500 Help Wanted

WORKING MANAGER

To supervise drive for modern service station. Good starting pay with all benefits. Must have service station background. Need at least 2 business references. State starting salary required Livonia area. Send reply to Box 518, Observer & Eccentric 36251 Schoolcraft Rd Livonia Mich. 48150

OIL AND Gas heating serviceman. Experienced only. Call 8-5 pm. Ask for Pete. 425-7750

Men to learn exhaust tool grinding, cutter grinding, O.D. grinding and Rolling. Experienced help needed also. Long program, steady employment, good benefits. VA approved

HUFF CARBIDE TOOL INC. 37390 Fullerton off Inkster Rd.

MALE OR FEMALE, part time days, evenings. Apply Red Barn Restaurant, 15700 J.L. Hudson Dr. Southfield, between 2-4 pm.

WANTED

Mature young man with good mechanical aptitude who likes to work with his hands. This job as stock control clerk and inside serviceman can lead to many opportunities for the right person with a well established international corporation. Call for an appointment today.

477-5700

An Equal Opportunity Employer

WAITRESSES full or part time good pay, good tips. Apply Livonia Mall Coney Island 7 Mile Middlebelt

CASHIERS

Wanted for full time work. Must be over 18. Apply in person JOES PRODUCE, 33152 W 7 Mile Livonia.

FULL time positions now open in our Greeners, Fine Gifts and Jewelry departments. Mature responsible creative person with experience. Apply Women's Design, 401 S. Woodward Birmingham. An Equal Opportunity Employer

Art Director Sr.

If you have versatility, imagination and ability to produce with a wide range of talent we're interested. Agency utilizing all media of communications. Send resume with salary requirements to Box 512 c/o Observer & Eccentric 36251 Schoolcraft Rd. Livonia Mich. 48150

JANITORS MEN & women part time, evenings 591-9000

LATHE HAND

Some Trained Experience. Apply 1095 Levigood Royal Oak

576-0711

NOW taking applications for the following positions. Experienced short order cook midnights. Full time bus boy, dishwasher day shift, also bus boy & waitress shifts also part time bus boy, dishwasher, apply in person Mon. Thurs 1-3 pm. Palace Restaurant 1337 Ann Arbor Rd Plymouth

GEAR MACHINE OPERATOR

To Set Up and Supervise Night Shift. Apply 1097 Levigood Royal Oak

576-0711

WORKING INVESTOR

To supervise overall plant operation. Minimum $25,000 investment for stock. Send complete resume to Box 492 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, Michigan 48150

WAITRESSES COOKS KITCHEN UTILITY

Family type restaurant all shifts available. Full time only. Have working conditions above average earnings. Have fringe benefits. Apply in person

HOWARD JOHNSON'S TELEGRAPH AT MAPLE RD. DEARBORN

Full or part time, part pay, pleasant working conditions. Excellent benefits. Apply in person Lum's Restaurant 1982 Plymouth Rd Livonia

PORTER

Reliable man or woman for full time position in shop. Average wage earnings. Have fringe benefits. Apply in person

HOWARD JOHNSON'S TELEGRAPH AT MAPLE RD. DEARBORN

SUBURBAN RACQUET CLUB

NORTHEAST Area is interested in employing an experienced assistant Pro Manager. Salary to start $150 per week plus assistant pro share of club profits. Prefer state requirements and experience. Reply Box 504 Observer & Eccentric Livonia 48150

RELIABLE man for machine shop work. Knowledge of simple lathe operation an advantage. Northville 348-3932

ART GALLERY

YOUNG WOMAN for responsible position in Art Gallery. College degree in art or equivalent experience necessary. Minimum office skills required. Royal Oak area

544-4010

RETIRED or semi-retired man for shop clean-up and janitorial work. Hours 3 Pm to 11 Pm. GR 4-1151

AMBULANCE DRIVERS & ATTENDANTS

Must be experienced. Good Co. benefits & profit-sharing program. Apply in person. No phone calls please

