500 Help Wanted

RETAIL MANAGEMENT - All Areas Womens & Menswear. Experienced Managers, Fee Paid, Salary Open. Also Asst Managers & Trainees needed Now! Employment Center. 334-8810

Retail Management

Winkelman's management training program offers excellent opportunities for recent college graduates who have a career interest in fashion retailing.

Our structured training program stresses professional management training in the sales promotion, leadership skills & store administration. This provides scheduled development to store management positions.

Attractive starting salary, on the job training, regular salary reviews, & an excellent employee benefit program. To explore further, call Ms Cook at 852-8962.

Winkelman's
An Equal Opportunity Employer

SECRETARY

National apartment management and acquisition firm is seeking a career oriented individual as leasing agent for our luxury community in Troy. Related clerical/communication experience and education preferred. Submit resume & salary history to:

OMC
4395 Okemos Road
Okemos, MI. 48864

SHIPPING/RECEIVING PERSON
To assist in inventory control. Driving, errand work and some heavy lifting involved. Transportation is required. Opportunity to work with a growing company. Complete benefit package available. Hours 8:30-5 PM, Mon - Fri. Reply to Box 702, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

EXCEPTIONAL EDUCATORS & HUMAN SERVICES SPECIALISTS

Are needed to become providers for group homes. The provider would form a non-profit corporation to sub-contract with the state to oversee administration of group homes, supervise own staff, and program. Minimum of 2 years work experience with mentally retarded and supervising experience necessary. Clients served will be severally and profoundly mentally retarded and may have additional medical or behavorial problems. To apply: please send resume to

NORTHVILLE RESIDENTIAL TRAINING CENTER
Home Development Staff
41001 W. 7 Mile Rd.
Northville, Mich., 48167

- START THE WEEK - WITH A VISIT TO - OLSTEN -

Temporary work assignments available for experienced Word Processing Operators. Needed for the following applications & equipment:

Legal	NBI-3000
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	CYT
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Wang	IBM Mag 2
Vydec	IBM Display Writer
	Excellent Benefits

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OLSTEN
TEMPORARY SERVICES
Word Processing Division

SUMMER JOBS
Due to Branch Office Relocation 18 positions must be filled immediately, full time temporary or permanent available. MANAGER TRAINEES plus STOCK DISPLAY, and SERVICE openings. Excellent opportunity for career advancement. Call for appointment.

453-2940
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SUPPLEMENT YOUR INCOME
Interesting opportunity. Use your spare time easily to earn extra income - NO selling or solicitation. Name your own hours 5 days a week or more. Deliver popular national magazines, books & advertising papers to residents in parts of Livonia, Inkster, Dearborn Heights, Dearborn, Plymouth and Northville. We invite men, women & family teams. Call now. American Field Marketing. 591-9494

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full or part time - Modern shop.
Northville Cleaners
Mr Lapham. 349-5175

TEACHERS, secondary or vocationally certified. Part time positions available in adult education Livonia Public Schools. Areas: Industrial Education, all allied health fields, Advertising & Marketing, Drafting & Blueprint Reading, Business Education, German. Call Ing. Business Education, German. Call Area Call Luanne. 337-0703

500 Help Wanted

Telephone Sales

Immediate openings for long term assignments for TELEPHONE SALES CENTER. Afternoon shift 4 PM. to 10:30 AM. Mon. thru Fri., or weekend shifts available. Birmingham area. Call 363-1180 between 9 AM. & 5 PM. Must be 18 and have own transportation. Sales experience required.

KELLY SERVICES

"The Kelly Girl People"
Equal Opportunity Employer M/F/H

TELEPHONE WORK, Evenings. $4 an hour plus bonuses. Mon. thru Thurs. 5 to 9 PM and Sat. 10:30 AM to 2:30 PM. Send resume to: 2677 Elizabeth Lake Rd, Suite 101, Pontiac, MI 48054.

A BUSY MEDICAL OFFICE seeks experienced individual for vena puncture, EKG, lab work, X-ray. Full time position. Excellent benefits. Southfield area. Call after 6pm 948-3680

ADMISSION CLERK
Home health agency needs full time clerk to process referrals. Must have knowledge of medical terminology and excellent typing skills. We are looking for someone who is well organized and interested in working with a rapidly expanding company. If interested, call 353-0269 between 9-4 PM. Mon. thru Fri.

