500 Help Wanted

MAINTENANCE MAN for Condominium Apartment complex, near Superior Lake & Upsalya. Some experience in plumbing & electrical Call 9AM-11AM 949-4444 ext 472

MAINTENANCE MANAGER/ENGINEER Strong maintenance background in heavy machinery. Degree helpful but not necessary.

Call or send resume to:
KETZLER & ASSOCIATES
16000 W. 9 Mile, Suite 604
Southfield, Mich. 48075
559-7949

MAINTENANCE PERSON for apartment complex. Knowledge of plumbing, electrical, heating, etc. Salary open. 981-3700

MAINTENANCE supervisor - prestigious condo community in W. Bloomfield seeking qualified full time maintenance person. Experience necessary, especially carpentry. For more information, 626-6626

MAINTENANCE & SECURITY guard needed for senior citizen high-rise in Westland. Apply in person 34500 Marquette, Mon. thru Fri., 9am-5pm.

MANAGEMENT OPPORTUNITY We are now accepting further resumes and conducting interviews for a forthcoming managers position in our Twelve Oaks Mall retail store. Please apply in person at Hiram Walker Inn Mr. Daniel Jaskiewicz, Churchill's, lower level center court. Twelve Oaks Mall. Previous retail experience & phone inquiries.

MANUFACTURING facilities for lease in new growing Salem in Birmingham. 646-6123

MANUFACTURING MANAGEMENT Machine shop or forging background. Degree helpful.

Call or send resume to
KETZLER & ASSOCIATES
16000 W. 9 Mile, Suite 604
Southfield, Mich. 48075
559-7949

MARKETING REP TRAINEE
$18 To $24,000
Weekly expense advance. Enrolling members in business association. Call Pam or Tom.
PERSONNEL RECRUITERS
358-3300

MATURE PERSON - for library at downtown Detroit Art Museum. 964-3000 ext. 3280

MECHANICS HELPER
Auto brake center wants mechanically inclined person to assist mechanic. 6 day week, excellent working conditions. Blue Cross, paid holidays & vacation. $230 to $280 per week. Apply in person, 22905 Michigan Ave., Dearborn.

MECHANICS wanted - certified in brakes, tune-up and front-end. Must have alignment experience. Call Dan, Ellis Tire, 27149 Cherry Hill. 278-3610

MECHANIC
Wanted to work in machine shpp, setting up equipment, maintaining & repairing machinery. Farmington area.
Call Jerri Ann
478-1745

MECHANIC WANTED
Small fleet service vans and pick-ups. Small engine repair. Full time. 581-6721

MEDICAL TELEPHONE CANVASSING, part time with possibility of full time employment, 9am-5pm, $-5 days per week. Birmingham area. 646-6606

MESSENGER for Southfield Corporation, own transportation essential; excellent driving record a must. Hours will vary but usually 8 to 5 AM. - 5 PM. range. Call between 1 & 5 PM. 354-7100

MGMT TRAINEE in retail sales to 12K, outgoing personality required. Employment Center 544-0616

MILL HAND
Must have tool & gauge experience. Peerless Gauge, 13220 Stark Road, Livonia.

NEED EXTRA MONEY while your children are in school? Can earn $5-$7 per hour. Flexible. Call The Fuller Brush office 476-2334

NEED PEOPLE for house sitting. Ages 21 & over. Must be well groomed. Must have car. Office hours 8-5pm, 6 days per week. 643-6017

NIGHT SECURITY
400 room hotel, must have experience, apply in person: Holiday Inn Of Southfield, 26555 Telegraph Rd. Southfield

OFFICE MANAGER
For well established, highly respected, growing, Southfield manufacturer. Supervisory experience essential. Successful applicant will oversee word processing, purchasing, switchboard and reception, must also perform secretarial and administrative controls. Very competitive salary for this essential position. Good benefits. Company has excellent working conditions. Send work and salary history in absolute confidence to Mr. Thomas, P. O. Box 691, Southfield, Michigan, 48037.