NOVI AMBULANCE SERVICE

25869 Novi Rd

1 blk S. of Grand River

MARRIED MEN over 35 interested in building a second income as representative for international company. Call 591-2696

Lakeland Design Inc

Above Company located in Highland Mich. has immediate openings for

SPECIAL MACHINE DESIGNER
DETAILERS
CHECKERS

Call

313-887-2189

MAINTENANCE MAN

Growing plastics firm on Plymouth area needs a qualified man added to its maintenance staff. He must know electrical and hydraulic machinery and have a minimum of 4 years factory experience. Maximum fringe benefits, overtime, union shop. Send data and resume to Box 482 Observer & Eccentric 36251 Schoolcraft Livonia 48150

HELP WANTED Seamstress for custom dress designer. For further information call 647-6588

500 Help Wanted

LIGHT FACTORY

Openings in Redford area for men and women. $2 hour up. Choice of daily or weekly pay. Apply only time after 6 AM. 26533 Grand River.

SERVICE STATION ATTENDANT Days. Experience preferred, elderly man ok. Steady. Northwestern Hwy. 12 Mile Rd Gulf Station. See Mr. O'Connor.

Income Tax Preparers

No experience necessary, free training, full or part time during tax season. Employment opportunities in your neighborhood for those people who successfully complete training. Excellent earning potential.

Nationwide Income Tax Service 559-2860

CAREER OPPORTUNITY

The

CANADA LIFE

The leading agency of this large 127 year old Insurance Company with offices in Southfield will provide extensive sales training with liberal starting income and outstanding benefits. We will help you establish yourself as a professional life and health underwriter or agency manager. Our business is your future. Interview by appointment

644-7510

SHORT ORDER COOK, experienced only. Apply in person. Palace Restaurant, 12581 Greenfield.

SHORT ORDER COOKS 25 years or older. Experienced only. Apply in person Salvatore's Italian Villa 6327 Middlebelt Rd

EXPERIENCED Short Order cook, waiting to train for Assistant Manager position. Between 25 and 45. Apply in person. Palace Restaurant, 12581 Greenfield.

Young Waitresses

For cocktail lounge. Must be over 18 & Mile Telegraph area. No experience necessary. Nights. Apply in person or phone between 7 and 9 PM.

Westside 6 Lounge

24052 W 6 Mile.

255-0135

MAN with hardware experience. Knowledge of purchasing and inventory control. Business Administration Degree preferred. Lumber knowledge helpful. Call Mr. Talbot 356-0232

HEATING AIR CONDITIONING

SERVICE MEN EXPERIENCE NECESSARY

BRUCE WIGLE CO.

863-7800

WAITRESSES and cocktail waitresses. Experienced. Full or part time. Apply in person 2 to 4 P.M. Tuesday thru Saturday. Skippers Table Restaurant 33201 Plymouth Rd.

MALE and females applicants needed for positions open 129 W Maple 644-4254

BIRMINGHAM EMPLOYMENT BUREAU

WANTED full time and part time beautician. Established clientele. Congenial shop in Northville. 349-0585

502 Help Wanted Dental-Medical

RECEPTIONIST-Chairside assistant, dental office, Livonia mature enough to work with people. Some typing and clerical. Experienced preferred but not essential. 8 day. Call after 6477-0255

MEDICAL SECRETARY for specialist office in Northwest suburb. Knowledge of medical terminology required. Reply to Box 534, Observer & Eccentric 36251 Schoolcraft, Livonia 48150

NURSES Aides all shifts. Full time. Fringe benefits. Bedford Nursing Home Southfield 357-3232

RNS and LPNS

Full and part time
All Shifts
Apply in person

MT. VERNON

Nursing Center
26715 Greenfield
Southfield

NURSES R.N.'s, L.P.N. midnights full time. LPN days, full time. Fringe Benefits. Bedford Villa Nursing Home 357-3323

