## 500 Help Wanted

SERVICE STATION attendants. Neat & clean appearance. References. Apply at 10 Mile - Telegraph Standard.

SHOP HAND
For small parts finishing manufacturer. Afternoon shift. Liberal benefits. Apply: Tri-Metal Inc., 27761 Whitlock, Farmington Hills. 477-7490

SPEEDOMETER REPAIR, full time, must have experience, repair background. Livonia area. Reference. Call 7am-5pm 261-6330

STEEL WAREHOUSE HELP
Must be good in math, over 18. Microscope knowledge helpful. Willing to work overtime. Must have transportation, chauffers license preferred. Redford area. 937-3870

STOCK PERSON. Full and part time. For Wells Freight & Cargo store located at Macomb Mall. Must be mature, willing to work and have recent local references. Recommendations with experience. Apply in person: 32465 Grand River, Farmington

SUMMER EMPLOYMENT
LIVONIA YMCA needs
Camp Counselors in Nature and Crafts.
Must be 21 for driving purposes.
Call 9AM-5PM, Mon. thru Fri.
Ask for Linda
261-2161

SUNROOF INSTALLER
2 Yrs. experience. Must be familiar with remove & install methods. Apply at: Mo-Pads, Inc., 15510 Telegraph, one quarter mile No. of 5 Mile.

SUPPLY DISTRIBUTOR
Needs individual with 5 yrs. experience to handle Shipping & Receiving functions. Must be willing to learn operations & be take charge. Room for advancement. For interview write: Giving past work experience, salary requirements & phone number to Box 118 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Surface Grinder Operator
Must have 2 to 5 years experience in surface grinding. Complete benefits. Top wages for top men.
O. KELLER TOOL
12701 Inkster Rd.
Livonia 425-4500

SWIMMING POOL SALESMAN
CB swim club, Lyndon E of Middlebelt needed entire summer. Over 16 years old $3.60 per hour. After 5pm 484-8830

SWITCHBOARD OPERATOR, part time, including weekend. Apply between 9am-3:30pm. 3146 S Wayne Rd., Wayne Mi. 721-5500

TEACHER NEEDED for Southfield parent cooperative nursery. Must be State certified. Call 356-0855 or 559-4775

TELEPHONE & RADIO DISPATCHERS - FULL TIME.
Central station radio dispatch and telephone answering.
GUARDS
SECURITY SERVICES
31171 W. 10 Mile
Farmington 476-4335

TEMPORARY FULL Time summer maintenance help needed. Apply at Farmington Village Cooperative, weekdays, 8am-5pm. 34476 W. 9 Mile (near Farmington Rd.) 476-3181

TEXAS
332-3431
NEWSPAPERS

TRAVEL INSTRUCTOR
Experienced travel agent needed full time teaching position. A new career challenge for the right person who has experience in CRT, domestic, international & retail sales. For an interview call M. Sullivan 399-5524

TUBE MILL OPERATOR
Experienced only, excellent benefits. 421-8823

UPHOLSTERER
Must be fully qualified. Excellent working conditions and benefits. Call for interview. 484-0535

WELDER/FITTER - experienced in building panels for electronic enclosures. Company moving to Romulus in July. Contact Automatic Corp., 395 St. Johns, Wyandotte. All replies confidential 284-7920

WELDER FITTER
with 5 years experience.
Must have own tools.
APPLY AT:
Safety-Flo Co
36857 Schoolcraft
Livonia

WELDERS wanted - 3 years experience, mig welding, aluminum mig & cutting torch. Livonia 525-4300

WOMEN NEEDED to host 8 week diet clinic. Their home, trading parties provided, excellent income. Call after 5pm. 348-1784

WORKSHOP working supervisor, must be experienced in cabinet construction. Apply: Mo-Pads, Inc., 15510 Telegraph, Redford, Mi. ¼ mile N. of 5 Mile.

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT, experience preferred, but not necessary for right person, good hours, pleasant atmosphere. Livonia area. 464-1827

DENTAL ASSISTANT-General practice seeks qualified, cheerfully outgoing crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 525-7616

## 502 Help Wanted Dental-Medical

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

CARDIAC LAB TECHNICIAN
Experienced, Holter monitor scanning, stress test. Full time or part time. Call Physician's office. 559-5730

CLINICAL SOCIAL WORKERS
Work in the beautiful, progressive city of Rochester in the midst of rapidly growing Avon Township for a new & innovative satellite clinic of a Blue Cross approved out-patient psychiatric clinic. We are looking for professionals with general clinical skills, but possessing linguistic specialties, that are willing to build their own caseloads with some assistance from the clinic. Potential income for 40 hour week $28,700 to $31,600 plus fringe benefits & pension plan. Send resumes to Richard Mach, PhD, Box 331, Lake Orion, MI 48035 (313-693-8807).

