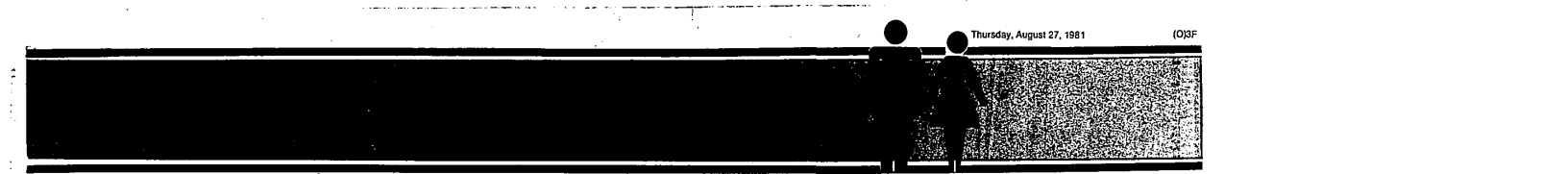

504 Help Wanted Office-Clerical

BOOKKEEPER with insurance background, preferably familiar with NTN Systems. Salary is open. Full or part time. Southfield area. 353-5870

CASHIER- Bookkeeping experience. Full time. W. Bloomfield area. Male person need only apply. Apply in person Wed. or Fri. 10AM-5PM. 4135 Orchard Lake Rd.

BOOKKEEPER
Through trial balance. Automotive experience helpful. Will train. 618-8296

CLERICAL OFFICE, full time to handle diversified duties such as dictation, filing, phone, record keeping, etc. Southfield - 10 Mile Rd area. Salary open dependent upon experience. Mrs. Turkal. 557-9393

CLERICAL - SECRETARIAL
Typing, filing, some writing - for a Financial Agency. 642-4755

CLERICAL - TROY OFFICE
Daily Cash Deposit & Posting to Cash Receipts. Disbursements & Sales Journals. Experience preferred. Excellent benefits. Salary commensurate with experience. Send resume & salary requirements - in confidence to: Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK TYPIST for Farmington Hills office, diversified duties, good typing skills. Must have car for errands, mileage allowance. Full time. 851-4028

CLERK-TYPIST for Southfield office of large industrial corporation. Must be good with figures, know 10 key adder, some accounting background helpful. Call Marilyn. 353-4410

DENTAL ASSISTANT
Excellent opportunity for ambitious chairside assistant. 1 Yr. chairside and X-ray experience a must. Large, modern group practice. Salary open. Excellent benefits. Southfield area.
Call Sue at: 355-9800

DENTAL RECEPTIONIST
Excellent opportunity for ambitious Dental Receptionist for large group practice. Experience a must, computer experience helpful. Salary open. Excellent benefits. Southfield area.
Call Sue at: 355-9800

DETROIT LEGAL FIRM has entry level position. Some legal training with one year's experience. Good secretarial capabilities. Benefits. $12,000. Fee paid.

SECRETARY - Bloomfield Hills Good, accurate typist and Dictaphone. Shorthand desirable, able to run office. $10,400. fee paid

LOIS RAY PERSONNEL
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DOUBLE
Expanding firm offers combined duties as Secretary/Bookkeeper with start to $14,500. Strong organizational ability and 3 years Acct'n Payable, Rec'ts. Receivable and strong typing a must.
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Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

EXCELLENT opportunity to develop your office skills in steady employment situation, several positions open, good rate of pay. Call Citation Services 573-7188
Equal Opportunity Employer M/F

EXECUTIVE needs mature individual - non smoker. Experienced in typing & bookkeeping, good salary. Southfield area. 353-2545

EXECUTIVE SECRETARY
Challenging position available for sharp individual with good organizational capabilities. Southfield area. Full benefits. Call 353-3200

EXPERIENCED Bookkeeper - part time, for West Bloomfield restaurant. $5 hour. Call Terry Lank 661-4644

EXPERIENCED General Office Clerk. Accurate typist, billing & inventory with good phone personality. 3 girl office. Benefits. 838-9010

FILE CLERK, full time, 8am-5pm. RS Electronics, 31443 Schoolcraft, Livonia. 525-1155

FILE CLERK
Major corporation located in the Northville area has a permanent full time opening for a File Clerk in the Administrative Services Department. Previous experience is preferred with exposure to CRT terminals, keypunching, or micro filming being a plus. Position has some lifting. We offer a good salary and employee benefit package. For consideration, send a brief letter to: Robert Merrick at:
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
349-6700
Equal Opportunity Employer M/F