An Equal Opportunity Employer

OFFICE SUPPLY
Retail office supply store needs experienced store personnel. Must have 1 year experience with retail office supply company. Call Mr. Eisenberg, McCalleys, Southfield - Livonia 525-8288

PART TIME
SALES PERSONNEL
with experience in Women's Contemporary Clothing & Accessories. Salary plus commission. Excellent benefits. Apply in person

Hudson's Personnel dept. Third floor
Mon thru Fri 9:30am-6pm
Twelve Oaks Mall
27550 Novi Road, Novi
An Equal Opportunity Employer

ROUTE GIRLS wanted to cater lunches, part time to executive office buildings in Southfield area, must have own car & good sales personality, high commission, Call Daniel's Catering, ask for Dan 477-7064

502 Help Wanted Dental-Medical

RECEPTION FOR REGISTERED AND GRADUATE NURSES

You Are Cordially Invited to Visit One of the Finest New Facilities for *Intensive and Cardiac Care* in the State of Michigan at *Detroit Osteopathic Hospital 12523 Third Avenue Highland Park, Michigan 48203*

Sunday, April 12 Noon to 6 p.m.

Convenient, free parking
Children and families welcome

Information will be available about nursing opportunities at Detroit Osteopathic Hospital

O & E

500 Help Wanted

PERSONNEL EMPLOYMENT COUNSELOR
Do you have ability to influence people and the confidence in yourself to earn unlimited income by your sales efforts? We will train you and support you with the #1 national placement organization. Sterling & Snelling. If you have it, call Bernice Fromm 355-2090.

PERSONNEL EXECUTIVE RECRUITER
Executive Placement Firm is seeking an assertive, motivated person experienced in Accounting & Sales.

Call or send resume to:
KETZLER & ASSOCIATES
16000 W. 9 Mile, Suite 604
Southfield, Mich. 48075
559-7949

PHARMACY CLERK- Must be over 20 yrs. old with drug store experience. Available evenings & week-ends. Westland. 427-7882

PLANT EMPLOYEE
Wanted, good pay & benefits. Apply in person between 8AM-4PM. Mon. thru Fri. at Cloverdale Dairy, 447 Forest, Detroit.

PORTER - full time for high rise apartment in Southfield. Call 559-2680

PRODUCTION HELP WANTED, must be high school graduate & 1 year Manager's resident, minimum wage, paid vacation program. Call Ethel, Eco Laundry Co., 644-5500, ext 215

SURFACE GRINDER Hand, top man required for good machine & some form grinding. Excellent benefits. Apply at, 19383 Fairlane, between Wayne & Stark Rds & Plymouth-Jefferson, between Farmington. No phone calls. Newcraft Tool & Die Inc.

TEACHING POSITION- Elementary, physical education. Certified. Experience required. Interested applicants call Carol Peter, Roeper School. 642-1500

TEACHING position-early primary. Homeroom & specialties. Open class room approach. Certified. Experience required. Interested applicants call Carol Peter, Roeper School. 642-1500

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

TELLERS
Light typing and good figure aptitude required. Experience as a cashier helpful 2 weeks teller training in Troy. Positions in the Southfield, West Bloomfield and Redford areas

STANDARD FEDERAL SAVINGS
6th Floor
Personnel Department
2001 W. Big Beaver
Troy

No telephone calls, please.

An Equal Opportunity Employer

TEXAS
332-3431
NEWSPAPERS

TOOL & DIE MAKER, must be journeymen, for small die room, build & repair work, liberal wage and fringe benefits offered, For appointment 531-7500

TOOL MAKER - Plymouth based company has need for journeyman with experience in manufacturing small stampings & assemblies.

INDUSTRIAL STRAINER CO
699 Amelia Plymouth
427-7410

TRAVEL AGENT
Full time, Northwestern Suburban Agency main 2 years experience, Sabre trained. 352-4872

TYPESETTER/KEYBOARD
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

WANTED - cashier & deli girl for our deli & video dept. Full time. Experience necessary. Apply in person Merchant Of Vino Keller, 29525 Northwestern, Southfield

WANTED Full time, Part time Receiving Clerk with some knowledge for Women's Boutique in Sommerset Mall. Call Sheila 649-6001

WELCOME WAGON
You can earn extra income as a Welcome Wagon representative. Meet people, work with community, business retail & earn. Car & several hours a day necessary. Call for an interview 559-3536

WOMAN - PHYSICIAN seeking a medical assistant, experienced with lab work. Call after 5 PM 591-3530

needed full time day shift (7-3) in our small basic care nursing home in Bloomfield Hills. Call 644-8020

