500 Help Wanted

SECURITY GUARD
Experienced, on social security and/or pension. Part time. Northwest suburbs. Over 25 per hour. Car & phone necessary.
347-3893

SERVICE STATION ATTENDANT
Must have experience. Apply in person only: Hunter & Oak Standard, 995 No. Hunter (15Mile & Woodward).

SIGN INSTALLER - with experience in hanging, wiring & obtaining permits for installation. Must be self-starter with organizational & maintenance ability. Qualified persons - call
P. O. Box 915, Novi, Mi. 48050

SITE SELECTION ANALYSIST

Communicative, detail-oriented person with knowledge of demography needed for expanding national food distribution corporation in entry-level position. Urban planning or geography major or equivalent experience a "plus". Excellent career path for local corporate headquarters. Please respond with resume and salary requirements to NGB Corp., Dept. 748, Troy, Mi 48099, Attn Mr. Adams.

EEO/MFHV

SOCIAL WORKER
MSW or equivalent. Case work with substance abuse clients. Experienced preferred. Full time and part time available.
852-8370

SR. MACHINE DESIGNER
With experience in machine design and/or mechanical power transmission. Competitive benefits, salary commensurate with experience. Send resume to box PO Box 3309, Livonia, Mi. 48150 Attn: Eugene

STABLE HELP
Experienced help for large H-J Farm. Call Kathy
651-2398

STOCKMAN
Full or part time, must be 16 or over & have car, apply Sherman Drugs, 2660 E. Maple, Birmingham

SYSTEMS ANALYST
New challenges in the areas of Financial/Medical applications!

Looking for Analyst with both a working knowledge of COBOL and proven methods and procedure Analysis background. Excellent pay and benefit package.

Send resume, or call C. Eagle
810/851-3362 for personal interview.

Childrens Hospital of Michigan
3901 Beaubien Ave.
Detroit, Mich., 48201
Equal Opportunity Employer M/F

TEACHER Director - Nursery school, Canton City. BA+12 DAM. Montessori through Friday. Degree in Child Development, Child Psychology or Early Childhood Ed or at least 12 hours in any of the above. Experience in Nursery or Kindergarten helpful $20 per session. Call 9 20AM-11:30AM
427-0172

TELEPHONE SOLICITOR
Needed someone willing to work, from your own home Call after 6 PM.
313-313-10 or
422-1227

TELEPHONE WORK
Some clerical, 8 weeks, some evenings. Minimum wage. Prefered area 10-Mile

TODDLER TEACHER- for day care center, full time, minimum wage, Troy area. Phone between 9am-12noon 1pm-5pm 641-8660

TV REPAIRMAN
for Burmingham area. Minimum 2 yrs experience. Sabre or Apollo training a must. Call
851-3062

TRAVEL AGENT NEEDED
Full Time for fast growing agency. Must be fully computer trained & have a minimum of 2 yrs. in retail travel. Send resume to A.W.S.C., P O Box 2048, Southfield, Mich 48037 Attention K B Hetal

TV REPAIR TECHNICIAN
Must be experienced, good at sales. Good pay and benefits. Only well qualified need apply. Call
645-3300

TYPESETTER for Burmingham advertising agency. Experienced on Compugraphic Editwriter 7500. Good speed & accuracy "musts". Call Nancy Ollerm
645-0300

UMPIRES
needed for Livonia Family Y T-Ball program. Must be 18 and have had competitive baseball experience. Call
Sue or Bob at 261-2182

VETERINARY CLINIC
Emergency, personable, non-smoking. Reply to Box 858, Westland, Michigan, 48185

WANT TO BE your own Boss? Farmer's Insurance Group has Agent Positions available in Livonia. Job Training will not interfere with your present employment. Excellent income potential. Call for details
477-3300

WHEN OPPORTUNITY KNOCKS - Listen! We show how you can recognize opportunity, start your own business, name your own hours, earn $1,000 per month part time, earn $48,000 plus per year full time Retirees, teachers, salesmen etc. Opportunity meeting Wed March 26, 8 10am-10am Southfield College, 12251 W 8 Mile Rd. Liberal Arts Bldg, South Lot Room 130
A.L. WILLIAMS CO

WRITER
CREATIVE JOURNALIST
If you have 3 5 years as writer or editor, and want to be doing it successfully and enjoy doing in-depth research (some background in science or food is a "plus"), we need to talk to your weekly newspaper or national publication. Please send resume with salary requirements plus some non-returnable samples of your writing skills to NGH Corp., P O Box 748, Troy, Mi 48099 Attn Ms Sonia