HOME HEALTH CARE INC.

DENTAL ASSISTANT - Full time position. Knowledge of 4 handed dentistry and some experience at front desk a requirement. Salary will commensurate with ability and experience. Fringe benefits. Please call: 427-8111

- DENTAL - ASSISTANT

Experienced Only
FAMILY DENTAL CENTERS ARE GROWING
- Do you like working with people?
- Do you consider yourself a Team Player?
- Are you excited about being part of a large Group Practice?

Southfield Center, 355-9800

DENTAL ASSISTANT - Experienced. W. Bloomfield area... 626-0600

DENTAL ASSISTANT - choose your days and area to work, excellent salary, experience or some accredited school. Call TRE. 552-7737 or 685-0793

DENTAL HYGIENIST
Part Time
Detroit office
871-2842

DENTAL HYGIENIST
Need experienced hygienist for our preventive oriented practice. Sat. mornings only for 3 hrs every other Sat. for summer, every week beginning fall. For interview please call 838-6470 or after 6:30 pm, 838-0239

DENTAL RECEPTIONIST
Full time position available. Experienced in front desk assisting in front desk. Knowledge of insurance. Waterford Twp. Call Jeanne 681-8190

DENTAL RECEPTIONIST
For Southfield multi-staff office. Diversified full time position. Monday thru Friday, No evenings. 352-8406

DENTAL RECEPTIONIST - wanted for progressive Southfield practice, experienced in front desk assisting in front desk, benefits, 4½ day week, (every other Sat.) Practice Mgt. opportunity. Call 559-3020

ENDODONTIC OFFICE, full time, experience needed in assisting and X-rays. Plymouth area. 459-8884

FREE
CETA CAREER TRAINING
LICENSED PRACTICAL NURSE
The City of Livonia CETA program is seeking participants for CETA vocational training. Tuition and book will be covered by CETA. Applicants must be Livonia residents, economically disadvantaged or handicapped, unemployed or underemployed with high school diploma or GED. Only those interested in a career will be accepted. Preference will be given to qualified veterans. Applications must be made at the CETA office, 33015 Lyndon, no later than 3 PM. Wednesday, June 16, 1982. For further information call 522-8870.
An Equal Opportunity Agency

FULL TIME Medical Assistant needed, some nights & Saturday. Experienced in Vena-puncture, EKG & X-Ray preferred. Send resume to Livonia Family Health Center, 29831 W. 6 Mile Rd., Livonia, Mich. 48152

FULL TIME RN Or LPN
for afternoon & midnight shift. RN to start (Afternoons) - $7.25 per hour. LPN to start (afternoons) - $7.25. RN to start (midnights) - $8.875. LPN to start midnights - $7.375. Apply at
Parvin Convalescent Center, 1 block so. of 8 mile on Middlebelt. 476-0550

GENERAL DENTIST

to assume responsibility for active rural practice in Vermont. Salary - Benefits
Call Dr. Seleen
Vermont - 802-655-2900

MEDICAL ASSISTANT with billing experience for OB GYN office. 837-7400

MEDICAL ASSISTANT
Experienced, part time, for Livonia pediatrician. 532-1230

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, Part-time. Experienced in EKG, X-Ray, Vena-puncture & injections. Plymouth area. 455-2255

MEDICAL ASSISTANT
for physician's office in Troy. Experience in EKG & typing. Call Mon-Fri 9am-12 Noon. 649-4466

MEDICAL ASSISTANT
With experience in typing, insurance billing, taking EKG, etc. for work in internists office. Please call: 522-6250

MEDICAL ASS't
Experienced in EKG, X-Ray, Vena puncture & injections. For Internists only. Northwest Detroit. 838-9651

MEDICAL RECEPTIONIST,
Experienced only for very busy 5 doctor office located in Southfield. Ask for Rita at 358-2743

MEDICAL TRANSCRIPTIONIST - part time, Southfield, cardiologist's office, 73 WPM, must be familiar with medical terminology, Call Bonnie 557-5030

