502 Help Wanted Dental-Medical

RECEPTIONIST - for Podiatry office in Southfield. Insurance billing, & peg board bookkeeping experience necessary. 25 hours per week including Sat. mornings & early eves. Good salary, pleasant working environment. 559-2844

RECEPTIONIST
OFFICE MANAGER
For doctors office, Southfield area. Extensive doctor office experience necessary. Phone, appointments, cash, pegboard, good typing. All medical insurances. $15,000.
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Full time, 40 hours per week. Experience in administration of substance abuse patients preferred. Qualifications: graduation from an accredited School of Nursing with current registration with Michigan Board of Nursing. Send resume by March 15, 1982, to: Brighton Hospital, 12851 E. Grand River, Brighton, Michigan, 48116. Attention: Personnel Dept.

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Permanent full time, afternoon shift.
OBSTETRICS
Permanent full time, midnight shift.
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Day or afternoon shift part time or full time, in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.
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$8.84 an hour (without benefits). Cash bonus after 11½ months of service. Redford Geriatric Village, Inc. 534-1440
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RN - LPN. Positions available in a basic nursing home for a change nurse on the afternoon shift. Full time and part time available. Excellent salary, vacation pay. Apply in person at 28910 Plymouth rd. Livonia

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Full and part time. All Shifts.
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Full time $16,000 plus fringes
Separate program for part time nurses.
Weekend differential for all
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Is supervision one of your major skills? If decision making to assure quality care is what you like to do, call 729-0011, ext. 27 for details. Career opportunities are unlimited. Fringe benefits include dental care, employees option stock plan.
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502 Help Wanted Dental-Medical

RN'S - LPN'S
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Professional Medical Personnel

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Needed full and part time for 150 bed skilled facility. All shifts. Competitive wage scale. Apply: Oakland Care Center, 5850 Greenfield, Royal Oak, 8AM-3PM. No phone calls.

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Or nurses with current permit. Wages negotiated on individual basis. Choice of shifts due to increase in staffing. 95-bed extended care facility near Wayne/Canton area. Apply in person at 43425 Michigan Ave., Canton or for further information call 397-0600

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DAILY PAY
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Permanent part time, midnight shift.
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Afternoon & Midnights.
Farmington Area.
Ask for Mrs. Rich
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502 Help Wanted Dental-Medical

ROCHESTER AREA
3 days, 4 landed dentistry. One year experience, minimum. Call or arrange an interview. 652-1100

R.N.-CCU TRAINED
Part-time. Sterling Hts. - to assist in expanding Cardiac Rehab Program. Salary negotiable. 254-1177

R.N.
needed for health care agency
Part time - marketing position
Call Mrs Smith. 835-9542

SECRETARY/RECEPTIONIST for Doctor's Office in Westland area. High School Graduate. Must be good typist, with pleasant personality. Experience in Medical Billing preferred. Must live in Westland or vicinity. Submit resume to: Stevens, P.O. Box 263, Dearborn Hts., Michigan 48127

SOUTHFIELD - internist's office needs experienced medical assistant. Duties include, X rays, EKG, venapuncture & lab work. Call Pat 358-3310

504 Help Wanted Office-Clerical

ACCOUNTING POSITION. Full charge bookkeeper, good typist, self starter, detail orientated, pleasant office surroundings, good pay. Send resume to Accounting Manager, P.O. Box 132 LV., Lathrup Village, MI. 48076.

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Birmingham building and property management firm has a full time position available for an experienced self motivated, organized individual with accurate statistical typing. Call Jan at Beneicke & Kruse 642-9500

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Dynamic, young, telecommunications company needs experienced bookkeeper able to deal with variety of accounting responsibilities. Ideal candidate will have strong background in general accounting and be able to work quickly & accurately without supervision. Some customer phone contact experience helpful. Resumes to: Sue Currie, Lentel Corporation, 30700 Telegraph, Suite 274, Birmingham, Michigan, 48010.

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ARE YOU looking for an opportunity to work between 10AM-2PM in a small dynamic office which handles financial transactions through modern computer terminals? If you are looking for a noncisneme pace, an opportunity to learn and a chance to develop into a full time career position at a highly professional staff, write to Mr. Richard Ayres, 15600 Providence Dr., Southfield, Mi 48075.

