502 Help Wanted Dental-Medical

NURSING DIRECTOR RN part time permanent position. Public Health Care desirable. Position includes assessments of current cases. Some marketing. Quality care. Dearborn 274-2209

PARAMEDICS and EMT. Specialists wanted. Apply in person. Taylor Ambulance Service, 13628 Allen Rd., Taylor, between 8AM-5PM, Monday thru Friday. Must be state licensed. Full & part time positions available.

PART TIME Medical Transcriptionist wanted - contact Laurel. 643-5018

PART TIME RECEPTIONIST for Orthodontic office. Send resume including last employment, to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME X-Ray Technician for Wednesday & Saturday for Southfield X-Ray Clinic. 549-3323

PHARMACIST - part time, 15 hrs. per week, plus relief, weekends, must have references, retiree preferred. 474-8290

PHONE SALES MEDICAL/DENTAL

Need individuals with Medical or Dental office experience and product knowledge for phone sales of large product line (also looking for one individual with specialized Chiropractic office experience). Must be aggressive and sales oriented. 40,000 base plus commissions up to 2%. Troy location. Excellent fringe benefits. Call Ann Herderson 2-5PM, at 588-2970, ext. 205.

An Equal Opportunity Employer

PHYSICAL THERAPIST

Permanent, full time days. Therapist with experience in neurological disorders needed for suburban hospital.

Box 805
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, Mi 48150

Equal Opportunity Employer

PHYSICAL THERAPIST

Permanent full time day position

HERITAGE HOSPITAL
24775 Haig Ave.
Taylor, MI 48180
(313) 295-3300

Equal Opportunity Employer

"POOL" NURSING
Making an Informed Choice
Get The Facts
Obtain Your Copy Now
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Southfield 569-4400 Livonia 522-5753

"POOL" NURSING
Making an Informed Choice
Get The Facts
Obtain Your Copy Now
PRO CARE ONE, INC.

Southfield 569-4400 Livonia 522-5753

PROFESSIONAL NURSES
SPECIAL PROJECT
$35-$40

$100* PER SHIFT

TEMPORARY HEALTH CARE SERVICES

RECEPTIONIST- MATURE Individual, general surgeons office, 4 days per week, 1 person office. Flexible hours. Varied duties. Call mornings only. Southfield 355-4990

REGISTERED NURSE

Permanent full time and permanent part time.

CARDIOPULMONARY THERAPIST

Permanent full time, registered, day shift

NURSE ANETHETIST

Permanent full time.

OUTER DRIVE HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
(313) 385-2000

Equal Opportunity Employer

REGISTERED NURSES

Labor & Delivery - Midnight shift Permanent full time
Nursery - Afternoon shift Permanent full time
OUT - Afternoon and Midnight shifts Permanent full time and permanent part time
Med-Surg - Afternoon shift Permanent part time
Med-Surg - Midnight shift Permanent full time

IN-SERVICE INSTRUCTOR
Permanent full time, all shifts

SEAWAY HOSPITAL
5450 Fort St.
Trenton, MI 48183
(313) 676-7000

Equal Opportunity Employer

RN OR LPN

FULL time afternoon and part time midnights 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.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER

Qualified candidate will be responsible for the general ledger thru trial balance together with the fixed asset ledger and monthly financial reports.

High school and additional bookkeeping and/or accounting courses together with 3 years related experience in an Industrial environment required. A degree and EDP knowledge a plus.

Position offers competitive starting salary and full range of company benefits.

For immediate consideration please send resume including salary history and requirements to:

Box 774
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi. 48150
Equal Opportunity Employer M/F/HC

O&E

502 Help Wanted Dental-Medical

REGISTERED NURSES

M.H. - Permanent full time and permanent part time, 3-11 shift.
ICU - Permanent full time, 11-7 shift.
MED/SURG - Permanent full time and permanent part time, 3-11 shift.
MED/SURG - Permanent full time and permanent part time, 11-7 shift.
IMC - Permanent full time and permanent part time, 3-11 shift.
IMC - Permanent part time, 11-7 shift.
ER - Part time, 11-7 shift.

LPN's
IMC - Permanent part time, 3-11 shift and 11-7 shift.
MED/SURG - Permanent full time, 3-11 and 11-7 shifts.

HERITAGE HOSPITAL
24775 Haig Ave.
Taylor, MI 48180
(313) 295-3300

Equal Opportunity Employer

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

RN - Part time for busy allergist's office. Able to work flexible hours. Farmington Hills area. Call Mrs. Arlene Herderson 2-5PM, at 588-2970, ext. 205.

