500 Help Wanted

A RETAIL STORE ###
Mgmt. Trainee Positions available $10-$15,000 yr. for person with previous Sales exp. or potential ability. Employment Center. 548-1530 or 968-3963

RESPONSIBLE PERSON for manual labor. Applicant must be at least 25 years of age, able to drive 20' van truck, have a good driving record & be bondable. We offer steady work & an excellent opportunity to grow with a small company in Livonia area. Wages will commensurate with experience. Apply in person: 34029 Schoolcraft, Monday, June 22, between 9AM-10 AM only.

RESTAURANT CAREER - work near home, remarkable or business dinner experience or business degree. Openings for food computer. 5 days, 35 hrs. $11,000 to $12,000, bonus; 5½ days, 55 hrs. $12,000 to $14,000. Ray Greene Personnel 399-1426

SCHEDULING
SALES ORDER DEPT. (MFG.)
Mechanically minded. Male petit, math aptitude schedule Production-inventory control writing ability. Full benefits including Dental, tuition refund. Fee Paid.

PROGRAM SYSTEMS ANALYST
Heavy position in Mfg. Must have experience with Production Manufacturing application. Generous commensurate salary. Fee Paid.

MASTER SCHEDULER - MFG.
MRP, production scheduling background, generous commensurate salary. Fully paid benefits including Dental and Optical. Fee Paid.

STAMPING ESTIMATOR
BIRMINGHAM
Gage work, overtime, cost estimating, metal working welding. $25,000 min. range. Full benefits. Fee Paid.

INDUSTRIAL SALES
OR TRAINEE
Warren Location - Will sell experienced industrial sales person, for inside or outside position. Degree required for trainee. Excellent fringe benefits for experienced. $12,500-$14,000 for trainee. Paid benefits. Fee Paid.

PROGRAMMER
System 3, model 15-D, CCP preferred, RPG II, manufacturing applications background. $18,000 range. Full benefits including tuition refund, Dental, Optical. Fee Paid.

COST ACCOUNTANT
MANUFACTURING BIRMINGHAM
Must have job cost, manufacturing background. $17,000 range. Fully paid benefits. Fee Paid.

TOOL ROOM SUPERVISOR
BIRMINGHAM
Must have stamping background. $23,000 range. Fully paid benefits. Fee Paid.

ASS'T. CREDIT MANAGER
MANUFACTURING
Must have 5-10 years experience in either construction credit or manufacturing credit background. $17,000 range. Fully paid benefits including Dental & cost of living. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

SCREW MACHINE
APPRENTICES
& SET-UP MEN
For ¾ in. Acme/Gridley Machine. excellent opportunity. Apply today:
S.M.C.
800 Junction, Plymouth

SKILLED WRITER
Individual with expertise in the use of written language skills. Creative ability and experience in the formulation of product brochures, procedure manuals, and training materials desired. Expanding dynamic Smithfields firm. Full benefits. Send resume to: P. O. Box 300, Southfield, MI 48037.

SMALL KITCHEN needs people to make sandwiches, slice meat, etc. 5 days per week, occasional Sunday. 5 positions available. 2 full and one part time. Evergreen-8 Mile area. Call only between 10 Noon and 3PM. 535-0225

SMALL MANUFACTURING firm in Dearborn needs bookkeeper with 2 or more years experience with industrial firms required. Excellent benefits. Send Resume: Factory History & Requirements to Box 5191, Dearborn, Mi. 48126.

SOUTHFIELD based mortgage co. needs secretary. Experience preferred but not necessary. Typing, shorthand required & Notary Public. Excellent opportunity for advancement to executive position for right person. Suburban Mortgage Co. After 6 pm eves. 357-3559

SOUTHFIELD based co. seeking experienced landscaped maintenance man with leadership capabilities. Potential promotion opportunity. Excellent benefits, overtime, use of weekend interviews. Able Arena Landscape Co. 356-8281

502 Help Wanted Dental-Medical

STAFF NURSES NEEDED
RNS & LPNS

Days, Afternoons & Midnights
Good working conditions, many benefits including shift premium. Contact Ms. Grieve, RN, DON, between 10 A.M.-4 P.M. 522-1444.

