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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)

500 Help Wanted

TURRET HAND
Experienced person with tools to set up job using box, chuck, and die heads. Efficiently on hand screw machine or automatic and Gisholt automatic turret lathe. Plenty of overtime for right individual or 4 day, 10 hour work week. Benefits included, profit sharing. Days or afternoons. Competitive wages. L.A. Martin. 581-3444

502 Help Wanted Dental-Medical

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

A LOT IS HAPPENING AT ...
PRO CARE ONE INC.
Our Ann Arbor office is accepting applications for RN's - LPN's, all shifts, excellent pay, stop by or call today. Lots of good things happening now at
PRO - CARE ONE, INC.
ANN ARBOR 761-1144
DETROIT CALLS 592-0064

ALPHA
HEALTH CARE INC
Urgently Needs
RNs ◆ LPNs
For Immediate Placement In Redford - Livonia - Westland Areas
◆TOP PAY
◆FLEXIBLE SCHEDULE
◆EXCELLENT BENEFITS
-Please Call Now -
281-2434

CHAIRSIDE ASSISTANT - full-time, for 3 Dentist - General Practice, located in South Mainc. Experienced CDA or RDA. 478-3112

CHOICE POSITION available for medical assistant willing to work Tues. & Thurs., 8-4, & Sat., 8-3 in Redford area. Salary & benefits dependent on experience in X-ray, EKG, VP & injections. Call on Tues., Thurs. Sat. only for interview appointment. 537-6055

CLAIMS CODER - knowledge of HICDA. code & Michigan Uniform procedure manual. 1-2 yrs. experience, call for appt. 474-2322

DATA CONTRACTOR for physician organization seeking part time medical records abstractor for Oakland Macomb County hospitals. Experience in ICD-9-CM coding essential. Contact Janet Brown 355-8700
An Equal Opportunity Employer

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

DENTAL ASSISTANT, experienced, part time position, must have knowledge of 4 handed dentistry, X-rays, lab work. Livonia. Please call 427-8111

DENTAL ASST
for Specialist's office, in Southfield. Full time. Pay according to experience. Pleasant atmosphere. Benefits.352-4551

DENTAL ASST
W. Bloomfield area. Flexible hours - 25 or more. Diversified responsibilities. No experience necessary. Call 626-7100

DENTAL HYGIENIST
Part time. W. Bloomfield area.
851-0453

DENTAL RECEPTIONIST, Full time, 1-3 years current experience with appointment control, pegboard & insurance required. Liberal benefits. 398-1910

DENTAL RECEPTIONIST - Enthusiastic individual with dental experience in insurance, collections, and excellent patient rapport. full time position for progressive, 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 358-1050

DIRECTOR of NURSES
61 bed nursing facility needs a special person to be part of our team. Benefits offered. Apply in person. Bedford Villa, 16210 W. 13 Mile in Southfield. Please ask for Mrs. Court administrator.

EXPERIENCED dental assistant, part time, afternoons, no Sat. Call for appt. 557-0005

EXPERIENCED for medical office, schedules, peg board, etc.
Southfield area. 559-3150

EXPERIENCED RECEPTIONIST
For Orthopedic medical
Fringe benefits
Southfield area. 557-5142

EXPERIENCE LAB TECH
Part-time for Garden City Physicians office. May arrange own hours.281-1880

HYGIENIST, PART TIME
2 days, Tuesday & Friday
10 Mile & Orchard Lake area
476-1229

IN SERVICE DIRECTOR/Assistant Director of Nursing. RN needed full time at small residential nursing home. Experience preferred. Applications being accepted Monday-Friday, 9-4, at Alexander Convalescent Home, 718 W. Fourth St., Royal Oak. 545-0571

MEDICAL ASSISTANT, part time, experienced only. Approximately 12 hours a week. Pediatric pediatrics, EKG, injections. Troy area. 649-2430