FULL-TIME - Mature, responsible Secretary for fast-moving company. Typing, pleasant phone personality and filing skills required. Ask for: John Healy.
Century 21
PIETY HILL, INC. 642-8100

GENERAL OFFICE
Light typing and bookkeeping. Full time. NW suburb. Call Mr. Birgel 398-7486

GENERAL OFFICE - good telephone personality, graphic art experience preferred. Printing company, Redford Twp. area. Call for appointment. 533-8811

GENERAL OFFICE. Mature person with good spelling and typing skills for pleasant office in Southfield/Farmington area. Reply to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Clerical position available for individual with aptitude for figures and ability to type 45 WPM. For further information contact:
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Alexander Hamilton Life Insurance Co.
Of America
553-2000

GIRL FRIDAY for Southfield law firm. This is a very busy and fast paced position with a variety of duties. Must have office experience or 2 years college. 552-1000

"GIRL FRIDAY"
Small office needs mature person with 4 years office and bookkeeping experience. Located in Dearborn Heights, Joy Rd and Telegraph area. Call between 10AM-3PM. 562-5521

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Person needed for growing company dealing in national and international sales. Must be experienced in office procedures, good typist, accurate with figures, pleasant telephone personality. Excellent position for dependable, responsible person. Troy area. Start immediately. Phone:
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INSURANCE AGENCY - Insurance experience preferred. Receptionist, personal lines & bookkeeping. Troy area. Please call. 649-3405

INSURANCE Office Needs receptionist with some insurance experience. Call for appt. at 474-8311 or apply in person at 32315 Grand River, Farmington.

INSURANCE SECRETARY
Part time with personal lines background, Southfield agency. 354-1830

INSURANCE SECRETARY with commercial property & casualty experience. Large Southfield agency. Contact Mrs. Robe 353-2230

504 Help Wanted Office-Clerical

INSURANCE SECRETARY
Experience preferred. Salary commensurate with experience. Apply in person, Hannay Insurance Agency, 35652 Ford Rd., Westland.

KEY DISK - KEY TAPE
Immediate opening on 2nd shift. Excellent salary and fringe benefits, minimum 2 years experience. For appointment call
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KEYPUNCHERS
with experience on 3741 Verifiers are needed for temporary assignment in North suburbs. Must have experience. If you qualify please call between the hours of 9-3:30, except 12Noon-1PM.
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(In Burton Executive Park)
525-5170
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KEY PUNCH OPERATOR needed by large Troy company. Key to date experience required. Salary $10,900 with great benefits and fee paid.

LEGAL SECRETARIES needed by Detroit & suburban firms. No shorthand needed. Salary $13,000-$16,000 to start. Benefits and fee paid.

PLUSH SUBURBAN COMPANY needs a good organizer to work in their fast-paced accounting department. Super advancement, great location and fee paid.
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24 Hour Service To Hear About Our Most Recent Openings.
646-8780

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PART TIME
Experienced keypunch operator with experience on 5496 or 9810 wanted for temporary position that will last 3 months. Hours 1pm to 6.30 pm. Medical, billing experience helpful, high accuracy rate, all alphanumeric punching, names & addresses, insurance information. Could easily develop into permanent part time or full time position for right party. Start immediately. Recent experience a must. Dearborn location. Call between 10am-3pm. 271-7202

KEY PUNCH
3760 - Data Point 100
We need operators for long and short terms assignments in the Southfield area. Call now:
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WITT SERVICES
The Temporary Help People

LEGAL SECRETARY for Southfield law firm specializing in corporate & tax matters, unlimited career opportunity including paid legal positions. 3 yrs. legal experience required, word processing experience desired, excellent salary & benefits. Send resume to box #787 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
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Permanent, part time and temporary positions available for experienced legal personnel in the greater metropolitan area.
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LEGAL SECRETARY
Excellent skills needed for Bloomfield Hills law firm. We will train. Excellent benefits. Call for appointment 647-6460

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Experienced
For Southfield Office
353-3600
LEGAL SECRETARIES TEMPORARY PERMANENT
There is a critical need for experienced Legal Secretaries seeking temporary assignments. Work 1, 2, 3, 4 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. Openings 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.
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Southfield 358-0060
Dearborn 532-3160
Renaissance Center 567-0141
Troy 649-2044

LEGAL SECRETARY for Southfield Town Center. Experienced. Call Nancy 352-9086

LEGAL SECRETARY
Southfield Law firm specializing in Insurance defense seeks an experienced Legal Secretary for partner.
Should have knowledge of court procedures as well as good typing and organizational skills. Salary negotiable based upon experience. Call:
OFFICE MANAGER AT:
356-7760