RECEPTIONIST Doctor's office. Mondays Wednesday Friday evenings. Some typing. Farmington Rd. 3 Mile area 425-3392

DENTAL ASSISTANT Experience preferred, salary open. No evenings 437-6310

NURSE AIDES

All Shifts
Apply in person

WILLIAMSBURG

Convalescent Ctr
21017 Middlebelt, Farm.
Between Grd River & 9 Mile

EXPERIENCED Dental assistant receptionist for Livonia office. 261-2331 or 477-8062

RECEPTIONIST for busy doctors office, must type, bondable, experience preferred but will train right girl. KE 5-4020

MEDICAL receptionist, full time. Experience with bookkeeping and med board. Knowledge of EKG and insurance helpful, but not necessary. 559-0505

NURSES AIDES ORDERLIES

Experienced preferred. Please apply in person

Meadowbrook Nursing Center
18950 Middlebelt Rd
Livonia

DENTAL ASSISTANT, full time. Southfield orthodontist office. Men or married women preferred. 19-22 yrs. 559-5122

DENTAL ASSISTANT part time experienced dental assistant in Livonia area 464-2200

MEDICAL SEC'Y - RECEPT. Experienced all phases insurance claims processing. Good opportunity for career minded applicant. Excellent salary and benefits. Send resume to Podiatry Associates 27548 Schoolcraft Livonia 48150

NURSE AIDES ORDERLIES

Experience preferred. All shifts available. Modern Northwest Suburban nursing home. Contact Mrs. Powers.

354-3222

X RAY TECH full time in Doctor's office. E. 8 Mile & Ryan Rds 893-8280

DENTAL Receptionist needed for Orthodontist. Call FR 2-9184

FULL TIME MEDICAL typist for 3-man Urology Practice. Experience with insurance forms desired. Pleasant working conditions and benefits 9 AM - 3 PM. LI 9-8416

502 Help Wanted Dental-Medical

DENTAL Assistant needed for Orthodontist. Will train. Call 532-9104

RNS & LPNS

Full time & part time
Apply in person

WILLIAMSBURG

Convalescent Ctr.
21017 Middlebelt, Farm.

RECEPTIONIST for Doctor's office with some assisting. No experience necessary. Livonia area. Full time. Call 427-2560

MEDICAL ASSISTANT. Part-time lab and light clerical duties. Experience preferred, ability to do venipunctures preferred. Typing essential. Call between 9-5 PM. 272-0102

Dietary Aides

Full Time
Apply in person

WILLIAMSBURG

Convalescent Ctr
21017 Middlebelt, Farm.

GRADUATE MEDICAL ASSISTANTS

Three positions available for grad MA's with growing medical clinic. Experienced with EKG and basic office procedures and venepuncture necessary. Salary commensurate with experience. Excellent working conditions and fringe benefits.

METRO MEDICAL

7845 Middlebelt Rd.
Romulus, Mich.

326-0800, Ext 48

DENTAL RECEPTIONIST and Secretary. Mature and certified. Experience in patient education and preventative dentistry. Maple Rd. and Telegraph. 642-8060

EXCELLENT position for mature, experienced dental receptionist and a experienced dental assistant in Livonia. Send typed resume to Box Na 516, Observer & Eccentric 36251 Schoolcraft, Livonia 48150

RN AND LPN DAYS & AFTERNOON SHIFTS FULL & PART TIME

FRANKLIN MANOR

CONVALESCENT CENTER

352-7390

LICENSED NURSES
All Shifts

Modern Nursing Home now hiring. Southfield area. Contact Mrs. Powers 557-2222

MEDICAL Secretary, Insurance billing experience helpful. For group of Ob-Gyn Doctors in Southfield 557-2466