GENERAL OFFICE - Mature individual willing to work late doctors office hours for busy surgeon. Learn all aspects of front office. 35-40 hour work week. Will train. Farmington Hills, 11 Mile/Orchard Lake. Call between 10-12 or 2-5. 851-6657

LABORATORY TECHNICIAN
Hematology - internist's office, 9 Mile, Northwestern Hwy, area. Excellent salary & benefits. 559-8660

LPN - Afternoons, 3-11 PM, or Midnights, 11-7 PM., good wages, benefits. Apply in person: Waldenwood Well Manor, 526 W. Main St., Northville.

LPN
Part time afternoons for quiet 16 bed nursing home or Part time days for Main facility. Farmington. 477-7877

MEDICAL TRANSCRIPTIONISTS
Expanding firm has several openings on all shifts for full and part time positions with a minimum of 2 years hospital typing experience on D/S's or 6 S's. Earn $7 to $14 per hour plus fringes and bonus. 362-5383

MEDICAL TRANSCRIPTIONIST
Hospital experience, at least 2 years. Full time, day & afternoon shift. Southfield area. 557-5778

NURSE AIDES

If you have experience, transportation, truly enjoy caring for the elderly and are available on an 'On Call' basis we invite you to join our team.

PRO CARE ONE, INC.
Call us for location nearest you
569-4400

NURSE AIDE
2 years of experience. Trenton area. Private duty, full time days.
835-9487

NURSING SUPERVISOR to handle assessments of current cases, supervise medical personnel, some marketing. If interested call: Quality Care. 274-2309

OAKLAND DIAGNOSTIC Lab is seeking a part time or full time Medical Technologist to work in a mobile, portable radiology department. Contact Mr. Cohen, 8am-5pm, Mon thru Fri.
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Southfield Livonia
569-4400 522-5753

RECEPTIONIST for busy Birmingham ophthalmology office, some experience preferred, 30 and over. Call for appointment. 642-5223

RN LAMAZE Instructor for teaching & part time office. OB Gyn, Farmington Hills. 553-2870

RN OR LPN

FULL time afternoon and part time midnights in this modern nursing home. Good starting salary. Hospital insurance. Come in and meet Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN - Part time for busy allergist office. Able to work with people. Farming-ton Hills area, 12 Mile/Orchard Lake.

RN'S/LPN'S

ALL SHIFTS!
ALL TYPES OF WORK!
TOP PAY!
BSN DIFFERENTIAL
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RNs
LPNs
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RNS - LPN'S
Part time All Shifts
Livonia Nursing Center
522-8975

RN'S

No Nights! No Weekends!
Our clients are the support that your nursing background & genuine concern for physical and emotional health can provide. Work in a delightful clinic setting. A unique position for highly motivated individuals seeking professional reward Salary plus bonus.
Please call Cathy
Weight Loss Clinic

TRAINED LIVE IN Nurses Aides and companions needed for elderly and convalescent care. 532-0552

502 Help Wanted Dental-Medical

RNS
We have an immediate need for experienced rehabilitation RNs to provide Home Care in the Brighton area. Several positions still open. Please call for more information.
Olsten
Health Care Services

552-0950
RN

Wanted for part time, day position, in progressive, Westland area. Nursing Home. Every other weekend and 1 day per week. Under new management. Excellent Salary, Paid Holidays, Director of Nursing.

261-9500

RN wishing individual responsibility and independence plus flexible schedules, with home health agency serving Detroit area. Accounts in Pontiac, Rochester with med-surg experience. Excellent salary, benefits, travel allowance.
968-5400

RN ASS't DIRECTOR of NURSING
Challenging Nursing position. Excellent salary. Full benefits. Apply in person: Convalescent Center, Livonia, one block So. of 8 Mile on Middlebelt. 476-0550

THERAPIST: to join out-patient psychiatric clinic on contractual basis. Must have minimum of Masters Degree, Michigan license, and sufficient caseload or documented proof of ability to generate case load. Send cover letter & resume in confidence to, Clinic Director, 1142 N. Main St, Rochester, Mich 48063.

