504 Help Wanted Office-Clerical

ATTENTION:
Secretaries
Senior Typists
Statistical Typists
Word Processors

Your skills are needed for temporary assignment. Many areas available. If you have experience, please call for an appointment between the hours of 9am-3:30pm except 12 noon to 1pm.

Somebody Sometime
TEMPORARY HELP
17422 Farmington Road
(In Burton Executive Park)
525-5170

14415 W. 8 Mile
272-8500

Barclay Bi-Lingual has Opening for Doors
Assignments available soon for bi-lingual secretaries, translators and interpreters with the following languages: German, Spanish, French, Japanese and other European languages. Call
649-6117
BARCLAY BIVERSIFIED SERVICES

BEGINNER VARIETY JOB
Major west suburban company will train bright promotable person with good typing for entry level position in beautiful office. Good starting salary full benefits. Fast advancement & company paid-for
Excellent opportunity for beginner. Call now for a personal interview
PERMANENT STAFF
LIVONIA 522-4210

BI-LINGUAL CLERK
We are expanding our International division and are seeking a bi-lingual clerk who reads and speaks English and Spanish fluently.
The individual must also have a good math aptitude, be an accurate typist and have an excellent phone manner. Bi qualified contact
Diana Leonard
353-8300 ext. 253
FRAGHTS THAN NWHILD DELIVERY ASSOCIATION
29200 Southwestern Hwy.
Southfield, MI 48075
Equal Opportunity Employer M/F/H

BOOKKEEPER
ASSISTANT TO CONTROLLER
Experienced Bookkeeper wanted for established but growing company in Troy. Hours negotiable. Accounts receivable experience. Must have good knowledge of computer helpful. Must type and have general office skills. Send resume to:
Talin Latour
1000 E. Maple Rd. Troy, Mi 48084

BOOKKEEPER: Experienced to assume variety of duties for property management company. Oak Park area. Call Mrs. Heskin 261-4200

BOOKKEEPER
Full charge, computer bookkeeping skills. Accounts Payable experience required for this job with Southfield management company. Call Debbie 557-7280

BOOKKEEPER
Part time 20-hours/Weekly
Livonia Area
261-2100

BOOKKEEPER Secretary experienced Birmingham area Call 642-9550

BOOKKEEPER with good typing skills. Able to do payroll taxes and post ledgers. Must have experience in CPA firm. Salary open to commensurate with abilities. Southfield CPA 354-0742

BOOKKEEPER
$10,400
Assist with Payables, Receivables and some Payroll for established West suburban Company. Qualified candidate will be trainee to work without direct supervision. Fringes. Fee Paid
525-7456
SHAWHOW & ASSOCIATES
PERSONNEL AGENCY

BOOKKEEPER: General Ledger knowledge with at least 2 years experience. Southfield firm. Begin in outer office. Salary commensurate w/ exp. Box 852 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

BUSY CPA, Southfield Lathrup with delinquent tax accounts has a 2 story building has immediate opening for experienced bilingual receptionist, also a pleasant telephone voice. Light typing & bookkeeping desired. Maturity & ability to greet people imperative. Compensation commensurate with qualifications. Call during business hours 353-4292

CLERICAL PERSON to work on a Sales & Travel and Training Office. Payables, payroll, invoicing & answering telephone, etc. Must type & use calculator. Located in Wixom. Experience preferred
559-0500

CLERICAL POSITION
Experience in machine tool environment required. Must have good organizational skills, ability to work well with others, accurate. Duties include following, posting, typing, working with blueprints. Attractive salary, excellent benefits. Send resume to P-91 Box 202 Northville Mich 48167020?

CLERICAL - The Township of Ypsilanti is now accepting applications for a General Clerical position. Applications may be picked up in the clerks office Monday - Friday, 8 AM - 5 PM. 32616 Michigan Ave. Ypsilanti, Mich.