NURSES AIDES

FULL OR PART TIME
ALL SHIFTS
Apply in person

FRANKLIN MANOR

CONVALESCENT CENTER

352-7390

NURSES AIDES

Permanent Afternoon 3 pm. 11 pm. Apply in person 9 am. - 4 pm. Monday - Friday. Westland Convalescent Center 35137 W. Warren Westland

An Equal Opportunity Employer

MEDICAL ASSISTANT with experience in E.C.G. X-Rays, venipuncture and injections. Applications available weekdays 10am - 5pm at 8001 Merriman, Westland

RNs - LPNs

STAFF RELIEF PRIVATE DUTY
CHOOSE YOUR HOURS. DAYS.
AREA
EXCELLENT BENEFITS
APPLY OR CALL

Medical Personnel Pool

DETROIT

16300 W. 8 Mile 354-4290
63 KERCHEVAL 885-6648

ANN ARBOR

1006 CATHERINE 994-4290

OFFICE MANAGER. Must Buy 2 man Dental office. Must have experience. Grand River - Lahser area

532-3052

ORTHODONTIST Assistant. Birmingham, Bloomfield area. Pleasant appearance and personality. Send full resume and references to Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich. 48150

504 Help Wanted Office-Clerical

TYPISTS

FIREMANS FUND AMERICAN Policy typists and data entry operators. Experienced preferred but not mandatory. We are located in Southfield and offer an excellent fringe benefit program and pleasant working conditions. Salary commensurate with experience. If qualified please call Mr. Vagi 557-5700

An Equal Opportunity Employer

ACCURACY PERSONNEL

SET forth below is a partial list of positions presently available thruout our Agency. In most instances our fees are paid by the company we represent

BOOKKEEPER to keep multiple books, work in intimate office in this 9 AM - 5PM position. Start $600 - $700 with benefits paid by company

SECRETARY for Suburban Company. Will work in magnificent mansion. Good skills. Tact and personality a must for outstanding position. Start, $650. Company pays benefits

BOOKKEEPER for growing company. Good experience in general bookkeeping, but not necessary to be full charge. Growth potential for the right person. Flexible hours. Start $700. Good benefits.

BIRMINGHAM 642-2050
SOUTHFIELD 358-2010

TYPIST

Competent Typist wanted, hours 7:30 AM - 4 PM. Liberal employee benefits. An Equal Opportunity Employer. Phone for interview

526-1400

INVENTORY CONTROL CLERK

$550 per month
Apply in person

PORTEC, INC.
PARAGON DIVISION
44000 Grand River
Novi, Michigan

SECRETARY

SOUTHFIELD AREA
TEMPORARY

TOP Company needs you for Regional Managers, who travel a great deal or at peak work loads. Ideal opportunity for someone who wants to work one or 2 weeks at a time. Call Marcia Morgan, to arrange for an interview.

398-4390

Matchmaker's Office Services.

504 Help Wanted Office-Clerical

REAL ESTATE secretary needed. Typing skills necessary. Farmington area. Experience preferred. Call Miss Hanson. 851-1900

ACCOUNTING CLERK for accounts receivable. Minimum of 2-3 years experience. Accounting and bookkeeping. 1-3 yrs. experience in accounts receivable. Excellent fringe benefits. Contact personnel office. SCHOOLCRAFT COLLEGE, LIVONIA 591-6400

An Equal Opportunity Employer

BIRMINGHAM location. Experienced receptionist-recptionist needed immediately, hours 8:30 to 5:30. Michigan Bell experience preferred. Please send resume of experience to box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

SECRETARY

No Fee. Famous financial firm needs your skill. Promotion! Good starting salary, benefits. $600+ . Call 352-3000 CHOATE & CHOATE PERSONNEL

GENERAL OFFICE

NO FEE Join dynamic money handling firm. Terrific working conditions. Call 352-3000 CHOATE & CHOATE PERSONNEL

SECRETARY RECEPTIONIST - To Director of Marketing Wabeek Dev. Co. Bloomfield Hills. Call for interview appointment. 851-6227

SUBURBAN OPPORTUNITY

INSURANCE, to $600 plus. Fee Paid. Light typing. Pleasant fine experience. Southfield area

Call Mrs. Evans 477-5840

SUBURBAN PERSONNEL

GENERAL OFFICE

Old established company in Troy, seeking person with self initiative, aggressiveness and pleasant phone manner for busy office.