MEDICAL ASSISTANT, experienced, or LPN, for Southfield Dermatologist's office. Flexible hours.Reply Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT with billing experience, full time, Sand Medical Building. 837-7400

MEDICAL ASSISTANT, mature experienced in insurance, billing, pegboard, bookkeeping for Plymouth-Canton area. Send resume to Box 350, 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). Your location. Established corporation. Excellent fringes. Contact Arlene Henderson. 548-3970, Ext. 185.
An Equal Opportunity Employer

MEDICAL DICTAPHONE TYPIST needed for allergist in Farmington Hills area, 12 Mile-Orchard Lake. Approximately 25 hours per week. Doctors letters, radiology reports & some minutes. Call, 851-6657

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 978-8810

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 SECRETARY - Assistant for ophthalmologist's office in Plymouth - Canton area. Full time. 459-7850

MEDICAL TECHNOLOGIST, B.S., M.T., (ASCP). Experience preferred, must be familiar with all areas of lab work, competitive salary & fringe benefits, willing to rotate Saturdays. Call 352-8488

MEDICAL TECHNOLOGIST - ASCP, general supervisor qualifications for night shift, flexible hrs. & good benefits, Call 353-7560

MEDICAL TRANSCRIPTIONIST - Medical transcriptionist preferred. Beaconsfield Medical Bldg. Good benefits. 8:30AM-4:30PM. Call Diane, 288-3188

NURSE AIDES - must be experienced. Live-in or hourly positions, assignments available. Call Kelly Health Care. 646-9131
Equal Opportunity Employer M/F/H

NURSES AIDES, live-ins & homemakers for Plymouth, Northville, Novi, S.Lyons and Farmington areas. Must be bondable. For appt. 229-5915

502 Help Wanted Dental-Medical

NURSING ASSISTANTS
Full & Part Time - Experienced Only
Call Monday - Friday 8:30AM-4PM.
433-5431

OFFICE HELP needed, full time, for Dr's office, experienced only, secretarial & billing clerk, apply in person;
Wm. Ross D.O.P.C 1511 Ann Arbor Rd. Plymouth. Ask for Miss Lockhart.

OFFICE MANAGER - mature individual for orthopedic office. Experience in dental medical related office necessary. Full time, 1 evening & Sat. Typing mandatory, resume required. 878-8200

ORTHODONTIST ASSISTANT - experienced, excellent hours, benefits. Birmingham area. 645-9768

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 532-3020

PHARMACIST
Professional Store
Every Sat. - 8:30-2.
549-3720

PODIATRY MEDICAL ASSISTANT
Mature, part time, will train. Livonia. Send resume: Box 472, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/ASSISTANT for Podiatry office in Livonia, 20-30 hrs per week. 591-3047

RECEPTIONIST, chiropractor's office, Plymouth area, flexible hours, must be neat & pleasant, non-smoker. 459-8290

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 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 Nightingale West, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

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 Nightingale 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 & 5 PM. Woodside Medical, 845 Woodward, Pontiac. 338-7144

RNs & LPNS NEEDED
Full time for Garden City Clinic.
Phone 421-6030

RNs & LPNs NEEDED
Private Duty in Northville
7 AM-7 PM and 7PM-7AM
559-9777

RNs, LPNs, NURSES' AIDES
Child Care Attendants, Housekeepers & Companion Aides. Part-time, for 24 hour Oakland County Health Care Professionals. Apply in person: 9-12 noon, 12-5PM Only: 190 Travelers Tower, 26555 Evergreen Rd., Southfield.
Resumes Required. Furnish own Transportation.