LPN-RN
Positions available on afternoons and midnights at Lincolnshire 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
22255 W. 8 Mile Rd.
3 blks W of Lahser

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance Modern nursing home.
See Mrs. Ferguson.
NIGHTINGALE WEST
8565 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MATURE LADY
for general help in
dental lab in Southfield
357-1820

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

MEDICAL ASSISTANT, part time for Troy podiatrist office, will train ambitious, self-starter. Send written resume to: Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Injection experience, Fee Paid, $175 week. Employment Center. 544-0616

502 Help Wanted Dental-Medical

SHIPPING & RECEIVING
Leading manufacturer, Industrial Tools has an opening for a shipping & receiving clerk in the Livonia area. Must be high school graduate. Some experience preferred. Excellent employee benefits program.

KENNAMETAL INC
261-7400
An Equal Opportunity Employer

SHOE FITTER
Full time. Experienced in Better Children shoes. Young Adult shoes. Jeremy Shoes, Southfield. 353-3750

SPRINKLER INSTALLER WANTED
Must be able to do plumbing, electrical, supervise crews. Experience required. 471-0660

STATION ATTENDANT-Part or full time afternoons. Apply between 8am-12 noon. Merri-5 Shell Service, 31301 Five Mile, corner of Merriman.

STOCK PERSON
Birmingham. Must be 18, part time, able to work flexible hours, nights & weekends. Excellent salary & benefits. Call Mr Welnenger626-2525

SAV-ON DRUGS
STOCK PERSON
Full time position in Birmingham. Benefit program. Call Ethel, Eco Laundry Co., 644-5500, ext 215

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WELCOME WAGON
You can earn extra income as a Welcome Wagon representative. Meet people, work with community, business retail & earn. Car & several hours a day necessary. Call for an interview 559-3536

YOUNG WOMAN needed as sitter for elderly lady at Georgian Bloomfield Nursing Home. Please call during business hours, if you enjoy being with elderly people. 875-3250

502 Help Wanted Dental-Medical

ACCREDITED RECORDS TECHNICIAN
Temporary Position
Medical Records A.R.T.
Coding, abstracting, and/or analysis. For details contact:
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City

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 TO WORK in Dearborn Heights pediatrician's office, 6 hours daily, must be experienced in typing, telephone & filing 474-9269

A-1 DENTAL ASSISTANT, experienced or will train, part time, AM or PM, Redford area. 937-1520 or 353-7687

504 Help Wanted Office-Clerical

SECRETARY

Farmington Hills office has an opening for an energetic Secretary reporting to 2 members of our top management. The person we seek will have experience in Shorthand and telephone etiquette as well as rapid typing. A desire and ability to work with numbers is also essential along with key organizational skills. If you possess those talents along with the ability to perform them in a highly professional manner, you may be the person we are looking for. Salary commensurate with experience, as well as medical, dental, life insurance and profit sharing are provided.
For an interview, call Kathy:

478-6200

LITTLE CAESAR ENTERPRISES INC.
24120 Haggerty Rd.
Farmington Hills, MI 48024

An Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - Experienced only for busy Internist office, Southfield, must know all phases of front desk. 358-7744

MEDICAL RECEPTIONIST, full time, Southfield area, pre board, Blue Shield & Medicare experience background required. Salary commensurate with experience. Excellent future. Excellent benefits. Call Mon.-Fri. 8am-4pm 569-0300. After 6pm 557-0781

MEDICAL SECRETARY for busy Rochester office. Experienced only need apply. Typing 55 wpm, dictaphone experience helpful. Call Susan 652-1353

MEDICAL TRANSCRIBER
Experienced, Part time.
Farmington Hills area.
474-6300

MEDICAL TRANSCRIBER
Experienced, part-time, Farmington Hills area.
626-6500

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

NURSE AIDS
Mature person, all shifts. Weekends only. See Ms. Watkins. Will train. Good starting rate, other benefits
See Ms. Watkins.