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To Hear About Our New Job Search Counseling & Resume Preparation Services.
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A Super Opportunity
to be part of an exciting team! Southfield firm needs an all-around secretary/receptionist with excellent skills and good figure aptitude. Salary range $12,000 to $13,000 plus benefits. Send confidential resume to: Mr. Ubank, P. O. Box 491, Southfield, MI 48037.
Plante & Moran recruiting for an equal opportunity employer.
BOOKKEEPER
Must have at least 3 yrs. experience. Birmingham area. Please Call Marlin Waller for appointment. 645-6310

504 Help Wanted Office-Clerical

Bilingual
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GERMAN SPEAKING GENERAL SECRETARY needed for an on-going temporary assignment in the Livonia area. Must speak, read, and write German fluently, type 60 WPM, and have secretarial experience. If qualified, call 352-4520 Mon. thru Fri. between 9 & 3 PM.
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We will train you to use the IBM System 3400 computer if you are an excellent typist & understand a little accounting. Permanent position with benefits & opportunity to learn computer techniques. Starting salary $3.75 per hour.
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The successful candidate will report to the studio manager, and will be responsible for invoicing studio work, maintaining records of expenses on studio jobs, and balancing weekly and monthly ledgers for studio sales. Other responsibilities will include typing and maintaining files.
The individual we seek will be well organized and detail oriented, and must possess both an above average math aptitude and knowledge of basic accounting principles. We require 1-2 years of general office/clerical experience.
We offer a competitive salary with an attractive benefit package, including a comprehensive dental program. For immediate consideration, please call or submit your resume with salary requirements to:
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Twentieth Century-Fox Video
33429 Industrial Park Dr.
Farmington Hills, MI 48024
477-7800 ext. 207
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BIRMINGHAM SALES office seeks permanent full time secretary/inside sales assistant. Varied duties include: typing, letter composition, filing, telephone contact, pricing and order write-up. Math aptitude essential. Call Sekler-Young 645-1350
An Equal Opportunity Employer
BOOKKEEPER and Office Manager, mature, experienced, for small manufacturing firm in Troy. Send resume, state salary required, to P.O. Box 684, Troy, Mi 48099
BOOKKEEPER, experienced thru Trial Balance. Computer knowledge helpful. Good typist! Bingham Farms area. Call between 8am-3pm. 644-8266
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FULL CHARGE
Experienced Bookkeeper needed by Southfield professional firm to work independently on several accounts, from receipts entries through financial statements. Salary commensurate with experience, flexible hours, and paid benefit program. If interested, send work history in confidence to: Mr. Utley, P. O. Box 931, Southfield, MI 48037.
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Southfield Area. Minimum 5 years experience. Complete knowledge of Accounts Payable, Receivables & Inventory. Excellent fringe benefits. Call Katy Hartman at 353-3000
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General office. 50% of job will be bookkeeping, other diversified duties. $10,000 range. Fee Paid.
GENERAL OFFICE - SECRETARY
SOUTHFIELD
Business operations background. Typing, shorthand preferred. Heavy client dealing background. $900 per Mo. minimum. Full benefits including bonus. Fee Paid.
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Experience required, degree would be nice. Able to handle complete set of books for Holding Corporation. Excellent commensurative salary, benefits. Fee Paid.
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For National computer company. Experience required, word processing preferred. Call 645-6060
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Lincoln Mercury Dealership. Experienced only - have Wang Computer. Phone Mr. Wallin 274-8800
CHALLENGING position available in busy Farmington office for responsible self-starter with good phone manner and life insurance processing experience. Excellent skills a must. Call Ms. Hayes. 478-2323
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CLERICAL WORK - receptionist, mature individual wanted for full time position in Livonia insurance office, auto claims background preferred. 422-7850
CLERK TYPIST, aptitude with figures, telephone skills, ability to learn to work with computers. Fringe benefits. Pleasant office atmosphere. Full time position with national company. Call 8am-5pm. 424-8425
CLERK TYPIST POSITION
Interviewing March 10, 11, 12,
9am - 3:30pm. Apply in person.
Robertson Brothers,
20577 Grand River, between Beech & Inkster, Redford.
CLERICAL/TYPIST
Southfield company seeks responsible individual. Must type 50wpm & run calculator. Fringe benefits. Send resume to: P.O. Box 5091, Southfield, Mi. 48037
LEGAL SECRETARY - Experienced For Probate
Benefits, good wages, Southfield
Ask for Marilyn, 358-0100