COOK
For convalescent center. Certified only need apply. Hours: 5:30 AM. - 1 PM. Apply in person, 10-4 PM. daily, Westland Convalescent Center, 36137 W. Warren, Westland

CO-ORDINATOR NEEDED
FULL TIME - 12 NOON TO 8 PM
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 ASSISTANTS
needed for multi-office dental network. Experience preferred. Ask for Kris, 255-2880

DENTAL ASSISTANT
Assisting only. Farmington, Orchard Lake area
851-3767

DENTAL ASSISTANT
Experienced only, full time, no Sat. Good Salary, benefits.
Westland. 728-2616

DENTAL ASSISTANT
Full time, West Dearborn, 4 day week, excellent benefits, experienced. 565-5507

DENTAL HYGIENIST
Experienced, energetic, for people oriented practice. Salary and hours negotiable. 425-9130

DENTAL LABORATORY in Livonia area needs person part time 9AM-3PM Monday through Friday no experience necessary, must be artistically & mechanically inclined
Call for appointment. 525-1070

DENTAL RECEPTIONIST- 4 days, no evenings. General practice, Rochester. Experience preferred. Will train right person. Send hand written resume to Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST
Full time to manage front desk. Looking for somebody special to complete 6 member team. Insurance, peg board, appointment book control, good with people, excellent salary & benefits. Southfield 559-3020, weekends after 8pm. 357-5511

DENTAL Receptionist/Assistant
Desire mature, self motivated individual; experienced with peg board, insurance scheduling. 478-1650

DENTAL RECEPTIONIST to handle insurance, etc. Full time. West Dearborn, excellent benefits including pension & profit sharing. Experience necessary. 565-5507

DIRECTOR OF NURSING SERVICES
Challenging opportunity for progressively oriented R.N. with long term care experience. Send resume to:
Administration, Oak Hill Nursing Home, 24225 Grand River, Farmington, 48024

DRS OFFICE Mature person for front desk. EKG, medical insurance, M-F Part time. Southfield. 559-6949

EXPANDING DEARBORN AREA practice needs full time qualified full time Dental Assistant & Front Desk Receptionist. Pleasant surroundings.
274-9660

EXPERIENCED Dental Hygienist for Birmingham Periodontist, 4½ days, excellent benefits. 647-7739

EXPERIENCED medical assistant to do EKG's, venapuncture & non invasive testing, in Bloomfield area cardiology office. Full time. Call Ann 645-2016

FULL TIME RN or LPN, for busy Livonia doctor's office, CCU-ICU experience necessary. 478-1100

JEWISH HOME
FOR THE AGED
SOUTHFIELD
RN OR LPN
PART TIME DAY SHIFT
$6.87 per hour, $54.96 daily
pro-rated vacation, holidays,
sick days.
Call Jan Young, RN.
9AM-2PM Mon. through Fri.
352-2336

LABORATORY TECHNICIAN
Full and part time position open, either certified Technician or equivalent experience. 4 day week in doctors' office Royal Oak area. 543-1720

LAUNDRY WORKER
Part time position. Ideal for retiring family for personal laundry. Contact Administrator, 477-2000
An Equal Opportunity Employer

LPN - Midnight shift, full time, small quality nursing home in beautiful subdivision. Large benefits package, excellent salary, supportive staff. Ask for Mrs. Kelley, 8-5, Mon thru Fri 353-4120
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

LPN needed for allergy office in Troy. 689-6744

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 starting salary. Hospital insurance. Beautiful nursing home. See Mrs. Ferguson.
NIGHTINGALE WEST
8355 Newburgh Rd.
Westland, near Ann Arbor Rd.
An Equal Opportunity Employer

MATURE WOMEN preferred, part time, receptionist, typing, Plymouth Dental experience needed. 453-8844

MEDICAL ASSISTANT - experienced busy Livonia Doctor's office. Full time. 478-1100