504 Help Wanted Office-Clerical

AD AGENCY
SECRETARY
$14,000 PLUS

Beautiful office in Southfield. For a dynamic person with good skills to work in Administrative department. Public relations a plus. Hurry! Don't miss this! Call Jenny

SNELLING & SNELLING
Southfield 353-2090

ADMINISTRATIVE SECRETARY
For vice president and engineering staff of a Troy based automotive supplier. Excellent typing and shorthand skills required. Minimum of 5 years experience. Salary commensurate with ability. Benefits are those of a Fortune 500 corporation.
Please send resume in confidence to Box 682 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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Are You An Experienced

SECRETARY
SR. TYPIST
WORD PROCESSOR

We have long & short term assignments close to your home. Call now.

SOUTHFIELD 569-7500
LIVONIA 525-0330
DEARBORN 565-8060

WITT SERVICES

The Temporary Help People

ASSISTANT to Secretary of busy CPA Firm in Southfield. Intelligent, energetic and organized individual needed to type 60 WPM accurately. Filing and many other diversified tasks. Good telephone manner. Send resume to Office Manager, James Peters & Co. PC, 18500 W. 13 Mile Rd., Southfield, MI 48076

ATTORNEY IN FARMINGTON HILLS will train legal secretary. Experience not required, but must have good typing skills and be willing to learn office procedure. Phone. 855-6563

BOOKKEEPER/Accountant through financial statements. Excellent working conditions. Woodward/Lone Pine area. Please send resume to Box 684 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Bookkeeper to work in Southfield CPA office on several of books. Experienced with financial statements, payroll & sales taxes. Full time. Ask for Lydia. 557-5255

BOOKKEEPER - experienced, part time for Livonia CPA. 522-8110

BOOKKEEPER - for Southfield design firm, experienced in accounts payable/receivable/payroll, computer helpful. Send resume with salary requirements to Mrs. Travelli, 26111 Evergreen Suite 200, Southfield, MI. 48076

BOOKKEEPER - FULL Charge, mature, capable. Knowledge of Medicare, Medicaid and Blue Cross necessary. Trainable for NCR computer. Please call for appointment. 354-3222

BOOKKEEPER, FULL CHARGE through trial balance for westside manufacturing plant. Reply to Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/GENERAL OFFICE
Experienced pegboard system, through trial balance, monthly P & L. Send resume to: P. O. Box 17, New Hudson, MI 48165.

BOOKKEEPER PLUS
Small growing company looking for person to do basic bookkeeping plus assist President in confidential corporate affairs. Telegraph Schoolcraft area. Ask for Mr. Hobart 255-3300

504 Help Wanted Office-Clerical

BOOKKEEPER - secretary, experienced, for the Birmingham area, some typing required, call between 9-11 am 540-9003

BOOKKEEPER
Southfield property management company needs a mature person to prepare billings, payroll, clerical statistics, etc. Minimum 2 years experience in this field. Send resume and salary requirements to Box 6490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - thru Trial Balance, Receivables, Payables & Payroll. Salary commensurate with ability. Farmington Hills area. 478-8200

BUSY CONSTRUCTION firm looking for secretary with 80 wpm shorthand & 70 wpm typing skills. Construction experience helpful, salary, $12,500. 348-8412

CHOICE

Spot to last? Do you need self-starter with initiative and strong steno skills. Fee Paid.

562-6900 649-4144
HARRIET SORGE PERSONNEL

CLERK TYPIST
Mature person needed for approximately 40 hrs per week, Mon.-Fri. Skills include typing, calculator, shorthand & answering phones. (Kathrup Village) Call for appt. between 9-11AM or 3-5PM.
557-2660

COMPUTER FIRM seeks qualified individual with typing, bookkeeping & general office skills. $5.50 per hr. Farmington Hills area 855-5969

COURT REPORTERS
And legal secretaries needed for work in Court experience please call for an immediate appt.

