500 Help Wanted

Housekeeping Aide
MATURE woman, full time days, good benefits and working conditions. For interview appointment call:
Presbyterian Village
Retirement Home
In Redford
531-7185

STUDENT, 17 or over, part or full time; aircraft operation, manual skills necessary. $1.80 to start. Must drive. 852-0660

DESK CLERK NIGHT AUDITOR
APPLY in person. See directly Mr. Jones, between 8 AM to 6 PM. Good pay and insurance benefits.
RAMADA INN
28225 Telegraph
Southfield
An Equal Opportunity Employer

HANDYMAN
Janitor, lawn care, full time. South field area. NELSON REALTY 557-7505

Cooks Waitresses & Carhops
Full or part time. Day or night shift. Apply in person:
Daly Restaurant
800 Ann Arbor Rd.
(Corner Main, Plymouth)
31500 Plymouth Rd.
(Near Merriman, Livonia)

COCKTAIL WAITRESSES
Attractive. Experienced preferred, but not necessary. Steady work, good pay. Location Westland, Mich 427-7200; 375-3500

Boring Mill Operator
NIGHTS. Good Pay. Fringe Benefits.
ARROWMITH TOOL & DIE
23811 TELEGRAPH
Southfield

MALE, SHIPPING, RECEIVING. Full time, over 18 years old. Plant in Livonia 522-4303

ADJUSTER
Position currently available in our BIRMINGHAM OFFICE for individual with at least 2 years experience in Auto & General Liability Claims. Degree or necessary Experience and knowledge a must. Attractive starting salary and excellent benefit program including a company car.
CALL AL ZACKEY
647-3700
MICHIGAN MUTUAL INSURANCE GROUP
An Equal Opportunity Employer

ARTS AND CRAFTS party plan Hostesses and demonstrators needed for company new to Michigan. No experience necessary. 476-1646

DOUGLAS FOODS CO
Position open for ambitious man who is interested in
ROUTE SALES
Complete line of benefits including Blue Cross, Blue Shield, paid vacation, paid Holidays, etc.
Call Mon. thru Fri. 8 am-12 noon.
522-8701

SALES, Delivery. Full and part time. No experience necessary. $3.50 an hour. 559-3779

GENERAL CLEANUP
MAN needed for full or part time position at
DOUGLAS FOODS
Good opportunity for middleaged, reliable man. Call or 3am Call between 8 am-12 noon
522-8701

HOUSEKEEPING SUPERVISOR
Needed for 124 bed Convalescent Home. Experience preferred. Call Mrs. Friedman Mon. through Thurs at 531-4422

GUARDS
3 shifts, 40 hours
WITT SERVICES
545-6828

ASSISTANT MANAGER, male or female, apply in person to Kentucky Fried Chicken 1349 Ann Arbor Rd anytime

UTILITY MAN
AM Shift, immediate opening Full time ONLY. Great Boss' Good place to work. Apply Mr. Gummings 9 to 4, Monday through Friday.
FARMINGTON NURSING HOME
30455 Folsom Rd. Farm
477-7400

EXECUTIVE secretary, typing, shorthand, automotive background, one girl office Royal Oak area 566-8680

MECHANIC
The man we are looking for must be sharp on front end steering and brakes on GM products. If you can do quality, this is your chance to go first class. Call for appointment, Jim Harr
525-0900

NEED Supervision for first grade child, working Mother, Highmeadow Elementary area, 8 AM-3:30 AM, also one or two days, 3:30 PM-5:30PM. 626-1032

PHONE CANVASSERS
SOUTHFIELD OFFICE
HOURLY PAY + COMMISSION
Call HOWARD
354-7600

APPLICATIONS taken for Administrative Assistant to the Mayor (City Manager). MPA desired with experience. Salary open. Six member council elected at large. Mayor appoints. Applications available in Clerk's Office, Wixom City Hall, 49045 Pontiac Trail, Wixom, Michigan 48096.

GENERAL maintenance man with knowledge of electrical, plumbing and painting. Retired school or hospital employee welcome. Dion Nursing Home, 43825 Michigan Ave., Wayne.

MAINTENANCE SUPERVISOR
Excellent opportunity for a multi-talented individual in southern Oakland County. Applicant must possess leadership ability to oversee housekeeping and janitorial departments of a modern health care facility. Also must be familiar with electrical, plumbing and minor repair work. Salary negotiable. All replies held confidential. Submit resume to Box 634, Observer & Eccentric, 36251 Schoolcraft, Livonia, 48150.