CLERK TYPIST - general office, pleasant telephone personality, accurate typing skills, some experience desired. Full time position. Southfield Call after 4pm
354-1229

CLERK TYPIST in school office. 40 hour week good benefits. Call Mr. Waldman at Temple Beth El 851-1100

CLERK TYPIST needed for busy Southfield investment firm. Must have pleasant phone voice & type at least 55WPM. Excellent benefits. Call 353-9770 ext. 428 First National Monetary Corp. 4000 Town center, Suite 1570

CLERK - typist. 40 WPM typing good math aptitude. Apply at Southfield company, benefits $6/hr. fee paid

SECRETARY - East suburbs, super typist dictaphone well organized with experience benefits $12,000 fee paid
LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

CLERK TYPIST
Southfield CPA office, good salary, benefits, office experience desirable but not necessary. Parker, Wittus & Co. 315 Travelers Tower. Call Mrs. Duckworth 354-4850

CLOSING CLERK TYPIST
For Real Estate related Service Company located in Southfield. Must be dependable, neat, type 40 WPM. Duties include closing, typing, filing, ordering, etc. Please send resume to Symbolic Inc., P.O. Box 462, Farmington, MI 48024. Attention Karyl Heiden

GENERAL OFFICE, full-time position with growing publication. Must be organized person with good office skills. Typing minimum 65-70 WPM, shorthand, bookkeeping. Non-Farmington area call Mr. Farrell, Mon-Fri, 9am-5pm 478-8220

GENERAL OFFICE CLERK
Needed immediately for outpatient Artificial Kidney Center in Livonia. Typing skills required. Special office experience preferred. For appointment call between 8am and 4pm 525-0780
Equal Opportunity Employer M/F

GENERAL OFFICE position. Experienced only. Excellent typist. Phone and general secretarial work. Small office, full benefits. In Warren or E. 8 Mile. Send resume and salary desired to Box 880 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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:
WEDNESDAY ONLY
9-11AM OR 1-3PM
MANUFACTURERS HANOVER TRUST CALCULATOR CORPORATION
27355 Farmington Rd
corner of 12 Mile Rd
Equal Opportunity Affirmative Action Employer M/F

GRAPHIC ARTIST- position available for graphic artist with experience in clip-art & layouts. Must also have some secretarial skills 848-6377

INSURANCE
JR. SERVICE REP.
Handles routine & some technical service requests. Good math skills. Job is detail oriented, letter writing
Call For Interview
Michigan Life
National Casualty
28333 Telegraph Rd., Southfield
355-5500 ext. 215
An Equal Opportunity Employer

JOBS
JOBS
JOBS
CDI Temporary Services has jobs available in Southfield Warren, Livonia and other suburban areas for TYPISTS, SECRETARIES & WORD PROCESSORS
CDI
Temporary Services
978-8433

KELLY
SECRETARIES
WORK!
KELLY SERVICES has temporary assignments for SECRETARIES & WORD PROCESSING skills. We offer top assignments, merit increases, and paid vacations. Interested call for appointment. Kelly Girl Temps between 9 AM & 5 PM at the office nearest you
29449 W. 6 Mile, Livonia
522-4020
4000 Town Center
(suite 1225)
Southfield
352-7490
999 W. Big Beaver, Troy
Suite 1100
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY
SERVICES
The Kelly Girl People
Equal Opportunity Employer M F H

KEY DISK Operators needed for Part time, the Mid Week 1st & 2nd Shifts Must key 12,000 key strokes - 1 year experience. Jobs are located in the Oakland Mall Call Val Datano, Inc 355-5663

LEGAL OFFICE: seeking excellent typist. Will train 445-9502

LEGAL, SECRETARY for Southfield law firm. Work for corporate & tax matters, unlimited career opportunity in the fastgrowing legal position 5 yrs legal experience required, word processing experience desired, excellent salary & benefits. Send resume to box 782 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

LEGAL SECRETARY for Southfield law firm. Experienced Call Nancy 352-9050

Legal Secretaries

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 assignments are for experienced legal personnel in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement profession at today. All fees company paid

MANSFIELD & ASSOCIATES, INC
Second Floor
500 Tower Drive - 8th Floor
Troy, Mi 48084
(313) 879-8832
Subsidiary of Lawer Personnel Inc

LEGAL SECRETARY - experienced Mog card preferred, but will train
353-1611

LEGAL SECRETARY, experienced for small general Southfield practice law offices 552-1190

LEGAL SECRETARY for Ren Cen law firm. Experience preferred, salary commensurate with experience, good benefits Call Mrs Pearsall at
259-5900

LEGAL SECRETARY - Management labor law firm in the Bloomfield Hills area needs secretary with skills of 65WPM typing, 100 shorthand. Competitive salary & benefits.
328-8500

LEGAL SECRETARY
Experienced. 4 hours daily. Southfield. 9 Mile. Top wages.
559-6100