MEDICAL ASSISTANT needed for busy pediatric office. Must do CBC's. Call 8-5pm 478-5723

MEDICAL ASSISTANT
needed for OB-GYN office located in Southfield. Experience necessary. Call 559-0550

MEDICAL ASSISTANT needed immediately. Must have X-Ray, Blood Draw. Call for appointment. 358-4400

MEDICAL ASSISTANT (3) part time. Front desk & back. Livonia area. Call Fri. 9am-5pm 421-4451

MEDICAL Assistant, Lab X-ray, with nutrition experience, we need a mature, positive minded person. Part time or full time. Dearborn Hts. 274-0641

MEDICAL ASSISTANT
Experience in billing, Venapuncture, EKG, front desk. Full time position Southfield. 559-5735

MEDICAL BILLER for busy Dermatologists office located in Southfield. Must be experienced in Blue Cross, Medicare and Medicaid and private insurance. 35 hour week. Pleasant working conditions. Ask for Betty. 557-7650

medical opportunities
REGISTERED NURSES
Full Time-OB area, afternoon shift
Full Time-Obstetrics & midnight shifts
Part Time-Afternoon & midnight shifts
PHYSICAL THERAPIST
Full Time-Day shift.
SEAWAY HOSPITAL
5450 Fort Street
Trenton, MI 48183
(313) 676-1000
Equal Opportunity Employer M/F

medical
PHYSICAL THERAPIST
MEDICAL TRANSCRIPTION SECRETARY
Permanent full time.
Please contact the Personnel Department at.
OUTER DRIVE HOSPITAL
26400 Outer Drive
Lincoln Park, Mi 48146
(313) 386-2600
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Part time. Hours flexible. With insurance billing experience. Troy area. 643-7775

MEDICAL RECEPTIONIST
Experienced. Full time for Livonia Doctor
427-6769

MEDICAL RECEPTIONIST and billing clerk. Only experienced need apply. Typing a must. Good job benefits. Please apply in person. Dr. William Ross, 1311 Ann Arbor Rd., Plymouth. Plymouth Community Offices.

MEDICAL TECHNICIAN
Part time work doing peripheral vascular, noninvasive testing. Southfield area. Call 552-9292

MEDICAL TECHNOLOGIST
ASCP with recent bacteriology experience, part-time every other Sat., private Lab in Southfield 557-8082

NURSE AIDS
Mature person, all shifts. Weekends only. See Ms. Watkins. Will train. Good benefits, older benefits.
See Mr. Watkins.
NIGHTENGALE
WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSE AIDES
Needed for private duty. One years experience necessary. Flexible hours. Live in positions available. 643-0311

NURSES
Part time and full time positions available in skilled nursing facility. Afternoon and Midnights. Contact Director of Nursing.
An Equal Opportunity Employer
NURSING SUPERVISOR
Midnight shift. Full time opening for R.N. with Med/Surgical experience.
R.N & L.P.N.
Full & part time positions available on day & midnight shift. No rotation. Benefit package, competitive salary. Contact nursing office 569-1500, Ext 319.
Southfield Rehabilitation Center
22401 Foster Winter Drive
9 Mile-Greenfield AREA

OPTICAL TECHNICIAN
Outgoing aggressive individual with 2 years in college to operate optical equipment. Experience helpful, but not required. Salary plus incentive program, full benefits, Job locations - Ann Arbor, Lincoln Park, Livonia, Kim 247-1347

ORTHODONTIC LABORATORY Technician. Male or female. Artistic ability required. Full time, full benefits. Plymouth area. Will train right person. Apply in own handwriting to Box 995, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OTR. - RN
If you enjoy meeting people, this part time marketing position with medical rehabilitation clinic, may be for you. Contact Mrs. Fedak. 569-5145, ext. 327

PART TIME- Dental Hygienist for Tues. & Fri. in modern Walled Lake office. No evenings or Sat. 624-0678

PART TIME Podiatry Assistant, downtown Farmington, mature, will train. Send resume to Box 113, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPY AIDE
Experienced Physical Therapy Aide, needed for hospital in Livonia. Full time position with weekend rotation. Benefits. Call: Personnel Dept. 353-0510

RECEPTIONISTS/ Appointment schedulers. Multi office dental network is seeking receptionists/appointment schedulers. Good opportunity for a career oriented person. Dental experience preferred. Ask for Reta. 755-3380

RECEPTIONIST Secretary full time for oral surgery office, Farmington Hills, experience preferred, call 553-3280

REGISTERED NURSES dedicated & enthusiastic to teach Lamaze classes part time, evening hours, in Livonia & Westland area. We prefer OB or past teaching experience. Call LCEA of Livonia. 937-8180

RN - IN SERVICE Nurse, 3 days per week, in a basic nursing home. Rotation to PM's and midnights, 1 day per month. Apply in person at 28219 Plymouth Road, Livonia.