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For Troy law firm. Shorthand not necessary, but at least 5 years legal office experience. 643-8550

LEGAL SECRETARY, experience & good typing skills necessary, pleasant office in North Royal Oak, salary commensurate with ability. 398-3300

LEGAL SECRETARY
Full time. For medium-size Southfield law firm. Experience preferred. Excellent benefits. Salary commensurate with experience. 358-4690

LEGAL SECRETARY - Experienced. For Southfield law firm. 12/Greenfield area. Must be excellent typist, shorthand not necessary. Call Joyce Lucas: 559-2828

LONG TERM - temporary assignment for experienced CRT or key punch operator in large corporation N. of Birmingham.
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MANUFACTURER requires person for full time employment in general office work and data processing of payroll. Full line of top fringe benefits including pension plan. All benefits company paid. Apply in person: Dynapower Corp., 29100 Orchard Lake Rd., Farmington Hills

MATURE SECRETARY-Bookkeeper for Birmingham (Bingham Farms) law office. Legal experience desirable but not essential. 645-9000

MESSENGER/Girl Friday needed for Southfield law office. Call Gerry. 353-7630

MIDDLE AGED woman preferred to manage accounts receivable, typing & telephone.
Mortgage Processing Clerk
Must have extensive experience in processing single family conventional mortgage loans. FHA/VA processing experience desirable. Must type 50 WPM. Convenient downtown location. Paid parking. Substantial fringes.
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Farmington area firm needs pleasant, industrious person for busy front office. Requires good phone skills, math aptitude and typing. Experience preferred. Call
474-8000
An Equal Opportunity Employer

EXPERIENCED, MATURE typist with light bookkeeping. Permanent part-time position with congenial small office in excellent Southfield location. Robert Wolf Co., 352-9555

PART TIME, General Office, 1-3 years previous experience desirable, preferably with exam, some bookkeeping exposure helpful. Troy location. Call & leave name & number on message recorder. 362-4210

PART TIME Switchboard Operator/Receptionist - typing required. Novi area. 349-5300

PATIENT RELATIONS
Permanent position in business office of large group practice. Some medical billing experience, some typing and telephone work helpful, but not necessary. Will train inexperienced, but promising applicant. Attend Blue Shield school. Good starting salary, semi-annual reviews. Fully paid Blue Cross, Dental, and life insurance. 10 paid sick days per year. 3 weeks vacation after first year, 2 weeks, during first year. Pension and profit-sharing plan. Medical/dental reimbursement plan. Pleasant working conditions. Dearborn location. Send brief resume to Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONAL SECRETARY
To lead agent of major life insurance company. Southfield area. Your own private office. Excellent fringe benefits including pension plan. Life insurance experience preferred. $12,000 salary to start plus bonus arrangement after break-in period. Please call Mrs. Ross at 557-3550

PERSON FRIDAY wanted, exciting opportunity in a young, fast growing company, part time now, full time possibility, call Mr. Darrell 552-6425

PERSON FRIDAY
High fashion image! Some jewelry experience. A varied work routine in an exciting environment. Salary $693 to start. Call Sandy.
353-2090
SNELLING & SNELLING PERSONNEL

PERSONNEL ASSISTANT
We have immediate opportunity for a detail oriented individual to assist department in all employee relation functions. Good math, effective communication skills, ability to work overtime, sense of humor and a high degree of common sense are a must. College degree a plus. Excellent salary & benefit. Send salary & resume to: Box 958, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PROFESSIONAL Receptionist, switchboard experience & clerical abilities required, responsible individual, fringe benefits. Southfield area. 352-6234

RECEPTIONIST. With good communication and typing skills needed. Excellent benefits. Bloomfield Hills law firm. Call for appointment: 647-6460

RECEPTIONIST
Downtown Detroit's finest apartments has an opening for mature relief clerk desk. Call P. W. Richards, between 10 AM. - 3 PM. 962-0674

RECEPTIONIST - Bloomfield Hills Law Firm. Great Starter position. Light typing. Benefits. Contact: Mrs. Jordan, 642-0333

RECEPTIONIST/Typist with bookkeeping knowledge. Reply to box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist/ Secretary/ Bookkeeper
Designer and distributor of quality high styled cabinetry seeks responsible individual looking for challenging position with young progressive firm. Prior experience required.
Birmingham 642-4310

RECEPTIONIST
Real estate and property management company in Northland area. Pleasant personality, good telephone aptitude for a very busy telephone. Typing, filing, plus other duties. Call Marlon. 569-5555.