CAMELOT HALL
Convalescent Center
35100 Ann Arbor Trail
Livonia

504 Help Wanted Office-Clerical

CLERK OPPORTUNITIES

Centralization of field accounting activities is creating new opportunities at headquarters of major truck manufacturer.

SALES ACCOUNTING CLERK

Records data and prepares various reports dealing with field sales activities.

ACCOUNTS RECEIVABLE CLERK

Posts sales, applies credits and cash receipts, ages receivables, etc.

BILLING CLERK

Calculates prices, prepares and issues billings covering sales of trucks.

Excellent starting salary, fast raises, full benefits. Fees are always company paid. Call Sheri Hill.

AMERICAN
PERSONNEL SVC. 355-5558

EXECUTIVE SECRETARY
National manufacturing firm seeking personal secretary for Vice-President. Normal skills required. Starting salary $245 per week plus full benefits. Send resume to Box 530, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

Excellent Pay
If You're 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
DEARBORN HTS. 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

EXECUTIVE ASSISTANT
Prestigious professional firm is seeking a super secretary for one of its partners. Must have excellent typing, shorthand and organizational skills. Will consider: An associate degree in secretarial science and limited experience, or strong secretarial experience. Send resume and salary to: Mr. Yates, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Troy based firm looking for executive secretary to work for partner. Job requires typing & dictaphone skills. Salary to $14,000. Excellent fringe benefits. Fees are always company paid.
Call Sheri Hill.
AMERICAN
PERSONNEL SERVICE 355-5558

EXECUTIVE
SECRETARY
Salary into mid-teens
Plus benefits
Permanent opening available in growth firm located in Wayne. Excellent typing and shorthand skills required. Strong organizational ability and growth potential. Excellent for career minded Individual. Call Pam
Somebody
Sometime
Temporary Help
12222 Farmington Rd.
(In Burton Executive Park)
525-5170

EXPERIENCED Legal Secretary for medium size Southfield Law Firm. Must card required, shorthand preferred, salary commensurate with abilities.
353-1611

EXPERIENCED LEGAL Secretary
General practice
Attractive Southfield office
356-7401

EXPERIENCED LEGAL Secretary for growing Southfield firm. Good typing, fast paced.
352-1552

EXPERIENCED Legal Secretary for Farmington law firm. Good typing skills & dictaphone experience. Fringe benefits & good working conditions. Please call Mr. McGaw at 645-0100

EXPERIENCED Legal Secretary desired with Bloomfield area Birmingham area law firm with capability to operate a Lanier "No Problem" typewriter and other word processing equipment.
644-6433

EXPERIENCED legal secretary in civil litigation for Bloomfield Hills law firm. Excellent typing skills, NO shorthand. Salary commensurate with experience & ability. Fringe benefits. Call Robin 858-2463

EXPERIENCED OFFICE CLERK
Filing, Typing, Record Keeping Duties. Utility function in more than one area of office. Apply in person or call. 23681 Industrial Park Dr., Farmington 476-8200
An Equal Opportunity Employer

EXPERIENCED
Receptionist-Switchboard Operator, (small cord), light typing, clerical duties, apply Friday June 19th, or Monday June 22th, 8:30AM to 11:30 Only.
Sensor Dynamics 32400 Ford Rd.
Garden City
Equal Opportunity Employer M/F/H

EXPERIENCED SECRETARY
Full benefits. Telegraph and Schoolcraft area. Call Duane at 538-1665

EXPERIENCED SECRETARY
$13,000 TO START
FEE PAID
A professional image and good skills needed for growing company. Small building, great environment in suburban location. Type 75 wpm, shorthand 85. You can't afford to miss this immediate opportunity. Call Deborah.
SNELLING & SNELLING
478-3500

FARMINGTON LAW FIRM
Needs experienced legal secretary
Call Sue 478-5606

FAST PACED
Clerical Assistant
This busy department needs an all-round person to help out its overworked secretaries. Will be doing a variety of things: typing, filing, and whatever else comes up! Must have excellent typing skills and likes to be kept busy. Generous salary and benefits. Send confidential resume to: Mr. Yates, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

GENERAL OFFICE
— with good math aptitude and detail work. Excellent typing skills and basic bookkeeping experience. Good pay and benefits. Troy I-75 and Crooks area. Ask for Lillian.
879-6700

