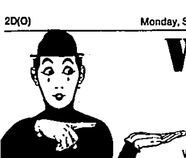

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Send your name and address, including your zip code on a post card addressed to:

METRO PASS BOOK
THE Observer & Eccentric Newspapers
36251 Schoolcraft Road, Livonia, Michigan 48150

When you see your name in our classified section, call 591-2300, extension 244, and claim your passbook, which will be mailed to you. Monday winners must call by 5 p.m. Tuesday and Thursday winners must call by 5 p.m. Friday. Passbook will be mailed to you. (Passbook expires December 1, 1982)

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, experienced, or LPN, for Southfield Dermatologist's office. Flexible hours.Reply Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL/DENTAL TELEMARKETERS
Are you ready to put your medical or dental office experience to better use? Do you have product knowledge in the medical or dental field that's going untapped? Put that experience and your ability to talk with people to profitable use in our rapidly expanding Telemarketing Department. You'll start with a $10,000 base salary, plus a commission of up to 3%, (average commission $3-5,000 first year, $7-10,000 second). Troy location. Established corporation. Excellent fringes. Contact: Arlene Henderson. 588-2970, Ext. 205.
An Equal Opportunity Employer

MEDICAL OFFICE POSITION
Immediate office position available in busy medical facility. Previous experience and knowledge of medical insurance billing, handling front desk and scheduling appointments is preferred. Call 979-8810

PODIATRY OFFICE
In Westland seeks experienced Medical Receptionist for full time position. Must have neat appearance and pleasant phone voice. Must type at least 50 WPM, be experienced in pegboard, scheduling appointments and typing disability forms. Send resumes to: P. O. Box #97, Westland, Mich., 48185.

MEDICAL TECHNOLOGIST, B.S., M.T., (ASCP). Experience preferred, must be familiar with all areas of lab work, competative salary & fringe benefits, willing to rotate Saturdays. Call 353-8488

MEDICAL TRANSCRIPTIONIST - part-time. Experience preferred. Beaumont Medical Bldg. Good benefits. 8:30AM-4:30PM. Call Diane, 288-2188

ALL SHIFTS
R.N.'S
ICU/CCU
$100+
PER SHIFT
Temporary
Health Care Services
8355400

CARDIO VASCULAR TECHNICIAN
Experienced in ECHO, holter, stress testing. Southfield office. Call Bonnie 352-5030

CHAIRSIDE ASSISTANT - full-time for 3 Dentist - General Practice, located in Livonia. Mature, experienced CDA or RDA. 478-2112

CHOICE POSITION available for medical assistant willing to work Tues. & Thurs., 8-6, & Sat., 8-3 in Redford area. Salary & benefits depend on experience in X-ray, EKG, VP & injections. Call on Tues., Thurs., Sat. only for interview appointment. 538-6055

DENTAL ASSISTANT-PART TIME
Experience necessary and front desk knowledge desirable. 332-0741

DENTAL HYGIENIST
Part time, Fri. & 2 Sat. per month for Troy office. Prefer experience. 689-9183

DENTAL LAB TECHNICIAN
for dentures, 3 years experience for packing & finishing. 595-3331

DENTAL OFFICE MANAGER
2 Years minimum experience. Handle bookings, Insurance 4 Days. No Evenings Or Saturdays. One Doctor office - W. Dearborn 565-1102

DENTAL RECEPTIONIST, full time receptionist with at least 1 year experience. Knowledge with computers if possible. Benefits. Westland area. 722-5133

DENTAL RECEPTIONIST, Full time, 1-2 years current experience with appointment control, pegboard & insurance required. 16 Mile & Ryan. 979-1910

EXPERIENCED RECEPTIONIST
For orthopedic medicine
Fringe benefits
Southfield area. 557-5142

EXPERIENCE LAB TECH
Part-time for Garden City Physicians office. May arrange own hours. 261-1880

INDUSTRIAL NURSE
Experienced
Relief nurse needed for temporary assignment, Sept. 20 thru Oct. 15, and again Dec. 15 thru Jan. 9, 1983. Mon. - Fri., 8:430 PM. Downriver area.
Temporary Medical Services
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL ASSISTANT
LPN or RN. Should do vena puncture, EKG, part time. Send resume to Box 10, Westland, MI 48185

NURSE AIDES - must be experienced. Live-in or hourly positions. Assignments available. Call Kelly Health Care. 644-9131
Equal Opportunity Employer M/F/H

OFFICE HELP needed, full time, for Dr's office, experienced only, secretarial & billing clerk, apply in person: Wm. Ross. D.O.P.C. 1311 Ann Arbor Rd. Plymouth. Ask for Miss Lockhart.