EEO-MFHV

502 Help Wanted Dental-Medical

ACTIVITY DIRECTOR ASSISTANT
Full time Please call Mrs Detrow, Assistant Administrator, Mt. Vernon Nursing Home Southfield
557-0050, 52 or 53

APPLICATIONS are being accepted for Full Time RN, LPN, and aides. A 102 bed intermediate care facility. Professional environment. Apply 18200 W 9 Mile Rd, Birmingham
647-4500

CARING, CONCERNED, self motivated person to work in home health care. Domestic practice in the delivery of optimum care. Please reply to box 172 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE DENTAL Assistant - well established owners and hygienist, no evenings, benefits, experience and references preferred. 8 Mile - Northwestern Days 355-4361, eves after 7pm, 626-2661

CHAIRSIDE DENTAL ASSISTANT for progressive group practice, Livonia area Minimum 2 years experience, mature, caring, career oriented, potential for advancement. Salary commensurate with ability, fringe benefits, confidential Reply to Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Part time, Northwest
851-0939

DENTAL ASSISTANT - Perio office 4 days, no Saturdays, experienced, Birmingham area.
647-2545

DENTAL ASSISTANT
Rochester area. Chairside experience preferred. Mon. Fri. Hours available. Call 8AM-4PM.
651-8051

DENTAL ASSISTANT, experienced, 4/5 day week. Southfield area. Please call for interview.
356-2066

DENTAL ASSISTANT - 1 to 3 years experience including X-ray. Modern office models. Full time. Livonia & Plymouth area. Call between 10-11am
591-0434

DENTAL ASSISTANT, full-time, highly motivated, experienced, person for W. Bloomfield Orthodontist. Good salary & benefits.
851-3959 or 557-5110

DENTAL ASSISTANT. Must be certified or have 3 years experience, be mature & highly motivated. Progressive Canton office. Please reply to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

DENTAL CHAIRSIDE Assistant Northland - Oak Park area. Full time Experienced Only! Great opportunity for right person. Replies P.O. Box 37272, Oak Park, Mi. 48237

DENTAL OFFICE MANAGER
Office manager needed for group practice Dental assistant, insurance and receptionist experience preferred Woodward/Nine Mile area. Send resume to Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

DENTAL OFFICE MANAGER
Minimum 3 Yrs. experience essential. Insurance, prehearing, appointments, accounting. No evenings or Saturdays. Non-smoker. West Dearborn 565-1027

DENTAL OFFICE TIME SHARING
Pay only for productive time Includes equipment, supplies & assisting. Half-12 Mile area Phone for brochure and more information Shelly, 557-4488

DENTAL RECEPTIONIST, full time Prime experience practice in Livonia Front desk duties, appointments, insurance, accounts receivable Experience necessary. Send resume in box 146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST Assistant Experience necessary in Insurance appointments, billing & assisting Hedford area Call after 7 pm 453-7687

DENTAL RECEPTIONIST
Full part time, for Northville practice Must have experience with insurance, pegboard & bookkeeping 348-3097

DENTAL RECEPTIONIST
Enthusiastic, neat, organized person needed for a one Dr. Birmingham office Typing & phone skills necessary along with previous dental office experience preferred
645-3521

DENTAL RECEPTIONIST. Experienced Full time Background in insurance, Farmington Southfield Area Reply Box 222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL TECHNICIAN
Porcelain Experienced, experience necessary. Westland
Ask for Tony, 595-3331

DIRECTOR-Clinical Services
POSITION OPEN
This Administrative position reports to Medical Director Responsibilities include Medicare preparation, review, monitoring and control; establishing medical staff and procedures along with communications of Medical Staff with administration.

Qualified candidate must be a Michigan Licensed Registered Nurse, experienced in Home Health Care Medical Administration procedures Supervisory experience helpful BSN preferred Salary commensurate with ability.

Position offers excellent starting salary with outstanding benefit package
229-2013

DIRECTOR OF NURSING
For 50-bed acute care psychiatric facility. M.S. or BSN with 3 years psychiatric experience required. NW suburban area. Please reply to Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150.

ESCORT AIDES
Mature individuals needed for part time positions working with psychiatric and elderly disturbed persons
The Health Care Professionals
PRO CARE ONE INC.