An Equal Opportunity Employer

RN'S AND LPN'S
PART-TIME
16 to 24 hours weekly.
Afternoons, 3 PM to 11 PM
JEWISH HOME FOR AGED
BORMAN HALL
19100 W. Nevada Rd., Detroit
Call Betty Kemnitz, RN
532-7112

RNs
LPNs
Apply in person
MEDICO'S RECOVERY CARE CENTER
22335 W. 8 Mile Rd.
3 blks W. of Lahser

RNS & LPNS
Are you interested in becoming a 3pm - 11pm Supervisor, in the exciting career of Geriatrics. We will orientate, if you have been out of the profession for several years. Retired Nurses are welcome. Apply, Venoy Continued Care Center, 3999 Venoy, Wayne 326-6600

RN'S - LPN'S
JOIN
"THE PROFESSIONALS"
RN'S TO $15 PER HOUR
LPN'S TO $13.75 PER HOUR
BENEFITS - BONUSES
SPECIAL RN & LPN STAFFING NEEDS
357-3650
Professional Medical Personnel

RNS & LPNS
Needed Immediately
Home Care
Medical Care, Inc.
656-1888

RN'S-LPN'S - permanent part time, coverage of chemotherapy administration at oncology clinic in Detroit Medical Center. IV administration experience, work availability on 24 hour notice essential. Up to $9.50 per hour. Call Mrs Marting between 8.50 and 4 PM. 577-1814

An Equal Opportunity Employer

RN'S - LPN'S
We are looking for a special person to join our nursing staff. Please apply in person.

MIDDLEBELT
NURSING CENTER
14900 Middlebelt Rd.
Livonia

RN'S ONCOLOGY
Part time supplemental staffing. Experience in Oncology nursing. Excellent pay scale. 357-3650

RNs or LPNs

Caring, well maintained Westland Nursing Home has part time midnight positions open. Phone for details K. Fulkerson, Director of Nursing 261-9500

SECRETARY RECEPTIONIST for Plymouth Dentist office. A bright cheerful person. Phone, book work. Pegboard. Permanent full time position. Send hand written resume to box 748, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Detail minded individual with 3 years experience in all phases of computerized A/P and A/R functions for busy office in Novi. Full benefits. Call Personnel Dept., Mon. thru Fri., 2 to 3:30 PM 349-5000, Ext. 200

ACCOUNTS PAYABLE CLERK
Growing company in Dearborn Livonia area

ADMINISTRATIVE ASSISTANT
for D.O.C.'s Executive Vice-Pres. at Southfield Headquarters. Position requires exceptionally well-organized, experienced individual with outstanding secretarial skills. A good disposition, decisiveness & excellent interpersonal skills are - a Must. Some commensurate with qualifications. RESUMES ONLY to:
D.O.C. Administrative Dept., 19800 W. 8 Mile Rd., Southfield, MI 48075.

ADVERTISING AGENCY requires experienced secretary. Must type minimum 70WPM. Dependable, well groomed Benefits Southfield. Call Addie. 557-7890

ADVERTISING SECRETARY
$15,000
Qualified candidate will have some related background, the ability to work without direct supervision and good communication skills. Will train to handle media buying. type 60 WPM
Fee Paid.
555-7870
SEARROW & ASSOCIATES
27888 Farmington Rd., Garden City 48135

APPLICATIONS being taken for experienced Office Clerk. Typing, filing, detail balance, knowledge preferred. 24901 Northwestern Hwy., Suite 712, Southfield.

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

504 Help Wanted Office-Clerical

Are You An Experienced
SECRETARY
SR. TYPIST
WORD PROCESSOR
We have long & short term assignments close to your home. Call now.
SOUTHFIELD 559-7500
LIVONIA 522-5230
DEARBORN 565-8069

WITT SERVICES
The Temporary Help People

ARE YOU - available for Temporary Work? If you have experience in the following please call for your appt.
SECRETARY
WORD PROCESSING
UNIFORCE 646-7660
1000 S. Woodward Birmingham

AUTO BILLER
NW Detroit dealership needs experienced biller. Contact Nancy.
342-7100

BE A PART
OF THE BIGGEST
TEMPORARY HELP SERVICE
We need experienced word processors, secretaries & typists with 60-65 WPM.
Call for an immediate appt.
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1850

BOOKKEEPER
Full time. General office, thru trial balance, pegboard experience, Farmington Area 721-6056

BOOKKEEPER
Full charge, dynamic, aggressive, individual needed for fast growing property management. Real Estate firm.
559-9550

BOOKKEEPER - must be able to do trail balance. Grand River/6 Mile area. Please call 537-7289

BOOKKEEPER
Part time Bookkeeper/Secretary. Downtown Birmingham location. Flexible hours - 15-20 hours a week. Accounts Payable, payroll, general office. Mr. Reiss. 642-9122

BOOKKEEPER/SECRETARY
30-40 hours week. Applicants should have previous experience. Apply with resume to G.P.S. Printing, 24175 Plymouth Rd., 1 block E. of Wayne Rd., Livonia.