## 502 Help Wanted Dental-Medical

OPTICIONS & SECRETARIES
for optical doctors office.
1-517-546-6479

RN or LPN
FULL OR PART TIME
Afternoon 4:30 PM. to 11 PM.
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

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

RN'S
ICU-CCU-ER
Needed Immediately for staffing. Flexible hours, good pay. Experienced necessary.
Call 643-031

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 425-6316
SOUTHFIELD 569-4400

RN's, LPN's
ALSO MIDNIGHT SUPERVISOR
Positions available on all shifts. Full time, 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.
18333 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, 18520 W. 7 Mile, Detroit. 531-4001, Ext. 38.

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Grand River & 8 Mile
476-8300

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
ICU
$12.50 PER HR
SUBURBAN AREA
Excellent opportunity in ICU of suburban area facility. Work full or part time. Call after 10 Monday for details.
TEMPORARY
HEALTH CARE SERVICES
16416 W. 10 Mile, Southfield
8355400

R.N.'S
12 PER HR
INSURANCE REHAB
Excellent opportunity for R.N. experienced in insurance rehabilitation. Flexible hours & days. Call for details.
835-5400

SPECIAL NURSE RN or LPN. Private duty in a Livonia hospital setting, all shifts available. For details 374-7309

WESTLAND DENTAL OFFICE - Receptionist for progressive office, 4 days week, 2 evenings. Experience required. 728-5600 or 722-3041

X-RAY TECHNICIAN - Transcription for North Suburban X-Ray Clinic. Call after 5PM. 851-7682

## 504 Help Wanted Office-Clerical

ACCOUNT - exec. with Birmingham company needs accounting clerk, strong hand, responsibility and initiative a must, $1900 mo. plus benefits, fee paid

SALES - office in Troy needs order desk - telotype person, 50 WPM typing needed. $10,140 plus excellent benefits, fee paid

PUBLIC - contact with clients included in this secretarial position for large corporation. Salary $11,700, with 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

ACCOUNTING CLERK - Livonia based construction firm has immediate opening for accounting clerk. 2 years experience working with income payroll, accounts receivable, accounts payable desirable. Contact Mrs Hoffman 478-7720

Accounts Receivable
Clerk
Growing Troy company needs a sharp person with accounts receivable experience. Must be extremely detail oriented. Great opportunity to advance. Send resume to Box 100, Box 331, Desmond, P. O. 691, Southfield, MI 48037.

Plastic & Metals recruiting for an equal opportunity employer.
ACCOUNTS RECEIVABLE
Experienced person needed immediately for growing metals firm. Posting cash to accounts, light bookkeeping, some formal education required. Good advancement potential. Livonia area. Please call for initial interview.
427-6660

ACCURATE TYPIST - 70 WPM., shorthand, good spelling, telephone answering. Birmingham location. 645-6740

AD AGENCY
SECRETARY
To provide comprehensive clerical support to account service staff and related agency functions. Applicant must have strong typing and clerical skills. Personality and appearance a must. Reply in confidence to:
Kelly Calacci
DESMOND & ASSOC. INC.
30700 GREENFIELD RD.
OAK PARK, MI 48237
967-1974

ADVERTISING AGE'S
Agency of the year has an opening for energetic, cool headed secretary with excellent typing & shorthand skills. Some overtime required. 352-8560

AGGRESSIVE person for inside sales position with building supply firm. Must type. Secure future with excellent benefits & potential for advancement. Call between 8am-5pm. 624-1900

BOOKKEEPER
Experienced through Trial Balance, ability to prepare all payroll tax returns, experienced with CPA firm or bookkeeping firm required. Excellent opportunity for growth with a Southfield CPA firm. Call 642-0133

## 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
A SECRETARY, YES
But More. A member of the team. Must type minimum 50 w.p.m. & be an expert phone handler. Poised, cheerful & experienced. So should you be. Call Bloomfield Redford area advertising/marketing firm. Salary $800 + Includes Blue Cross. Call Joan.
255-4163