Livonia	537-5753
Ann Arbor	761-1144

EXPERIENCED Part-time Medical Assistant/Receptionist for Livonia physician Send handwritten resume to Box 184, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

HYGIENIST - part time, progressive group practice Some evenings & Saturdays. Reply in Box 154 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIVONIA PHYSICIAN seeking receptionist, experienced in insurance billing & medical work. Call between 8am-5pm, 476-8100, after 5pm, 349-3212

LPN OR RN
Part time midnight position for experienced nurse in a pediatric facility. Competitive wages & excellent working conditions. Apply Oak Hill Nursing Home, 24225 Grand River, Farmington

LPN'S
FOR PART TIME
Small nursing home in Southfield
557-1237

LPN
With Clinical experience
Call
348-8000, ext 325.

MEDICAL ASSISTANT
for Northland internist.
Part time only.
Call 9 to 5 PM
349-0799

MEDICAL ASSISTANT
Part time
Immediate opening in Livonia office
591-8160

MEDICAL LAB TECH, full time days No holidays and no weekends Salary commensurate with experience. Call Mrs. Ni-Lab Consultants
255-3261

MEDICAL RECEPTIONIST - Experienced, Dearborn area, Detroit clinic Resume to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY needed by Internal Medicine Practice. To be in charge of front office Experience in scheduling, insurance forms and pegboard mandatory Send resume, including references to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY
Full time for OB-GYN office in Troy. Must be experienced in front desk, filing, Shrdl, Medicare, Medicaid, and private insurance billing. Accounts receivable and pegboard. Immediate opening Call
643-7775

502 Help Wanted Dental-Medical

MEDICAL SECRETARY - experienced in insurance, billing, typing, pegboard. 4 days plus flat am. Birmingham-Lathrup Area
642-0111

MEDICAL SECRETARY - OFFICE MANAGER. Experienced. Pleasant interesting office, 35 hours, typing & filing. Excellent salary & benefits. Reference to 4185 Orion Rd, Rochester, MI 48063.

MEDICAL TRANSCRIPTIONISTS
Experienced only. Full and part time, all shifts. Southfield/Eleven Mile.
649-8117

RED WING TICKET WINNER
Mark Wolicki
18579 Bainbridge
Livonia
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Friday, March 25, 1983, to claim your FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS

NURSE AIDES
HOMEMAKERS
Needed for positions in city & suburbs. Minimum 1 yr. current experience required. Call for appt.
557-2788

NURSING HOME bookkeeper with minimum experience of 2 yrs needed in Farmington area Experience in payroll, payables & A/R Party insurance a must. Send resume to Care Centers of Michigan, 23900 Orchard Lake Rd., Farmington, Mi 48024. Attn Sue

OB-GYN BIRMINGHAM OFFICE
Part time, potential full time RN, LPN or Med Assistant. Previous office experience, insurance billing & typing required Resume to Suite 101, 626 N Woodward, Birmingham, Mich., 48012.

OFFICE MANAGER Responsible, with computer experience, for suburban NW medical office Salary & benefits negotiable, fringes included. Send resume with references to Box 210 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

OPHTHALMIC TECHNICIAN, experienced only, mature person, women to work in busy ophthalmologist's office, must be able to refract & work up patients. Southfield area Call Barnes-
559-2390

OPTOMETRIC RECEPTIONIST - Assistant, part time, progressive Northwest office needs person to schedule appointments, initiate patient's charts, file, light typing In Livonia Apply with introductory letter and resume to box 22210 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME DENTAL Assistant, oral surgery office, Birmingham area, dental experience necessary, possible full time for summer. Call between 10am-
647-7236

PART TIME
RN or LPN for medical office, 3 shift
RN in start - $5 25 per hour.
LPN to start - $7 25 per hour.
Apply Darwin Convalescent Center, Middlebelt, 1 block S of 8 Mile, Livonia

PART TIME X-Ray Technician for busy doctor's office. Northwestern area Afternoons Call before 3 30pm,
543-2550

RECEPTIONIST for Ophthalmologist - part time Must be outgoing and capable Front desk experience helpful Troy
689-3336

RECEPTIONIST/ASSISTANT.
Part time for busy Farmington area optic office in Birmingham Call anytime.
645-0066

REGISTERED NURSES
Apply in person 9-5 at:
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blocks W. of Lahser

A RAPIDLY growing respiratory and durable medical equipment company in Metro Plymouth area has a full time opening for a Respiratory Therapist or equivalent. Send resume and salary requirements to Albert Frise, 31444 Schoolcraft, Livonia, MI 48150

Equal Opportunity Employer M/F/H

RN'S and LPN'S
Part time, all shifts Apply in person only 8-4 Don Nursing Home, 43125 Michigan Ave., Canton

RN'S
• Guaranteed Income
• Competitive Salary
• Health Insurance
• Professional Support
• Convenient Office Location

Concern for your personal & professional growth is one reason why we're at with nurses

Health Care Professionals
PRO CARE ONE, INC.