BOOKKEEPER/Secretary needed, experience a must. Salary commensurate with experience. Benefits. Apply in person: 18311 W. 10 Mile (corner of Southfield Rd.), suite 101, Southfield. Mon. thru Fri. 9-12 noon

BOOKKEEPER - Southfield Company seeking full time experienced bookkeeper to handle accounts payable, accounts receivable & payroll. Knowledge of computer helpful. Excellent salary & fringe benefit package. Please call Pat between 4-6pm. 851-6093

BOOKKEEPING-GENERAL OFFICE
Experience preferred; payroll; ledger; bank reconciliation; typing. 9-4:30pm; $4.00 per hour to start. Telegraph-5 Mile area. 592-0311

CLERICAL - PART TIME
Permanent part time afternoons. Typing, filing, telephone, etc. Call Mary Ann. 569-4022

CLERK - Company in Southfield needs experienced Clerk for EDP department to balance sales/payments computer print outs, verify figures & correct errors. Must have ability to work quickly & be good with figures. Ms Bennett.354-7100 ext 219

CLERK/TYPIST
Full time, for small law office in Farmington Hills area near Northwestern Hwy./Middlebelt Rds. 855-2505

Clerk Typist
Receptionist
Immediate opening for typist to work at our office located in Livonia on 6 Mile at Newburgh. Must type minimum 45 WPM accurately. Apply in person 10 AM to 3 PM
1st Federal Savings of Detroit
37077 W. 6 Mile, Livonia
An Equal Opportunity Employer

COORDINATOR
Clerical Support Staff
Successful candidate will be responsible for basic office management functions of Detroit area health care facility. Qualified applicants must have supervisory experience in addition to proficiency in typing, shorthand and grammar. Applicants must be creative with excellent organizational skills and the ability to handle effectively with minimal supervision. Competitive salary and benefits. Send resume with salary requirements in confidence to Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

DATA ENTRY CLERK
needed for Cash receipts department of large investment corporation. Position requires exceptionally well-organized, experienced individual with outstanding secretarial skills. A good disposition, decisiveness & excellent interpersonal skills are - a Must. Some commensurate with qualifications.
RESUMES ONLY to:
D.O.C. Administrative Dept., 19800 W. 8 Mile Rd., Southfield, MI 48075.

EXECUTIVE SECRETARY
Financial executive of international manufacturing firm seeks bright secretary with excellent typing, shorthand and organizational skills. Pleasant office atmosphere exists in addition to proficiency in typing, shorthand and grammar. Applicants must be creative with excellent organizational skills and the ability to handle effectively with minimal supervision. Competitive salary and benefits. Send resume with salary requirements in confidence to Box 780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

EXECUTIVE SECRETARY - experienced & mature for small aggressive office. Challenging position in attractive office. General secretarial skills, creative abilities, must be outgoing, full time. Call Mon thru Fri, 8am-5pm. 358-1850

EXECUTIVE SECRETARY
Corporate office of a Detroit area medical care provider has opening for a highly skilled secretary. Qualified applicants must type 45 WPM, shorthand 80 WPM. Position requires grammatical proficiency for such tasks as proofreading and fact revision. Machine transcription experience highly desirable. Competitive salary and benefits. Send detailed resume in confidence to Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

FILE CLERK/Typist. Full time for Southfield office. Must be able to type 35WPM. Call Sandy. 353-5300

FILE GIRL, full time, some experience desired, law office, near Northland Call Karen 569-5050

GENERAL OFFICE PERSON
Growing company in Dearborn Livonia area. 532-3622

GENERAL SECRETARY

LOOK NO FURTHER....Established west suburban firm has a unique opportunity for your good secretarial skills and experience. Lots of customer contact. This company offers good starting salary, benefits and pays our fee. CALL TODAY for a personal interview. Company anxious to hire this week.