504 Help Wanted Office-Clerical

CUSTOMER SERVICE Representative - Southfield, must have good telephone skills, genuinely like dealing with the public, some clerical work & light selling involved. Send resume & salary history to Box 868, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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COMPUTER COMPANY
$14,000
Beautiful opportunity with a growing computer company. If you welcome responsibility and have good skills.
Call Bernice Freeman,
353-2090
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PERSONNEL
EXECUTIVE - secretary, Southfield, work with president of firm, typing and shorthand/speed writing for model like person, benefits, $13,000
BOOKKEEPER - clerical position, Southfield company, basic bookkeeping knowledge. Light typing, $10,000, fee paid.
LOIS RAY
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559-0560
EXECUTIVE SECRETARY
Corporate vice president seeks experienced executive secretary for position at companies world headquarters. Personability & flexibility to handle extensive interface with an occasional assignment from chairman, CEO, etc. are prerequisites. Superior stenographic skills, math aptitude & organizational ability needed for substantial involvement with reports to board of directors, banks, auditors. Administrative duties include preparation of computerized payroll & processing of group insurance claims. Attractive offices in Troy, comprehensive benefit package, salary commensurate with experience.
Please submit resume to: Employment Mgr., R.P. Scherer Corporation, PO Box 160, Troy, MI. 48099
EXPERIENCED LEGAL Secretary wanted. Good typing and telephone skills necessary. Word processing experience desirable. Dearborn 336-8000
EXPERIENCED Legal Secretary
Southfield office.
Call Pat 354-4030
EXPERIENCED LITIGATION secretary, must have word processing experience. Salary commensurate with ability and experience. 352-0300
EXPERIENCED WORD PROCESSOR
With good skills and strong bookkeeping background. Southfield law office. Part time - flexible hours and days, good salary commensurate with experience.
Call Marie, 352-4700
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Good typist, light bookkeeping, receptionist - phone work. Downtown Farmington location. 478-0870
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Career opportunities, full time position now available in expanding Southfield Corporation. Good salary and benefit package, convenient office location. Experience desired, training available. Ask for Mrs. Benefield at 642-4200
GENERAL OFFICE Position for small manufacturing firm. Some typing required. Must be pleasant on telephone. Please send resume indicating experience & salary expected to:
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Immediate Opening
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Rochester Area. Requires individual for General Clerical work. 656-0777
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504 Help Wanted Office-Clerical

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Long term assignment available, Farmington Hills area. Knowledge of MOHAWK or similar equipment. Speed 14 to 16,000 strokes. Good salary & working conditions. Call
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IMMEDIATE OPENINGS....Prestigious legal firm seeks several positions right now for your excellent typing, dictaphone, 2 years experience and friendly personality. Diversified position offers good starting salary, raises, and full benefits. You now are complimented on your fee. HURRY! Call now for a personal interview tomorrow.
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LEGAL RECEPTIONIST Secretary for Southfield American Center law firm. Training and advancement opportunity, send resume to box 822Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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LEGAL SECRETARY needed for busy Southfield practice. Experienced only, full or part time, salary commensurate with experience. Call Barbara 356-7100
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Experienced, word processing helpful. Birmingham area. 644-8330
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For Ren Cen law firm; must be experienced. BC-BS, life insurance and disability insurance. Salary negotiable based upon experience.
Please call Mrs. Powell at: 259-7900
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Secretarial experience required. Legal Secretary experience - two years preferred. Candidates must be able to transcribe from dictaphone, Type 70wpm accurately. If interested & qualified, please call
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When thoughts turn to finding yourself a new position, contact Personnel at Law. Whether you seek a small, medium or large practice located in Detroit, Southfield, Troy, Dearborn, Birmingham or some other city in the tri-county area, our contacts will be of value to you.
Tell us what you are seeking in terms of position, type of law practice, location and salary, then leave the rest to us. When we share our client-contacts with you, changing positions will become a rewarding and problem-free experience.
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Pick-up and deliver mail and inter-office correspondence, prepare and post outgoing mail, switchboard relief, and light typing. Salary $10,373 per year. City of Farmington Hills.
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MATURE PERSON with knowledge of general office procedures. Typing, good penmanship essential. 2 days a week. Monday & Saturday. 6 Mile/Grand River area. 537-4042
NEEDED FULL CHARGE secretary, 3 years minimum experience with billing, bookkeeping, scheduling
Call Kathy at 852-6320
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Ground floor opportunity at new Michigan operation of internationally prominent manufacturer.
Requires familiarity with general office, plant and warehouse procedures such as: typing, order taking and entry, pricing, inventory control, filing, packaging, shipping and receiving, assembly, etc.
At least 2 years experience in a related position and a high school diploma are required. If you have the qualifications, please send resume including work and earnings history to:
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Newspapers
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Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