Phone reception, typing, filing, record keeping and general office duties. Some knowledge of purchasing desirable. Good fringe benefits. Send resume to Personnel Department, Detroit Reamer & Tool Co., 780 W. Maple, Troy, Michigan, 48084

TIGER

TICKET WINNER

Kim Parker
9932 Aroen
Livonia, MI 48150

But you must call the Promotion Dept. of the Observer & Eccentric by 5 P.M. Friday, August 16, 1974 to claim your TWO FREE TIGER BASEBALL TICKETS: 261-8600 Ext. 271.

CONGRATULATIONS!

GENERAL office, for insurance company, insurance forms, light typing, clerical, pleasant phone voice important, full time 9-5, 5 days week. 477-0916

ROBINS PRODUCTS CO.

is now hiring Female Operators for all shifts. No experience necessary

23717 Research Dr.
Farmington Hills

478-1840

SECRETARY

We have a unique secretarial position, for a special person to assist our busy department head with his hectic schedule. Answer his phones, make his appointments, welcome and greet patients and employees, and manage department affairs in his absence. To qualify you must type 60 WPM, take dictation at 80WPM, have dictaphone experience, and 2 years of secretarial experience. Come join our large, congenial office staff. Call:

HENRY FORD HOSPITAL

876-1811

For an appointment

RECEPTIONIST $442 Month Fee Paid. No typing. Personable, intelligent. Southfield Call Mrs. Evans. Suburban Personnel 477-9840

BRITE BEGINNER SOUTHFLD

$525 No Fee

No experience necessary. One of our favorite employers will train ambitious H.S. grad who wants a job with fast advancement.

THE FREE AGENCY

354-3310 8:30 - 8 pm

FIGURE FLAIR

Telegraph Rd.

$500 No Fee

Quick promotion job. Good figure ability plus light typing will put you in this happy picture. Tons of extra benefits

THE FREE AGENCY

354-3310 8:30 - 8 pm

SECRETARY, $675 Fee Paid. Good skills. Mature attitude. Livonia. Call Mrs. Evans, Suburban Personnel. 477-9840

DON'T TYPE? W. 9 MILE

$550 No Fee

Big opportunity for terrific general office job. All you need is a good math aptitude and a pleasant phone manner. Great spot to earn and learn.

THE FREE AGENCY

354-3310 8:30 - 8 pm

Meet & Greet ..

.. the public from plush front desk. Late typing and filing accuracy important BUT your 'No. 1' job is to welcome Oak Park customers. No experience needed. Call 542-6140 or come to 24285 Woodward, (open till 8 pm). Personnel.

504 Help Wanted Office-Clerical

PEOPLE GREETER

W. 8 MILE

$600 No Fee

If you'd love a job meeting clients and visitors then this is for you. Main reception desk of international firm needs "sunny smile" type. Excellent raises.

THE FREE AGENCY

354-3310 8:30 - 8 pm

SEGAL SECRETARY, to 600 plus. Fee Paid. Light shorthand. Heavy dictaphone. Southfield. Call Mrs. Evans, Suburban Personnel. 477-9840

RESPONSIBLE individuals needed with BOOKKEEPING experience to work for an aggressive residential building company. Typing required. Call Pam Brandt, at Pyramid Properties.

542-3456

BLUE CHIP SECRETARY

$600 —

Exciting opportunity for energetic person. Suburban headquarters of growing company. Good benefits. Hurry! Call Ann Moore.

588-5400

SNELLING & SNELLING, INC.