OFFICE MANAGER - mature individual for orthodontic practice. Experience in dental medical related office necessary, full time, 1 evening & Sat. Typing mandatory, resume required. 879-6200

ORTHODONTIC ASSISTANT - experienced, excellent hours, benefits, Birmingham. 646-9768

OUR DENTAL Office is on a quest to find the perfect staff member to complete our team, to take full responsibility for the appointment book. Must understand Dental Insurance & have pegboard experience. Call only, if qualified. Money is no object. Call 559-3020

Registered Nurses
A progressive community Hospital in a beautiful suburban setting has immediate openings on midnights & Med/Surg dept. Full & part time openings. Excellent wage & fringe benefits. Orientation individualized. For an appointment, please call 464-4800, ext. 317.
St Mary Hospital
36475 W. 5 Mile Rd., Livonia

RN-LPN
Afternoon shift. Full or part time. Flexible hours, good benefits. Contact: Ms. Heaston. 728-6100

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Place your classified want ad in Suburban Detroit's finest market.
The Observer & Eccentric Newspapers

591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

DENTAL RECEPTIONIST - Enthusiastic individual with dental experience in insurance, pegboard, bookkeeping, and patient rapport. full time position for progessive, Southfield general practice. Send resume to: Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL TECHNICIAN - not afraid of hard work & responsibility wanted to assume control of model room of quality orientated crown & bridge lab. Must have good manual dexterity, excellent opportunities & benefits. Hunter Dental Ceramics 538-1050

DIRECTOR of NURSES
61 bed nursing facility needs a special person to be part of our team. Benefits offered. Apply in person. Bedford Villa, 16240 W. 12 Mile in Southfield. Please ask for Mrs. Court administrator.

EXCITING full time opportunity for the ambitious, energetic, motivated dental assistant. Lots of patient involvement & 4 handed dentistry in modern pediatric dental office. Send resume to 2877 Elizabeth Lake Rd., Pontiac, Mich. 48054 or call 682-8811

EXPERIENCED medical typist receptionist, Livonia area, 3 days per week, call Tues. 9-12 noon. 525-8427

502 Help Wanted Dental-Medical

Go For It...
ATTENTION
RN'S
Pick Up $952^00
LPN'S
Pick Up $744^00
Work four (4) weekends
Receive INSTANT PAY Mondays
in our office
Kimberly
NURSES
362-2224 354-1640 665-0665
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O. R. SUPERVISOR
Position available for qualified, experienced RN. Permanent 7-3 Shift. Competitive salary and benefits.
BRENT GENERAL HOSPITAL
Please call,
862-3400, Ext. 124

RNs
BEDSIDE
NURSING...
When you join PCHA you join 5 great hospitals that emphasize bedside nursing.
Call: Gerry Farrar
722-3300
PCHA
equal opportunity employer

PHARMACIST
Professional Store
Every Sat. - 9:30-2.
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RECEPTIONIST - PART-TIME
For modern progressive Dental practice. 3 mornings, 1 evening. Dental experience necessary. Call: 422-5560

RN/LPN
Office position. Full time benefits in a 4 day week. Fri. thru Mon. Supervisory experience helpful. Excellent pay and benefits. Lovely Southfield location.
MEDICAL
PERSONNEL POOL
352-6111

RN or LPN
Full or Part Time
Afternoon Shift
Contact Mrs. Rich, Director of Nursing
476-8300

RN OR LPN
Temporary positions 3-11 PM. afternoon shift. In this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightengale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

RN'S
Full or part time midnight positions in small private psych/alcohol hospital. Call between 9 & 3 PM. Woodside Medical, 845 Woodward, Pontiac. 338-7144

RN'S - LPN'S
JOIN
"THE PROFESSIONALS"
RN'S TO $21 PER HOUR
LPN'S TO $15.75 PER HOUR
BENEFITS - BONUSES
SPECIAL RN ASSIGNMENTS
357-3650
Professional Medical Personnel
F

RNS & LPNS NEEDED
Full time for Garden City CLinic. Phone 421-6030

RNs, LPNs, NURSES' AIDES
Child Care Attendants, Housekeepers & Companion Aides. Part-time, for 24 Hour Oakland County Health Care Professionals. Apply in person: 9-16-82, 12-2PM Only! 700 Travelers Tower, 26555 Evergreen Rd., Southfield. References required. Furnish own Transportation.

R.N./LPNS
Private duty. Livonia/Novi area, part time.
Temporary Health Care Services
835-5400

SKILLED Nursing facility has openings for RNs & LPNs. Retired Nurses are welcome. We will orientate.
eVenoy Continued Care Center,
3999 Venoy, Wayne. Call 326-6600

Staff Physician
Part time position available. Alcoholism/substance abuse experience desirable. Salary negotiable.

Registered Nurse
Call-in status position - 11 PM. to 7 AM. shift. Alcoholism/substance abuse experience desirable. Please send resume to:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI. 48116
Att: Personnel Dept.