PERMANENT STAFF
SOUTHFIELD 353-0505

HIGHLY detailed oriented & self motivated person wanted immediately, for busy office. Apply, United Paint & Chemical Corp. 24651 Telegraph Rd., Southfield.

INSURANCE - Commercial lines, experience in rating. Novi area. 348-8700

504 Help Wanted Office-Clerical

IMMEDIATE opening for good typist with dictaphone skills, varied office duties, excellent fringe benefit plan. Send resume to Metropolitan Life, 23900 Greenfield, suite 256, Oak Park, 48237
An Equal Opportunity Employer

INSURANCE agency needs help. Girl Friday type responsible for accounts receivable, claims & phone. Farmington Hills, ask for Ralph or 477-6700

INSURANCE - Secretary/Receptionist, some experience, Southfield area 352-8947

INSURANCE - TEMPORARY WORK. All lines, property & casualty, typists, underwriters & claims, raters, etc. Tem-Sur LTD., Call 681-1011

JOBS
JOBS
JOBS

Full time openings available for payroll clerks, typists and secretaries with shorthand. Suburban & downtown locations. Our client companies offer benefits and must will pay your service fee. Call today for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

JUNIOR CORRESPONDENT
FTD's customer relations division is looking for an excellent typist to assist in responding to correspondence received from our members & our customers. The ability to interpret letters & excellent reading comprehension are strong requirements for this position. The preferred candidate will have typing of 65WPM, experience & a pleasant telephone manner. If interested contact Diana Lennard.
355-0300, ext. 6353

FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
12233 Northwestern Hwy.
Southfield, MI 48037
Equal Opportunity Employer M/F

KEY DISC - Key Tape. Immediate openings on afternoon & midnight shifts. Good benefits. Career minded, a "must". Southfield area. For appointment, call:
KEYSTONE Data operator, Southfield area. Minimum 1 year experience. For fast-growing data processing dept. Also involves clerical work. Call Gail Daily 353-3000

LEGAL ASSISTANT/Secretary
Southfield law firm seeks person experienced in general practice, personal injury & workers compensation. Must have excellent typing & Mag-A experience. Able to assume authority. Top salary & benefits. 647-2490

LEGAL SECRETARY needed for Ren Cen law firm. Minimum of 3 years experience, typing 70 WPM, good benefits, salary negotiable. Please ask for Mrs. Powell at 259-7900

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
1750 Mapleleaf, Troy, MI 48084
649-2476
Eves & Weekends, 851-2058

LEGAL SECRETARY- Experienced. Negligence, workmens compensation. Shorthand. Executive type with initiative. Southfield After 6pm 851-5592

LEGAL SECRETARY - Immediate opening in Farmington Hills. Excellent typing skills, legal experience preferred. Call for interview. 553-0335

LEGAL SECRETARY, full, part time. Days or evenings, Southfield firm. Legal experience and word processing experience preferred. 353-7550

LEGAL SECRETARY. Rare opportunity. Birmingham lawyer will train sensible, educated woman in law & paralegal & pay her education expense. Nice environment, immediate. 645-0750

LEGAL SECRETARY
for new Birmingham firm. Word processing experience & excellent typing skills required. Excellent salary/benefits. 352-5191

LEGAL SECRETARY, Southfield town center, personal injury litigation experience required. Fringes, immediate. 354-2500

LEGAL SECRETARY
Experienced, needed for small Birmingham law firm. Call Ginger at 646-1717

LEGAL SECRETARY
Part time employment. Experience necessary. Hours flexible.
Southfield 645-1140

LEGAL SECRETARY
Full or part time. Law firm at Bingham Center in Birmingham. Good typing skills, over 80WPM. Hours Flexible. Salary open. Call 540-1266

LEGAL SECRETARY, experienced with shorthand, willing to learn word processing, needed for busy Southfield plaintiff's personal injury firm. Challenging position for someone with good organizational skills. Call Diane 358-7744

LEGAL SECRETARY - Bloomfield Hills law firm needs mature, motivated legal secretary with experience in litigation. Excellent benefits, salary commensurate with experience & ability. Call 642-3855 or send resume to Attention: S. Adams, 794 W. Long Lake Rd., Suite 4, Bloomfield Hills, Mich., 48013

LEGAL SECRETARY/WORD PROCESSOR - Corporate law firm in Farmington Birmingham has a full-time position open for a legal secretary during the evening hours. Prior legal experience required, 1 year word processing experience preferred on IBM Office System 6. Typing 70 wpm, no shorthand. Good benefits & salary commensurate with experience. Send resume to 555 S. Woodward, Suite 700, Birmingham, MI 48011, Attention Nancy.