Madison Hts.	541-5544
Troy	522-5753
Southfield	569-4400
Ann Arbor	761-1144

RNs
ICU - CCU
FULL OR PART TIME
All Shifts Available
$122/$132 per Shift
STAFF BUILDERS
Health Care Services
Ask For Fran
557-8600

RN'S
LPN'S
Afternoons or Midnights
Good starting salary, retirement plan excellent benefits including holiday pay, vacation pay, sick days, life insurance, paid hospitalization, personal interview call Elsie Lindow R.N., Director of Nurses 477-7600

RN'S & LPN'S
AM & PM shift for 30 bed psychiatric unit in private hospital Call C. Vopel 9am 3pm, Mon-Fri.
ROOSIDE MEDICAL INC
853 Woodward Pontiac

SOUTHFIELD POADIATRIST looking for assistant. Will train. Please call if interested in half days or evenings. Full time employment DEFINITELY not available Call 1-847-5600

502 Help Wanted Dental-Medical

RNs - LPNs
NEEDED
NOW
MED SURG - PEDS
TOP PAY
CALL US TODAY
STAFF BUILDERS
Health Care Services
Ask For Fran
557-8600

SURGICAL Assistant - part time leading to full time for oral surgeon in Plymouth. Experienced only. Call for interview.
455-0770

WESTLAND pediatrician in need of experienced insurance billing Send resume to Box 978, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTING/FILING CLERK
Part time Work days 12 Noon-3PM. Southfield location. Send resume to Box 1, Milford, 38311 W. 10 Mile, Southfield, Mich 48075.

AMERICAN CENTER Law office. Experienced legal secretary for immediate position Excellent salary, congenial office
353-5550

APPLY NOW
If your are experienced:
AS A
SECRETARY
DICTAPHONE OPERATOR
TYPIST - 60 WPM
WORD PROCESSOR
CALL FOR APPOINTMENT

LIVONIA	525-0330
DEARBORN	565-8060
SOUTHFIELD	569-7500
WARREN	977-0860

WITT SERVICES
The Temporary Help People

ASSISTANT BOOKKEEPER
Cash receipts/disbursements, deposits, billing Computer experience helpful, entry level. Southfield area Call Kathy
557-7700 ext. 521

ASSISTANT Required Must have general office, good typing skills $5-60 WPM & knowledge of computer. Send resume to Judy Wilson, P O Box 274, Fraser, Mich 48026

BIRMINGHAM LAW FIRM desires dictaphone typist Hourly rate negotiable, legal experience not necessary. Salary commensurate with experience Contact Mrs Johnson
645-2440

BIRMINGHAM TITLE COMPANY
Needs experienced Title Insurance Typist. Contact Ms Green
540-1653

BOOKKEEPER
Bookkeeping thru general ledger. Should have CMT, monthly bank reconciliation experience & good math aptitude Excellent growth potential
Southfield location
Between 1-4 PM
355-2400 ext. 230
An Equal Opportunity Employer

BOOKKEEPER - Full charge, payroll, typing, 10 years of financial experience Smith Computer Experience. Send full resume in Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER Must have strong bookkeeping skills & knowledge. EDP experience helpful $10,000 year. Full time Southfield area Call
358-5476 or 353-5290

BOOKKEEPER - part time, for Farmington Hills computer firm. Light typing necessary. Send resume to 28000 Middlebelt, Suite 210, Farmington Hills, MI 48018

BOOKKEEPER
Part time Experience in payroll, accounts receivables & accounts payable Southfield location
356-7100

BOOKKEEPER & RECEPTIONIST
Interviewing Thurs March 24 at Everybody's Bridal Outlet Lake Rd. Farmington Hills (K-Mart Shopping Ctr) From 12 to 5pm

BOOKKEEPER-SECRETARY
Part time help needed for construction company in Northville Send resume to P O Box 106, Northville, Mi 48167

BOOKKEEPER-SECRETARY - 25 to 35 hours Must have experience thru Trial Balance & Financial Statements
646-2020

BOOKKEEPER - small firm in Southfield needs full time bookkeeper. Some experience necessary, but not absolutely. Call 10am-1pm only. 557-3168

CHURCH SECRETARY
Mature person, minimum typing 50 wpm accurately, good telephone manner, office machinery skills required Send resume to First Presbyterian Church, 28165 Farmington Rd., Farmington Hills, Mi 48018