ULTRA SOUND TECHNOLOGIST. Must be registered with B-Scan experience. Travel to various clinics. Applicants call Ron, 837-8486

ULTRASOUND TECHS - temporary full time, approximately 10 - 12 weeks. Registered or registry eligible for OB/GYN Clinic. Farmington area. 476-4900

UNIQUE OPPORTUNITY for CDT Ceramist. Part time, in house laboratory. Please call between 8-10pm. 681-6736

X-RAY TECHNICIAN, Certified. Hospital experience necessary. Weekday afternoons. Southfield area. Please send resume to: Box 422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING DEPARTMENT
needs Accounts payable clerk for corporate Headquarters in 13 Mile/Telegraph area. Varied duties. Light typing, 10 key, some experience helpful. Benefits. Call Personnel between 9am - noon. 645-6333

BOOKKEEPER
COMPUTER OPERATOR
MADISON HEIGHTS AREA
Must have experience on Burroughs B-93, accounts receivable, inventory-order entry, misc. reports. Able to direct and work on their own. $12,000 range, Blue Cross and Dental.

RETAIL BOOKKEEPING
DOWNTOWN LOCATION
Accounts payable, payroll, credit. Must be outgoing in personality, sharp. $13,000 to start, benefits. Fee Paid.

BETTY HAMIL PERSONNEL
Southfield Rd., Lathrup Village
424-8470

COMPUTER OPERATOR - must be good typist, good benefits, small office located in Garden City area. Send resume to: Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CRT INPUT, general office work, full time, Birmingham area. 646-2650

502 Help Wanted Dental-Medical

A CHALLENGE FOR
RN's
Prove it to yourself and others by involving yourself in direct patient care at Farmington Nursing Home.
Salaries start at $17,000 & better. Weekend differential plus excellent benefits including holiday pay, vacation pay, sick days, Blue Cross, flexible scheduling.
For personal interview, Call Elsie Lindow, RN, Director of Nurses
477-7400

PHYSICAL THERAPIST
For west suburban teaching hospital. Licensed or eligible for licensure. Full time permanent days. Excellent salary and benefit program. For details contact:
Garden City Hospital
6245 N. Inkster Road
Garden City, Michigan
421-3300 ext. 277
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CDI needs you
tomorrow!
If you want work, we have it. Immediate, long-term openings, with good pay and excellent working conditions all over Metro-Detroit area. All positions require a minimum of 6 months experience. Interviewing Monday, Sept. 13th, no appointments necessary.
Telephone Sales Reps
Typists
Secretaries
Word Processors
Switchboard Operators
Clerk/Typists
AND MORE...
CDI
Temporary Services
100 RENAISSANCE
SUITE 2784
EOE M/F

ACCOUNTS PAYABLE positon in growth oriented restaurant corporation. Excellent career opportunity and benefits. Apply in person or send resume to: C. A. Muer Corporation. 1548 Porter St. Detroit, Mich. 48216

CAREER
SECRETARY
RESPONSIBLE POSITION for a professional. Your good typing of 75WPM plus heavy dictaphone will be used for this variety spot. Lots of client contact in plush office. Good starting salary to $12,000, benefits and company pays our fee. CALL TODAY for a personal interview this week.
PERMANENT STAFF
SOUTHFIELD . 353-0505

BOOKKEEPER for Bloomfield office. Please send resume in confidence to box 444 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - Southfield Travel Agency in need of full-charge Bookkeeper. Prefer 5 years experience. Competitive salary and full benefit program. Resume and salary history to: Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT?
EAGER?
$8400 PLUS
Recent life insurance or health policy experience and typing of 65 wpm., could land you a job with this progressive firm in the Farmington area. Fast advancement for quick learner. Lynn.
SNELLING & SNELLING
Livonia 478-3500

Dial-A-Number
If you wish to work temporarily and have a minimum of 6 months experience in the following:
SENIOR TYPISTS-60 WPM
SECRETARIES
WORD PROCESSORS
SWITCHBOARD OPR.
Short and long term assignments available in DOWNTOWN & SUBURBAN AREAS.

Don't Delay	Dial Now
LIVONIA	525-0330
DEARBORN	565-8060
SOUTHFIELD	569-7500
WARREN	977-0860

WITT
SERVICES
The Temporary Help People

DICTAPHONE - word processor, minimum 3 mos. actual work experience, short term temporary assignment.

SECRETARY - with good dictaphone and/or shorthand skills needed for temporary assignment.

EXPERIENCED - IBM 5520 word processing operator needed at large corporation for possible long term assignment

UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

EXECUTIVE SECRETARY
Multi-state sales organization with corporate offices in Farmington Hills has immediate opening in the financial dept. for an experienced secretary. Requirements include but are not limited to; statistical typing, letter composition, organizational and interpersonal skills. Position offers challange, responsibility & reward. Benefits include cash bonus, profit sharing & insurance package. Application & resume will be reviewed only if it includes brief statement of personal goals & salary history. Send to Personnel Mgr. PO Box 1600, Farmington Hills, MI. 48018.

EXPERIENCED BOOKKEEPER
With general office experience for complex located in Bloomfield Hills. Please call 9-5 PM. 335-8869

EXPERIENCED, dependable person needed for One-Secretary Sales Office. Accurate typing, filing & math skills required. Some light dictation. Must have pleasant phone personality. Full benefits. Salary commensurate with experience & ability. Send Resume to: P.O. Box 5352, Orchard Lake, MI. 48033.