ASSISTANT Bookkeeper, full time for a small corporation in Southfield. Must be at accounting experience necessary. Call Phyllis 352-3520

ATTENTION
ALL JUNIOR &
SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(In Burton Executive Park)
525-5170

AUTO BILLER
Dealership experience required. Gestaed Bookkeeping Machine. Attractive pay plan, good benefits. Livonia location. Call: Office Manager for appointment.
O'Hara Datsun
425-3311

AUTOMOTIVE MANUFACTURERS (Rep. located in Southfield (12 Mile & Northwestern) needs office secretary with typing, adding machine & phone skills. Please call 358-5200

BILLING CLERK
For advertising firm. Must be good typist, have billing experience, Southfield office

BLOOMFIELD HILLS, property management company in seeking full time person to handle Accounts Payable on L-3000 Bookkeeping machine. Typing required along with some telephone skills. Full fringe benefit package including profit sharing. Send resume and salary requirements to Accounts Payable, P. O. Box 494, Bloomfield Hills, Michigan, 48013.

BOOKKEEPER
A large international CPA firm, located in the Renaissance Center, has an opening for a bookkeeper in their internal accounting department. Applicants should have minimum 3 to 5 years experience in bookkeeping field and be able to type and operate a calculator, perform various accounting & bookkeeping functions under the direct supervision of the department head. Responsibilities include, but not limited to, functions of accounts receivable, accounts receivable, processing petty cash transactions, billing, and preparation of reports. Call Mrs. Ellis, 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
for 400 room luxury suburban Hotel. Experience necessary. Full time position with excellent benefit package
Call Bert Eldridge, 559-3316

BOOKKEEPER
Full charge through General Ledger. 3 days per week, will eventually lead to full time position, will work at our Plymouth office, send resume outlining experience and salary history to:
Controller,
P.O. Box 10, Taylor Mich., 48180.
An Equal Opportunity Employer

BOOKKEEPER, full time, for Birmingham area CPA firm. Responsible individual, experienced through trial balance. Preparation of payroll & related tax returns. Some typing. Diversified duties, excellent working conditions. Salary commensurate with experience. Benefits.
646-5828

BOOKKEEPER & RESTAURANT
Office Personnel. Must have Payroll & Accounting background. Please send resume to: Jacques, Inc., 30100 Telegraph Rd., Suite 102, Bloomfield, Mi. 48010 or call Duane Dickens, 10AM to 4 2PM. 642-2183
An Equal Opportunity Employer

BOOKKEEPER
to work in Southfield. Experienced with financial statements, payroll & sales taxes. Full time. 557-5255

CLAIMS administration company in Bloomfield Hills needs clerk/typist with good office skills. Some health insurance background helpful. Salary $185. per week. For interview call Cindy at 645-1529

CLERICAL, 3-5 years experience, maths skills required. Mature attitude, full time, Troy area. Apply Tues only, 9-3pm. Lathers Title Insurance, 29 Mohig Beaver, Suite 125. 649-4884

CLERK/TYPIST
Experienced clerk typist for Southfield firm. Full time. Call Sue at 362-0066

CLERK TYPIST - Require accurate typist for invoice typing into computer, taking phone orders & misc. office work in small office. 348-3700

CLERK/TYPIST
Traffic Department
of Livonia Company
Has opportunity for Typist with 2 years experience in Clerical Work.
(Minimum typing 55WPM).
For further information & appointment Call
591-3000 ext. 214
An Equal Opportunity Employer

CLERK/TYPIST
55WPM, good benefits, Southfield Area. Call Kathy Hartman at 353-3000

COLLECTOR
TRAINEE
Immediate opening for Collector Trainee. Mortgage background preferred. Located in Birmingham area. We are willing to train for the position. Please call Sharon K. at
647-8600
An Equal Opportunity Employer

COLLEGE STUDENTS
Summer Jobs - Part Time
OFFICE CLERICAL
LIGHT INDUSTRIAL
VICTOR
TEMPORARY SERVICES
362-4070
Equal Opportunity Employer M/F

COMPUTER OPERATOR
Ambitious person to fill new position in rapidly expanding distribution company. Accounting, typing, Honeywell-Bull helpful. Send resume and salary requirements to Box 994, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER OPERATOR, experienced with NCR equipment & programs helpful, but not necessary. Send reply & salary requirements to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DRUG CLERK typist. Experienced, evenings & weekends. Sargent Drugs, Joy & Merriman. Westland. Apply in person.