CLERICAL
Forest Products Corporation seeking versatile individual for clerical position ability. Duties to include Filing, Typing, Accounts Payable & Accts. Receivable Office Procedures Benefits offered. Salary commensurate with experience. Send qualifications or resume to
Personnel
P O Box 2418
Livonia, Mich 48150
An Equal Opportunity Employer

CLERK/TYPIST
Mature person desired for part time work, Mon-Fri Approximately 30 hrs per week Must handle the phone in a professional manner, excellent typist, some shorthand necessary. Lathrup Village, Mon-Fri
355-2440

CLERK TYPIST - Typing 50 WPM, Bookkeeping skills helpful Part time, 20 hours weekly, $5 00 per hour. Southfield office or Southwest Detroit opening possible. Please reply with resume to Box 196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTION
& GENERAL LEDGER CLERK
Must have 2 years combined general ledger & collection experience
Primary responsibility will be balance collection of customer accounts. Must have good inter personal relationship skills. Send resume to Box 208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer

DR'S OFFICE in Troy seeks a mature & responsible individual for part time position, excellent opportunity & benefits for qualified person. Send resume to Box 6964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY for president of growing company. Minimum 5 years experience, shorthand 100, typing 45 WPM. Salary commensurate with experience. Send resume to Box 948, Observer, Belleville, MI 48111

EXECUTIVE Secretary - a small rapidly growing marketing company in Southfield is looking for an experienced secretary for young President and Executive Vice President. Must have a minimum of 10-15 years experience, strong typing, shorthand, and good organizational skills. Salary commensurate with experience. Send resume to Box 948, Observer, Belleville, MI 48111

EXECUTIVE SECRETARY - to assist President of rapidly expanding National Medical Care Company located in Livonia, MI. Must be trustworthy to handle confidential material. Requires an aggressive individual who is a Self-Starter with "hands-on" type of experience and able to work & make independent disposition & telephone voice. Experience required must include Shorthand with ability to take minutes at meetings Word Processing skills, Field Supervision with Major Medical & Dental & or Insurance Background. Please send Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Birmingham based national corporation seeks poised and personable skilled secretary to act as right hand to Executive Typing, shorthand, dictaphone, coupled with communication and organizational aptitude will be rewarded monetarily and with job satisfaction Please address replies and salary requirements to NGH Corp, P O Box 748, Troy, MI 48099 Attn Ms Diem

EO/MFHV

EXECUTIVE - secretary with good shorthand/typing, IBM display writer experience helpful Excellent opportunity with major automotive company.

FAST TYPISTS - for short & long term assignments needed immediately for Birmingham company

SECRETARYS - shorthand & typing for long & short term assignments

NEVER A FEE!
UNIFORCE
TEMPORARY SERVICES
1000 S Woodward Birmingham
646-7660

EXECUTIVE SECRETARY
SALES
If you are a
Successful Executive Secretary with
High Level Communication Skills - Verbal & Written
Excellent Secretarial Abilities - Typing, Shorthand, Computer Knowledge.
Give Us A Call at
Our Southfield Facility
We have an exciting opportunity. For more information & appointment Call 352-3000 ext. 218
An Equal Opportunity Employer

EXPERIENCED Secretary/Receptionist for busy Farmington office Preferred Must be able to handle multiple phone lines at once and deal effectively with customers Salary commensurate with experience Call
477-1100

FILE CLERK/TYPIST - full time, for Southfield office Must be able to type 35 WPM Call Sandy,
356-4780

GENERAL CLERICAL - Part time $5 an hour Flexible hours Call
559-6796

GENERAL OFFICE - good telephone personality, graphic arts experience helpful Growing company, Southfield area
533-8811

GENERAL OFFICE - light bookkeeping, typing, filing & answering phones, 15-20 hours week Flexible hours $4 per hour. Southfield/Lathrup Area 557-2370

GENERAL OFFICE. Must type Process orders, light shipping Apply in person 9-5 Mon-Fri Lathrup Village, Franklin, N of Sq Lake Rd
559-7220

GENERAL OFFICE - Part time. Non smoker Southfield Service area. Call Peggy between 10AM-12 Noon only.
557-7855

GENERAL OFFICE
Light Typing, bookkeeping Must have minimum 2 years experience Resume required For more information, call
542-0730

GENERAL OFFICE
BOOKKEEPER
Full Cost Accounting
Job Network
33660 Southfield Rd

GENERAL OFFICE - neat appearing, able to type, typists with good math skills, proficient working with figures, Word Processor
646-2020

GENERAL OFFICE - neat appearing clerical worker with knowledge of light typing & payroll. Apply at Jiffy Lube between 1-4pm, Three Mogs Lounge, 32000 W. 8 Mile Rd.