RECEPTIONIST

Full time. Typing and Tennis knowledge required. Nights and some weekend hours

Call 478-6446

SECRETARY

Typing, shorthand, experienced in general office work. Full benefits.

PANASONIC

23975 Research Dr.
Farmington

477-2760

GENERAL OFFICE WORK for cooperative girl that can type. Part time. Mr Goldberg Bloomfield Hills area 642-9832

Permanent

STAFF

Company

Keypunch? $550

Southfield employer pays personnel service fee for your life experience. Day job. Call 559-7755 or come to 26025 Southfield (open till 8 PM).

Permanent

STAFF

Company

Jr. Secy

Late skills, no experience but you'd like to get in on the Secy Scene" Understanding Southfield employer will start you out at $500 month. You pay no personnel service fee. Call 559-7755 or come to 26025 Southfield, (open till 8 PM).

RECENT High School graduate wanted for full time receptionist position in builder's office in Troy. Must be excellent typist, shorthand required 689-8107

Permanent

STAFF

Company

Wanna Be In Movies?

Outgoing, phone talking type can start right away in film department. Only life typing required to start processing film and scheduling shows. $425 month in north suburbs. No experience required. Call 442-3443 or come to 24285 Woodward (open till 8 PM) Personnel

RESPONSIBLE girl to handle claims at insurance agency. Ability to learn and good attitude essential. Experienced 559-0050

Permanent

STAFF

Company

Dr's Secy

Average typing and life shorthand? We will train person with general office background for medical career. $165 week and you pay no personnel service fee. Call 261-3113 (till 8 PM).

INTERESTING Clerical position. Insurance Office. Tel-Twelve area. 9 to 5. typing required. Call Mr. Archey. 859-9002

Permanent

STAFF

Company

Insurance Exp.?

Farmington company has spot in general office for your average typing and filing know-how. Employer will train on dicta. You earn $575-$650 month and no personnel service fee to you. Call 478-1213 or come to 30732 Grand River, (open till 8 PM).

TYPIST Recent high school graduate with one year high school bookkeeping. Full time. Southfield and 10 Mile. 557-5357

Permanent

STAFF

Company

Full Charge Bkkpr

Small Westland company pays $575-$700 plus super benefits for full charge person. Call 261-2111 or come to 20703 Plymouth, (open till 8 PM). Personnel.

SECRETARY

YOUNG, extensive experience not needed. 3 part new office. North Woodland area, manufacturers representative. Extensive fringe benefits not offered by large company. Typing and shorthand helpful. Angove - Rex Corp., 559-5842

504 Help Wanted Office-Clerical

INSURANCE secretary. General insurance agency in the Northwest. Needs an experienced casualty insurance secretary. Excellent salary, fringe benefits included. Hospitalization and pension. Opportunity for advancement. Box 548, Observer & Eccentric, 36251 Schoolcraft Rd. Livonia, Mich. 48150

Permanent

STAFF

Company

Person Friday

Smiling person who likes lots of variety will earn $600 month. North suburban employer pays personnel service fee and complete benefits for your good typing and life shorthand. Call 542-3140 or come to 24285 Woodward, (till 8 pm).

BOOKKEEPER

Full charge, must be able to carry books thru trial balance. At least 10 years experience with references. Prepare profit and lost statement, payroll, etc. Salary open

531-7456

TYPIST

Hours 8 AM to 4:30 PM. Plus

OVERTIME

Position available for someone with good typing ability to train in teletype setting department. Position train brite high school grad with some insurance background to rate auto policies. Earn over $125 week, excellent benefits and you pay no personnel service fee. Call 478-1213 or come to us at 30732 Grand River (Open till 8 PM).

TYPIST — RECEPTIONIST. Good typing skill required. Answer telephone and customer contact. Varied duties. Call between 8 and 5 PM 846-1566

Permanent

STAFF

Company

Late Typing? Livonia

NO EXPERIENCE NEEDED to start in general office job. You'll earn $575-$625 and learn to operate computer. Call 261-2111 or visit us at 20703 Plymouth (open till 8 PM) Personnel.

