SPOTS
CAREER OPPORTUNITIES... Several openings with expanding firm for your good typing, dictaphone and office experience. If you want an exciting career in a luxurious office, top salary, quick advancement, liberal benefits, call today for a personal interview. Company pays our fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

We Need
WORD PROCESSORS SECRETARIES
VICTOR
TEMPORARY SERVICES
362-4070
Temporary - No Fee
Equal Opportunity Employer M/F

WOMAN for customer service department. Pleasant phone personality a must. Personal interview only. Apply at Slater Wallcoverings, 13222 Merriman, Livonia.

WORD PROCESSOR
Get into the exciting world of word processing! This successful firm is willing to train a sharp person with excellent typing skills and statistical experience. Nice Southfield location, generous starting salary and benefits. Send confidential resume to: Mr. Vaspar, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

X-RAY TECHNICIAN for 3 evenings per week, in small x-ray clinic, Farmington Area. 425-3240

SECRETARY, 18 hours a week, flexible hours. Excellent skills required. Southfield. Ask for Mr. Garner. 313-352-0850

SELF MOTIVATED Secretary/Typist needed. Typing 60 WPM plus. Shorthand preferable. Good benefits and excellent working conditions. Salary negotiable.
ENERGY INTERNATIONAL CORP.
Top of Troy, 362-4266

SMALL OFFICE in pleasant Retail establishment needs light bookkeeping, & phone reception, a good grasp of figures essential, will train, flexible hours if necessary, Birmingham Area. Call Mr. McQueen 647-5257

SOUTHFIELD MANUFACTURERS Agency. Seeking mature secretary (some bookkeeping). Neat appearance a must. Salary commensurate with experience and ability. Benefits, send resume to box #884 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TEACHER to teach typing & related office procedure to medical assistants & medical secretaries in private vocational schoolin Livonia. 8:30-12:30 Mon.-Fri. Salaried position plus benefits. Immediate opening. Call 478-8170

TYPIST/Asst. Manager for graphic art studio in Troy, 60 w.p.m. with accuracy, to train on computer. Mgmt. experience & art skills a plus. Call 649-6680

TYPIST - BILLING clerk, full time steady work good at figures, accurate typist, fringe benefits, Livonia area. Call after 3pm 522-9310

TYPISTS STAT TYPISTS SECRETARIES
SOUTHFIELD AREA
Long & short term jobs. Good wages, no fees.
Matchmakers
Office Services Inc.
Southfield 569-8290
Madison Heights 398-4390
Detroit 963-5026

505 Help Wanted Food-Beverage

ACCEPTING Applications for all positions. Apply in person, between 1-5PM, Village Cafe, 3337 Greenfield, Dearborn, Mich.

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

BARMAID NEEDED, part time. Several evenings a week. Experienced only. apply in person: The Code Restaurant, 2211 E. Jefferson, The Sentinel Center.

BARMAID, personable, days, full or part time. Grill experience helpful. Schoolcraft-Evergreen, Ernie's. Ask for Joe, 386-5474 or 837-0955

BARMAIDS, Waitresses (costumes), no experience necessary. Apply in person: McEwen's Clubhouse Bar, 34101 Plymouth Rd., Livonia.

BAR MAID Wanted - Part-time. Good opportunity for right person. Apply at: Towne Square Pub, 27406 W. 8 Mile, Farmington Hills.

BARTENDERS part time, Farmington area. 477-0099

BAR WAITRESSES wanted, experienced only. Apply in person after 4pm: Poor Devil Lounge, 34275 Ford Rd, Westland. 729-8040

BUDDY'S PIZZERIA
Is now accepting applications for; waitresses, oven men, grill cooks, bus boys, hostesses. Excellent wages & tips. Must apply in person only between 4 - 7 pm. 17125 Conant, Detroit.

Bus Boy/Dishwasher
Part time day and eveningshifts now available. Must have good attitude and neat appearance. Excellent working conditions. Opportunity for advancement. Apply in person between 1 and 3 PM. Mon. thru Fri., or call for appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington
477-8545

CATERING SALES MANAGER.
Experienced preferred. Apply in person. Holiday Inn, Farmington Hills, 38123 W 10 Mile rd. Farmington Hills

COOK NEEDED flexible hours, part or full time, good pay. Cozy Cafe, Plymouth. 455-3310

COOKS wanted - weekdays and weekend nights. Paid to train. Southfield area. Call Manager. 357-2009

HOSTESS, CASHIER, waitress, cooks, pantry, experienced people needed. Apply Holiday Inn Southfield, 26555 Telegraph.

HOSTESSES
for busy room. Full time nights. Experienced, mature persons preferred. Apply in person from 12 noon to 9pm, ask for Midge or Rhoda.
John Laffrey's Vineyards
29230 Franklin Road, Southfield.

KITCHEN HELP
Come aboard. One of the World's largest Seafood Restaurants now accepting applications for day and night kitchen. We offer paid training, Group Insurance, and Profit Sharing.
Apply between 11 AM and 4 PM at:
RED LOBSTER
5750 No. Wayne Rd., Westland
Equal Opportunity Employer M/F

NEW RESTAURANT OPENING
in Royal Oak area. Applications being accepted for all positions. Experience required. 549-2323

NIGHT COOK - 6 Days. Also Prep Person, part time, experience only. Near RenCen. Call between 2PM-5PM. 259-3273

NOW HIRING
80 POSITIONS
ALL SHIFTS
•WAITRESSES
•COOKS
•BUSBOYS
Apply in Person
Rams Horn
2097 Telegraph, N. of Square Lake Rd.

505 Help Wanted Food-Beverage

EXECUTIVE CHEF
REQUIRED FOR
RAMADA INN, SOUTHFIELD
Excellent fringe benefits. Salary according to experience. Send resume to:
GENERAL MANAGER
RAMADA INN
28225 TELEGRAPH ROAD
SOUTHFIELD, MI 48034
Equal Opportunity Employer

BONANZA

ASSISTANT MANAGER TRAINEE
FARMINGTON HILLS
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
APPLY MON.-FRI. between 9-11 AM & 2-4 PM
38350 W. 10 MILE RD.
(1 blk. W. of Grand River)
BONANZA RESTAURANT