GENERAL OFFICE Duties Must be self motivated, Secretary experience a must, Shorthand & typing helpful a plus Salary & good benefit package Farmington Hills Please send complete resume & salary desired to PO Box 666, Farmington, Mich. 48024

GENERAL OFFICE
Reliable individual needed for fast paced Southfield Property Management Firm Good math skills, typists & 10 key adding machines & accurate Typing at 35WPM required
Call Between 8 30-11 30 AM
355-2417 ext. 213
An Equal Opportunity Employer

JR. SECRETARY
Reliable individual needed for fast paced Southfield Property Management Firm Good math skills, typists & 10 key adding machines & accurate Typing at 35WPM required
Call Between 8 30-11 30 AM
355-2417 ext. 213
An Equal Opportunity Employer

LEGAL FILE CLERK
Full time position in prestigious law firm 25 hour week, $4 per hour Call Mrs Watterson
642-7900

LEGAL SECRETARIES
AT HILLSTROM & ROSS
Our reputation awaits us to the most prestigious law firms in the area. Our 38 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

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Part time Shorthand needed. Southfield law firm.
557-0600

LEGAL SECRETARY
If you are a mature person considering returning to the job market and have had experience as a legal secretary, or if you are seeking a challenging change of pace this may be the job for you We are a busy mid-size real personal injury law firm which has an experienced legal secretary. You must have good organizational typing & shorthand skills Call & ask for Eleanor.
356-7744

LEGAL SECRETARY - Experienced Wills and Probate, Shorthand, dictaphone required. Salary commensurate with experience Call Sara
358-5222

LEGAL SECRETARY
Part time Approximate person. 4-5 hours daily 9 Mile/Southfield
559-6100

LEGAL SECRETARY needed to operate IBM Display Writer. Full time. Southfield Hills Law Firm. Full-time. 9 20AM-4PM. Contact Cheri Hart.
614-8444

LEGAL SECRETARIES
Good Typing Skills. Experience as a word processor helpful.
For an immediate appt. call
MANPOWER
TEMPORARY SERVICES
478-1130

LEGAL SECRETARY
$16,000
A special position for a special person This is a perfect opportunity for a mature legal secretary who likes to be part of a team. Previous personal injury plaintiff experience preferred Call 353-2390 after 5pm or send resume to
KNELLING & KNELLING
26100 Northwestern Hwy. Ste 306
Southfield, MI 48076

LEGAL SECRETARY
for Plymouth law firm. Excellent typing and shorthand Experience preferred Salary open
453-0644

LEGAL SECRETARY, experienced, Southfield area Real Estate & Contracting in the Southfield & Novi area. Call Employers Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
We have several long term temporary assignments for qualified legal secretaries available immediately. Please call
HILLSTROM & ROSS
AGENCY
626-8188

MOM, want to go back to work? Part time position, 8AM 3PM, 5 days per week Good phone etiquette, knowledge of filing, type 50 wpm, dictation a plus, $3 50 per hour. Southfield area 358-4345

OFFICE CLERK
Filing, photocopying, light typing, phone coverage Pleasant work. Southfield location Send reply to Box 168, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME SECRETARY
Typing 60 wpm, shorthand 100 wpm Private attorney in Detroit
831-3400

PART-TIME SECRETARY-Assistant. Birmingham area Excellent Secretarial & organizational skills needed Send resume in confidence to Box 156, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL Assistant Birmingham business, mature individual, 12-15 hours week
855-8219

PLACE ESTATE - Opportunity opens because of growth Experienced Real Estate closing person needed Work requires considerable coordinating & closing with title company, general receptionist duties Call Mrs Ann Gordon Call only if you meet these qualifications
Sandy
Century 21 Executive Transfer Sales, 14 Mile & Middlebelt, West Bloomfield
851-7000

RECEPTIONIST - mature individual to work for the Michigan Humane Society. Typing experience and love for animals a must
721-7300

RECEPTIONIST
for Southfield Law Office experience preferred Calls accepted only on Monday.
341-3479

RECEPTIONIST
Southfield Law Firm needs full-time Receptionist who is poised, articulate, personable & has prior professional experience 50 WPM 10 Mile & Northwestern Send resume to Office Manager, 30215 Southfield Rd., Suite 115, Southfield, MI 48076