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TROY 362-4004
PROMINENT Birmingham law firm in Tel-Twelve area desires experienced legal secretary with excellent typing skills for Lanier word processor. Leadership role anticipated. Salary commensurate with experience.
Call 644-4433.
QUICK
Start for bright clerk typist working on new project. Good pay, benefits, paid vacation. Parking, benefits and $200 start.
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RECEPTIONIST SECRETARY, high school diploma or equivalent, must be courteous, neat & friendly. Apply at 799 S. Adams, Birmingham. Please call for appointment, E. Whitney Co. 645-0622
RECEPTIONIST needed for small law firm. Must have good typing skills. No experience necessary. Southfield area. Call 9AM-5PM 353-2222
SALES SECRETARY. Rochester area manufacturer needs Sales Secretary. Must have excellent communication & clerical skills. Please send letter or resume to Sun Hawk Products, Inc., 50633 Ryan Rd., Utica, MI 48087.
SALES
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$12,000
Growing company is looking for a Secretary with accurate typing skills and a good phone voice. Excellent benefits and great opportunity for advancement. Beverly, Clerical Department.
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Sales Secretary
AND
Personnel Secretary
Immediate openings for secretaries with strong shorthand and excellent typing skills.
Call or apply in person
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SECREATARY - for Southfield law office, excellent typing & secretarial skills, no prior legal experience necessary. 355-2948
SECRETARY - Bloomfield Hills Law firm is looking for an experienced, self starting Secretary with skills of 120 WPM shorthand, 70 WPM typing, competitive salary and benefits. 338-8700
SECRETARY for One-Person Office in Livonia. Must be excellent typist & self starter. Salary open. Full benefit package. Please call, 522-8328
SECRETARY - General Office - Legal. No experience necessary. Excellent typing skills. $850./mo. Resume: 15400 American Center, Sthfld., Mi. 48024.
SECRETARY
Industrial real estate firm, located in Southfield, seeks additional secretary. General office skills with some computer background helpful. Typing accuracy important as well as ability to handle telephone. Full time preferred but will consider other arrangements
Send resume to:
Geoffrey M. Eaton
21711 W. 10 Mile Rd., Suite 237
Southfield, MI. 48075
No phone call please
SECRETARY
Large Life Insurance Agency in Troy is seeking an experienced Secretary with Shorthand & typing skills. Must be capable of organizing work flow, handling tense inquiries & typing proper business letters & proposals. We offer a competitive salary, excellent fringe benefits & a pleasant office environment. Call Mr. Anderson. 649-6009
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TELEPHONE SOLICITOR
Part time, Real Estate experience helpful. From our Southfield office.
559-5333