## 504 Help Wanted Office-Clerical

CONFIDENTIAL SECRETARY
President of Livonia based Graphic Arts firm seeks Executive Confidential Secretary. Accuracy, light typing, some bookkeeping required. Above average salary for career minded person - commensurate with skills and attitude. All replies strictly confidential.
Submit brief resume indicating salary requirements to: Box 113, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EASTERN OHIO
SINGING TELEGRAMS needs singing receptionist for 3-5 shifts. Southfield area. Starts at $3 per hour. 552-8888

EXECUTIVE SECRETARY
1 girl office. Troy area. Experienced typing, shorthand, light bookkeeping.
649-1171

EXECUTIVE SECRETARY
challenging opportunity with mfg co. Successful candidate will work with corporate officers & must possess proficient secretarial skills. Experience with shorthand, dictaphone, word processing. Very pleasant surroundings in northern suburban area. Excellent benefits. Only qualified persons need apply. Send resume & salary requirements to Box 140Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
for President of College. Individual should have excellent ability to communicate & be a self starter. Background must include at least 5 years experience as executive secretary with academic or business environment. Good benefits commensurate with experience. Send resume & salary requirements to Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

An Equal Opportunity Employer

EXECUTIVE
SECRETARY
Farmington Hills manufacturer has an immediate opening for a mature Sales/Marketing oriented person. Successful candidate must be a Self-Starter who can handle diversified duties with little supervision. In addition to good shorthand & Typing abilities, candidate should have working knowledge of Data Entry & access Good working conditions in a Pleasant Office. Excellent starting salary & benefit package. For an interview, call:
Carol Gilchrist 478-1204

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appointment. 557-7757

EXECUTIVE SECRETARY. Experienced only. Require good typing and shorthand skills. Troy Life Insurance Agency. For interview call Mrs. Clark at 879-9900

EXECUTIVE SECRETARY
Rapidly expanding advertising company needs an executive secretary to function as general managers assistant. Good typing, phone & professional skills. Royal Oak area. Call Curt at
549-6444

EXPERIENCED ACCOUNTS receivable clerk. Full time. Livonia area. Send resume to Box 995, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED ACCOUNTS payable clerk, full time. Must be experienced with sale guard system. Livonia area. Send resume to Box 995, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED "GIRL FRIDAY" to assist Office Manager in all phases of office procedure. We are a fast moving Auto Dealership in the Plymouth area. Send resume of work experience to
P.O. Box 346, Plymouth, Mi. 48170.

EXPERIENCED LEGAL Secretary for busy Birmingham Law Firm. Salary commensurate with ability. Call between 4-5PM, 644-8910

EXPERIENCED Legal Secretary for Bloomfield Hills attorney. Some real estate law and general practice helpful but not essential. Salary commensurate with qualifications. 334-0552

EXPERIENCED SECRETARY
1 girl office. Requires excellent typing, phone work, light bookkeeping. Downtown Birmingham location. Good working conditions. Salary open. 646-4560

FARMINGTON HILLS LAW FIRM
looking for legal secretary. Pay commensurate with ability.
626-3448

FLEX
Super chance to combine career interest and personal business. Bookkeeper's earns $900-$1,000 plus start for "get it done approach"
562-8900 649-4144
You Pay Now Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

FULL CHARGE bookeeper/controller for construction firm. Send resume to Box 995, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME SWITCHBOARD AND RECEPTIONIST IN FARMINGTON HILLS area. Pleasant working atmosphere. CALL BERYLY AT 851-1900

GENERAL CLERK
General office clerk needed for corporate offices. Varied duties include filing, switchboard release & mail sorting. Call Mrs. Ellis, 626-3200. Lumber Company, Birmingham.

646-5828, Ext.45

GENERAL OFFICE HELP WANTED
Experience preferred. Evenings & Weekends. Full time position. Call
357-1580

GENERAL OFFICE SECRETARY
Diversified duties.
Apply in person.
31415 W. 8 Mile Rd., Livonia

GENERAL OFFICE - Immediate opening for sharp typist. Accuracy with figures a must. Willingness to take on other office duties. Knowledge of shorthand be an asset. Redford. For interview call
255-1147

GENERAL OFFICE
Typist with clerical and organizational skills required to prepare production control, engineering, and purchasing records for computer entry. Exceptional opportunity for person with data entry work. Call for appointment
425-5600.