SALES SECRETARY.
For Michigan's largest wholesale beverage distributor. Successful candidate must offer: 1 to 3 Yrs current office experience, excellent phone manner, typing 50 WPM, shorthand helpful ability, 60 WPM typing, experienced in dealing with various levels of management, ability to work a shortened hours Sept. Successful candidate must possess a pleasant, friendly, personable, well organized If these requirements describe you, call Mrs Bonnell at
835-6500, Ext. 217
to schedule your interview

SECRETARIAL POSITIONS
AVAILABLE NOW
Full time/part time
Call now.
549-8672

SECRETARY/ASSISTANT
Birmingham company needs secretary to assist director of marketing. Must have excellent typing, shorthand and telephone skills Sales experience a plus Salary commensurate with ability Director of Marketing, 2215 E Lincoln, Birmingham, Mich 48008

Secretary/Bookkeeper/General Office, Etc. New position for 1 person office of growing U.S. Division of multi national company. Must be able to assume full responsibility for office management by Sept. At least 8 years of practical experience required. 1 year of business college & "pure" bookkeeper candidate will be an energetic, self starter with good math skills Pleasant & mature attitude personality. Good typing & phone supervision. Good typing, bookkeeping, & transcription skills a must. Send resume stating qualifications & salary requirements to Bill Sutherland, Box 2722, Livonia, MI 48150

SECRETARY - great opportunity, Troy based firm, looking for outgoing, bright, aggressive individual with strong typing & shorthand skills Must have previous secretarial experience, preferably in sales Good typing, bookkeeping, & transcription skills a must. Send resume stating qualifications & salary requirements to Bill Sutherland, Box 2722, Livonia, MI 48150

SECRETARY - Word Processing. Two bosses in charge of marketing, some bookkeeping. Must be able to deal with customers. Send resume, including salary requirements, to 5600 W. Maple Rd., Suite A 100, W. Bloomfield, MI. 48033.

- SECRETARY -
RECEPTIONIST
Computer Soft Ware Consulting Firm is looking for the right person to be in the Front Position for our Company. We ask that you have at least 3 years Office experience with typing skills at 45 WPM. Your Word Processing & Dictaphone experience is a Plus!
We offer an excellent Fringe Benefit package which includes Dental & Profit Sharing. Salary is commensurate with your experience. Join an expanding, exciting Company! Call Lynn Faust.
MERIT SYSTEMS, INC.
5700 Crooks Rd., Suite 219, Troy

SECRETARY - Troy, good typing, shorthand & experience, very personable, benefits, $12,500, for pair

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

504 Help Wanted Office-Clerical

SECRETARY
Southfield insurance agency needs bright Secretary to take Executive assistant. Must type 70 plus wpm, with excellent shorthand skills Various duties including ability to adapt to computer. Salary based on ability. Send detailed resume to Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - TYPIST
Part time, 2-3 days a week or afternoons Must be a excellent typist, be able to handle client phone calls and work with deadline. Young man-thing company in West Bloomfield Call Kathy
Between 9am-3pm Thurs. 661-0200

SECRETARY For Manufacturers Rep Experienced to $11,000. Type 55WPM, shorthand 100, Southfield Area Employment Consultants
559-6784

SENIOR TYPIST
Experienced, 70 WPM accurate. Troy temporary job 35 hour
Temporary Specialist.
334-3411

SOUTHFIELD OFFICE needs mature person with good secretarial skills with good skills and word processing experience, willing to work flexible hours Call Judy
352-2992

TYPIST/RECEPTIONIST
with minimum typing skills, office for expanding fast paced office. Good typist. Accurate typing, pleasant voice, non smoker. Apply 32900 Capitol, between 8am-12noon and 1pm - 5pm

TYPIST - 50 WPM, shorthand required 30 hours per week. 21M-41M, Monday thru Friday. 14 00 per hour Southfield
559-1551

WE NEED GOOD QUALIFIED HELP IN THE FOLLOWING SKILLS.
Typists (65 WPM)
Shorthand - Dictaphone
Switchboard
(Especially Dimension)
Word Processing
If you are interested in a temporary job or temporary to permanent position or an immediate appt. Registered Manpower Skills Assessment Test, call Sterling in the Southfield - Birmingham area should call the Livonia office
MANPOWER
TEMPORARY SERVICES

Livonia	474-1130
Troy	585-5595
Detroit	965-7000

WORK IN beautiful Farmington/Novi area for national mfg. firm. Skills required Typing 60wpm, good math & communications skills, most important qualities are attitude. Send resume to Box Novi, PO box 987, Novi, Michigan 48050 Attention personnel