EXPERIENCED
WORD PROCESSORS
Also
TYPISTS
SECRETARIES
(Legal & General)
BOOKKEEPERS
Permanent & Temporary
Call:
AM - PM
OFFICE PERSONNEL
(Div.) Dickson & Associates
17117 W. 9 Mile, Suite 445
Southfield, Mich., 48075
569-8460
FEES EMPLOYER PAID

BOOKKEEPER. Part time, Southfield Graphic Arts firm needs full charge bookkeeper on a permanent, part time basis. Ability to handle all aspects independently through monthly financial statements. Some cost accounting experience necessary, light typing. 356-8900

EXPERIENCED legal Secretary with word processing capabilities, in excess of 75 wpm, desired for growing Birmingham Law firm. 644-4436

EXPERIENCED Telephone Answering & 55 wpm typing required for busy Secretarial services. 3-4 day week. Northwestern and 12. 353-4466

FILE CLERK. Numerical. Part time mornings. Some miscellaneous office duties including typing. Please reply to E. Fields, P.O. Box 5046, Southfield, MI. 48075.
equal opportunity affirmative action employer

FULL TIME, experience necessary. Must be good with figures and typing skills. Flexible hours. Apply Corey Dinette, 28400 Plymouth Rd. 11 am to 5

FULL TIME general office clerk needed immediately. We are looking for a career oriented mature person who is dependable and is willing to work hard as part of our rapidly expanding dynamic company. Salary is negotiable, no phone calls, please. For consideration send resume to; Infinity Inc. 29429 Southfield Rd. #5, Southfield, MI. 48076. Attn. Marti.

GENERAL OFFICE/Secretary, 16 Mile-Coolidge, Troy. Small sales promotion company looking for dependable, organized, all around person with maturity to handle 1 person office with pleasant phone manner. 5 years experience. Duties include: accurate typing, light shorthand, bookkeeping, and filing. Must have own transportation. References required. Hours flexible. 644-5605

IMMEDIATE OPENING. Receptionist/Typist for Birmingham property management company. Good typing and phone skills essential. Call Joann 9AM-11AM: 645-2111

IMMEDIATE OPENING in Southfield CPA firm, position includes statistical typing & general secretarial duties. We offer liberal salary, fringes, a pleasant working atmosphere. Call for appointment Shore & Acimov. 358-4447

INSURANCE AGENCY
Immediate opening for Personal Lines Underwriter, fully experienced in homeowner and automobile rating. Agency experience preferred. Benefits. Farmington Hills. 553-4800

INTERNATIONAL TRADE publishing company needs part time office/clerical person with good typing skills & ability to handle varied duties. $4 per hour starting. Send resume to: Marketing Dept, Hearst Business Media Corp. 29516 Southfield Rd. Southfield, Mich. 48037

- KEYPUNCH -
IBM 129 experience required. Includes General Office duties. N.W. location. Excellent Fringe Benefits! Reply: Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY WANTED
IBM equipment, experience preferred. Rochester area. 651-4114

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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
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TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, Mi 48084
362-3430
Eves & Weekends, 851-2058

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SECRETARY
TRAINEE
Career opportunity! Use your good typing and shorthand skills with this renowned plush firm. All benefits and fee are paid. To $14,000. Call Stacy now!
SNELLING & SNELLING
Southfield 353-2090

LEGAL
SECRETARIES
If you have spent the summer thinking that you would find yourself a new position in the fall ... we have news for you ... it's fall. Can you believe it?
If you are ready for an employment change telephone us, we can help you secure a more interesting and rewarding position. Personnel at Law is actively seeking experienced legal secretaries for law firms located throughout the tri-county area. Variety abounds! Permanent and temporary positions are available.
Call, come in or mail your resume in complete confidence. there is never a charge to you for our courteous and professional placement assistance. Client law firms assume all charges.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	522-3140
Renaissance Center	567-0141
Troy	649-2042

MEDICAL SECRETARY for Troy surgeons office. Excellent transcribing and typing required. Billing experience with Blue Cross/Blue Shield. Very organized individual. 649-5910

INSURANCE AGENCY needs part time help with good typing skills & some insurance experience. Call & ask for Inez. 645-6655

MICROFILM CLERK
Guardian Industries has an opening for a part time Micro Film Clerk at its Northville office. General office experience is required with CRT and Micro-film systems exposure preferred. Responsibilities include: filing, filming, and light typing. Position starts after 3 PM. and is 20-25 hours per week. Interested applicants should send a letter or resume to Bob Merrick.
GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan, 48167
Equal Opportunity Employer M/F

NEED PERSON to cost deals, calculate commission, computer input, purify inventory, light typing, etc. Apply George Matick Chevrolet, 14001 Telegraph, Redford

LEGAL SECRETARY, Mag card experience, 5 minutes from Oakland County courthouse, salary negotiable. 674-2247