LEGAL SECRETARIES
When thought turns to finding yourself a new position, contact Personnel at Law. Whether you seek a small, medium or large practice located in Detroit, Southfield, Troy, Farmington, Birmingham or any 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 range. We'll do the rest. When we share our client contacts with you, changing positions will become a rewarding and problem-free experience.
Never a charge to you for our courteous and professional assistance. Call or After hour appointments available for your convenience. Telephone or write in this week.

PERSONNEL AT LAW
5000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3140
Renaissance Center 567-0400
Troy 649-3042

MATURE & EXPERIENCED Real Estate Secretary needed for W. Bloomfield office. Must have good typing & filing skills. Call Mrs. Dickow. 626-8500

MATURE PERSON with bookkeeping & typing ability, experienced part time, flexible hours, Birmingham area. Call between 8am-5pm. 642-5090

ORDER PROCESSING/
GENERAL OFFICE
This position requires a minimum of 5 years experience in the area of order processing, general office and accounting. Computer experience a definite plus. Individual must be accurate, detail oriented, possess above average math skills and be willing to take on responsibility. Typing required. Send resume and salary requirements to: Box 776, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MORTGAGE CLERKS

Michigan National Bank of Detroit is seeking experienced clerks for our Detroit area location located at 8 Mile and Telegraph.

Knowledge of mortgages, home owners insurance and taxes preferred. Accurate typing required.

Qualified applicants please call
837-8600
An Equal Opportunity Employer

NEEDED mature person for full time office clerk, some typing filing & phone orders, will train on Burroughs billing machine. Northwest Detroit, 7 Mile & Greenfield. Ask for Bill 838-9760

OFFICE HELP
To perform various duties. Typing & experience required. Redford Hills area. 334-4766

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

ORDER DESK
Farmington area firm needs pleasant, industrious person for full time office. Requires good phone skills, math ability and light typing. Experience preferred. Call 478-0009

ORDER ENTRY TYPIST, experienced. Type and prepare orders, domestic and export, misc. office duties. Accuracy a must. Near Oakland Mall. Please resume stating experience and salary requirements to P.O. Box 959, Troy, MI 48084

PART TIME
General office. Typing a must
Mon. thru Fri. Redford area.
Call 532-4210

PART-TIME - mature & experienced person having excellent interpersonal & telephone skills. Typing proficiency required, bookkeeping desirable. Downtown Birmingham area. Call between 8am-5pm, ask for Dorg or John. 645-2500

PERSONNEL... assistant for dynamic Troy company, degree and experience preferred, potential, great benefits, and fee paid, $16,000

SECRETARY - with financial background needed by local firm, strong skills including math ability, salary to $14,000 with benefits, terrific environment

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600

PERSONNEL POOL
HAS JOBS FOR YOU

EARN GOOD MONEY
& ENJOY YOURSELF TOO!

SECRETARIES
SENIOR TYPISTS

PERSONNEL POOL
29200 Vassar Ave., Livonia
(Suite 145)
476-8262
Temporary Help Since 1946

RECEPTIONIST needed - with typing ability; for ResCen Law Firm.
Contact Lisa at 559-1650

RECEPTIONIST/SALES PERSON
Birmingham salon seeks sharp, mature lady with great sales experience helpful. Some benefits available. 644-7710

RECEPTIONIST-TYPIST
Wanted for Northwest Detroit office. Hours 8PM-10PM Mon. thru Fri. Sun 8AM-5PM. Typing 45 light housekeeping. Must have pleasant phone manner, ability to work with further supervision. Send brief resume to: P. O. Box 275, Detroit, Michigan, 48235

RECEPTIONIST - Farmington Hills, good, accurate typing, telephone ability, excellent versatility & appearance, benefits, $783, fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

RN'S
FULL TIME
Midnights 11 PM. - 7 P.M. or afternoons 3 P.M. - 11 PM. Premium holiday pay, free meals, excellent fringes and working environment.
JEWISH HOME FOR AGED
PRENTIS MANOR
26051 Lahser Rd., Southfield
Call Mary Breslin, RN
352-2336

SECRETARIES

Michigan National Bank of Detroit is seeking experienced secretaries for Clawson & Troy locations.

Excellent typing ability and minimum two years recent secretarial experience required.