OFFICE CLERK to assist buyer, control inventory and take care of accounts payable ledger. Apply at 2240 Greer St., Sylvan Lake or call Mr. Palmer. 682-1400

Permanent

STAFF

Company

Like $130?

Take close to home job in Livonia? thoughtful boss will pay personnel service fee for your accurate typing and life dicta. Call 261-2111 or come to 20703 Plymouth (open till 8 PM).

SECRETARY needed Oct 1st for Real Estate Development firm in Troy. Experience required. Submit information to Box 546, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150

Permanent

STAFF

Company

Talkative?!!

Small but lively office needs order desk clerk who "catches on quick". Some work experience? You need only life typing. Earn $100-$120 week. Call 261-2111 (till 8 PM) Personnel

MATURE woman Westland area. 30 to 32 hour week. Receptionist, typist, some light bookeeping for small business. Salary commensurate with experience. Call 8 am till 12 am. 459-0411

Permanent

STAFF

Company

Clerk Typist

Farmington company pays personnel service fee. $575 week and excellent benefits. Average typist needs no experience to start right away. Call 478-1213 or come to 30732 Grand River, Farmington (till 8 PM)

GENERAL OFFICE light bookeeping. $125 week Towne Personnel West 274-7250

DISPATCH CLERK airport area. 32-39 PM. $112 week Towne Personnel West 274-7250

Permanent

STAFF

Company

Secy $650 To

$725 month. Employer pays personnel service fee for personable secy to work a busy public contact job. Southfield location, complete benefits. Call 559-7755 or come to 26025 Southfield, (open till 8 PM).

COST CLERK, accounting or figure work experience. To $125 week. Towne Personnel West 274-7250

CLERK TYPIST

Pleasant personality for this position in Troy area. $110 a week and excellent benefits

Suburban Office Services

651-8833

BOOKKEEPER thru trial balance, fee paid to $170 week Towne Personnel West 274-7250

SECRETARY

National grocery products company has position available as personal secretary to the regional manager. Salary commensurate with ability. Typing, shorthand, dictaphone. Company benefits available, paid vacation 5 day work week, 8 to 5. Call Denise at 478-1224

Afternoons only - 5 days - Small Livonia Manufacturing firm requires highly versatile person with recent office experience. Strong typing ability required as well as considerable aptitude for figures. 4 girl office. Send resume to Box 540, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARIES

We have several interesting and responsible office positions available for qualified secretaries who possess above average typing and shorthand skills. Each position offers a satisfying career opportunity and the challenge of working in a modern, expanding medical campus. Selected candidates will receive excellent starting salaries and a complete, fully-paid benefit program.

SINAI HOSPITAL OF DETROIT

CONTACT EMPLOYMENT OFFICE
16800 GREENFIELD
ONE BLOCK SOUTH OF MANCHOLS

AN EQUAL OPPORTUNITY EMPLOYER

SHARP Gal Friday, likes to be flexible, able to assume responsibility. Good typist, shorthand skills. Immediate opening. Call Pat. 557-4100

PRIVATE SEC'Y.

To president of prominent Southfield based Real Estate Corporation. Position requires top technical skills as well as tact, poise and maturity. Prior experience in real estate or law helpful but not essential. Send resume to Box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia 48150.

TYPIST

Sharp woman over 25 with excellent typing skills and pleasing phone voice for position with busy office. Paid vacation and sick days. 40 hour week. Own transportation. Farmington. Salary open

474-7284

BOOKKEEPER

Full charge, must be able to carry books thru trial balance. At least 10 years experience with references. Prepare profit and lost statement, payroll, etc. Salary open

531-7456

TYPIST

Hours 8 AM to 4:30 PM. Plus

OVERTIME

Position available for someone with good typing ability to train in teletype setting department. Position train brite high school grad with some insurance background to rate auto policies. Earn over $125 week, excellent benefits and you pay no personnel service fee. Call 478-1213 or come to us at 30732 Grand River (Open till 8 PM).