RN'S - LPN'S
Private Duty Homecare
All Shifts Available
Flexible Scheduling
"Week-end meritious"
Immediate Need - Belleville, Livonia, Dearborn

UPJOHN
HEALTH CARE
SERVICES
277-2060

RNs & LPNs. Part and full time. To give living care to our geriatric patients. Call Monday - Friday, 9AM-5PM. 453-5421

RN'S
There are reasons why we are #1 ...
Just ask a PRO CARE NURSE or drop by our office nearest you and see for yourself
PRO CARE ONE, INC
Madison Hts. 399-9957
Livonia 522-5753
Southfield 569-4400

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

502 Help Wanted Dental-Medical

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

REGISTERED NURSES
NO SHIFT ROTATION
MIDNIGHTS
Med/Surg - Part time.
SCU - Part time.
AFTERNOONS
Med/Surg - Part time.
Emergency Room - Full and part time.
Surgical - Part time.
Peds - Part time.
SCU - Full & part time.
Operating Room - Full time.
DAYS
Peds - Part time.
Surgical - Part time.
ASSISTANT DIRECTOR OF NURSING
Weekend days only. Supervisory experience required.
BEYER MEMORIAL HOSPITAL
135 S. Prospect Street
Ypsilanti, MI 48197
(313) 484-2200
PCHA
Equal Opportunity Employer M.F

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

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

502 Help Wanted Dental-Medical

ULTRA SOUND TECHNOLOGIST. Must be registered with B-Scan experience. Travel to various clinics. Applicants call Ron, 537-8188

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 Dental Hygienist, house laboratory. Please call between 8-10pm. 681-8736

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

LOCAL SERVICE COMPANY
Has immediate openings for 2 full time accounting Clerks. Experience required in payroll preparation, billing, and payables. Prior experience with Burroughs L5,000 or similar accounting machines and/or terminal access computer a definite plus. Contact: Henry De Bierre for interview appointment.
272-4900

ACCOUNTING CLERK
Experienced with computer
Fringe benefits
A/R & A/P. No payroll. 20 - 30 hours per week. Good salary. Permanent position. Near Farmington area.
Send resume to
Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPARTMENT needs Accounts payable clerk for corporate Headquarters in 13 Mile/Telegraph area. Varied duties. Light typing. 1-3 yr. some experience helpful. Benefits. Call Personnel between 9am - noon. 645-6333

ACCOUNTS PAYABLE position 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. 48226

AGGRESSIVE SECRETARY needed for fast growing world wide corporation. Must type 50wpm, take shorthand and have bookkeeping experience. Qualified applicants only. Send resume to: MPM Worldwide Corp., 4359 Orchard Lake Rd., W. Bloomfield, Mich. 48033, Attn: Miss Salo.

AUTO BILLER for Farmington Lincoln-Mercury dealer with dealership experience required. Competitive salary & benefit. Call 476-3170

BILLING -
SECTION LEADER
Full time position available in billing area for individual who has experience with both manual and computerized billing systems in a service-oriented industry. Accounting background and some supervisory experience helpful. Only qualified applicants need apply at:
ADISTRA CORP.
101 UNION STREET
Plymouth, MI. 48170

BOOKKEEPER - CLERICAL
Entry level position. Typing, phone & calculator experience preferred, non smokers only need apply. For an interview please Mr. Ashby.
557-3355

BOOKKEEPER
Computer IBM S/34
National manufacturing company in Farmington Hills has an immediate opening for a STRONG FULL CHARGE BOOKKEEPER THROUGH TRIAL BALANCE. Must be hard working, competitive pay, MAPICS. Top salary and benefits. Pension, profit sharing, Blue Cross/Blue Shield, non-smoking office.
Send resume or call:
Van Mark Products
24145 Industrial Park Dr.
Farmington Hills, MI 48024
478-1200

BOOKKEEPER - full charge thru trial balance, source journals, payroll & accrual benefits, wages commensurate with ability. Start immediately. Dearborn location. Send resume to; PO Box 2465, Dearborn, Mi. 48121

BOOKKEEPER - OFFICE MANAGER for Renaissance Center law firm. Salary commensurate with ability and experience. Reply to: Box 480, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time to close books. Monthly thru Financial statement. Grand River - Inkster Area. Call 8:30 AM-4 PM 255-0110