504 Help Wanted Office-Clerical

SECRETARY/STUDENT for small sales office. Light typing, filing and phone work. Hours 8:30-5, Monday thru Friday. Approximately 50% of the time will be available for study. $3.75 per hour. Office located in the Digital Equipment Bldg., Eight Mile & I-275. Position available immediately. Phone 349-2940
SECRETARY to assist purchasing & ad specialty department. Must type, file & possess good communicative & organizational skills. Send resume or apply at: Nalfac between 8:30am to 4pm. Mon. thru Fri., 8700 Capital, Oak Park.
SECRETARY - Typing 45wpm, filing, phone answering. 1 year minimum experience required. Southfield office. Full time, $4.50 per hour to start. Call Mr. Simmons at 552-8436
SECRETARY. Southfield builder/property management office. Filing & typing skills a "must". Dictation helpful. Pleasant atmosphere. 557-0770
SOUTHFIELD ADVERTISING Agency has opening for a secretary position requires 70 WPM typing, some overtime, conscienous person who works well with others a must. Good benefits. Call Heidi at 827-8343
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SOUTHFIELD LAW OFFICE needs trial balance bookkeeper, 3 days a week. Salary open. Benefits available. Call Mrs. Dunn, 353-1550
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Fast growth company needs tax assistant with wide range of experience in various tax areas. Responsibilities include preparation of tax returns & supporting detail in all areas of tax work. Resumes to: Sue Currie, Lentel Corporation, 30700 Telegraph, Suite 274, Birmingham, Michigan, 48010

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ROCHESTER 651-1500
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THE WORLD'S largest chain of convenience stores has an immediate opening in their accounting office for an experienced clerk. This individual must have calculator skills, good math skills, and preferably retail experience. We have excellent employee benefits. Applications may be filled out at the 7-Eleven Stores district office, 14111 Farmington Rd., Livonia, Michigan 48154.
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Full time. Challenging position for experienced person. 150 bed skilled facility. Apply Oakland Care Center, 5030 Greenfield, Royal Oak, 8AM-3PM. No phone calls.
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Temporary Help Since 1946
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505 Help Wanted Food-Beverage

ARBY'S IS NOW LOOKING for mature responsible individuals to fill day cashier and silver positions. Applicants must apply in person between the hours of 2-5PM at 29615 Southfield Road, N. of 12 Mile. No job information will be given out over the phone.
ATTENTION
Everybody's Night Club in Farmington Hills needs businesses/hosts. Apply in person after 10PM, Tues.-Sat. 30660 Orchard Lake Rd.
BILL KNAPP'S
RESTAURANT
One of Bloomfield Hills finest restaurants is now accepting applications for
Part Time Janitors
Full Time Dishwashers
Apply in person, 9:30am - 11am or 3pm - 4pm.
3900 Telegraph Road, Bloomfield Hills
Equal Opportunity Employer M/F
DAY DISHWASHER
Apply within. Monday thru Friday, between 2:30PM & 4:30PM.
Steak & Ale Restaurant, 27530 Orchard Lake Rd., Farmington (at the corner of 12 Mile & Orchard Lake Rd.).
EXPERIENCED COOK
Must be available for day shift
Maple House, Hampton Plaza, Rochester. Apply in person only.
HARDEES OF PLYMOUTH
is now accepting applications for lunch & closing shifts. Apply in person anytime except between 11 am - 2 pm at 159 Plymouth Rd. Plymouth
RICHARD & Reiss in downtown Birmingham is looking for one qualified candidate for full time cooking position. Individual must have some kitchen experience. Good training, excellent daytime hours. Qualified applicants contact Mr Reiss, 9am - 11am. 645-9122
SOUTHFIELD
- RESTAURANT -
Now Interviewing for part-time positions. $25-$35. per week, with above average starting pay. Hours are available on all shifts. If so set up an interview, call & ask for Mr. Smith, at
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WAITER-WAITRESS
Part time. Food, cocktail & bar experience. Apply in person, Mon. March 8, after 12 Noon. The Village Pump, 32350 W. 8 Mile, between Merriman & Farmington Rd. Ask for Sherry.
WAITPERSONS - full or part time, days or eves. must be 18, no experience necessary. Apply: Little Caesar's Family Inn, 1492 Sheldon, Plymouth.
WAITRESSES/Waiters - Experienced only. Apply between 2-5, Hawthorne Valley Golf Club, 31002 W. Warren, Westland.