RECEPTIONIST - Full time for industrial clinic. Typing experience necessary. Individual must be able to deal with public. Call Mr. Mc Cann, 453-4600

504 Help Wanted Office-Clerical

RECEPTIONIST CLERK TYPIST
Rapistan has an immediate opening for an individual looking for a challenging opportunity, capable of handling a variety of office duties with a minimum of supervision. The qualifications for this opening are:
- Excellent typing and dictaphone skills.
- Ability to work with customers and others through phone contact.
- Some math background.
- Ability to file and keep records neatly.

This opening is located in our office in Farmington Hills, Michigan. If you feel you meet a challenge and like a challenging work in pleasant surroundings, steady employment, full fringe benefits, company paid, then please contact:
Employment Director
(313) 476-4800
RAPISTAN
A Division of Lear Siegler, Inc.
24300 Indoplex Circle Drive
Farmington Hills, Mich., 48018
Equal Opportunity Employer M/F

RECEPTIONIST
WANTED for busy legal office in Southfield. Call 557-1155

RECEPTIONIST
Wanted for Southfield general contractor. Blue Cross and other benefits. Call 353-0280

SECRETARIES
ADANAC is a company paid agency looking for individuals with secretarial skills, bookkeeping abilities, and general office experience. If you are looking for a career change - let us search for you. Call DIANE KELLET.
649-1105
ADANAC PERSONNEL

Secretary/Bookkeeper
Requires practical experience and understanding of bookkeeping and account control. Will be responsible for preparation of monthly statement, requires typing with speed and accuracy. Should take and transcribe shorthand. Individual will supervise and coordinate all administrative and clerical work flow. Hours: 8 AM to 5 PM, Mon. thru Fri. Salary range, $11,724 to $15,841 with excellent fringe benefits.
Send resume to Assistant Director, Management Education Center, MSU, 811 W. Square Lake Rd., Troy, Mich., 48098
MSU is an Affirmative Action/Equal Opportunity Employer.

SECRETARY
Busy West Bloomfield Real Estate Office seeking Secretary for their relocation department. Previous experience with third party relocation accounts and good typing skills required. Prefer shorthand. If qualified or have strong interest, please call 851-4990

SECRETARY - Capable of taking charge of 3 girl office. Shorthand, typing and congenial personality. Benefits included. Call Mr. James at: 424-8500

SECRETARY
EXPERIENCED
Branch sales service office has opening for a responsible secretary. Position requires good filing, typing skills, and ability to handle general office duties. Applicant must be well organized, neat in appearance with a good business & telephone personality. Personal interviews will be held Wed. & Thurs. Sept. 2 & 3. For an appt. call:
353-4225
OCE' INDUSTRIES, INC.
22166 W. 9 Mile, Southfield, 48034
Equal Opportunity Employer M/F

SECRETARY/for manufacturer's representative. Typing, bookkeeping, general office work. Light office for 2 salesmen. Work Mon. Wed. Fri. 20 hours a week. Send resume to M. Sales, P. O. Box 3118, Farmington Hills, Mi, 48018.

SECRETARY for oxygen equipment company in Canton area. Typing, general office & phone skills a must. Knowledge of medical insurance billing helpful. Good benefits. Send resume & salary required to Thomas Pauli, 4 Prescription Air, 26803 Harper, St. Clair Shores, Mich 48081
Equal Opportunity Employer M/F

SECRETARY
Full time, for Dearborn Heights law office.
278-2242

SECRETARY - Full or part time with transcribing and bookkeeping experience, preferably with legal background for West Bloomfield law office. Call Kathy Pagen. 851-3010

SECRETARY
Growing West Bloomfield Real Estate office needs full time and part time, knowledgeable Secretaries. Obtain job satisfaction, responsibility and enjoy being appreciated and making a professional contribution. High pay. Call for details, have resume prepared.
Century 21
VINCENT PELEC
EXECUTIVE TRANSFER SALES
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Secretary
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A career opportunity in our sales department. National Can Corporation a divisions of Fortune 250 Company has an excellent opportunity for a Sale-charge Secretary to become an important part of our Livonia Sales Department. If you can type a minimum of 50 wpm., can use a calculator, and have a good phone presence with people, this could your career opportunity. Shorthand or speed-writing capabilities, would be helpful.
No experience in a sales department is necessary... We will teach you about our business and enjoy doing it.
We offer one of the finest benefit packages in the country with a complete medical, life, dental, vision plan, and profit-sharing. For further information call or send your resume in confidence to: Mr. Jim Jeffers
NATIONAL CAN CORPORATION
18770 Farmington Rd.
Livonia, Michigan, 48152
313-477-9924
Equal Opportunity Employer M/F/H