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Strong typing, shorthand & communication skills. Experience preferred Call
559-3940

LEGAL SECRETARY
$14,000 FEE PAID
Lots of responsibility working for partner in well known firm. Generous salary reviews, excellent surroundings and full benefits. Mark. Legal Department
SNELLING & SNELLING
649-5900

Legal Secretary Trainee
$11,500
For large established general practice Associates degree in Legal Secretarial or 6 Mos. related background with strong typing. Fringe package with dental, prescription, paid holidays & vacation with 1st year. Company Paid Fee.
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LEGAL
SECRETARIES
TEMPORARY
PERMANENT
There is a real need for experienced Legal Secretaries seeking temporary assignments. Work 1, 2, 3 or 5 days a week. Detroit and suburban locations are always available. Earnings can be substantial.
Many outstanding positions are also available to experienced Legal Secretaries seeking full time employment. Opportunities exist throughout the Tri-County area.
Whether you are seeking a temporary or full time permanent position, the time to telephone or mail your resume is now. Variety abounds.
Never a charge to you for our courteous and professional placement assistance. Client law firms assume all fees. After hours appointments available.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075
Southfield 358-0060
Dearborn 582-3140
Belleville Center 697-0141
Troy 649-2042

MANAGEMENT TRAINEE for rental agent. No experience nessary. Will train. Excellent career opportunity. Suburban Home Rentals 958-5311

MATURE WOMAN for part time bookkeeping clerical position in modern office building. Contact Building manager, Ask for Jean or Sharon, call 478-7667

Medical Secretary Receptionist, Doctor's office. Experienced typist familiar with Medical Insurance billing. Enthusiastic self motivated person. Full time 7 Mile - Nov Grace Hospital area. Send resume to Box 840 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia Michigan 48150

MUST WORK Well with people. Experience in automotive warranty claims processing and computers desirable, general office skills mandatory. Please apply in person. Red Holman Pontiac-GMC Toyota 23200 Ford Rd., Westland

OAKLAND MALL STORE. Open M-F 10 Mile - I-75 is looking for a bookkeeper, experience thru trial balance, monthly statements. Apply in person

OFFICE POSITION
Position involves general inventory control, expectations for receivables & typing. Future opportunity to learn computer work. Applicant should possess knowledge of above plus be extremely accurate. Prefer someone working in a small office atmosphere. Only people with minimum 2 years experience need apply. Good starting wage plus profit sharing & health insurance. Please call Bernice for interview
472-8801

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Detroit's finest market
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ONE PERSON OFFICE for service repair company. Some dispatching, bookkeeping, phone answering necessary. 6 Mile-Woodward area 862-0600

ORDER ENTRY
Take incoming phone orders, process on CRT terminal. Typing 65-70, phone skills important. $135 per week plus commission. Fringes. Fee Paid. Call Fringes Contact A. Henderson 646-PM 188-2870 Ext 206

Equal Opportunity Employer

ORTHODONTIC SECRETARY Receptionist Thorough, personable individual required for busy orthodontic office. Good skills, who enjoys meeting people. Excellent communication skills needed. Computer experience helpful, full time, Birmingham area
478-8300

PART TIME Clerical Position - 2 days week, 4 hours day. Typing & bookkeeping required $5 hour Call for appointment 645-9773

PART TIME clerical assistant to accounting supervisor. Good bookkeeping for patient treatment, approximately 2 days a week, call Tues only between 10-3 pm 655-0070

PART TIME RECEPTIONIST
Needed for Troy area. General office duties with some typing. Ask for Steve Kriseman.
Equal Opportunity Employer 362-3020

PART TIME SECRETARY
International sales office in Birmingham requires experienced secretary on a part basis from 10am-3pm. Starting salary $5 per hour. References please. Call for an interview 10-2pm 644-8348

PEOPLE
GREETER
Work the front desk of this fun business. Responsibilities include good phone personality. Excellent benefits, hours and advancement. Call now for appointment
SNELLING & SNELLING
478-3500

PERSONAL SECRETARY wanted. Shorthand preferred, but not essential must be good at letter writing. Send resume with telephone number & salary expected to Box 199, Livonia, Mich 48152

PERSON FRIDAY
S975 MONTH

Your ability to type, answer phones, and knowledge of Bookkeeping will make you a valuable person in this sales office! Hurry, call Alice!
SNELLING & SNELLING
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST for law office. Part time. Light typing. 13 Mile - Telegraph 12 20-5pm Call Karen. 644-2833