MANPOWER
TEMPORARY SERVICE
478-1130

CUSTOMER - service clerk, for pleasant downtown company, handle orders, invoicing & pricing, good benefits & salary to $15,400. Fee paid

LEGAL - secretary, for sr. partner with young, dynamic Bloomfield firm. Strong typing & figure aptitude necessary. Work in plush surroundings with great benefits and fee paid. $15,000

ADAMS & MARTIN

PERSONNEL
1600 S. Woodward Birmingham
646-5600

DENTAL ASSITANT needed to work in Birmingham, Southfield and Farmington Hills areas. Must be experienced, with good references. Full time, part time and on-call positions available. Call R. D. Hygienist Services 885-7474

EXECUTIVE SECRETARY
Excellent typing skills, self motivated. Ability to prioritize. One person office. Benefits. Birmingham area. Send letter & resume to Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY. Permanent position, Northwest Detroit area. Challenging position for secretary serving top executives. Fee paid. 557-2727

EXPERIENCED LEGAL Secretary for 2 to 3 attorneys in Southfield firm. IBM Display Writer equipment; benefits. Salary commensurate with experience. Call Mrs. Golstein. 353-7620

EXPERIENCED part time/full time Secretary for new Livonia office. Typing dictation & bookkeeping required. 683-9524

EXPERIENCED
WORD PROCESSORS
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Also
TYPISTS
SECRETARIES
Legal & Executive
BOOKKEEPERS
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AM - PM

OFFICE PERSONNEL
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Southfield, Mich., 48075

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SUPERVISOR
569-8460
HOURS: 8:30 am to 10 PM
FEES EMPLOYER PAID

GENERAL OFFICE - Typing 60 w.p.m., filing, invoicing & payroll, assorted office duties. Apply in person only 10am-3pm 23200 Fenkell, Detroit.

GENERAL OFFICE RECEPTIONIST for CPA firm. Light bookkeeping, payroll preparation. Non Smokers. Call 9-11:30. 645-0076

GIRL FRIDAY-sales office, capable of taking charge, shorthand, typing required. Southfield area. Benefits.
Mr James 424-8858

INSURANCE CLAIMS PERSON
Must have Medical & casualty agency in Southfield. Experience preferred. 355-4100

504 Help Wanted Office-Clerical

KEYPUNCH
Full time, day shift, experienced only. Please send resume to Data Processing Systems, 18000 W. 8 Mile, Southfield, MI. 48075

KEYPUNCH OPERATOR
Experienced. Knowledge of IBM 5520 preferred. Must be available for flexible shifts. 354-9780

LEGAL ASSISTANT/secretary.
Southfield law firm seeks person experienced in general office, personal injury & workers compensation. Must have excellent typing & word processing skills. Able to assume authority. Top salary & benefits. Call 647-2160

LEGAL SECRETARY - experience desired in personal injuries & medical malpractice field, suburban Redford office, adjacent to expressway, 255-1720

Legal Secretaries

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.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY, Farmington Hills Law firm. 553-0400

LEGAL SECRETARY - part time, evening hours for Bloomfield Hills firm. Call Mrs. Jones 644-3100

LEGAL SECRETARY with experience for 9 Mile - Greenfield area. Salary open. 968-3500

LEGAL SECRETARY
Experienced for small Birmingham law firm. Call Linda 646-1717

LEGAL SECRETARY, top notch & mature, for small suburban Detroit law firm. Excellent typing, shorthand, typing & word processing skills required. Generous salary.

LEGAL SECRETARY - Southfield firm seeking full time Secretary with 3 - 4 years experience in general practice, real estate & some litigation work. Must be able to work well with co-workers. Top salary, benefits.
Send resume & salary requirements to Box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY TRAINEE

Here's the chance you have been waiting for. Work in a law firm where you will with this prestigious firm. Good skills and secretarial experience the key $900 to start.

SNELLING & SNELLING
Southfield 353-2090

LEGAL SECRETARIES

Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
ALL FEES EMPLOYER PAID

JOANNE MANSFIELD
LEGAL PERSONNEL
1760 Maplelawn, Troy, MI 48084
649-2476 649-0788
Eves & Weekends, 851-2858

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When thought turns to finding yourself a new position, contact Personnel of Law. Whether you seek a small, medium or large practice located in Bloomfield, 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 and leave the rest to us. When we share our client organizations with you, changing positions will become a rewarding and problem-free experience.