NIGHTENDALE
WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSES NEEDED Free Training. Starting soon. Plymouth, Livonia Area. For information Call 697-2441

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

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

OPTOMETRIC RECEPTIONIST for orthodontic office in Lathrup Village. Mature person for permanent full time employment. Experience desired, not necessary. Must like children. 559-6092

DENTAL CHAIRSIDE ASSISTANT, Northland area, modern friendly office, full or part time. Good wages & benefits 3 years experience. 968-2266

DENTAL RECEPTIONIST for orthodontic office in Livonia. Full time employment for mature person, must be excellent typist & enjoy children, experience desired not necessary. Call 1-5pm only. 559-6092

DENTAL RECEPTIONIST experienced, friendly, mature, excellent wages & benefits Southfield. 557-2730

DENTAL RECEPTIONIST/Assistant for progressive office in Bloomfield. Assisting experience preferred. Call 642-5471

DIRECTOR of Nursing Services, challenging opportunity for progressively oriented RN with long term care experience, Good Hospital & Administrative Oak Hill Nursing Home, 34225 Grand River, Farmington, Mi. 48024

DRS OPHTHALMIC Mature person for front desk, EKG, medical insurance, etc. Part time. Southfield 559-6969

EXPERIENCED Chairside Dental Assistant for people oriented practice. Must be experienced in have knowledge of 4-handed dentistry. Salary negotiable. Call after 6PM 855-2261

FULL TIME experienced dental assistant or office manager, West Bloomfield 274-6004

PSYCHOLOGICAL CLINIC needs mature, reliable person for busy general office duties. Pegboard experience helpful, 1 to 6 PM Tues & Thurs, 10 to 8 PM Mon & Wed. Call Cher, Mon. & Wed. between 4 & 6 PM, 851-5016 or Thurs evening after 6 PM, 348-6045

HEALTH CENTER SUPERVISOR, REGISTERED NURSE
Our Joy Rd. Health Center is currently seeking a Registered Nurse to supervise the day to day operations of an ambulatory care setting. Previous supervisory experience is preferred. We offer an excellent pay rate and comprehensive, fully paid benefits package. Interested applicants apply:
METROPLEX HOSPITAL WEST & JOY RD. HEALTH CENTER
28303 Joy Rd. Westland, Mi 48185
525-6685
An Equal Opportunity Employer

LARGE NEW Dental office in Livonia is seeking a mature dependable full time staff person to handle patient accounts, financial arrangements, insurance management & payment. Call between 9 am - 1pm. 591-3536

needed full time day shift (7-3) in our small basic care nursing home in Bloomfield Hills. Call 644-8020

LPN-RN
Positions available on afternoons and midnights at Lincolnshire 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
22255 W. 8 Mile Rd.
3 blks W of Lahser

L.P.N.
FULL TIME OR PART TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance Modern nursing home.
See Mrs. Ferguson.
NIGHTENDALE WEST
8565 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MATURE LADY
for general help in
dental lab in Southfield
357-1820

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

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MEDICAL ASSISTANT
Injection experience, Fee Paid, $175 week. Employment Center. 544-0616

504 Help Wanted Dental-Medical

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments

PRO CARE ONE
The Health Care Professionals

LIVONIA
33900 Schoolcraft, Suite L4
425-6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 371
569-4400

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
Positions available on all shifts, either full or part time, in modern skilled nursing facility. Top salary & benefits. Call Mrs. Mac Farland
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley
An Equal Opportunity Employer

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 8 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18530 W. 7 Mile, Detroit. 531-4001, Ext. 38.

RN'S & LPN'S needed immediately. Full or part time. All shifts. Skilled facility, good benefits. Write Box 193, Westland, Mich. 48185

TIME PLANNERS
Multi-office Dental Network is seeking time planners for Southfield area for career oriented person. Dental experience preferred. Ask for Kris. 755-1600

WAITRESS, experienced only. Athens Family Restaurant, Harvard Row Mall, 11 Mile at Lahser Rd. Southfield

X-RAY TECHNICIAN
Registered & experienced, for portable X-Ray services. Days, with some call. 353-7500

X-RAY TECHNICIAN, registered. Full time position, mature & responsible. Call Detroit Clinic. For appointment call Ron 538-4100, Ext. 37

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

504 Help Wanted Office-Clerical

ACCOUNTING CLERK-part time position available. Approximate 15-20 hours per week. Ideal position for housewives with bookkeeping background. Send resume or apply in person: Franklin Foods Inc., 20611 W. 12 Mile, Suite 30, Southfield Mich. 48076

ACCOUNTING SUPERVISOR
Immediate opening $20,000-$22,000 to supervise 4 accounting clerks in receiving and supervisory experience. Northville Public Schools 349-3400, Ext. 206

AD AGENCY SECRETARY
Suburban firm will appreciate your good skills. Your chance to enter the exciting world of advertising. To $12,000. Fee paid!