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

BOOKKEEPER - TYPIST for Southfield CPA office, all taxes, general ledger & financial statements, full time, experienced only. 434-8180

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. 356-8300

CLERICAL - filing, typing, phones, accounts payable experience. Royal Oak area. Call for appointment. 398-0643

504 Help Wanted Office-Clerical

CHIEF - financial office of rapidly expanding Livonia company needs executive secretary with good organizational skills, competitive salary, benefits & fee paid.
ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600

CLERICAL-
We are looking for an individual with 1 to 3 yrs. of office experience to assume our world headquarters is located in Southfield. This position requires a candidate with a pleasant telephone manner, an aptitude for figure work, good typing skills & the ability to deal effectively with people at all levels. We offer a complete benefit package & competitive starting salary to the qualified candidate. If interested contact Diana Lennard
Florists Transworld
DELIVERY ASSOCIATION
355-9300 Ext 6253
An Equal Opportunity Employer

COMPUTER OPERATOR
MADISON HEIGHTS AREA
Experienced in operations and debugging. Prefer Burroughs equipment, order entry, accounts receivable, etc. Able to direct. $12,000 range. Benefits.
BETTY HAMIL PERSONNEL
Southfield Village
424-8470

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

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	977-0660

WITT
SERVICES
The Temporary Help People

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

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

EXPERIENCED - IBM 5320 word processing operator needed at large corporation for possible long term assignment.
UNIFORCE
TEMPORARY SERVICES
1000 S. Woodward Birmingham
646-7660

EXECUTIVE SECRETARY needed for W. Bloomfield office. Demanding position requiring excellent typing skills, dictaphone experience and attention to detail. Outstanding benefits and growth potential. Send resume to Box#700Comm. & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED BOOKKEEPER
With general office experience for computer located in Bloomfield Hills. Phone call 8-5 P.M. 335-8849

EXPERIENCED, dependable person needed for One-Secretary Sales Office. Accurate typing, filing & math skills required. Some light dictation. Must have pleasant phone personality. Full time. Hrs. 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) Division & Associates
17117 W. 9 Mile, Suite 645
Southfield, Mich., 48075
569-8460
FEES EMPLOYER PAID

FILE CLERK
With bookkeeping experience. Must have knowledge of 10 key adding machine. For Appt. call: 424-6282

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 in Initially Inc. 29439 Southfield Rd. #5, Southfield, MI 48076. Attn. Marti.

FULL TIME OFFICE HELP
Wanted. Typing experience required. Call 835-4560

GENERAL OFFICE RECEPTIONIST
50-WPM typing, sharp outgoing personality, experience helpful. Employment Center II. 540-4150

GENERAL OFFICE HELP - West Bloomfield area. Full time. Phones, filing, some typing, experience preferred. Send resume to: Box 5338, West Bloomfield, MI 48033.

IMMEDIATE OPENING. Reception-ist/Typist for Birmingham property management company. Good typing and phone skills essential. Call Joan 8AM-11AM. 645-3111

INSURANCE OFFICE Clerical trainee. Must have good typing and shorthand skills. Farmington Hills. 553-3124

504 Help Wanted Office-Clerical

INTERNATIONAL TRADE publishing company needs part time office/clerical person with good typing skills & ability to handle varied duties. $4 per hour starting. Ideal for Market-ing Dept. Hearst Business Media Corp. 25316 Southfield Rd. Southfield, Mich. 48037

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 & Aciinow, 356-4447

INSURANCE AGENCY
Immediate opening for Personal Lines Underwriter, fully experienced in homeowner and automobile rating. Agency experience preferred. Benefits. Farmington Hills. 553-4600

INSURANCE - Agency in Birmingham seeks person experienced at least 2 years commercial lines underwriting department. Salary and benefits competitive with qualifications. Non smoker. Evenings. 641-0251.
Days, 646-6657

INSURANCE CLERK - Type 40 wpm, math ability. Birmingham area. Send resume to: N.W.N.L., 30800 Telegraph Rd. Suite 4350, Birmingham, Mi. 48010.