SECRETARY
Mature person needed with experience in typing, telephone, filing and other general office duties. Ability to deal effectively with a professional clientele important. Full benefits. Office now located in Southfield but will be moving to the Renaissance Center. Please send resume to:
MR. HAL STANDSKOV
Commercial Cleaning House, Inc.
3000 Town Center, Suite 640
Southfield, MI. 48075
An Equal Opportunity Employer

SECRETARY - needed for long term temporary assignment. Word processing helpful, shorthand a plus.
Uniforce Temporary Services
1000 S. Woodward 646-7660

504 Help Wanted Office-Clerical

SECRETARY NEEDED for small sales office to handle correspondence and other sales activities. Must be able to work independently. Good typing and shorthand required. Excellent starting salary and fringe benefits. Submit resume to: Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - PART-TIME
Birmingham office. Typing, filing and general office. Hours flexible.
For Appt., call 538-5440

SECRETARY
Part time - Redford area.
Call Gene 937-8272

SECRETARY, part time, possible full time in commercial real estate. Good typist, shorthand helpful, attractive offices. Call RealBus, 22255 Greenfield, Southfield. 569-3000

SECRETARY
Position available for a secretary with a minimum 1-3 years experience. Typing 60-65 WPM, Shorthand 80 WPM. For further information please contact:
Personnel Dept.
Alexander Hamilton Life Insurance Co.
Of America
553-2000
33045 HAMILTON BLVD
Farmington Hills, MI 48018

SECRETARY - real estate experience preferred. Typing & phone answering. $3.35 hour, 30 hours. F.M.C. 655-2900

Secretary
SHARED MEDICAL SYSTEMS is a major national firm providing the highest level of data processing services and systems to the health care industry. Our ongoing commitment to excellence demands personnel of the highest calibre.
Our Plymouth, Michigan office presently has a vital position available for an experienced Secretary to handle multiple duties for our Sales/Support force. Duties will involve heavy customer contact via telephone and personal interface, production typing, and some administrative/clerical duties. You should possess excellent typing speed, (60 wpm.), communications and organizational abilities. Knowledge of shorthand a plus.
We offer an excellent salary commensurate with experience, a full range of company benefits, and an exciting pleasant working environment. Qualified applicants should write or call: Cindy Gomez, (313-459-2170), SHARED MEDICAL SYSTEMS CORPORATION, 2360 N. Main St., Plymouth, Michigan, 48170.
Equal Opportunity Employer M/F
Interview.

SECRETARY
Shorthand, typing, telex. Call Dolores 424-8200.

SECRETARY
Southfield firm seeks secretary with minimum of 4-5 years experience. Typing speed of 70 WPM. Also good with figures. Start immediately. Call for interview. 354-6350

SECRETARY - Take charge type secretary with good clerical skills needed for small CPA firm. Excellent salary. Principals only. 649-1127

SECRETARY - Troy firm desires person with excellent organizational ability, shorthand 80-100 WPM, typing 60-70 WPM & ability to learn quickly. For information call 689-8100

SECRETARY- Typing 60 WPM plus light bookkeeping. Apply in person. 19045 Farmington Rd., Livonia. 8AM-5PM. 477-3434

SECRETARY WANTED
For small printing firm, some bookkeeping experience necessary. Southfield Area. 358-5555

Secretary
With good typing and shorthand skills. Some office experience necessary. National Real Estate Company located in Southfield. Pleasant working atmosphere. Call Carmen between 7:30am and 5pm
353-5880

SECRETARY - with at least 1 year office experience. Good telephone personality, typing & general office skills. Salary commensurate with experience. Birmingham area. 645-0099

SECRETARY - 1 girl office. Salesperson, Dearborn Heights, food broker. Experience necessary. Excellent typing skills required, good telephone manner. Excellent salary. Position immediately available. Send resume to: Food Broker, P. O. Box 5326, Dearborn, MI 48128.

Senior Typists
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Word Processors
We have long and short term assignments. Call now for appointment.