LEGAL SECRETARY
Experienced only. Familiar with Mag Card. Southfield area. Contact Cathy 353-1611

LEGAL SECRETARY
Experience preferred. Defense litagation firm, excellent benefits. Please call Jody. 355-4494

LEGAL SECRETARY with experience in domestic relations & personal injury - litigation practice. Salary open. 968-3500

LEGAL SECRETARY
General secretarial experience required. Must live in Oakland County Call 476-7660

LEGAL SECRETARY
Experienced with excellent typing & organizational skills needed for law office. Excellent benefits. Bloomfield Hills 647-1500

LEGAL SECRETARY - Bloomfield Hills law firm needs sharp Secretary full time for Sr. partner. Experience preferred. Minimum 70 wpm., dictaphone. Good benefits. Ext.100 645-9400

LEGAL SECRETARY needed for Southfield law firm. Experience required. Must type 75WPM plus & possess good dictaphone skills. Word processing experience helpful. Contact Joyce Luxon, 559-2828

OFFICE MANAGER
Applications are now being accepted 9:30 - 12. Club Elite. 26021 Southfield Rd. (N. W. corner of 10½ Mile)

PART TIME Receptionist/Typist wanted, hours and pay negotiable. Novi area. Call Colleen 1 to 5 PM. only. 348-6880

PAYROLL CLERK and general office, experienced, 40 hour week, benefits. Pleasant working conditions, 2 girl office. Redford area. 531-2400

PERMANENT FULL TIME Secretary, must have usual secretarial skills, life insurance experience necessary. Call & ask for Nellie 645-5515

RECEPTIONIST TYPIST for Birmingham law office. Must have good phone skills and typing experience. 645-1260

RECEPTIONIST - Livonia area. No typing required. Hours Mon thru Fri, 3pm-10pm, Sat, 10am-2pm. Send brief, handwritten resume with salary requirements to: P.O. Box 275, Detroit, MI 48235.

RECEPTIONIST
For Professional Office
Maple-Telegraph area
626-2104

RECEPTIONIST/Typist for busy Birmingham stock brokerage office. Immediate opening. Apply in person. Overwels Securities, 2519 W. Maple Rd., 642-0711

RECEPTIONIST
Troy real estate company needs Receptionist for front desk. Personality spot. Light typing required.
Call after 10AM:
362-3333

RECEPTIONIST
SECRETARY
Excellent opportunity for person with good typing and excellent phone manner to greet clients in plush office environment. Bubbly yet professional personality is needed along with good grammar and ability to compose correspondence. Nice spot for co-op or light experienced person. Company offers excellent benefits, good starting salary and pays our fee. Call today.
PERMANENT STAFF
LIVONIA 522-4210

SALES
SECRETARY
A major Southfield firm offers lots of variety and a top benefit package. Good skills and an enthusiastic personality for this. $11,000 to start.
SNELLING & SNELLING
Southfield 353-2090

SECRETARY/BOOKKEEPER for small Plastics Co. Computer experience helpful. Livonia location. Contact G. Malmberg, after 1PM, 425-3054

SECRETARY experienced for Bloomfield Hills office, excellent Shorthand & typing. Please send resume in confidence to box: 444 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for busy Southfield real estate office. Excellent typing & shorthand required. Call Steve Wohlman, 569-5555

SECRETARY for Troy-Birmingham area Attorney. Must know CPT Word Processor. Typing, phones, & filing. Health Insurance & Group Life Insurance. Mon-Fri., 9-5PM. Muriel, 643-9496

SECRETARY - general office. CPA office experience preferred. Hospitalization, dental insurance, Northwest Suburbs. Mrs Hiller. 354-0900

SECRETARY
Interesting position in life insurance agency. Good shorthand and typing skills required. Life insurance or pension and word processing experience helpful, good benefits. Southfield. 353-1760

SECRETARY - media dept. Southfield advertising company, 70 WPM statistical typing, shorthand & dictaphone, 3 yrs. experience, benefits, $13,000

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

505 Help Wanted Food-Beverage

COUNTER SERVICE
FOOD PREPARATION
Full or Part Time
Day or Night Shifts Available
Flexible scheduling makes this an excellent way for you to earn extra income. No experience necessary. If you are experienced or presently employed in food service why not consider joining the #1 Team. Positions available at:
McDonald's
6753 Orchard Lake Rd.
W. Bloomfield
626-3841
Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY/
RECEPTIONIST
Permanent full time position with accounting firm. Professional personality & appearance. Accurate typing (45-50 WPM), word processing experience a plus, telephone experience. Competitive salary & benefits. Send resume to; Schmaltz & Co. 950 American Center, Southfield, MI. 48034. Attn. K. Bewick

SECRETARY
To Executive Vice President
Experienced in taking and transcribing dictation, (80 to 100 WPM), good typing skills, able to handle routine correspondence, maintain confidential files, schedule meetings and transportation. Salary-$14,000 with excellent benefits. Send resume to:
JEWISH HOME FOR AGED
Personnel Dep't., 19100 W. Seven Mile
Detroit, Mich., 48219
An Equal Opportunity Employer