Qualified applicants please call:
837-8600
An Equal Opportunity Employer

MATURE PART Time Secretary/Receptionist needed for evening hours. 277-0901

SECRETARY/BOOKKEEPER - part time. 1 PM. to 5 PM., 5 days. Bookkeeping experience required. Oak Park area. Call between 3-5 PM. 968-3055

SECRETARY/BOOKKEEPER
Full time. Light office & typing. Bingham. Salary commensurate with ability.
Call 645-0750

SECRETARY-bookeeper-office manager for 2 girl office. Payroll, payables, tax reports, plant balance, trial balance-charge person with tool shop background. Call Bob Rice, The Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY FOR Wholesale Travel company and shorthand & typing mandatory. Travel experience helpful but not necessary. Salary commensurate with experience. Call Jean for appointment 352-4783

SECRETARY - for Troy automotive sales office. Excellent typing, shorthand & telephone communication ability required. Former experience in automotive; rep's office preferred. Salary based on qualifications. Send work resume to Box #764 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for divisional sales office. Typing, filing and phone skills essential. Contact Jerry Jason at 591-3100

SECRETARY - Full time. Business forms sales office. Maple and Telegraph area. General office, bookkeeping and typing skills required. One girl office. For interview, 644-4188

SECRETARY
Immediate opening for experienced Administrative Secretary in Marketing Dept. Excellent typing and shorthand skills required. Duties include preparation of reports, proposals and minutes, and the development and maintenance of sophisticated filing system. Attractive Southfield location. Competitive salary and fringe benefits.
Submit resume to R. Hannah
Barton Malow Co.,
P.O. Box 5200, Detroit, Mich. 48232.
Equal Opportunity Employer M/F/H

SECRETARY/STATISTICAL TYPIST
Good typing & Shorthand skills. Land Management Firm. Schoolcraft & Merriman.
326-5500

504 Help Wanted Office-Clerical

SECRETARY
National apartment management and acquisition firm is seeking a career oriented individual as leading agent for our luxury communities in Troy. Related clerical/communication experience and education preferred. Submit resume & salary history to:
OMC
4295 Commerce Road
Oxmoor, MI 48084

SECRETARY needed for CPA office located in Town Center, Southfield. Good typing skills & a diversity of office experience a plus. Salary open. 355-8350

SECRETARY
RECEPTIONIST
Mature person needed for small office. Some prior experience necessary. B 700 or equivalent computer experience desirable. Apply in person or send resume to:
Plymouth Stamping Div.
ELTEC CORPORATION
315 W. Ann Arbor Rd.
Plymouth, MI 48170

SECRETARY
We have an excellent opportunity for an experienced Secretary-Individual must possess accurate typing of 60 plus wpm and shorthand of 80 plus wpm. Excellent communication skills and strong organizational abilities are a must. Pleasant personality and the ability to work under pressure a must. Position involves general secretarial responsibilities as well as administrative duties such as travel arrangements, preparation of meetings and daily follow up. We offer an excellent benefit package with competitive salary. please send confidential resume to Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd.
Corner of 8 Mile Rd.
Farmington Hills, MI 48018

An Equal Opportunity/Affirmative Action Employer M/F

SECRETARY with solid experience and good shorthand for retail consulting firm. Send resume with salary requirement, immediately, to: 31805 Northwestern Hwy., Suite 302, Farmington Hills, Mich., 48018

SECRETARY with good typing & shorthand skills required - for company in Walled Lake. If you are ambitious & able to work with a minimum of supervision, send resume to:
S & H Fabricating & Engineering, P.O. Box 98, Walled Lake, Mi. 48088, Attention: Mrs. Dashevich

SENIOR Legal Secretary to work with attorney in general practice with emphasis with real property in corporate, Dictaphone, shorthand & excellent typing skills a must. Salary commensurate with ability. For appointment, call Lee Ann, 548-7547 or

SMALL design firm needs someone to run 1 person office. Full charge pegboard bookkeeping, secretarial. Full health insurance benefits. 8:30 to 5, Mon. thru Fri. Southfield. 569-4848

TAKE OVER
This Dept. needs variety specialist to handle accounting, typing & typing projects. Do it all! FEE PAID.
562-8900 649-4144
HARRIET SORGE PERSONNEL

TELLER
Full time position is open at our office located in Birmingham on Haynes between Hunter & Adams. Position offers public contact with pleasant working conditions and competitive salary and benefits. Candidates must have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM.
1st Federal Savings of Detroit
1000 Hayes, Birmingham
An Equal Opportunity Employer

TYPISTS
Secretaries
General & Legal
WORD PROCESSORS
NO FEE - TOP PAY
BONUSES
BENEFITS
FRIDAY PAY
Detroit - 962-9650
Southfield 354-0555
OLSTEN
Temporary Services
Equal Opportunity Employer M/F/H