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SOUTHFIELD	569-7500
WARREN	977-0860
DEARBORN	565-8060

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The Temporary Help People

SENIOR TYPIST
With positive attitude experience on Dunestons Console. Your skills are needed immediately in Northwest suburbs. Must be experienced. If you qualify please call for appointment between the hours of 9-3:30, except 12Noon-1PM.
Somebody Sometime
Temporary Help
17322 Farmington Rd.
(In Burton Executive Park)
525-5170
16415 W. 8 Mile Road
272-8500

SOUTHFIELD OFFICE looking for 2 qualified persons. We are looking for someone preferably with some background in the steel industry to assist in the processing of customer orders, sales orders and other related misc. duties. Light typing a must.
We also need an experienced, outgoing person, to handle all incoming calls, greet guests & typing. This person must be able to type 60 WPM.
We offer excellent benefits as well as opportunity for advancement. Call HoneMarie at 354-8840

SOUTHFIELD TOWN CENTER
Legal secretary, immediate.
Fringes, small office.
354-3500

SWITCHBOARD RECEPTIONIST for Southfield office. Approximately 3 days 12 to 4 pm plus alternate Sat. & Sun. Will train. 355-8100

TOWN CENTER. Experienced legal secretary. Good typing skills, clerical phone. Excellent benefits, competitive salary. Call Laura 354-0600

TYPIST/RECEPTIONIST
Telephone, invoicing, filing, some experience. 60 WPM. Full time 8AM - 4:30 PM. Telegraph - near 10 Mile. 356-2830

Typist/Receptionist for medium sized downtown Detroit law office. Duties include typing form letters, answering telephones, and filing. Pleasant surroundings. Good salary and benefits. Ask for Greta. 962-7770

TYPIST/RECEPTIONIST
Minimum 45WPM. Small company, Southfield Area. Full or part time.
353-2158

504 Help Wanted Office-Clerical

SPEEDY TYPIST
Busy Southfield firm needs a real go-getter. Must type 70 WPM and have excellent grammar skills in quality. Word processing training and proof reading experience helpful. Excellent starting salary and benefits. If interested send resume to: Box 1000, Mr. Rassouer, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

STAT TYPIST for Southfield CPA firm. Must be fast and accurate. Excellent opportunity and benefits. 358-4411

STENOGRAPHER
Part time. Excellent skills required, to record and transcribe comprehensive minutes of Public Board meetings. 1 or 2 evening meetings each month. Experience preferred
Call Personnel 647-1224
Bloomfield Hills Schools,
4175 Andover

SWITCHBOARD RECEPTIONIST for Southfield office. Permanent part time. 3 to 4 nights plus every other weekend. Will train. 355-3100

TYPIST
Required for growing international firm in Troy. 65 - 70 WPM required, shorthand helpful. 10 key skills necessary. Call for appointment between 9AM - 12 noon.
ENERGY INTERNATIONAL
Top of Troy Building
362-4266

TYPISTS
STENOS
Immediate work in all areas. We need office applicants now. Come to work for the worlds largest temporary help service. Call for an appt.:
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TEMPORARY SERVICES
TROY 585-5595

TYPIST/STATISTICAL with recent CPA firm experience. Southfield area. Please call for interview. 353-4130

TYPIST - 60WPM & switchboard operator, must be reliable. 474-0727

WOMAN for general office work 9 am - 3 pm Mon. thru Fri. Small industrial sales office. Must be neat & personable. Prefer some bookkeeping experience. Apply 34040 Glendale, corner Stark Rd. Livonia.

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VICTOR
TEMPORARY SERVICES
362-4070
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS at Burger King for part time help during the day & evenings. Must be over 18. Please apply between 2-5pm. Burger King, 22211 W. Seven Mile, (corner of 7 Mile & Middlebelt) Livonia.

APPLICATIONS being taken for waitresses with Liquor experience. Apply in person: The Grandee Steak House, 24680 Grand River.

ARE YOU an attractive housewife or college student looking for short working hours to supplement your income? Do you need to be home when the kids get home from school?
Do you enjoy meeting the public & working with ambitious people?
Help us at the DOWN UNDER SANDWICH SHOP & CHOCOLATIER in Birmingham to deliver luncheons to businesses that are begging for our services. Earn a very lucrative salary plus a piece of the action. The hours are 10am-2:30pm, Monday thru Saturday. The only thing we ask is reliability.
Call Colleen at 644-4656 between 2-5pm only.
Down Under Sandwich Shop & Chocolatier, 149 Pierce.