STAHL MFG
12282 Woodbine, Redford

GENERAL OFFICE
Experience necessary, typing, good benefits. Hours 9am-5pm. References. Call
356-0112

GENERAL OFFICE work in credit department. Must be accurate with figures. Typing required, 5 day, 40 hour week. Apply in person, 13222 Merriman Rd., off Schoolcraft, Livonia. Mich

GENERAL OFFICE, Birmingham. Small challenging office, good knowledge of office skills required. Immediate opening. Good pay & benefits. Call
644-2860

GENERAL OFFICE - $150 per week. Pleasant phone voice, neat appearance, aptitude for figures. Apply in person. Yankee Peddler, 23905 Freeway Park Drive, Farmington Hills. 476-7476

GENERAL OFFICE
Career opportunity, full time position now available in expanding Southfield corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Mrs. Allan at 642-4200

GENERAL OFFICE
FOR RETAIL STORE
Must have pleasant phone voice & be good with figures. Includes some Evening & Sat. work.
Apply In Person
Corey
Dinette Furniture
24890 Greenfield
Oak Park

GENERAL OFFICE
Position involving preparing and operating and billing clients. Opportunity to learn Keypunch. Accurate typing, excellent phone manners and good organizational skills required. Good salary plus profit sharing and health insurance. Call for interview Fri., Apr. 24
UNITED MORTGAGE DISTRIBUTORS
422-8805

GIRL FRIDAY for Chiropractor in Livonia. Hours 3-8, Mon. thru Fri., no late Saturday. Must have good skills.
261-2131

GROWING Gould law firm seeking experienced legal secretary, pleasant atmosphere, call Vickie 553-8506

## 504 Help Wanted Office-Clerical

IMMEDIATE POSITION. Experienced legal secretary for Southfield law firm. Excellent benefits. Salary commensurate with experience. Please send resume, all responses confidential, to
Box 904,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INDUSTRIAL DISTRIBUTOR has opening for Order Desk, General Office work & typing. Good phone voice (customer relations). Salary commensurate with experience. Appointment, 398-2600

INSURANCE AGENCY
Birmingham - Career opportunity for person experienced at least 2 years in commercial or personal lines. Non smoking. Salary open. Days 642-6400 Evenings 681-0251

INSURANCE AGENCY
Experienced commercial Casualty Underwriter, liberal salary, and benefits North Woodward Area. Call Mrs. Koday 398-7700

INSURANCE
Southfield general agency. Experienced personal lines. Salary plus benefits, annual bonus, attractive office 358-1600

INVENTORY CONTROL
Starting position with firm. Good beginning & good opportunity for advancement. Contact Debbie.
478-7500

INVENTORY control & accounts payable clerk. Industrial parts distributor, Southfield area. State salary requirements. Forward resume.
Box 96, Drake, 24600 Frederick, Southfield, Mich 48024.
An Equal Opportunity Employer

JR. SECRETARY
Our national organization is seeking an individual who possesses excellent organizational ability, typing of 60 wpm, and good communication skills. Shorthand desirable but not necessary.
We offer a competitive salary and excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebalo:
355-9300

FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
SOUTHFIELD, MICHIGAN
An Equal Opportunity Employer

Legal Secretary
Joanne Mansfield as a specialist in finding the best position for you in the legal fringe. Troy location. Contact A. Henderson. 588-2970, ext. 205
An Equal Opportunity Employer

PART TIME
Professional Firm seeks Receptionist, flexible hours, approximately 20 hrs. per week. Southfield location.
Call after 2 PM.
358-2141

PART TIME SECRETARY WANTED
Two to 3 days per week
Located in Maple - Telegraph area
Call 646-3514

PART TIME - Up to 40 hours. Terminal Operator, other experience and excellent typing required. Accounting department knowledge helpful. Paid holidays. Send resume to Carrier Distributing, 23630 Schoolcraft, Detroit, Michigan, Mi. 48015. Attention Accounting Department Manager.
An Equal Opportunity Employer

PAYROLL CLERK
Interesting position in billing/payroll department. This is our newly created position with security/investigation background. Must be outgoing with good secretarial skills. Type 50-75 WPM and be able to work flexible hours.
MONDAY-FRIDAY 9AM-4PM
837-8733