RECEPTIONIST - immediate opening in Southfield for sharp individual with PBX experience. Good figure aptitude & type 50 WPM. Excellent benefits. 319-3950

504 Help Wanted Office-Clerical

PERSON FRIDAY
Some Sec'y experience a must for bright typist with an interest in people, projects and profits. Super suburban start. Previous sales or Medical experience counts towards $13,500.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE
PERSONNEL

PHONE SALES
Aggressive person with talented, training available. Good Commission + bonus. Canton - Westland residents preferred. Ask for Sam 721-1880
An Equal Opportunity Employer

RECEPTIONIST
Will train right person with typing - in diversified Accounts Receivable position. Southfield location. Call Cathy at 355-2417 ext. 259

RECEPTIONIST/SWITCHBOARD
Renaissance Center 3 A-1 company. Typing and filing skills required. Please send replies to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST. Small C.P.A. firm in Troy. Sharp typist with aptitude for office management and bookkeeping. Send resume to Box 860, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Southfield Company dealing in motion picture film. Pleasant telephone voice, outgoing personality are the only requirements. Send qualifications & salary requirements to box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST WANTED Some secretarial skills. Must be dependable and neat. Livonia area. Call 8AM-4PM
422-5950

RECEPTIONIST for Dental office. Immediate position. Typing skills necessary. Birmingham Bloomfield area. No bookkeeping. Call
626-2604

RECEPTIONIST. Typist - law firm on Town Center. 60-70WPM, no shorthand, wide variety of duties. Must have exp. Experienced Dec.
353-1333

RECEPTIONIST/TYPIST
Interesting and varied duties necessary. Shorthand helpful. $175 per hour to start. Rochester Area. 852-6666

RECEPTIONIST
For general contractor's office located in office duties Call Linda between 9 & 11 AM 855-4555

RECEPTIONIST/TYPIST
Personable, responsible individual with good clerical skills to work in Bloomfield Hills. Must enjoy people, type 45WPM. Send resume to P.O. Box 289, Bloomfield Hills 48013
An Equal Opportunity Employer

RECEPTIONIST Typist part time, Oak Park dentist has opening for mature, responsible person to answer phones, type, file, etc in a busy sales office. 20-25 hours per week. If interested call Mr. Horer for pre employment interview. 542-5030

RECEPTIONIST
SECRETARY
S8320
Pleasant working environments in this friendly sales office. Company will train you on computer! Good benefits and promotion possibilities!
SNELLING & SNELLING
649-5900

ROCHESTER YMCA accepting applications for Secretary Receptionist position. Prior experience. Apply in person Rochester YMCA 651-6066

SALES SECRETARY for Troy distributor. Highly qualified, mature, marketing oriented individual. Call 9-4pm 588-9130
An Equal Opportunity Employer

SALES SECRETARY- Responsible to work for 2 sales representatives of nationwide electronic distributor. Typing, word processing skills, filing, answering the telephone. Shorthand desirable but not mandatory. Good starting wage based during interview and according to skills and experience. Call Mr. Swanson or Bussa for interview 545-1256

SECRETARIAL - Bright dependable person with good communication skills and pleasant telephone manner needed to do scheduling and other duties requiring some typing. Southfield office, 40 hour week, some evening work. Top pay. Send letter of interest and/or resume to Customer Service Rep. P.O. Box 303, Southfield, Mi. 48037

SECRETARIAL work, full or part time, general office duties, phone relief. Good handwriting. Call for appointment 342-3536

SECRETARIES
Busy home office insurance marketing department requires Secretary for advertising. Marketing area. Good typing, shorthand & organizational skills needed

Call For Interview
Michigan Life
National Casualty
28333 Telegraph Rd. Southfield
355-5500 ext 215
An Equal Opportunity Employer

SECRETARIES
MEDICAL
Positions immediately available on the day shift for Department Secretaries to work with members of our medical staff. Qualified candidates must have minimum 2 years secretarial experience, or equivalent combination of education and experience and type 50-55 wpm accurately. Knowledge of medical terminology highly preferred. Various positions to start immediately.
Full time. Department of Medical Affairs - Requires 80 wpm shorthand speed.
Part time. Mon & Wed - Therapeutic Recreation Department.
Excellent salary and benefits offered. Apply Employment Office, Mon. - Fri., 9-3 PM.
PROVIDENCE
HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, Mich
An Equal Opportunity Employer