KELLY
SERVICES
Recruiting
In
Birmingham
Typists (45 WPM +)
Secretaries
Word Processors
Clerical
Light Industrial
Please come visit us between 9 AM. & 5 PM., or call for an appointment.
30400 Telegraph, suite 357
Birmingham, Mi. 48010
(S. of 13 Mile)
644-2150
KELLY
SERVICES
"Kelly Girl People"
Equal Opportunity Employer M/F/H

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

KEY PUNCH OPERATOR
Must be sharp, accurate & experienced on IBM system 34. 2 - 3 day per week. Possible full time in future. Southfield location. Call Sharon for appointment 355-8800

LEGAL
SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send resume.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
362-3410
Eves & Weekends, 851-2058

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 litigation firm, excellent benefits. Please call Judy, 355-4494

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

LEGAL SECRETARY needed for Southfield law firm. Experience required. Must type 75WPM plus a possess good dictaphone skills. Word processing experience helpful. Contact Joyce Luzon, 559-1828

LEGAL
SECRETARY
TRAINEE
Career opportunities for 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 SECRETARY
Southfield law firm, 5 years legal experience. Dictaphone & word processing necessary. 353-3290

LEGAL SECRETARY
Experienced. Word processing background required. N.W. Detroit area. 535-5520

LEGAL SECRETARIES
AT HILLSTROM & ROSS
Our reputation exists in the most prestigious law firms in the area. Our 30 years experience can help find the position for which you are best qualified, either temporary or permanent. The fee is employer paid. Call today!
HILLSTROM & ROSS
AGENCY
626-8188

NEED PERSON to cost desk, calculate commissions, computer input, partly inventory, light typing, etc. Apply Gorge Mattel Chevrolet, 14001 Telegraph, Redford

RECEPTIONIST/Typist for busy Birmingham stock brokerage office, immediate opening. Apply in person. Overseas Securities, 2519 W. Maple Rd., 642-6711

RECEPTIONIST for Southfield law firm. Duties include typing & filing. Experience a must. Salary negotiable. Call Carol 9-5 569-3131

504 Help Wanted Office-Clerical

NOW that summer is over, the kids back in school it's time to look for that part time job. Sales distributor needs a secretary with excellent skills. Phone, typing, filing, 5 to 6 hours per day, for full time. Apply at suite 22, 26200 Greenfield, Oak Park, 8.30 thru. 11:30

OFFICE MANAGER
Applications are now being accepted. Apply within. Club Elite. 26011 Southfield Rd. (N. W. corner of 10 Mile)

- OFFICE WORKER
Tool Shop, Plymouth - Telegraph Area. Requires experienced person in office function, including Bookkeeping. Good Telephone manner important. Apply by letter or resume to Box 484 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ONE CALL DOES IT ALL!
Place your classified want ad in Suburban Detroit's finest market.
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
522-8822 Rochester/Avon
Use your Visa or Master Card

RECEPTIONIST - PART-TIME
Experience preferred.
Troy law firm.
Call: 643-8300

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

RECEPTIONIST/TYPIST
Receptionist with typing skills needed for Southfield CPA Firm. Good Entry Level for Clerical experience & receptionist. Own transportation required. Full Benefits! 557-4425

RECEPTIONIST with friendly outgoing personality wanted. Some typing, filing & general office duties. $150. weekly. Apply Yankee Air Ferdine, 32900 Freeway Park Dr., Farmington Hills. Frt. Sept. 17, 3-5 PM. 478-7176