506 Help Wanted Sales

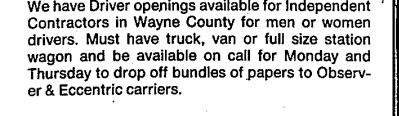
AAAAA → BEST RATING
Learn insurance in your spare time. Free training, opportunity for full time with guaranteed income. Farmers Insurance Group. 981-3220 Eves 337-0885
ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group. Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 557-3266
ABOVE AVERAGE EARNINGS
are what you can expect by joining our Sales Team. Companion 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
ALDE VERA
Distribution needs financial independence can be yours. Earn 60% immediately! Call 476-4986
ANWAY DISTRIBUTOR
is helping many persons earn money. We can help you. For interview phone 475-0054
APPRAISAL TRAINEE
Local office of a National Organization needs several trainees. Guaranteed individuals, willing to work hard. We offer training, earn while you learn, choice of location, potential, first year earnings in excess of $22,000. Call Roy between 10-11am at 476-7000.
ARE YOU EARNING WHAT YOUR WORTH?" You can when you join our office of SPECIAL - Limited Offer! Pre-license course for the low price of $25. Call ROY for an interview between 10 & 11 am.
Century 21
HOME CENTER
476-7007
ART/INTERIOR DESIGN
Excellent extra money opportunity. Part time. Interested Call 9 AM-3 PM only. 332-3447
ATTENTION. American Guild needs high school students to do telephone sales. Mon thru Thurs. 5-9pm.
Call: 533-8313

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
CORPORATION in Southfield area needs Executive Secretary. Experience and shorthand required, fluency in French a plus.
Send resume to box #884,
Observer & Eccentric Newspapers,
36251 Schoolcraft,
Livonia, MI. 48150

507 Help Wanted Part Time

PART TIME HOUSEWIVES
OR
RETIREES



We have Driver openings available for Independent Contractors in Wayne County for men or women drivers. Must have truck, van or full size station wagon and be available on call for Monday and Thursday to drop off bundles of papers to Observer & Eccentric carriers.
Call the
Observer & Eccentric
Circulation Department
Oakland County - 644-1100
Wayne County - 591-0500
An Equal Opportunity Employer

506 Help Wanted Sales

STU EVANS
LINCOLN-MERCURY
Dealer desires aggressive, qualified, salesperson for used car department. We offer top pay, excellent fringe benefits and demo furnished. Applications being taken at used car department.
See Dan Cover
STU EVANS
LINCOLN-MERCURY
32000 FORD ROAD
GARDEN CITY - 425-4300

518 Education & Instruction

Tune up your
mechanics skills.
MoTech auto repair evening classes begin the week of March 22.
Register now.
Whether you're a working professional or a Do-It-Yourselfer, MoTech can help you sharpen your skills. With top "hands-on" training by service experts on all makes of cars. At the only school directed by an auto company. The New Chrysler Corporation.
Here's our new schedule. Unless otherwise indicated, classes are from 7:30 pm to 10:30 pm.

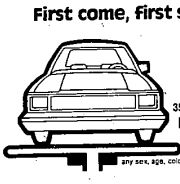
Classes for Mechanics:

Automotive Tune-Up and Troubleshooting	5 weeks, $85, Wednesdays
Automotive Electrical Systems	8 weeks, $185, Wednesdays
Carburetion and Emission Control	5 weeks, $100, Wednesdays
Carburetor Overhaul and Service Adjustments	5 weeks, $100, Tuesdays
Scope Usage and Interpretation	5 weeks, $90, Tuesdays
Automotive Air Conditioning	8 weeks, $170, Wednesdays
Front End Alignment	8 weeks, $125, Wednesdays
Brake Systems	8 weeks, $125, Tuesdays
Automatic Transmissions	8 weeks, $190, Wednesdays
Axle Assemblies	8 weeks, $95, Tuesdays
NIASE/State Certification Refresher Course	4 weeks, $95, Tuesdays & Wednesdays

Classes for Do-It-Yourselfers:

Basic Tune-Up (includes brakes, electrical, etc.)	5 weeks, $75, Tuesdays
Small Gas Engines	5 weeks, $160, Wednesdays
Basic Auto Body Repair ... 7-10 pm	8 weeks, $115, Tuesdays
Auto Body Repair II ... 7-10 pm	8 weeks, $170, Tuesdays & Thursdays
Auto Body Painting ... 7-10 pm	8 weeks, $170, Mondays & Wednesdays

First come, first serve. Call 522-9510



MoTech
CHRYSLER TRAINING CORP.
Automotive Education Center
35155 Industrial Road • Livonia, MI 48150
For "hands-on" training in today's technology.
MoTech admits students of any sex, age, color and national or ethnic origin, as well as the handicapped