353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE SECRETARY
Immediate opening available at our Troy sales & engineering center for individual with top level secretarial skills.
Must demonstrate ability to type at the rate of 60 WPM with no errors & ability to take & transcribe shorthand notes at 120 words per minute.
High school education or equivalent with at least 3 years of post high school secretarial schooling & 4 years of office administrative &/or secretarial experience &/or equivalent combination of schooling & experience.
Must have a pleasing telephone voice & manner & a general knowledge of marketing, sales, service, engineering, & general administrative functions as found in a machine tool or capital equipment co.
Qualified applicant may apply in person or send resumes to Employment Manager, Personnel Representative at:

WICKES MACHINE TOOL GROUP
WICKES ALLISON MACHINES
1681 Wanda Ave.
Ferndale, Mich. 48220
Equal Opportunity Employer M/F/H

AGGRESSIVE CO needs aggressive girl. Nat'l Co involved with marketing energy conservation devices. Must enjoy viewing girls for Secretarial Reception position. Good typing skills required. Good starting salary & Medical insurance. Call Mrs Lang 855-1590

AMERICAN CENTER - experienced bookkeeper, salary commensurate with ability. Phone 353-5050

APARTMENT OFFICE needs mature person for typing, answering phone and general office work. Monday - Friday, 10AM-6PM. Reply by mail P.O. Box 270, Wayne, Mi. 48184.

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

BOOKKEEPER-Typing, construction supply firm, some experience necessary, room for advancement. Send resume to Best Concrete, 39901 Five Mile, Livonia, Mi. 48154

BOOKKEEPER - Southfield office needs someone interested to handle accounts receivable & payroll Benefits. Salary open. Call Mrs. Mac Farland 644-8550

BUSY BIRMINGHAM insurance agency needs secretary to assist with all around office & communication skills. General insurance background desirable. Pleasant surroundings, good benefits. State background & present salary. Reply to Insurance box 391, Burmingham, 48012.

CASH OFFICE PERSON
Sales Folk Hosiery has immediate part time position available in the cash office. Bookkeeping experience preferred. Flexible schedule within a 20 hour work week.

APPLY IN PERSON
PERSONNEL

SAKS FIFTH AVENUE
SOMERSET MALL
TROY
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY

Immediate opening for individual with excellent typing skills, 60 wpm. accurately and shorthand of 90 wpm., experienced preferred.

FOR APPOINTMENT CALL:
MRS. POWELL
421-8200

MICHIGAN NATIONAL BANK
WEST METRO

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Are You An Experienced:
Secretary
Typist
Word Processor

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
FEE PAID OPEN
"Go getem" Exec needs Account Manager type assist to handle budget and idea prep. Sec'y. skills a must.
Eisenberg McCalley's 525-8288

BOOKKEEPER
ASSISTANT BOOKKEEPER
ACCTS. PAYABLE CLERK
Suburban ad agency seeks experienced accounting professionals for full time positions with an expanding accounting department. Applicants should be familiar with all aspects of books of original entry, accounts payable and receivable and general office procedures. Accurate typing and strong organizational skills required. Benefits and salary commensurate with experience. Send resume in confidence to:
CONTROLLER
DESMOND & ASSOC. INC.
30700 Telegraph Rd.
Oak Park, Mi 48237
967-1313

BOOKKEEPER & GENERAL OFFICE - through trial balance Pegboard experience. Livonia based construction company. CPA recruiting for this spot. Send resume to Bookkeeper, 29200 Vassar, Suite 324, Livonia, Mi. 48152

BOOKKEEPER & General office work, part time. Southfield construction. Carry board system thru trial balance. Name your own hours and days. Send resume to BOX 900, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL DUTIES
Applicant must have strong typing and clerical talent as well as accurate organizational skills. Must be a self starter. Benefits Ask for Mary, 557-2373

CLERICAL
3 to 5 years experience, mature attitude, full time, Troy area. 649-4884

CLERK
$10,000 PLUS
Position with large company. CRT experience. Typing. Terrific benefits. Fee paid. Ask for Ruth.
Snelling & Snelling
336-7400