SECRETARY/TYPIST
Southfield Law office. No legal experience necessary. Part time. Excellent salary/working conditions. 353-5433

SECRETARY WANTED for Southfield law firm. Experienced in general negligence necessary. Word processing skills helpful. 559-4210

SECRETARY wanted for partner in Troy law firm specializing in patent, trademark, copyright, law. Applicant must possess good clerical, grammatical & organizational skills. Occasional heavy typing but emphasis is on ability to manage a complex docket & organize work schedule. Salried position with attractive benefits. Resume required 649-3323

SOUTHFIELD insurance agency, moving to Troy looking for experienced switchboard operator & receptionist with good typing skills. Contact Mary Beth 357-4500

SWITCHBOARD/RECEPTIONIST
Experienced for busy travel agency in Southfield area. Must have pleasant voice, good dictation, and even temper. 968-7800

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

SECRETARY NEEDED to answer phones & handle policy accounts for insurance company in Birmingham. Send resume to box 418 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - part time or full time position with small rapidly growing consulting firm in Bloomfield Hills. We desire an excellent typist with gereral office experience who is willing to learn word processing on a variety of small computer systems. 335-1499

WE HAVE A JOB
IF YOU HAVE THE SKILL
Applications Being Accepted
For The Following Skills:
CPT WORD PROCESSOR
IBM 5520
XEROX 850
Knowledge Of Foreign Language With Typing Skills.
SECRETARY - 70-85 WPM
STATISTICAL TYPISTS
MANPOWER
TEMPORARY SERVICES

LIVONIA	478-1130
TROY	585-5595
DETROIT	965-7000

WILL PROVIDE prestige office in Birmingham in lieu of salary for individual who will assume light receptionist duties. Ideal for Secretarial service or self employed. Call 540-8180

WORD PROCESSORS
Needed for temporary & permanent assignments. Experience on CDT, & NBI equipment helpful. Call 569-1684

$$$ SKILLS
PAY BILLS $$$
SECRETARIES
TYPISTS
WORD PROCESSORS
Long & Short Term Assignments.
CALL FOR APPOITNEMT
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

505 Help Wanted Food-Beverage

ARBY'S ROAST BEEF Restaurants has openings for hourly training positions. Responsibilities include: Training and educating new employees in Arby's policies and procedures. Restaurant experience is required. Applicants must possess well developed communication skills both verbal and written. Starting wage, $3.50 to $4.00 per hour. Apply in person only. Thurs. Sept.16, 2 to 5 pm. or Fri. Sept. 17, 9 to 11 am and 2 to 5 pm. 25025 Telegraph Rd. Southfield.

BAR PERSON & waitpersons. Apply in person Salvatore Italian Villa, 6327 Middlebelt Rd, Garden City.

BIRMINGHAM
SUNDAY
PART TIME
COOKS
6 AM.-12 noon & 9 AM.-3 PM. Shifts
Crossiants, Omeletts, Eggs
Counter Service
9 AM.-3 PM. & 10 AM.-4 PM. Shifts
PREMIUM WAGES
EVENINGS
Counter Service
4 PM. - 10 PM. Mon. thru Fri.
FULL & PART TIME
18 years or older
APPLY IN PERSON 8:30 - 8 PM.
Richard & Reiss
273 Pierce St., Birmingham

BUS PERSONS
FULL TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

COOKS
FULL & PART TIME
Experienced in saute, broiler, soups, & sauces. Apply in person; Holiday Inn of Farmington, 38123 W. 10 Mile.
An Equal Opportunity Employer

COOK - SILVERMAN'S
Experienced fry cook. Top wage, apply in person: 10 Mile & Meadowbrook in the A. & P. shopping center. Novi.

COOK WANTED - PART TIME
Full breakfast/grill/deli lunch.
Call between 8-11 AM. 349-1580

BAR MAID or BARTENDER
Wanted part time. Apply in person. Copa Lounge, 22322 Schoolcraft. Between Telegraph & Outer Dr.

BARPERSON - female male. Apply in person anytime after 6pm. 34101 Plymouth rd., Livonia.

COUNTER HELP
ALL SHIFTS. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm.

DINING ROOM Supervisor/Hostess. Management firm seeking dining room supervisor for full service restaurant in W. Bloomfield area. Excellent salary and benefit package. Write. Triplett Services, 31313 Northwestern Suite 202, Farmington Hills Mich. 48018. or call Fran 851-7555
An Equal Opportunity Employer

DISHWASHER - days, Mon. thru Fri. Apply at The Village Place, 28904 West Seven Mile Rd., Livonia. 476-9070

DISHWASHER, noon hours 10:30am-2:30pm. Mon. thru Fri. Good salary plus meals. Plymouth area. Chris's Coney Island. Call 1:30-3:30pm. 455-8181

DR. DOODLES is accepting applications for wait - bar - cooks & hostess. Please apply in person between 2-4 pm. 38410 Grand River near 10 Mile.