BANQUET WAITERS needed for occasional part time Banquet Experience helpful. West Bloomfield - Southfield area. 661-0450

BANQUET WAITRESSES NEEDED - Occasional part time help. Experience helpful but not necessary. 661-0450

BANQUET WAITRESSES
Mostly weekends, occasional week nights and lunches. Hourly wage and meals. Apply in person. Mayflower Hotel, Plymouth, Michigan

BARMAIDS - WAITRESSES
wanted. Apply in person. Mr. Ewen Clubhouse Inn, 34101 Plymouth Rd. Livonia.

BARMAIDS-WAITERS-WAITRESSES
Experienced.
Application by appointment only.
Village Cafe. 271-8040

BARTENDERS and floor persons for night club. Apply in person 31186 W. Warren, at Merriman.

BARTENDER WANTED
Apply within. See Jerry.
Mays Restaurant
16825 Middlebelt, Livonia

BILL KNAPP'S
3900 Telegraph Road.
Now Hiring Grill Persons
Full time & morning help
No experience necessary
Apply in person, between 3pm - 5pm
3900 Telegraph Rd.
Bloomfield Hills
An Equal Opportunity Employer

BUS BOY
Lunch shift. Interview and apply in person only. Blakeney's Ranch House, 28333 Grand River, Farmington. 477-3560

BUS BOYS & DISHWASHERS
For days and afternoons. Good pay and fringe benefits. Apply in person:
Gotats Food & Spirits, 15800 Middlebelt, Livonia, between 9 AM and 3 PM.

BUS BOYS
PART TIME
Apply in person at:
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

CASHIERS & GRILL PERSONS
Wanted For Day Shift. Full-time or Part-time. Farmington McDonalds, 24020 Orchard Lake Rd., Farmington.

505 Help Wanted Food-Beverage

BUS PEOPLE
DISHWASHERS
COCKTAIL WAITRESSES
KITCHEN HELP
Day or Night Shifts only, no afternoons. Must be over 17. Apply in person Mon. thru Fri. 2.30-4PM only:
2360 Rochester Ct., Troy
MOUNTAIN JACK'S
RESTAURANT

BUS PEOPLE
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RESTAURANT

CENTER STAGE
now accepting applications for parking lot attendents, waitresses, bartenders. Personal interviews only, Thurs. 2pm-5pm only. 35949 Ford Rd. Canton.

CHEF
If you've had 5 years experience in quality cooking, we've a position open for Second Chef. Good opportunity for advancement. Salary and complete benefit program. Off Sundays & Mondays. Apply in person:
HILLSIDE INN
41661 PLYMOUTH RD
PLYMOUTH, MICH.

CIRCLE P RANCH Needs experienced day hostess & night bus boys. Apply in person, 74 W. Maple, Troy. Ask for Debra.

COCKTAIL Waitresses, Bartenders, Cooks, Cashiers, Hostesses & Busboys. Must be available for days & nights. Apply in person between 2:30-4pm, Mon thru Fri. J. Ross Brown Whaling Station, 2265 S. Telegraph, Bloomfield Hills. 334-4084

COOK
Experienced. Apply in person
Copper Kettle Restaurant, 21420 Novi Road, Novi

COOK NEEDED - Experience Only - for evenings. Good pay. Also DISHWASHERS, days & evenings. For information, call after 5pm. 851-4577

COOK - PART TIME
11am to 4pm., 5 days, good position for student or housewife, experience preferred or will train right person. Apply in person before 4pm., MaxMichian's, 4616 N. Woodward, Royal Oak.

COOK
QUALITY CONSCIOUS
With Experience
Apply in person
Win Schuler's
of Rochester
2601 Rochester Road,
Rochester, Mi 48063.

COOKS - AFTERNOONS
Must be experienced. Good pay and benefits. Apply in person
Gotats Food & Spirits, 15800 Middlebelt, Livonia between 9 AM and 3 PM

COOKS
Both day & night shift. Experience required. Apply in person 3-5pm. Woodbridge Tavern, 289 St. Aubins, Detroit

COOKS- Full and part time, experience necessary. Apply at Palace Fine Foods, 31471 Southfield Rd., Birmingham. Between 3PM-5PM week days.

COOKS
Full time night COOK, part time night COOK and a full time night PREP COOK. Experienced. Apply in person between 2 & 4 PM.
DIGGERS
30555 GRAND RIVER
FARMINGTON

COOK/BOOTHORDER
Experienced. Full or Part Time. Apply Fallaise Restaurant, 23225 Telegraph Rd., Southfield N. of 10 Mile.