SECRETARY
CHALLENGING job as Secretary for manager of regional tourism organization. Small office, pleasant working conditions. Closer to home than downtown. Must be organized, efficient, able to take initiative. Call 644-0844. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERICAL
Large Life Insurance company in Troy is seeking an individual with secretarial/clerical skills or equivalent. Duties include ability to handle client inquiries, management of work flow, typing business forms & letters. Shorthand helpful but not required. We offer a competitive salary & excellent fringe benefit package. Call Mr. Anderson. 649-6000

SECRETARY
Experienced, alert. A-1 shorthand for light typing. Two man modern office. $13,000 up. Fee paid.
559-0220

SECRETARY
FEE PAID
TO $11,500
Exciting position for ambitious person in well established and growing firm. Excellent benefits and advancement. Call Cheryl.
SNELLING & SNELLING
649-5900

SECRETARY for small legal firm in Southfield. Word processing experience desirable. Shorthand and dictaphone.
336-1770

SECRETARY
For shoe distributor's office. Competent. Excellent remuneration Birmingham 646-6422

SECRETARY - for modern Troy insurance office. Typing 60 wpm. Good benefits. Fee paid
649-1717
An Equal Opportunity Employer

SECRETARY
For one girl office for 3 manufacturers reps. Needs good telephone personality, typing required and some bookkeeping experience. 5 day week. Salary $600-$700 month plus benefits. Call 444-0213

504 Help Wanted Office-Clerical

SECRETARY for busy Novi contractor, typing, filing & dictaphone experience required. Excellent working conditions & fringe benefits. Send resume to PO Box 635, Novi, Mi. 48050
An Equal Opportunity Employer

SECRETARY
National insurance firm has an opening for a motivated Secretary.
Successful candidate will possess 1-2 years Secretarial experience, typing skills of 65 wpm, and shorthand or dictaphone.
In return we offer excellent benefits including dental, competitive salary, and advancement potential.
Please contact
JANET LAFATA
CNA INSURANCE
30200 Telegraph Rd.
Birmingham, Mi 48010
Equal Opportunity Employer M/F

SECRETARY NEEDED for busy Southfield office, fast accurate typist with excellent English skills to handle correspondence from dictaphone. Will be trained on QYX Word Processor. Call Kathy 355-1050

SECRETARY
Need secretary for manufacturer's representatives agency located in Southfield area off Greenfield. Must type 50 WPM, file, light bookkeeping, pleasant phone voice and neat appearance. Call between 8:30 and Noon & 1 to 5 PM. 355-5466

Secretary
NEED
A BREAK?
Do you want to get with a fast growing company where not only limit is the one you place on yourself, where your efforts are truly appreciated?
THAN RES HAS WHAT YOU'RE LOOKING FOR.
We have a current need for 2 SECRETARIES
SECRETARY III - full time, a minimum of 3 years previous experience required with good typing skills of 60 WPM
We also need a SECRETARY II - part time, 20 hours per week. Requires a minimum of 2 years experience with good typing skills of 50 WPM.
Our salaries will commensurate with your background and capabilities. As you would expect from a people-oriented company, our benefits are superior: medical and dental are included So, make that change for the better . . . CALL NOW
LETS TALK OPPORTUNITY
RICHARD FRIEND
(313) 533-9320
RUSCO
ELECTRIC
SYSTEMS
32985 Hamilton Court, #315
Farmington, Mi. 48018
Equal Opportunity Employer M/F/H

SECRETARY, PAYROLL
Experienced, we have an immediate opening for our payroll, personel dept. Accuracy required. Southfield location
For interview call 645-2010

SECRETARY RECEPTIONIST
Southfield clinic, 40 hour week $4 per hour to start. Type 60 wpm minimum HSG Call Cindy 552-8437

SECRETARY Receptionist for Southfield law firm. Accurate typing and some dictaphone experience, able to handle responsibility. Recent high school graduate preferred
355-2100

SECRETARY Research Assistant - Immediate opening for dynamic office. Excellent administrative organizational & typing skills a must. Send resume to Elderly Care Research Center, 4608 Lahser Ct. Wayne State University, Detroit, Mich 48202