EXPERIENCED COOKS for fine dining restaurant. Apply in person 1-5pm., Mon. thru Fri. Francesco's Restaurant, 22302 Michigan Ave., W. Dearborn.

EXPERIENCED Cocktail Waitress(Waiters). Experienced Short Order Cook. Apply in person 2-4pm, J.W. Saloon, 31425 W. 12 Mile, Farmington Hills

FOOD PREP, Cashiers & Host/Hostess. Full & Part time days, Mon. thru Fri., no Weekends. Apply in person, Burger King, 29206 Orchard Lake Rd., Farmington Hills. 851-7473

HOLIDAY INN
38123 W. 10 Mile Rd.
Farmington Hills
Wanted;
Porters
Waiters & Waitresses
Days Only
Apply In Person

HOSTESS/Host for day shift. Good pay and benefits. Must be mature and experienced. Apply in person, Gotsis Food and Spirits, 15800 Middlebelt, Livonia.

IMMEDIATE POSITIONS available for Utility Personnel; Fri.,Sat.,Sun. evenings. Good benefits. Apply: Eden Glen Restaurant, 2085 W. Big Beaver, Troy.

MATURE WOMAN for Gourmet Coffee & Tea Shop. Located in Tally Hall at Hunters Square. 14 Mile & Orchard Lake Rd. Weekends with variable hours. Call for appointment. 855-5030

MC DONALD'S MANAGER TRAINEE
Benefits, no experience necessary. Apply 2-5 PM. Monday, - Friday at the following location: Ford Rd. & Middlebelt, Rochester Rd., N. of Avon Rd., 15 Mile & Groesbeck.

PART-TIME COOK - IMMEDIATE
Early evenings & Sat. Apply in person: 49110 Grand River Ave., Novi.
Ask for Frank or Bridget. 348-4404

PART TIME - wait persons, Sat. & Sun. 10am-7pm. Plymouth area.
Call 455-0510

RESTAURANT MANAGER
Part Time
Call 8-11 AM 349-1580

RESTAURANT
OPENING
SOUTHFIELD CHARLEY'S
Chuck Muer will be opening a new restaurant in the Southfield area and is seeking good people to train for the following positions:
BUS & HOST STAFF
Full time position, day or night. Excellent benefits. Experience preferred. Apply in person only 10 AM-2 PM & 4 PM.-6 PM., Tues, Sept 14.
SOUTHFIELD CHARLEY'S
19701 W. 12 Mile Rd., Southfield
An Equal Opportunity Employer

SALAD PERSON
Must have some salad department experience in high volume operation. Excellent starting salary, uniforms, meals, paid vacations & insurance program available. Must apply in person to Beau Jack's Restaurant, 4108 W. Maple, Birmingham, between 2-4pm Mon.-Fri.
626-2630

SEEKING PROFESSIONAL waiters & waitresses, tableside service required, contact Rick between 10am-11am. Novi area 349-6200

COOK
For afternoons. Must be experienced, mature & responsible, good pay & benfits. Apply in person Golden Lantern, 33231 5 Mile Rd.

COOK - PART-TIME
Short order and kitchen prep. 4 to 9 PM, 5 days per week. Wayne State University Faculty Club, 577-3839

COLLEGE, homemakers, or unemployed, part time, for beauty line demonstrations. Must have car, over 18. Excellent commission. Call for appointment. 759-0382

COOK - AIDE - MAINTENANCE
Person., 19421 W. 10 Mile; next to Original Pancake House. Interviews ONLY! Friday & Tuesday, 1-4PM.

SHORT ORDER COOK
PART TIME
EXPERIENCED ONLY
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

TAKING APPLICATIONS FOR:
Assistant Managers
Bartenders
Servers
Apply in person only
Lary Lion Restaurant
2235 Orchard Lake Rd
West Bloomfield 858-8840

WAITRESSES/WAITERS
Part time, hours 4-10 PM. Apply in person Maplehouse Restaurant, 24725 Southfield, Rd., Southfield.

WAITRESS/WAITER wanted. Must have experience. The Red Devil Restaurant. Apply between 1 and 4 PM. 15337 Fenkell near Greenfield. 273-8844

506 Help Wanted Sales

ABLE TO BE YOUR OWN BOSS
Farmers Insurance Group...Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 557-3266

ADVERTISING SALES
Directory Specialists
- Outside sales experience a must
- Ground floor opportunity
- High earning potential
- Professional training program

We're interested in experienced, successful people with first rate oral and written communication skills, highest professional ethics, and a real desire for personal and professional growth.
We're growing fast
and we need people
"not just to keep up"
"but to take the lead"
Call 552-8120

APPRAISAL TRAINEE
Local office of a National Organization needs 2 full time career minded individuals, willing to work hard. We offer trainer, earn while you learn, choice of location, potential, first year earnings in excess of $22,000. Call Roy between 10-11am at 476-7000.