GENERAL OFFICE
PART TIME
PERMANENT
Experienced organized mature person for part time clerical work. Mon.-Fri. 11-5 PM. Emphasis on Accounts Receivable Collection, plus telephone, typing, misc. Must be pleasant, flexible, dependable. Minimal absenteism and have proven successful work record. Send resume in confidence to Branch Manager, Burroughs Corporation, OPCO BFD, P. O. Box 5032, Southfield, Michigan, 48037. No telephone calls.
An Equal Opportunity Employer

GENERAL OFFICE-Full time position. Must be able to handle phones. Experience preferred but not required. Livonia area. Call.
525-7605

GENERAL OFFICE work - for CPA office in W. Bloomfield, bookkeeping typing skills necessary. Great opportunity for advancement.
855-3500

GENERAL OFFICE
CLERICAL
We are offering a growth opportunity for individuals to work in our servicing division and become involved in customer contact, typing and other office duties. To qualify for these openings you must have accurate typing ability of 40 plus wpm, good figure aptitude and good communication skills. Ability to work under pressure a must. For consideration, please apply in person during the following hours:
TUESDAY & WEDNESDAY ONLY
8-11AM OR 1-3PM

MANUFACTURERS HANOVER
MORTGAGE CORPORATION
37535 Farmington Rd.
Farmington Hills, MI 48018
corner of 11 Mile Rd.

Equal Opportunity Employer M/F/H

IMMEDIATE OPENINGS
for Secretaries with computer manufacturing corporation located in Farmington Hills. Good typing skills & dictaphone experience preferred. Competitive starting salary & benefits. 478-3440

504 Help Wanted Office-Clerical

GENERAL
SECRETARY
$10,400 PLUS
FEE PAID
Super ship mate surroundings, congenial staff and wide range of duties. 90 day salary review also! Call Mark.
SNELLING & SNELLING
649-5900

INSURANCE AGENCY needs experienced commercial lines person.
349-1157

INSURANCE COMMERCIAL agency in W. Bloomfield desires person with 3 years experience in small agency.
851-8888

INSURANCE SECRETARY
Experience preferred
12 Mile - Southfield area
557-4574

KEY PUNCH OPERATOR
Southfield area. Full time days. Key to disc experience necessary.
Call Nina. 355-3840

LAB SECRETARY
$12,500 FEE PAID
Exciting surroundings, tuition refund, and 90 day salary review. Company is fast paced and also offers exceptional security. Call Mark.
SNELLING & SNELLING
649-5900

LARGE MULTI National Corporation Some secretarial experience necessary for receptionist position in Farmington, Hills Real Estate office. Call
Mrs Dypski between 10am- 12 noon only.
855-2700

RECEPTIONIST - Bookkeeping, ledger posting, payroll. Typing 35 typing. Westland area. 8.30am-5pm. 5 days a week. Call for appointment. 425-4070

RECEPTIONIST
For 1 girl office full time for phone and light typing. Call Mrs. Kaye
538-2890

RECEPTIONIST/TYPIST
for Bloomfield Hills architectural firm. Good typing skills a must.
332-3148

RECEPTIONIST
For Livonia TV studio needed full time July thru Sept. Light typing and telephone experience desired. Call for appointment. 427-5250

RECEPTIONIST needed for Southfield Investment Co. $150 per week plus benefits to start. Experience necessary. Typing skills and telephone manner required. Knowledge of office machines helpful. Call 9-20-4-30 only. 352-9540

Receptionist/
Telephone Console Operator. Typist
Interesting job in Farmington Hills
Excellent communication and typing skills. Good starting salary and fringe benefits. 478-5360

RECEPTIONIST - TYPIST - General Office Specialist for Sales Office in Oak Park about have pleasant telephone voice, type 65 WPM, use Dictaphone, calculator & operate office machines. For interview, call Mr Hoeper, between 8AM-5PM. 542-1155

RECEPTIONIST/
SWITCHBOARD
OPERATOR
Needed immediately for attractive town center office. Pleasant personality and good phone manner essential. Executive system. This is a full time position Mon. thru Fri. with paid benefits. Call after 8 Monday for interview
MEDICAL
PERSONNEL
POOL
352-6111

RECEPTIONIST needed for sales office. Typing, telephone, bookkeeping, filing, etc. Birmingham location Call 646-2650