Never a charge to you for our courtesy and professional placement assistance. After hour appointments available at your convenience. Telephone or write us this week.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	522-3440
Renaissance Center	567-0411
Troy	649-2042

LEGAL SECRETARY, experienced in domestic relations for Bloomfield Hills law firm. Good benefits Call Margie. 332-9256

LEGAL SECRETARY
Experienced
Southfield Office
Call 7'at 354-4030

LEGAL SECRETARY, pleasant Royal Oak office desires Secretary with litigation experience, dictaphone and excellent typing. Good salary and benefits. Call for appointment. 288-5000

LEGAL - secretary, prestigious Detroit firm, 1 yr experience, excellent typing, dictaphone, good communication skills, full benefits, $12,000, fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

MATURE PERSON
For office work & light sales work. West Bloomfield area Call Mr. House 855-5777

NIGHT AUDITOR
12 to 8 A.M., 5 days
Botsford Inn
Ask for Jon Anhut 474-4800

OFFICE CLERICAL, full time. Must be able to type and use calculator accurately. Minimum of 50 WPM. Benefits. Plymouth area Please call Sharon between 9am and 4pm for appointment. 459-3650

ONE CALL DOES IT ALL
Place your classified ads at the
Suburban Detroit's finest market
The Observer & Eccentric Newspapers

591-0900 Wayne
544-1070 Oakland
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Use your Visa or Master Card

PART TIME COMPETENT TYPIST (60-80WPM), 20-25 hours per week, flexible hours Southfield office
Good pay 557-5218

PART TIME - Gurl Friday for small office. 5 days, 12 to 4. Rochester area 852-8345

PAYROLL BILLING CLERK - part time, experienced in manual payroll for Madison Hts office, immediate opening, send resume & salary specifications to: Box 6706 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT - PART TIME office work, for busy Dr's office. Westland area. Must type 422-7800

POSITION IN Document Processing for accurate typist with experience in processing and closing residential mortgage loans. Experience in all types of loans beneficial. Send resume to P O Box 3003, Farmington Hills, MI 48018

QUALIFIED legal secretary experienced in real property & corporate business helpful. Dictaphone & excellent typing skills necessary. Good speller & shorthand. Salary & benefits package. For appointment call. Lily Ann. 548-7537

RECEPTIONIST for Southfield design firm with good typing skills, for challenging position, 2 yrs. experience shorthand helpful. Call for appt. 352-3843

RECEPTIONIST-SECRETARY
Good typing skills, some light bookkeeping experience. Excellent salary and benefits. Send resume to: Prominent Equities, 23849 Research Dr., Farmington, MI 48024. Attention: N. Pohan.

504 Help Wanted Office-Clerical

RECEPTIONIST - LIVONIA AREA
Pleasant phone manner, some clerical experience necessary and good figure aptitude required. Call between 1-5pm. 425-4868

RELIABLE SALES SECRETARY
Must be dependable - for fast-paced office. Typing - 55 WPM - absolute minimum. Duties vary. Office located in the Plymouth, Schoolcraft area.
For interview, call 835-6400

RENTAL AGENT

Part time position available with apartment complex in Novi/Bloomfield area. Excellent opportunity for someone with previous experience. Salary and benefits commensurate with skills Send resume to: Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL - CLERICAL

Typing, shorthand required. Liberal benefits program.

GENERAL ELECTRIC CO.

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TROY, MICH. 48084.
583-0214
An Equal Opportunity Employer

SECRETARIAL WORK - light typing, 10 or older. Phone answering. Some experience necessary. Must like cats! Apply person: Sport Cars of Birmingham, 394 Woodward Ave., Birmingham.

SECRETARY - accurate typing 75 wpm be experienced in civil litigation. Shorthand, typing & word processing skills required Generous salary.