MEDICAL RECEPT NO FEE, $500

Your pleasant personality and pretty smile will land this terrific job. Southfield doctors need person with good typing ability and appearance for receptionist duties. You'll be reimbursed for your uniform. Great benefits Rush! COMPANY PAYS FEE. See Dorothy Day Personnel Agcy. 30555 Southfield Rd. in Congress Bldg. f block S of 13 Mile. 644-0310

MEDICAL RECEPT NO FEE, $500

Your pleasant personality and pretty smile will land this terrific job. Southfield doctors need person with good typing ability and appearance for receptionist duties. You'll be reimbursed for your uniform. Great benefits Rush! COMPANY PAYS FEE. See Dorothy Day Personnel Agcy. 30555 Southfield Rd. in Congress Bldg. 1 blk S. of 13 Mile. 644-0310

LEGAL SECRETARY

With excellent typing and dictaphone skills. For modern office in Birmingham-Troy area. Bookeeping knowledge required 643-6960

SEC'Y TO MGR NO FEE TO $750

Top secretarial spot with firm in southfield area. Need diplomatic person who can work without supervision. Lots of variety and some accounts payable. Good phone personality needed. Rush! COMPANY PAYS FEE. See Dorothy Day Personnel Agcy. 30555 Southfield Rd. in Congress Bldg. 1 block So of 13 Mile 644-0310

DIVERSIFIED office duties in Northwest Detroit auto dealership. Must be a good typist, pleasant working conditions and insurance benefits. Phone 535-7277

COMPETENT - FULL TIME

Woman with good cashier - clerical background for busy retail store. Capable of training for office and light bookkeeping procedures. Appearance and good public relations awareness important. Good fringe benefits

OSMUN'S MENS STORE

Tel-Twelve Mall
Southfield

GENERAL OFFICE

Typing, phone answering, no shorthand. Apply at Detroit Rental Service, 21234 W 8 Mile Southfield

SECRETARY

For ad agency executive office. Must have 3 years plus secretarial experience with shorthand. Excellent typing skills, required 70 wpm plus. Some bookkeeping experience with good math aptitude. Capable of high volume work, organized, able to work flexible schedule. Excellent salary and fringe. $182. Send resume to Box 442, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST accurate wanted, for growing law firm, no experience necessary, will train. Car required for errands, must be neat, organized. $100 week, salary raises with experience 352-4700

SECRETARY

BLOOMFIELD HILLS

Experienced in manufacturers' representative's office detail, shorthand and accurate typing required. Call.

647-2396

GENERAL OFFICE Handle telephones, mail and receptionist duties for Manufacturers Representative's office in Troy area. Must have good typing skills and be able to hand a variety of assignments. Established company. Complete benefits 524-9526

504 Help Wanted Office-Clerical

COMPUTER OPERATOR

Rapidly expanding manufacturer in Redford has immediate openings on day shift for computer operator with experience on 360/20. Chance for advancement and experience. Liberal employee benefits including insurance. Call today for appointment, 10-5 P.M.

535-5600

GENERAL OFFICE

- ACCURATE TYPIST
- GOOD WITH FIGURES
- SOME ACCOUNTING BACKGROUND HELPFUL
- MUST BE ABLE TO SPELL

BAYLOCK MANUFACTURING

Leonard, Michigan
Call A. Bast
1-628-4893

0 is for OFFICE SKILLS

Typists, stenographers, key punchers, switchboard, figure clerks, general office. Choose your own work schedule. Yes, you can, at Manpower. No Fee. Interested?

See Shirley Fritsch
at 26049 5 Mile at Beech Daly
or Delores Kay
at 29256 Ryan at 12 Mile

GIRLPOWER®

Division of Manpower
Temporary Services.
We'll give you all the help you need.