RECEPTIONIST
TYPIST
National manufacturing office in Farmington Hills has an immediate opening for a receptionist/typist. Working knowledge of data entry helps us score a plus. Good working conditions in a non-smoking office. Good starting pay and benefits. This is an entry level position.
Send resume or call:
Van Mark Products
24145 Industrial Park Dr.
Farmington Hills, MI 48024
478-1200

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

SECRETARIAL - Mature, experienced person needed part time. Typing & filing. East Keim Realty, Northville. Ask for Bernie. 349-5600

SECRETARY - Bloomfield Hills law firm is looking for an experienced self starting secretary with shorthand, 100wpm, typing 70wpm. Competitive salary & benefits. Send resume & requirements to box 483 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for the Southfield Sales office of an automotive supplier firm has opening for a person with General Secretarial skills. A minimum 5 yrs. experience is required. Salary commensurate with experience. Please send resume to: Box 484 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - general office. CPA office experience preferred. Typing, filing, math, dental insurance, Northwest Suburban. Mrs Hiller. 354-0900

SECRETARY/GENERAL OFFICE - 65WPM accurate typist, minimum 3 years sales office experience. Call 348-8800 for

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

SECRETARY needed. Temporary job. Oct.1 thru Oct.15. Troy. Type 50 P.P., IBM Memory helpful. $5 hour. Temporary Specialists 354-3610

SECRETARY needed for busy sales department. 1-3 years office experience preferred. Minimum typing 50wpm. Diplomacy a plus. Call Karen between hours 8.30AM-12 noon for interview. 644-0500

SECRETARY - Part-time! Dynamic Southfield firm needs ACE Office Assistant. Must be able to handle busy phone lines with expertise & type 55-60 WPM. 3 days per week, 4 hours per day. Rosemary, 557-1700

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: Schmalz & Co. 950 American Center, Southfield, MI. 48034. Attn. K. Bewick

SECRETARY/RECEPTIONIST
light bookkeeping. Maple, Telegraph area. $400 per month. 626-0292

SECRETARY/RECEPTIONIST
Permanent part time position in small Southfield office. Circumspection attracting experience helpful. Excellent typing and organizational skills necessary. Call jim at Mac, 358-6555

SECRETARY
Southfield distributor seeks qualified individual. Good typist & knowledge of business machines necessary. Shorthand helpful. Fringe benefits. Call between 9am - noon. 352-6324

SISTERS OF MERCY - In Farmington Hills has a position open for a part time clerical office assistant. 3 days per week, 9am-1pm. Must be flexible, have a working knowledge of office procedures and be able to Type minimum of 50 WPM accurately. Call Judy 476-8000

SOUTHFIELD - good typing, 10 yrs. experience, knowledge of photography helpful, benefits, $13,200.
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

504 Help Wanted Office-Clerical

SECRETARY
TO
TREASURER
Livonia Co. has exciting opportunity for experienced Secretary. Give us a call if your
Qualifications & Communication Skills Are Excellent.
Secretarial Skills include: Experience with Electronic Dictation Equipment, Shorthand (100WPM), & typing (70WPM).
For
Information & Appointment
Call
591-3000 ext. 214
An Equal Opportunity Employer

SECRETARY WANTED for Southfield law firm. Experienced in general negligence necessary. Word processing skills helpful. 559-3123

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 for a very busy telephone. Typing 50 wpm & responsible, good pay & benefits. Apply in person Golden Lantern, 32251 5 Mile Rd.

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 diction, and even temper. Call: 948-7800

TELEPHONE SECRETARY
Experienced to contact customers. Arrange appointments for sales rep. Must be sharp. $3.50 an hr. to start.
Call 261-4690

TELLER
POSITION AVAILABLE
at large Dearborn credit union. Previous financial institution teller experience required. We offer an excellent salary. Apply in person between 10 AM and 4 PM.
CO-OP SERVICES
CREDIT UNION
15201 W. Warren, Dearborn.