COOKS
SHORT ORDER
- Day or Night Shifts -
STAFFORDS RESTAURANT
6306 ORCHARD LAKE RD.
ORCHARD MALL
WEST BLOOMFIELD
Call Ted - 851-8952

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SHORT ORDER
Day or Night Shift
STAFFORDS RESTAURANT
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ORCHARD MALL
WEST BLOOMFIELD
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COOKS, WAITERS AND WAITRESSES
Full time. Experienced preferred.
Apply in person only after 4 PM. at 20219 W. 8 Mile Rd. near Evergreen.

COOKS
We are looking for a highly qualified short order breakfast Cook for our grave yard shift. Starting wage is open. We will pay for your experience. We have an excellent merit review program and benefit package. Step in and talk with us.
DENNY'S
10 Mile & Orchard River
An Equal Opportunity Employer

COUNTER PERSON for Southfield Deli, full or part time, with pay, pleasant working conditions. Call 352-7377 or 559-2550

COUNTER PERSON
Full time. Rotating shifts.
Must be out of school. Apply in person anyday but Monday between 9AM-11AM or 1PM-3PM. See Ron
PLAZA DELI
29145 Northwestern Hwy
Southfield 356-2310

DAY COOK
Mon. thru Fri. experienced preferred.
Maple House, Rochester
852-0212

DAY & Evening positions still available for full employment, apply between 2-5 pm at Arby's, 29515 Southfield Rd. Southfield. 559-4739

DAY - NIGHT LINE COOKS
Day - Night Pastry, Dishwashers and Busboys. Apply at
Meriwethers Restaurant,
23455 Telegraph, Southfield 358-4550

DISHWASHER
BUS BOY
FULL TIME
Apply in person at:
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

DOORMAN and COOK WANTED
Full or part time
Farmington Hills
855-3862

EXPERIENCED BARMAID & waitress wanted. At least 3 years experience. Sneaky Pete's, Livonia. Call 9AM-11AM 261-5051

FRIENDLY'S RESTAURANT
42370 Ann Arbor Road
Plymouth, Mich.
People needed for general restaurant support work, including set-up, grill work, dishwashing and customer service. Openings available on all shifts. Employee food discount and uniforms provided. Interviewing Aug. 28, 1981 between 3PM-5PM.
An Equal Opportunity Employer

GENERAL KITCHEN HELP
Full time, approximately 9am-5pm, 5 days per week, Monday thru Saturday. Pleasant surroundings. Call Colleen between 2-5pm only. 644-6657
Down Under Sandwich Shop & Chocolatier, 149 Pierce, Birmingham.

GRILL COOK, 6 days, 10AM-5PM, or 12-3PM part time. Mike's Coney Island, 297 E. Maple, Birmingham
645-2888

505 Help Wanted Food-Beverage

HELP WANTED- Women preferred, to work in small kitchen, must be dependable, apply on Wednesday 8-26 & Friday 8-28 between 9am-12 noon only. $3.50 hr. while learning. Advancement & hours discussed at interview. N.W. corner of 8 Mile, 20711 Evergreen, Southfield 352-0110

HOSTESS - Bar Maids, Cooks, Prep, Dishwashers - full or part time.
Come Doodle's, 30410 Grand River, near 10 Mile. Farmington

HOSTESS
For senior citizens dining room. Full time. Mature person desired.
APPLY IN PERSON
Franklin Club Apts
28301 Franklin Rd.
Southfield

KITCHEN ASSISTANT - for small new French restaurant in W. Bloomfield Lakes. Good preparation & pots & pans. 5 Eves. week. Call Chef Heinz between 3-5pm 661-4466

KITCHEN HELPERS
Full or part time. Experience preferred but not required. Starting at over $3 an hour after 3 PM. at Cozy Cafe, 15 Forest Place, Plymouth

RESTAURANT MANAGEMENT TRAINEE
Sybra Inc. one of the nations largest franchisees of Arbys Roast Beef Restaurants has several positions available in its Management Training Program. Openings exist in Southfield, Troy, Redford, Plymouth & Pontiac. Our training program is a structured in store program geared toward developing you into a contributing member of the management team in just 4 weeks. We seek promotable individuals with experience in the food service industry. Along with some college level education. Please call Sybra Inc 313-744-4030

SNACK BAR HELP NEEDED
Part time. Evenings 18 or older.
478-2385

TACO BELL
Wanted mature persons, 18 or older for steady work - night shift - no experience necessary. Will train. Contact Chris: 626-2118.
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Waiters & Waitresses
Accepting applications for full & part time to work in senior citizens dining room
APPLY IN PERSON