SECRETARY STATISTICAL TYPIST
Immediate opening for a mature individual. Full time position with a C.P.A. firm. Requires good communication skills, good typing and math aptitude. Light bookkeeping a "plus". Salary and fringe benefit program. South field location convenient to Telegraph & I-696. For interview call Mr. Peterson
444-8383

SECRETARY with property management and accounting experience to work full time at Hampton Development in Rochester. Call weekdays, 9am to 5:30 pm. 852-2656

Secretary
With good typing and shorthand skills. Some office experience necessary. Light bookkeeping. Pleasant working conditions. Closer to home than downtown. Must be organized, efficient, able to take initiative. Call 644-0844. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERICAL
Large Life Insurance company in Troy is seeking an individual with secretarial/clerical skills or equivalent. Duties include ability to handle client inquiries, management of work flow, typing business forms & letters. Shorthand helpful but not required. We offer a competitive salary & excellent fringe benefit package. Call Mr. Anderson. 649-6000

STENOGRAPHER
Steno required for small sole company good shorthand & typing, previous experience preferred, full benefits, good starting salary. Send resume to box 874 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD OPERATOR with pleasant voice and typing skills wanted for busy Southfield office. Please phone 354-1600

Trust Secretary
Full time position available in the trust department. This position requires 2-3 years Secretarial experience, typing skills of 55-60WPM, experience using dictating equipment, also should have attention to detail, good aptitude for math. Ann Arbor Bank & Trust
995-7788
An Equal Opportunity Employer

TYPIST
ENTRY LEVEL
Your good typing and experience is needed for this Southfield company. Good starting salary, raises and benefits plus company pays our fee. CALL TODAY for a personal interview. Company anxious to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

504 Help Wanted Office-Clerical

TELEPHONE-SECRETARIES
New company in Garden City area requires mature persons to set appointments on the telephone with prospective customers who have responded to a nationwide television offer. Opportunity for the right individuals - 3 full-time positions available. Please call Mrs. LaForce,
Craftmaster Electric Bed Co., 261-4600

TOWN CENTER Experienced legal secretary. Good typing skills, dictaphone. Excellent benefits, competitive salary. Call Laura 358-0600

TROY COMPANY needs mature person. Excellent typist with good figure aptitude and the ability to perform general office tasks 4-8 hours daily. Hours flexible - excellent opportunity for working parent. Call Charlotte for interview
583-9777

TYPISTS - 50-55 WPM
Needed immediately - by National Check Printing firm. To handle expanding business. Excellent working benefits. Guaranteed wage increases. Starting Salary - $250 per week. Sun thru Thurs 10:30PM to 7AM. Must be willing to train on Day Shift. Only Inquiries by letter with quality production & attendance standards - need apply.
JOHN H. HARLAND CO.
13455 Stamford Ct.
Livonia, Michigan 48150
An Equal Opportunity Employer

Word Processors
TOP RATES FOR
QUALIFIED OPERATORS
IBM
WANG
LANIER
XEROX
Call For Appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

505 Help Wanted Food-Beverage

ALL AREAS
AVAILABLE
Waitresses, Cooks, Bartenders, Bus & Dishwashers. Full & part time. Benefits. Northville area. Call after 5pm, ask for Floyd.
Olga's Kitchen
7105 Woodward
Birmingham, Mi 48011
An Equal Opportunity Employer

SALAD PERSON Some experience preferred Day shift. Apply in person Rochester Eats, 600 E. University 651-6840

SHIFT MANAGERS
Harhard & Hart, the fun cuisine in down town Birmingham is looking for career minded individuals. We are growing rapidly and need additional shift managers. Experience in the food industry is helpful but not required. Good benefit programs, salary, plus incentives and benefits. For additional information call 642-9122

SHORT ORDER cooks. Apply Mon-Fri 241-2600

TACO BELL NOW HIRING
Full and part time days and afternoons. Apply in person at 28324 W. 10 Mile between 2 and 4 PM

UNCLE JOHN'S PANCAKE HOUSE
27063 Grand River, Redford. Experienced Waitresses. All shifts available. Apply within

WAITRESSES
Full & part time. Apply in person Maple House, Southfield & 10 Mile
569-2120

WAITRESSES
PART TIME
AFTERNOON
APPLY IN PERSON
NUGGET RESTAURANT
30685 W. 12 MILE RD
FARMINGTON HILLS

WAITRESSES wanted. Senior citizens apartment, no tips. Full or part time available 11am-3pm or 11am-6pm
358-9212