SECRETARY
A small prestigious Southfield firm is in need of a full time person. You must be neat, well organized and a good typist. Non smokers only. Call Mr. Lewis, Mon. thru Fri., 557-4553

SECRETARY
Experienced with excellent typing skills for pleasant Southfield law office. 352-0830

SECRETARY
for busy Southfield law firm of Farmington Hills, experience preferred, not mandatory. 855-4640

SECRETARY

Fortune 500 company in northwest suburbs seeks experienced, (3-4 years) well skilled in typing 65wpm, shorthand 80 - 100, well organized. Some college accounting preferred Salary to $15,000 plus benefits. Fee Paid. Call

552-8320
Assoc. In Personnel

SECRETARY - general office duties, must be accurate typing figures, must have figure aptitude. 4 day week. Troy area. Send resume Box 6696 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Industrial real estate firm, located in Southfield, seeks additional secretary. General office skills with some computer background helpful. Typing a must, shorthand as well as ability to handle telephone. Full time preferred but will consider other arrangements.

SEND RESUME TO:
GREENFIELD CORPORATION
21711 W. 10 Mile Road, Suite 237
Southfield, MI 48075
No Phone Calls Please

SECRETARY

National apartment management and acquisition firm is seeking a career oriented individual as leasing agent for our luxury community in Troy. Related clerical/communication experience and education preferred. Submit resume & salary history to

OMC
4395 Okemos Road
Okemos, MI. 48864

SECRETARY - position available in Troy for individual with excellent typing & shorthand skills. Good organizing ability a must. 649-8103

SECRETARY/RECEPTIONIST
Expanding Troy computer company is in need of Secretary/Receptionist. At least 2 years experience in secretarial work required, with typing at 60 plus wpm. Dictaphone & word processing a plus. We offer an excellent medical/dental insurance plan. Salary commensurate with experience. Interested applicants call Lynn Panek, at 879-7600
Merit Systems, Inc., 5700 Crooks Road, Suite 219, Troy.

SECRETARY/RECEPTIONIST
Must type 55 WPM. 3 years recent office experience Pleasant personality. Part time. Good salary. Southfield area. Call Tri-County Associations for the Retarded. 557-7900
An Equal Opportunity Employer

SECRETARY
SALES OFFICE
Birmingham manufacturers' rep' agency seeks a full time secretary. Must type with excellent typing, shorthand, telephone skills. Some bookkeeping. Experienced & self-motivated required. Excellent starting salary, large company benefits with stable, growing company.
Mr. Hoffman - 642-4554

SECRETARYS TYPISTS WORD PROCESSORS

Top paying temporary assignments available. No Fee
Call today for interview

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646-7660

SECRETARY - 2 to 3 days per week, flexible schedule office in Dearborn, must be experienced, flexible, adaptable and have good skills.
Call Elsie 271-8550

TEL-12 area law firm desires legal secretary with 3-4 years experience for excellent typing skills required. 641-4433

TWO PERSON design firm needs girl Friday to run office. Must have pegboard, word processing, experience. 5 to 5 Mon. thru Fri. Southfield. 569-4848

TYPING & SECRETARIAL services available with IBM Corrective Selectric. Call Loretta. Farmington Hills 553-0996

TYPIST - a rapidly growing company is looking for a dependable part time typist with 60WPM & dictaphone experience necessary. Must have good communication & spelling skills. Hours flexible. Southfield Call 353-4327

TYPIST CLERICAL
Needed for Southfield office, to do general office work. Must have excellent typing skills. Call 372-5508

TYPISTS
Secretaries
General & Legal

WORD PROCESSORS
NO FEE - TOP PAY
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BENEFITS
FRIDAY PAY
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Southfield 354-0555

OLSTEN

Temporary Services
Equal Opportunity Employer M/F/H

WORD PROCESSING OPERATOR for Southfield law firm. Permanent part time. All day Saturday and Sunday. Large experience preferred or will train. Send resume to Box 113, 3000 Town Center, Southfield, MI 48075

505 Help Wanted Food-Beverage

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Metro Lounge, 14930 Telegraph, Redford. 11am-8pm. Mon thru Fri. See Verna. 535-4100 592-9488

BAR PERSONS
To wait on tables, experienced. Over 21. Apply in person after 3 PM. or call for interview Friar Devil Lounge, Ford Rd., Westland 729-8060

BUS PERSON & Maintenance man must be intelligent, self confident & quick. Experienced Bartender & Cook. Applications being taken noon to 3pm. Westland area, call 525-0960

COOK - experience preferred. Apply in person: Hot Sizzlers, 6066 W. Maple. W Bloomfield

COOK/PIZZA MAN
Experienced. Lunch bonuses. A pleasant place to work. Apply 20210 W. 8 Mile, after 4 PM.