PERMANENT - part time secretary, mature, experienced and good skills for bookkeeper. Pleasant personality, good phone manner, 2 to 3 full days per week. Excellent salary. Call 557-7650

PROFESSIONAL SECRETARY for Birmingham advertising agency. Experience essential along with good typing and organizational skills. Reply by resume to BACKER, 33 W. Maple, Birmingham, Mich., 48011. Atn: Mrs. King

PROFESSIONAL
PHOTO LAB
Professional Photo Lab in Northville is seeking applications for Customer Service Representative. Applicants must have good typing skills and bookkeeping experience needed immediately for Southfield office. Please call Gail 353-8760

SECRETARY-1 to 2 years experience, accounting background a plus. CPA firm in Southfield area. Responsibilities, must be ambitious, salary range $200-$225 per week. Call Debra
559-4311

STATISTICAL TYPIST for CPA firm in Prudential Town Center. Must be accurate. Pleasant working conditions. Paid vacation, sick days. Congenial people, salary open 352-4927

TELEPHONE OPERATOR-General Electric Co. Operator full time position in established company for an experienced Telephone Operator and general office clerk. Call Mr. Day 937-0700

TELLER
Full time position is open at our office located in Birmingham on W. Maple at Cranbrook. Position offers public contact with excellent working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings
of Detroit
2500 W. Maple, Birmingham
An Equal Opportunity Employer

TELEPHONE SECRETARY
Part time, hours flexible. Southfield address. Call after 6 PM 436-3067

TYPIST, Keypunch, CRT Operators, temporary help, full & part time. Experienced only. Call today for an appointment. 641-3232

TYPIST
Position available for full time typist (50WPM) in Southfield area. Light typing service helpful. Good benefits. Call Mrs. Hardwick
Call Paul. 8am-5:30pm 459-2040
TROY 435-9170

WORD PROCESSING
TYPIST
Cunningham Limp has an opening in our proposal development department for a word processor/typist. Candidate should have 3 yrs. office experience, type 70 WPM and have working knowledge of the Xerox 850 word process machine or similar.
Duties will include typing sales letters, employee resumes, & engineering specifications. Company benefits.
For interview appointment please call.
E. LABADIE
CUNNINGHAM LIMP
1400 N. Woodward, Birmingham 48011
647-6600, Ext. 248
An Equal Opportunity Employer

## 505 Help Wanted Food-Beverage

EXPERIENCED COOK
Daytime and evening position. New restaurant in Farmington Hills opening early summer. Salary commensurate with experience. Send resume to
Swenson's of Michigan, 700 E. Maple, Birmingham, Mich. 48011.

## 504 Help Wanted Office-Clerical

LOCAL CORPORATION has a position available for an experienced Secretary with good office background. Average typing ability & some bookkeeping experience are also necessary. Customer contact requires our ideal Applicant to have good communicative skills. We offer a fine salary, Blue Cross/Blue Shield, paid holidays & career opportunity. For interview, call 641-8100, or send resume to Tru Green, 4475 Pontiac Lake, Pontiac, Michigan 48054

MAIL
CLERK-TYPIST
Permanent full time position available with Southfield Corporation. Applicant must be: High School Graduate, be able to Type & have good Organizational & Math ability. Also reliable transportation to use during business hours. Call 352-6400 ext. 212 for interview.
An Equal Opportunity Employer

MATURE INDIVIDUAL for general office work, light bookkeeping, no typing. Small automotive business. Send resume: 744 Wing, Plymouth, 48170

MEDICAL RECEPTIONIST
Full time for multi-specialty group practice in Southfield. Experience preferred Call Char 569-5142, ext. 346.

MESSENGER/FILE CLERK
For medical office in Farmington. Dependable car required. Office experience helpful. 553-3360

MINI - COMPUTER operators for temporary help, full & part time
Experienced only 581-3232

NEED SHARP PERSON with good personality for office and some sales. Must be able to type and use office machines. Connolly's Jewelers, Farmington area. Call for appointment. 652-4440

ORDER ENTRY
PART TIME
Take incoming phone calls from customers placing orders, process order on CRT terminal, good typing (45-50 WPM) & phone manner required. Hours 10AM-3PM, Mon. thru Fri. To be available Mon. & Tues. & one other weekday.