SALES SECRETARY
A national Auto Leasing company has an immediate opening for a sales secretary. Applicant should have minimum of 3 years office experience with above average skills in typing & letter composition. A good phone application also a plus as most customer contact will be by phone. Pleasant working conditions with benefits. Farmington Road - Telegraph area Call
Mr Haase - 537-8750

SECRETARY
General office work. Real estate, mortgage or title background preferred. Call Vito Pandolfino for appt. 652-8000

SECRETARY - good typing, shorthand preferred, but will consider good grammar, compositional skills & proofreading. Farmington Hills co. benefits. $11,000

BOOKKEEPER- secretary, Royal Oak, good typing, spelling & compositional experience with bookkeeping background, benefits, $10,800. fee paid

LEVEL - entry secretary position for Detroit legal firm, good typing & shorthand required, $900, fee paid.

LOIS RAY
PERSONNEL
559-0560

SECRETARY, immediate opening in Farmington Hills, one gir office, for an ambitious mature person with the potential for self-starter. Good salary & benefits commensurate with ability. Send resume to P. O Box 222, Plymouth, Mich 48170.

SECRETARY
In a dead end position? This service company, in Southfield, is looking for word processing experience and good secretarial skills Opportunity for advancement. $870 Call Alice now
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY
Position available in our marketing department for a dependable, self-motivated individual with good secretarial skills Minimum 60 WPM typing, 80 WPM shorthand. This position reports to the assistant VP agency administration and will be assuming a the coordination of activities between the home office and the sales force of agent operators in the field of insurance helpful. Excellent working conditions, location & benefits Please contact Personnel Dept.
Alexander Hamilton
Life Insurance Co.
Of America
553-2000
12 MILE & FARMINGTON RD

SECRETARY/RECEPTIONIST
W. Bloomfield Real Estate Office needs full time dependable Secretary/Receptionist with pleasant phone personality. Experience in Accounts Receivable/Payable helpful. Call Patty 855-3100

SECRETARY/RECEPTIONIST
$145-$165 per week. One year office experience preferred. Typing, phones, filing, light interest keeping, sense of humor. Contact Kim
647-3770

SECRETARY
West Bloomfield Twp. has an opening for a SECRETARY in its Planning Department. Candidate must possess excellent typing, transcribing, filing, telephone skills, and the ability to communicate well with both the general public and business professionals. Knowledge of municipal planning and zoning procedures is desirable but not mandatory. Salary $14,235 to start with excellent fringe benefits Please call West Bloomfield Twp. 6640 Orchard Lake Rd., no later than 4:30 P.M., June 26, 1981.

SECRETARY
$12,000 FEE PAID
Excellent company needs person with accurate typing and the ability to assume responsibility. Variety of duties and nice location. Call Carol Lee.
SNELLING & SNELLING
649-5900

SECRETARY
$13,000 PLUS
TO START
Prominent brokerage firm needs your exceptional skills for top position. Generous benefits and salary increase.
Snelling & Snelling
336-7400

504 Help Wanted Office-Clerical

PART TIME TYPIST for Southfield Insurance claims office, accurate & speed required.
559-3233

PERSONNEL
CONSULTANT
Southfield branch of major employment agency needs a mature, self motivated person for a challenging public contact job. Sales or agency experience helpful. Good initial office, excellent commission and benefit program plus friendly work environment. This is a personal interview, call Mrs Roberts.

PERMANENT STAFF
SOUTHFIELD 353-0505

PLEASANT Madison Heights Sales office needs full charge Secretary. Position requires substantial experience in operating a one Secretary office, including typing of sales proposals, quotations, answering correspondence, making appointments & travel reservations Must have pleasant telephone manner, excellent typing, grammar & spelling skills. Attractive salary & company benefits. Contact Personnel Manager 588-1020 Ext. 3 from 1-3pm 852-3044.
An Equal Opportunity Employer

RECEPTIONIST
EVENINGS & WEEKENDS:
Some secretarial experience necessary for receptionist position in Farmington, Hills Real Estate office. Call
Mrs Dypski between 10am- 12 noon only.
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649-5900

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$13,000 PLUS
TO START
Prominent brokerage firm needs your exceptional skills for top position. Generous benefits and salary increase.
Snelling & Snelling
336-7400