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

WAITRESSES/WAITERS, part time, nights. 3AM-10PM. 3-4 nights a week. Jr. Jim. Salons, 31455 W. 13 Mile, Farmington Hills

EXPERIENCED CASHIER wanted. Accepting applications in person. Eccle's Deli, Maiwood Squire, Farmington Hills, before noon.

FOOD & COCKTAIL PERSON
Experienced, well groomed, lunches and night. Good compensation area. Between 12 and 6 PM. 464-4278

FOOD PREP, Cashiers & Host/Hostess. Apply in person Mon. thru Fri. 2-4 P.M. on Weekends. Apply in person, Burger King, 32200 Orchard Lake Rd., Farmington Hills. 851-7473

GENERAL KITCHEN HELP
Apply in person Mon. thru Fri. 2-4
STEAK and ALE
RESTAURANT
27590 Orchard Lake Rd.
(At 12 Mile Rd.)

GOURMET DELI PERSON WANTED
Part time. Experienced.
Southfield area. 352-8558

HOLIDAY INN
38123 W. 10 Mile Rd.
Farmington Hills
Now Hiring
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, Gotta Food and Spirits, 15490 Middlebelt, Livonia.

KITCHEN help needed, experienced only need apply, good opportunity, Southfield, Town Center, Call days 356-3119

MATURE WOMAN for Gourmet Coffee Tea Shop. Located in Farmington Hill at Hunters Square. 14 Mile & Orchard Lake Rd. Weekends with variable weekdays for appointment. 855-5010

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

OUTGOING, energetic mature individual for Host/Hostess position. Apply in person between 9am-5pm. D. Pompei's Sea Food Tavern, 12 Mile & Orchard Lake Rds.

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

PRIVATE CLUB
requires experienced waitress/host, banquet waitresses/waiters. Also bartenders jobs available. Please apply at: Guthrie/Mann, 25425 Telegraph (2 miles north of Raleigh House) from 5-8PM.

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 Sam Jack's Restaurant, 6108 W. Maple, Birmingham, between 2-4pm Mon.-Fri.
626-2630

SEEKING PROFESSIONAL waiters & waitresses, tableside service required, contact Rick between 10am-11am. Novi area 349-4200

SHORT ORDER COOK WANTED
Apply in person between 2PM-5PM.
Stash O'Grady's
24439 Mound Rd., Warren

STEAK and ALE
RESTAURANT
OF PLYMOUTH
Now accepting applications for the following position: Evening bartender.
Please apply in person between the hours of 1-4pm. Thurs. Fri. & Mon. 40547 Ann Arbor Road in Plymouth

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ADMINISTRATIVE SECRETARY
Suburban ad agency seeks sharp, career oriented administrative secretary possessing excellent typing and organizational skills. Administrative responsibilities and client contact an integral part of this position. Shorthand skills a plus.
Send resume in confidence to:
GEAN LAHRE,
Suite 400, 20700 Greenfield Rd.,
Oak Park., 48237

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
McDonald's

505 Help Wanted Food-Beverage

BIRMINGHAM
SUNDAY
PART TIME
COOKS
6 AM-12 noon & 9 AM-3 PM. Shifts
Crostaccia, Crostetta, 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 - 3 PM.
Bickert & Fisher
373 Pierce St., Birmingham

BUS & DISH HELP
Day shift. Please apply to:
Silverman's Restaurant
41600 W. 10 Mile, Novi.

COLLEGE, housemakers, or unemployed, desire between 11am or after 5pm restrictions. Must have car, over 18. Excellent commission. Call for appointment. 714-8383

COOK - Experienced for breakfast, full time. Apply in person, Fox & Hounds Restaurant, 36176 Grand River, at 10 Mile, Farmington Hills.

COOK
For afternoons. Must be experienced, work schedule. Salted position with attractive benefits. Resume required
Box 418, Observer & Eccentric

COOK & PREP COOK
Both with experience. Top starting wage, day shift, part-time. Must be quick, reliable, person to:
Silverman's Resta