$300 WEEK, A-1 shorthand typist for 2 man law office, no legal experience helpful Send resume to Box 1, Milford, 10 Mile, Suite 202, Southfield, 48075

505 Help Wanted Food-Beverage

ACCEPTING applications for Waitress/Waiter. Experienced only. Apply in person Mon. thru Sat. 2 5PM at Pomodoro's Bartowne, 31234 Grand River at 10 Mile Rd., Farmington Hills

ASSISTANT COOK
We currently have a part time position available at our Southfield Senior Citizens Center. A highschool diploma with experience in other 10 area services is additional setting is required Experience in menu preparation and food ordering a plus Salary $3 65 $3 80/hour. 35 hours day & 2 days per week Contact GLHSA, 196 Oakland, Pontiac, Mich., 48058, 858-5195
An Equal Opportunity Employer

DAIRMAID/BARTENDER Experience necessary. Apply in person between 12pm-3pm. Gaslight Lounge, 22232 W Seven Mile, Between Telegraph & Outer Drive

DAIRMAID/BARTENDER Experience preferred Apply in person Monday thru Friday, 3 5 pm at Ramada Inn, 28225 Telegraph Rd. at Grand River

An Equal Opportunity Employer

DAIRMAID OR BARTENDER
Apply in person Monday thru Friday after 2PM only. Footie d'Amore Restaurant, 32630 Plymouth Rd., Livonia

DISHWASHER, experienced, Southern Help Experience needed Apply in person. Fingers Saloon, 25231 Telegraph, Southfield
353-2810

DAIRY PERSONS FOR DAYS
Good opportunity for right person. Apply at Twelve Square Deli, 27106 W. Eight Mile, Farmington Hills

BAR TENDERS
& CHICKEN SERVERS
Experienced Please apply in Person between 2 and 5 PM Mon-Fri
STAGE 4 COMPANY
4473 DIXIE HIGHWAY AT BLUE HERON
W BLOOMFIELD

BUSPERSON and Waiterson, days Apply in person at Bernardin's Restaurant, Applebee Square, Northwestern Hwy Southfield

COOK WANTED part time for day care center Must be experienced, minimum wage Apply in person only 1-3pm, Kingsley Learning Center, 37703 Joy Road

ENERGETIC HIGHT PERSONS for Sales Service, 32-7 days a week Apply in person only Monday thru Friday after 7 pm Ask for Kathy's Pizza Palace, 10 Mile - Telegraph Area, Southfield

EXPERIENCED Waiter/Waitress & Bartender Apply in person Fox Hills Restaurant, 39647 Plymouth Rd. E. of Middlebelt, Fri between 8am-11am & 2pm-4pm

FOOD SERVICE at concession units 17 years and older Experience preferred Apply between 8am-3pm, Mon thru Fri
835-5041 or 638-3888

GRILL HELP
Needed, weekend evenings only. Mature Apply in person at Hala Lanes, 42001 Ann Arbor Trail, Plymouth

HELP WANTED
ALL SHIFTS - paid vacation, meals and uniforms furnished Apply in person between 7 am & 11 AM or 2 & 5 PM
BATES HAMBURGER
Ann Arbor Trail
22291 Middlebelt, Farmington Hills

HOSTESS
day and night shift Apply in person between 2 and 4 pm, Good figure apply at Giulio's, 30305 Plymouth Rd Livonia.

INTERVIEWING FOR Bar Person, Door Person, Waitress, Waiter, Dishwasher March 22 & 23, 12 4 PM at Somebody's, Orchard Lake Rd, Farmington

PART TIME, experienced cashiers & bakers for Southfield bagel factory Apply in person Mon-Fri, 11-2pm 24551 W. 12 Mile

PIZZA MAKER - experienced Also delivery drivers Dave's Pizza 13341 Eight mile, Southfield
557-3151

POPPIN FRESH Restaurants now accepting applications for Cooks, Dishwashers, Waiters & Waitresses & Bus Persons Apply in person, Apply Poppin Fresh Oak Park, 11 Mile & Greenfield or Birmingham, 433 Bowers

RESTAURANT MGT.
Sylvia Restaurants, one of the largest franchisees of Arby's Roast Beef Restaurants has immediate openings for Mgt. Training Program. These opportunities exist due to planned expansion in the Dearborn, Redford, Southfield, Plymouth & Westland areas. We seek highly, intelligent individuals with management experience & some college education. Salary & benefits commensurate with plan. For further information regarding these entry level mgt positions please call Dave Crimmins,
Sybra Inc