COMPUGRAPHIC 7500 Programmer and keyliner, experienced only. Redford, Livonia areas.
531-6242

CONSTRUCTION COMPANY seeks career minded self starter for Bookkeeper Secretarial position. For more information call Karen 353-1190

DETROIT COUNTRY DAY SCHOOL has an opening for a year-round Secretary. Requires a responsible person with good typing skills, and general office experience. 646-7717

EASTERN UNION Staging Telegrams need receptionist with nice singing voice. Salary starts at $4 per hour. Located in Southfield. Please call 552-8888

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 - Full-time position for Retail & Shopping Center Consultants Northwestern Hwy., Middlebelt area. Call Shelly. 626-6300

EXECUTIVE SECRETARY
Never a dull moment at this super friendly Southfield firm! Must have excellent secretarial skills to keep up the pace. Excellent salary and benefits, pleasant offices and congenial atmosphere. Send confidential resume to Mr Yaney, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

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 her life much simpler. Great starting salary and benefits. Send confidential resume to Mr. Yost, P. O. Box 691, Southfield, MI 48037.

Flante & Moran recruiting for an equal opportunity employer

EXECUTIVE SECRETARY
2 to 5 years experience
Full time
Farmington Hills area 357-0960

EXECUTIVE SECRETARY, Workaholic needs mature person to handle details & highly systmatic advertising office. Typing, shorthand, dictaphone. Must be dedicated reliable & have desire to be totally involved. Extra hours will be necessary. Send resume to 38100bserver & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED BOOKKEEPER, wanted by Livonia Law Firm! Resume required. Call Karen for appointment. 477-8533

FAST GROWING company needs efficient well organized secretary with professional attitude, for general office duties, include book inventory & answering phones Southfield area Apartment Furniture Rental. 353-9430

Female order taker preferred for Oak Park Electronic Wholesaler, 5 days Blue Cross $185. 543-3250

FOR Troy Law firm, lead word processing operator, 2-3 years experience on video display & machine transcription. Strong typing & organizational ability required. Reply:
PO Box 1333, Troy, 48099

GENERAL ACCOUNTANT
Accounting degree preferred, 2 years experience in general ledger, balance sheet, income statement & standard cost systems. Computer program familiarity helpful. Good salary, excellent fringe benefits. Apply in person or send resume to the attention of the Accounting Manager.

Multi-Elmac Co
Division Of The Stanley Works
32700 Heslip Drive, Novi
An Equal Opportunity Employer

GENERAL OFFICE work, some bookkeeping & typing. $3.75 per hr. Full time position. Abrams Moving Co. Call for appointment 557-8646

GENERAL OFFICE. Needed full time. Payroll, ordering and purchasing follow-up. Hours 9 AM to 5 PM. Redford area. Call Paulette. 531-7820

GENERAL OFFICE
Dependable individual required for general office/purchasing clerk. Pleasant phone personality & light typing ability required as well as at least 1 year previous experience. Exceptional experience helpful, excellent benefit program & working conditions. Send short letter of work history to: Box 413, Farmington Hills, Mich. 48024

INSURANCE AGENCY
In Novi looking for bright intelligent person to assume clerical duties in commercial lines department. Knowledge of insurance helpful, but not necessary. 348-8200

504 Help Wanted Office-Clerical

GENERAL OFFICE
HELP NEEDED
Light typing, light bookkeeping, phone work. Available immediately. Apply in person.

ROBERTSON BROTHERS
PERSONNEL SERVICE
25577 Grand River
(North Redford Area)
538-1510

GENERAL OFFICE
Typing, dictaphone, phones, general office duties for Company located in Farmington Hills.