AMWAY
Distributors
WANTED
455-9132

A+AAAA BEST RATING
Are you looking for a new profession? Farmers Insurance Group offers free training. Join our next class on Sept. 21 at 7pm. For more information call, Days, 981-5220. Eves, 397-0805

ARE
YOU AGGRESSIVE?
CAN
YOU CLOSE A SALE?
Put that VALUABLE sales experience to good use at a Telephone Sales Center. There are openings available for long term assignments - Birmingham area. Call 644-2150 Mon. thru Fri. between 9 AM. & 5 PM. Must be 18, have own transportation, sales experience required.
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

ARTISTIC Sales-minded Person for Sales in well-established Contemporary Birmingham China & Gift Shop. 4 or 5 days (Sat. & 1 evening). 645-0291

ATTENTION: High School students. American Guild needs students for telephone sales. 5 to 9 PM. Mon. thru. Thurs. 533-8313

ATTENTION
Sales Management Position
In the rapidly growing recession proof coffee service industry. Applicants should be willing to make cold calls, use their own car & do some physical work demonstrating our equipment. We offer excellent salary & commission, training, car allowance & health insurance. Applications will be taken in person only. No resumes please.
Custom Coffee Service
914 W. 9 Mile Road, Ferndale.

AUTOMOTIVE
AFTERMARKET
SALES
Immediate opening for qualified salesperson to service Automotive Dealerships & Collision Shops in the Western Wayne County area. Automotive paint, spray equipment & related supplies. Salary, commission, car allowance. Send resume to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BIRMINGHAM
Unique part time inside/outside sales position. Mon. thru Fri., 9 Am. - 3 Pm. Hourly salary plus commission. Apply in person:
Richard & Reiss
273 Pierce, Birmingham
645-9122

BUILD
A Beautiful Future
Sell Avon. We'll help make your dreams come true. Call now.
553-7866

DISTRICT SALES MANAGERS
Polished professionals. Unusual income potential. Offices in RenCen. 567-0550

DONNA SACS Leather looking for experienced sales people. Apply in person, Fairlane Town Center, Dearborn.

DOOR TO DOOR Canvasser. Experience preferred. Will train. Must be self-start with transportation. Top pay for top person. Home Improvement Field. Ask for Jim. 352-9880

DO YOU RUN OUT OF MONEY
Before you run out of month?
Turn the tables with extra income the Amway way. As little as $30. gets you started in a business of your own. Get the whole story. Phone Mr. Thomas: 525-7646

EARN
$25,000 to $40,000
Telecommunications! Sales management in 6 months, 700 Million Corporation. Profit-sharing, dental, tuition reimbursement, major medical and more. Call Steve.
SNELLING & SNELLING
Livonia 478-3500

EMPLOYMENT
CONSULTANT
$15,000 plus. Challenging position for aggressive degreed candidate with prior sales background. We provide excellent training, benefits, and unlimited earnings. Be part of the World's largest employment service. Call the office nearest you.
SNELLING & SNELLING
Troy, 649-5900 Mr. Bookspan
Southfield, 353-2090, Mrs. Fromm
Livonia, 478-3500, Mr. Dykstra

EXPERIENCED Commercial Printing salesperson. Will pay top commission. Call 9AM-5PM, 537-6696

EXPERIENCED REP WANTED to call on suburban card & gift stores. Liberal commission, transportation required. Reply to Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HIRING
Positions available for sharp, energetic, aggressive people. No experience needed - company will train. Call for appointment. 453-2940

HOME MAKERS, TEACHERS, beauticians. Earn money while losing pounds the healthy way. Call 12 noon to 5pm, 855-4047

INDUSTRIAL SALES
Experienced Sales People needed for Metro Detroit; to sell to the Commercial, Industrial Market areas. Excellent Earnings Potential for the agressive, Goal-oriented individual. Straight Commission.. Send resume to:
FEDERAL INSULATION, INC.
5616 VAN BORN COURT,
DEARBORN HTS., MI. 48125.

INGRID AT HOME has openings for representatives in this area for home marketing. For more information, call, 851-0792

INSURANCE - Multiple choice, If you qualify for any of the below categories you'll be a winner.
- Wanted proven commercial property casualty executive.
- Proven personal line executive.
- Small agency looking to lower overhead to maintain ownership and expand market.

Offer: Best incentive program in the industry, ownership of your own accounts, 50/50 split on commission, 50/50 split on any contingency checks that your business generates. All inquiries will be handled with strict confidence. If interested call 851-6808

INSURANCE SALES
MEN & WOMEN
Career opportunity with one of the Nation's Leaders - Bankers Life & Casualty Co. Assets over $1 Billion & growing!
We Offer:
Guaranteed Income up to $1,200. a month while you train
Unlimited Earning Potential
Independence
Professional Status
Expert Training
We give you People to see and Quality Products to sell. Intelligent & Aggresive? You may qualify! For an appointment, call: Richard Downs, 354-3373
Equal Opportunity Co. M/F/H