TYPIST - Transcriber experience. Scripsit or similar word processing background. Hours 7:30-3:30, permanent full time. Southfield. References Mr. Nuer. 424-8688

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for experienced Cooks, night shift, full time. Apply in person: Big Boy, 21338 S. Woodward, Birmingham. 642-1133

ASSISTANT CHEF/KITCHEN MGR.
Excellent benefits, include Blue Cross, Blue Shield, paid holidays, vacations, free meals, free life insurance. Holiday Inn Southfield, 25555 Telegraph

CAFETERIA HELP
Full time, Monday thru Friday work. Mon. thru Fri. Apply at the Building Cafeteria, 30700 Telegraph, between 12 & 13 Mile. 7:30am - 3:30pm

COOKS, experienced, full & part time. Apply in person Rams Horn Restaurant, 21880 Northwestern Hwy.

COOKS, experienced. Apply in person. The Biscuit Company, 6071 Middlebelt, Garden City.

COOKS
Richard & Resin - Birmingham. Day shift - lite entree - quiche, crumbs, salads. Full time, experienced applicants only. 645-3123

DELI PERSON and also BUTCHER Experienced! Southfield area.
Ask for Sarah. 352-8556

OPENING SOON
Now taking applications for
Kitchen Manager
Assistant Managers
Call for appointment
JACK'S BARTTER
FAMILY TAVERN
LIVONIA 522-5777

PART TIME experienced food preparation help needed for Birmingham Hallmark Shop. Send work resume and salary requirements to Box 785, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STEAK AND ALE
OF PLYMOUTH
is now accepting applications for enthusiastic individuals for the following positions.
PREP & DISHWASHER
Special Mon. thru Fri. 5-7PM at:
STEAK AND ALE OF PLYMOUTH
40347 Ann Arbor Rd.

506 Help Wanted Sales

A+AAAA BEST RATING
Are you looking for a new profession? Farmers Insurance Group offers free training with minimum guarantee per month. Start part time. Call Days, 881-5250. Eves, 397-0805

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group...Offers complete training program, minimum guarantee, excellent benefits. Learn without distrubance. Call 357-3366

506 Help Wanted Sales

AMWAY DISTRIBUTORS WANTED
455-9132

APPRAISAL TRAINEE
Local office of a National Organization needs 2 full time career minded individuals, willing to work hard. We offer trainee, 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 tired of minimum wages, then become a part of the fastest growing company in the field. Part or full time. Management potential. Will train. $300 a week to start if you qualify.
Call for personal interview
543-5427

ASSISTANT MGRS. SALES
MONEY
MOTIVATED
People needed to learn all aspects of our company. Must like to make & spend Money!
552-1022

ASS'T MANAGER
looking for someone reliable, energetic. Available for immediate employment. Opportunity to earn $300 per week to start. Call
An Equal Opportunity Employer

ATLANTA FIRM expanding. Start part or full time. We offer complete training for sales & management for career oriented people. For interview, 525-6247

ATTENTION HOMEMAKERS
MERRI-MAC needs several Supervisors in this area. Party plan experience necessary. Car and phone needed. Gifts, toys, home decor, Christmas gifts, delivery, collecting. Also hiring Demonstrators. Call free. 1-800-533-9077

ATTENTION TEACHERS! We have a place for you in our International Field Operation as part of our Management Team, Call Denise, 10-3PM. 420-3230

BEAUTI CONTROL Skin Care & Cosmetics now in your area! For a glamorous free facial, re-order, or job opportunity call Kathy. 547-0868

BEAUTY CONSULTANTS WANTED
create dollars marketing fashion cosmetics. Training available.
569-1949, Ext. 44

BEAUTY CONSULTANTS
Develop your own independent business doing facials and ski analysis. Training sessions included. For interview.
441-5183

BOARD WITH your job - need extra income? Shaklee is more than a living, its a lifestyle. Part time earnings, free time, and make a future. For information call Dale. 474-5212

BOOMING!!!
Vacation Time-Sharing is Booming! We have more leads than we can handle. Positions available for 5 aggressive individuals. We provide training, incentives and opportunity for advancement!
TOP COMMUNISSIONS
CALL 354-6230

CAREER OPPORTUNITY - leadership development company, commission only, management potential. Looking for self motivated, creative persons who enjoy helping others & personal growth. Lee Wheaton Associates. 887-5962

CEMETERY COUNSELORS- Will train. Car & neat appearance a must. New program starting. Good opportunity. Call for appointment 9am-4:30pm, Monday thru Friday. 425-3348

CLERK. Experienced mature sales clerk needed. Yankee Peddler Gift Shop, 5 Mile at Merriman, Livonia. Apply in Person. Mon. thru Fri., between 1-4 PM.