WAITRESS wanted, must be 18 or over, mostly weekends, experience preferred, will train if necessary. Addison Oaks Conference Center 651-8385

506 Help Wanted Sales

ABOVE AVERAGE EARNINGS
are what you can expect by joining our team at Hometown Realty. Real Estate firm has a limited number of Sales Positions available in our Troy office. No sales experience necessary. We provide a complete In-house Sales Training Program. Call Ross Martin 689-5606

A CAREER OPPORTUNITY
Farmers Insurance Group selling Auto, Home & Life. Learn without disrupting your job. Excellent Income Potential. Call 978-7589

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan. FAST START TRAINING. Jo Marie Collins, Inc. for a confidential interview
Steve Lehman - Southfield 557-6700
Jack Bourdon - Livonia 476-9300
Jo Marie Collins - Wayne 455-5290
Jean Pruch - Westland 721-8400
Frank Skrzenbelko - Allen Park 388-2291

Chamberlain
ACCOUNTS MANAGER for heavy duty truck industry. Responsible for sale of complete line of brake and lighting products for $400 million company. Aggressive, motivated individual with technical background and college degree. Must work with small amount of outside travel. Salary $20,000 to $25,000 range. Forward your resume and references to box 856 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING SALES
Community newspaper is seeking a independent minded self starter who is becoming a part of our advertising sales team and wants to grow with the company either Bachelor's degree or equivalent with courses in advertising required Knowledge of Ad design & Layout along with 1 yrs experience in writing advertising sales proposals. Good working conditions & excellent fringe benefits. We will be accepting applications at
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi 48150
An Equal Opportunity Employer

AGENCY AVAILABLE
Farmers Insurance Group. Offers comprehensive training program, minimum guarantee per month. Learn without disrupting your job. Call Mr. Ferguson 353-2210 or Brian Bussey, Birmingham Office, 646-6001

HITCHCOCK
GALLERY
OF HOMES
453-2210

505 Help Wanted Food-Beverage

FULL-TIME BUS PERSONS
Apply in person. Wed & Thurs., 2PM-5PM. Meadowbrook Country Club, 60941 W. 8 Mile Rd., Northville

HOSTESS, Bar Maids, Cooks, Preps, Dishwashers - full or part time. Doctor Doodle's, 38110 Grand River, near 10 Mile, Farmington

HOSTESSES & Bus Girls - full or part time. Doctor Doodle's, 38110 Grand River, Farmington

HOSTESSES - BUS PERSONS - Dishwashers and Pantry positions available. Immediate openings. Apply in person at the Maple Pan Restaurant, Somerset Mall, 2850 Coolidge Highway, Troy, Mich

HOSTESSES - CASHIERS - BUS BOYS
Apply in person Holiday Inn.
34123 W. 10 Mile Rd.,
Farmington Hills, Mi.

KITCHEN HELP wanted at Healthy Jones Restaurant. Must be experienced 29221 Northwestern Hwy. Southfield Apply between 3 & 5 Mon thru Fri

KITCHEN MANAGER COOK
Experienced with references, evenings. Downtown Detroit 259-3273

LUNCH WAITRESSES
BARTENDERS
SERVICE ASSISTANTS
ALL TYPES KITCHEN HELP
Full or part time
Day or evening
Apply in person Mon thru Fri, 2 to 4 30PM

Steak & Ale
32323 Grand River
Farmington

OLDER WOMEN needed to work in kitchen Must be reliable, 4 or 5 hours - and be dependable. Starting time 7AM until lunch. Apply on Wed & Thurs & Fri. 8:20 between 9AM & 12 Noon - Only. NW corner of 8 Mile Coney Island Restaurant. $3.50 per hour while learning 552-0170

PART TIME COUNTER POSITIONS
Earn extra money Thanksgiving & Christmas, evenings & weekends. Pleasant working environment. Apply at Sanders. Shifts available 8 am - 3 pm, 10 am - 3 pm, 11 am - 6 pm, 12 - 3 pm. Flexible scheduling. Apply in person 8:30 am - 10:30 am or 2 to 5 pm. For additional information call 644-9122

PERSON TO WORK days (female preferred) Pizza Salon in Plymouth Twp. Hours - Friday, 11AM-9PM and $3.35 per hour with periodic raises. Apply at 9158 Lilley Rd. Nov calls