Send resume or letter stating experience and salary requirements to:

ENERTROLS
23414 Industrial Park Court,
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GIRL FRIDAY for Chiropractor in Livonia. Hours 2-6, Mon. thru Fri., to take Saturday. Must have good skills 261-2121

GIRL FRIDAY needed to assist an expanding, active Southfield sales office for a National company, accurate typist, pleasant phone personality a must. Fully paid company benefits. Call M.S. Johnson to set up an interview. 352-1448

IMMEDIATE OPENING for receptionist/secretary, light bookkeeping, general clerical for modern dental clinic, Warren. Dental experience not necessary, liberal fringe benefits. 751-1100

IMMEDIATE POSITION. Experienced legal secretary for Southfield law firm. Excellent benefits. Salary commensurate with experience. Please send resume, all responses confidential, to Box 900 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE SECRETARY - Southfield agency desires new business/service representative. Experience preferred. Benefits. Sam-5pm. 354-5111

LEGAL SECRETARY
Law firm in Southfield needs experienced legal secretary, typing speed must exceed 80 WPM, call 559-9200

Legal Secretary
Joanne McFarlin is a specialist in finding the best position for you in the legal field. Those 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.

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HILLSTROM & ROSS
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LEGAL SECRETARY
Experienced, shorthand. Part time, Southfield office. 559-3029

LEGAL SECRETARY for large downtown law firm. Experience in worker's comp and or domestic. Call Rose 963-1101

LEGAL SECRETARY, experienced, typing, shorthand, using card, salary commensurate with ability. Royal Oak. 288-5500

LEGAL SECRETARY
Permanent part time position for small general practice Bloomfield Hills firm. Minimum of 2 years experience required. Applicant must possess superior typing skills. Contact Mrs. Wolfe at 645-1630

LEGAL SECRETARY
Well established firm in gorgeous house office offers perfect set-up for you. Good skills and solid legal experience required. $14,500. Fee paid Call Alice now!

353-2090
SNELLING & SNELLING
PERSONNEL

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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.

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Southfield 358-0060
Dearborn 582-2140
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LEGAL SECRETARY
Some Experience. Excellent working conditions Southfield area. 569-5140

LEGAL SECRETARY, some experience, excellent working conditions Southfield area 569-5140

LEGAL SECRETARY, experienced in litigation, 1 year minimum & 1 to 6 month position starting June 1st. Excellent salary. Southfield Town Center 353-0150

LEGAL SECRETARY
For Southfield Law firm Must have 2 Yrs real legal background. Salary commensurate with ability. Excellent benefit package. 552-1000

LEGAL SECRETARY needed for Troy law firm for personal injury. Excellent typing skills required. Excellent benefits. Salary commensurate with experience. Call Lori Dean for interview. 879-4500

LEGAL SECRETARY
For prestigious Bloomfield Hills firm Min 3 Yrs. exp. Heavy Corporate Estate planning. Excellent typing and organizational skills required Reply to Contact Connie at: 642-6333

LEGAL SECRETARY - Opportunity for experienced Legal Secretary as Personal Secretary, in 3 lawyer office. Everything to Mile location. Opportunity involving diversity of legal and office administrative responsibilities. 3 years experience and excellent skills necessary. Top salary. Call David L. Smith 358-0237

LICENSED REAL Estate Agents to sell Florida property. Excellent opportunity to increase your income. 8% commission paid. Call Jess Selesko
559-3251 Selesko Real Estate Co.

LIFE INSURANCE AGENCY
Bookkeeping and general office work. Typing 45 Min. 5 day week. Reply to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, with typing skills for full time position, Garden City area. 261-0620

RECEPTIONIST - Home for the elderly, General office skills, telephone experience necessary. Summer job only. Call Mon. thur Fri, 9 to 5 PM, 851-9646.

RECEPTIONIST/TYPIST - Experienced in general office skills, 55WPM, Call Linda at Belanger, Inc, after 12 Noon. 349-7058

RECEPTIONIST/Order writer for automotive repair shop in Redford. Permanent full time position, 5 day week. Good benefits. 532-4590

RECEPTIONIST needed for professional office work. Duties will include - order processing, inventory control, general accounting. Qualified person should have pleasant phone personality and be accurate with figures. $10,000 starting wage with benefits. Call

614-8565

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Short & long term assignments available for Livonia, Farmington, Troy & Southfield areas.

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PART TIME secretary, 12 Mile & Middlebelt, Mfg. Reps 626-6376

PERSONAL SECRETARY
for 3 part commercial insurance office located in Southfield. We are looking for a very special individual with the attractive appearance and friendly personality of a receptionist, along with the conscientiousness, accuracy and employee loyalty of a full time secretary. Personality and appearance must be such to enhance company client relationship along with interest in career to gain necessary technical knowledge of business in short - an individual that employer can totally rely upon, following freedom from internal office oper