COLLEGE STUDENTS to work weekends. Must be 21 and aggressive go-getter. High income potential. Call Mike Young Mon. & Tues. 646-6075

DIAL for dollars. Mature persons with good speaking voice & some sales experience wanted for part time promotion phone sales. Full time earnings potential. Semca.
Call Sian, 455-3410 455-3412

EARN UP TO $10 HR.
Reputable sales firm looking for hardworking responsible individuals to work part time over the phone from our office in Southfield. Earn up to $10 per hr. working evenings and/or weekends.
Call Chris Johnson 569-0850

EXCELLENT SALES OPPORTUNITY
Growing paper & chemical distributor looking for highly motivated Salesperson. Full or part-time. Attractive commissions. Call Rick for App't., 459-5227

EXECUTIVE LEVEL SALES REPS
Retirees, full or part time. Must have experience and excellent contacts. Send resume to: J.B., P O Box 226, Birmingham, MI. 48012.

EXECUTIVE Man/Woman, must have car, some college, teaching experience helpful. Part/full time. Some evenings. After 6pm & all day weekends. 549-9184

EXPERIENCED SALES HELP needed in Birmingham dealership for fast, exciting position for the right person. 4 days. Stock position also open, approx. 11-5pm, 3 days, in evening. Call Mr. Fred credentials to: Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED
WORD PROCESSING
SALES REPRESENTATIVE

TRAINEE
WORD PROCESSING
SALES REPRESENTATIVE

TRAINEE
VOICE PROCESSING
SALES REPRESENTATIVE

1 year sales experience Call for information ROGER BREITBACH
967-3900
DICTAPHONE

FARMERS WIFE Are you for a new career. Does your present job offer you independence, prestige, a feeling of fulfillment & economic security? If not, you should talk with Farmers Insurance Group. Call Bill Cox. 522-0063

FOOD BROKERAGE Firm in Southfield needs reliable individual to call on retail supermarkets. Must have car. Will train 559-8484

IF YOU have a flair for design and interior decorating, call for interview, Monday thru Friday, 1-5pm. 335-2284

IF YOU have a license to sell real estate and are above average sales, then we have the best opportunity for you. Call in confidence for an exciting business. Contact: Laverne 626-4711

IF YOU Have an enthusiastic personality, you may be interested in working on purchases, profit sharing, hospitalization & more Apply in person JCPENNEY, Personnel office, Twelve Oaks Mall only.
Mon. thru Fri., 10am - 4pm
An Equal Opportunity Employer

LADIES earn $300 to $500/month part time as a member of our beauty consultant team. Call between 9am-5pm. 459-0425

LIMITED OFFER - Real Estate class for only $25. Become a successful real estate professional. Call Farral Dickow.

Century 21
FAIR TOWNE
626-8000

MARY KAY fabulous beauty care. Good looks mean good skin! Call for complimentary facial and personal glamour look. 9 to 5 PM. 881-1634

MATURE-RESPONSIBLE Person for women's apparel store. Masson. Fairlane Towncenter, Dearborn. 271-5255

MATURE SALES person wanted for full time employment. Apply in person at Kitchen Glamour, Somerset Mall Wednesday - Saturday, 2PM-6PM.

506 Help Wanted Sales

LOCAL
ELECTRONICS FIRM
Has immediate openings for aggressive individuals.

Atari/Zenith computer marketing assistance.

Inside telephone sales.

Benefits & profit sharing.
Send resume or call:
RS ELECTRONICS
Attn. Sales Manager
34443 Schoolcraft, MI 48150
525-1155

NEED 10 PEOPLE
to work from your home, 10 hours per week. Earn $75-$150. Call 546-9590

NEW YORK TIMES
Seeks experienced phone solicitors. Regular weekly working conditions. Call & ask for Mr. Stanley 552-9600

ON TV is forming a sales force, in the Livonia area, seeking area managers, crew managers & home to home sales. Apply in person, to interview, June 24, 4pm. at the Airport Ramada Inn.

OPPORTUNITY
Full time openings for SALES MANAGER TRAINEES. Company training program, rapid advancement. Call for appointment.
453-2940
ULTRA AIR INDUSTRIES

PART TI