COOKS-BAR PERSONS-Table help
Experienced. Full time. Call or apply in person 10am-2:30pm Tues. thru Fri. 49110 Grand River, Novi 348-4405

COOKS
Richard & Ross - Birmingham. Day shift - lite dinner, soups, omelettes, salads. Full time, experienced applicants only. 645-9122

DELI PERSON - Experienced
BUTCHER - Also Needed
Southfield area 557-8556

FRYCOOK
EXPERIENCED
Top wage. Must be permanent. Apply in person:

Silverman's Restaurant
41602 Ten Mile & Meadowbrook
In the A & P Shopping Center, Novi

HEALTHY JONES
Needs experienced kitchen help. Apply 3-5pm. 29221 Northwestern Hwy, Southfield. Ask for manager.

KITCHEN MANAGERS, day and night. Experienced room service, nights. For new restaurant opening in Livonia 522-5777

MANAGER for private club. Must be experienced in dining room, bar & entering large parties. Complete charge of personnel & maintenance program of facilities. Liberal salary & benefits. Send resume & salary requirements to Box 700, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE PERSON for Coffee Shop. Days, 5 hours, no experience necessary. 533-8866

OPENINGS at new Holiday Inn - Hollow for wine waiters & waitresses, waiters & waitresses with a minimum 3 yrs. experience in fine dining & table side service. Excellent benefits, send resume to: Mr. G. Rodgers, Holiday Inn Livonia West, 17123 Laurel Park Dr. Livonia, Mi. 48154.
No phone calls, please
An Equal Opportunity Employer

PIZZA MAKER, Waitresses/Waiters, Bartender, Short Order Cook. Experienced. Apply 2-4pm, Red Devil Restaurant, 15327 Fenkell, Detroit. 273-8444

RAMADA INN, SOUTHFIELD needs a bar manager. Apply with resume to: Personnel Department, Ramada Inn, 28235 Telegraph Road, Southfield, 48034
An Equal Opportunity Employer

RESTAURANT HELP NEEDED
Host/Hostesses, Waitresses/Waiters, Bus Help. Salaries/tips. 420-0646

RESTAURANT PERSON needed. Experienced only to wait tables. Apply Mon, June 14th, 10 Mile at Haggerty, Farmington Rd, Livonia, MI.

SALAD LADY - part time, $4.50 up. Apply in person between 5 & 6 PM. Town Center Restaurant, Prudential Town Center, 10 Mile Evergreen

SHORT ORDER COOK
Part time. Must have breakfast cooking experience. Farmington & Wayne Rd., between Ford & Cherryhill.

Steak and Ale

Now Hiring experienced
COOKS
Apply between 3-5PM at:
24666 Northwestern Hwy.
Southfield

SUMMER JOB for 18 or older, person qualified to take care of horses, care for exotic species, some short duties, hrs. varied, some weekends. Experience required, only in person Mon's Cloverdale 26146 W. 6 Mile, Redford.

UPTOWN CHARLIE'S now hiring waitresses, food preps, bartenders, full and part time evenings. Good benefits. Excellent pay.
Apply between 3 & 5 PM. 1111 W. 14 Mile at Stephenson Hwy.
An Equal Opportunity Employer

WAIT PEOPLE with food & cocktail experience. Good wages and top Garden City location. Call Lion & Sword. 427-5073

WAITRESSES/WAITERS
All shifts. Experienced. Apply in person: Ram's Horn, 42715 Middlebelt, Westland. No phone calls please.

WAITRESS/WAITER
Experienced. Lunch business. A pleasant place to work. Apply 20210 W. 8 Mile, after 4 PM.

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649-8558

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DISTRIBUTORS NEEDED
For Corporate sales. Commissions & bonuses Call 9AM-5PM: 261-9561

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Salaries start at $17,000 & better. Weekend differential plus excellent benefits including holiday pay, vacation pay, sick days, Blue Cross, flexible scheduling.
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477-7400

504 Help Wanted Office-Clerical

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