Restaurant Help

OLGA'S KITCHEN
Applications are now being accepted for full and part time positions. Please apply in person only. No phone calls please.
Olga's Kitchen
7105 Woodward
Birmingham, Mi 48011
An Equal Opportunity Employer

SALAD PERSON Some experience preferred Day shift. Apply in person Rochester Eats, 600 E. University
651-6840

SHIFT MANAGERS
Harhard & Hart, the fun cuisine in down town Birmingham is looking for career minded individuals. We are growing rapidly and need additional shift managers. Experience in the food industry is helpful but not required. Good benefit programs, salary, plus incentives and benefits. For additional information call 642-9122

SHORT ORDER cooks. Apply Mon-Fri 241-2600

TACO BELL NOW HIRING
Full and part time days and afternoons. Apply in person at 28324 W. 10 Mile between 2 and 4 PM

UNCLE JOHN'S PANCAKE HOUSE
27063 Grand River, Redford. Experienced Waitresses. All shifts available. Apply within

WAITRESSES
Full & part time. Apply in person Maple House, Southfield & 10 Mile
569-2120

WAITRESSES
PART TIME
AFTERNOON
APPLY IN PERSON
NUGGET RESTAURANT
30685 W. 12 MILE RD
FARMINGTON HILLS

WAITRESSES wanted. Senior citizens apartment, no tips. Full or part time available 11am-3pm or 11am-6pm
358-9212

WAITRESS wanted, must be 18 or over, mostly weekends, experience preferred, will train if necessary. Addison Oaks Conference Center 651-8385

506 Help Wanted Sales

ABOVE AVERAGE EARNINGS
are what you can expect by joining our team at Hometown Realty. Real Estate firm has a limited number of Sales Positions available in our Troy office. No sales experience necessary. We provide a complete In-house Sales Training Program. Call Ross Martin 689-5606

A CAREER OPPORTUNITY
Farmers Insurance Group selling Auto, Home & Life. Learn without disrupting your job. Excellent Income Potential. Call 978-7589

ACCENT
YOUR POSITIVE
Join our professional sales team. Super bonus plan. FAST START TRAINING. Jo Marie Collins, Inc. for a confidential interview
Steve Lehman - Southfield 557-6700
Jack Bourdon - Livonia 476-9300
Jo Marie Collins - Wayne 455-5290
Jean Pruch - Westland 721-8400
Frank Skrzenbelko - Allen Park 388-2291

Chamberlain
ACCOUNTS MANAGER for heavy duty truck industry. Responsible for sale of complete line of brake and lighting products for $400 million company. Aggressive, motivated individual with technical background and college degree. Must work with small amount of outside travel. Salary $20,000 to $25,000 range. Forward your resume and references to box 856 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING SALES
Community newspaper is seeking a independent minded self starter who is becoming a part of our advertising sales team and wants to grow with the company either Bachelor's degree or equivalent with courses in advertising required Knowledge of Ad design & Layout along with 1 yrs experience in writing advertising sales proposals. Good working conditions & excellent fringe benefits. We will be accepting applications at
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi 48150
An Equal Opportunity Employer

AGENCY AVAILABLE
Farmers Insurance Group. Offers comprehensive training program, minimum guarantee per month. Learn without disrupting your job. Call Mr. Ferguson 353-2210 or Brian Bussey, Birmingham Office, 646-6001

HITCHCOCK
GALLERY
OF HOMES
453-2210

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Immediate opportunity for sharp, energetic, career oriented individual possessing excellent typing and shorthand skills for support activities of Executive Manager. Administrative responsibilities and client contact an integral part of this position. Excellent salary and benefit package. Reply in confidence to:
Gean Lahre
DESMOND & ASSOCIATES INC.
20700 Greenfield Rd.
Oak Park, MI 48237
967-1313, ext. 143

504 Help Wanted Office-Clerical

RECEPTIONIST
With good telephone communication skills, typing (45 WPM), and general office knowledge required. Individual must be a self-starter and personable.
Excellent benefits and working environment with a high growth national company in the computer services field. Apply at or send resume to:
MTC
MULTIPLE TECHNOLOGIES CORP.
24370 NORTHWESTERN HWY.
SUITE 306
SOUTHFIELD, MI 48075
353-0131
An Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

Steak and Ale
of Plymouth
is now accepting applications from neat and well-groomed individuals for
All Positions
Please apply Mon.-Fri. between 2-4 p.m. at:
40347 Ann Arbor Rd.
at I-275, Plymouth

O&E