500 Help Wanted

HAVE POSITIONS for experienced salespeople and Cashiers in drugstore. Male, full time days, part time evenings. Females, part time evenings. Ideal for students. Suburban stores. Efron Drugs, Southfield - W. Bloomfield. 626-2400

OLDER MAN
Wanted for helper in small machine shop
476-6600

WOMAN needed as office manager for carpet and drapery store in Farmington. Some bookkeeping experience required. 626-3022

MACHINE SHOP
Assistant required with general experience.
476-6600

JANITORIAL, evenings. Please call for information. 836-7557

AMBULANCE DRIVERS & ATTENDANTS
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

BAR MAID
Full Time, Part time nights
PLYMOUTH BOWL
427-4770

Maintenance Man
EXPERIENCED PREFERRED, available any shift. Apply
American Plastics Products Co.
2701 W. Maple, Walled Lake
1-624-1507
An Equal Opportunity Employer

EXPERIENCED framer wanted for custom gallery and frame shop. Must be experienced in framing, mat cutting on Keeton cutter. Also glass cutting. Wages are applicable to experience. Apply 24151 Telegraph Rd. Southfield

NIGHT CLEANING CREW needs able bodied people for restaurant work. Call:
Win Schuler's
769-9400

YOUNG Men for light manufacturing company. Experience helpful but not necessary. Must be 18 or over. Apply in person 30256 West 10 Mile, Farmington Hills.

DISHWASHERS
wanted. Industry leader is looking for mature, dependable help. Offering advancement and secure growth. Call
Win Schuler's
769-9400

MATURE WOMEN or retired men for general laundromat work. Evening shift, 3 till 10 PM. The Plaza Norge Village, 22906 Mooney, Farmington

METALURGICAL LAB TECHNICIAN
Needed for afternoon shift, for induction melt alloys and in small R and D foundry and to perform mechanical testing. Salary $600-$750. High school necessary. Experience desirable. Send resume to PO Box 600 Plymouth, Mich. 48170. An Equal Opportunity Employer

COUNTER clerk and inspector for dry cleaners. Also Seamstress. Imperial Cleaners, 30700 Southfield Rd. Southfield 647-7557

BEAUTICIAN WANTED to start immediately. Partial clientele waiting. Call Paula 261-7420

AUTO PORTERS
We need 2 dependable all around men for our used car lot and service department. Steady work. Good pay and all fringes available. Apply Mr. Hanks
Dameron Motors
29301 Grand River at Middlebelt

FRONT DESK SWITCHBOARD, days, some weekends. Apply in person. Botsford Inn, 28000 Grand River, Farmington.

PORTER
Import car dealership needs reliable young man with drivers license. Good working conditions. Fringe benefits. Call Richard Sowles Falvey Motors, 1815 Maplelawn, Troy Motor Mall
643-7870

IMMEDIATE OPENINGS
JOB SETTER
And
FOURSLIDE OPERATOR
Shop experience on small presses. VA training available. For information call.
537-8900

WAITRESSES
Working in one of the hottest spots in Oakland County. Top money for the right girls. No experience necessary, will train. Must be attractive.
CONTINENTAL BAR & RESTAURANT
Wixom 349-6780

LUNCH HELP wanted Bus Boy, dishwasher, waitress, and sandwich maker. Apply BENNO'S around the fountain in Somerset Mall. 643-6003

Football Officials
$7 PER GAME
Apply immediately to:
CITY OF LIVONIA
CIVIL SERVICE COMMISSION
33233 Five Mile Rd.

EXECUTIVE SERETARY: Typing, shorthand. Automotive background. One girl office. Royal Oak area. 566-8680

AUTO MECHANICS
Immediate openings for experienced men. Must have own tools. Many fringes. Call Fred Granger at 543-5000, Ferndale.

All positions are fee paid and available in Detroit and suburbs. Permanent and temporary assignments.
Mich. Ins. Pers. Serv.
155 W. Congress
961-8755

DIETARY AIDES
Housekeeping Aides
Mature ladies, on the job training. Modern nursing home. Competitive wages, good benefits.
OAK HILL Nursing Home
477-7373

500 Help Wanted

GAS STATION Attendant, must be able to work 4 AM to 3 PM. Monday Through Friday. Starting pay $2.50 per hour. Must be neat, apply in person 33490 Plymouth Rd. at Farmington

PORTER
Mature man for janitorial and light maintenance work. Modern nursing home.
OAK HILL Nursing Home
477-7373

WAITRESS afternoons, experienced only. Apply in person, Palace Restaurant, 12881 Greenfield, 835-7400

MAINTENANCE MAN
Growing plastics firm in Plymouth area needs a qualified man added to its maintenance staff. He must know electrical and hydraulic circuitry 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, MI 48150

MAIDS, part time weekends Telegraph House Motel, Southfield. 318-1600

Industrial Openings
On first and second shifts for men and women. Wide selection of factory work. Must be 18 or older. $2 per hour.
EMPLOYERS TEMP SERVICE
26533 Grand River

MECHANIC: heavy repair, G.M. experience, must know engines, transmissions and rear axles. No other need apply. Clean, new, modern shop. The right man can make a good living here. All replies completely confidential. Box 592, Observer & Eccentric Newspapers, Inc., 36251 Schoolcraft, Livonia, Mich. 48150.

FITTERS'
PLATE & STRUCTURAL FABRICATION
Growing Company in air and water pollution control fabrication.
Need experienced fitters who can read drawings and fabricate.
Wages and fringe benefits over $7.50 per hour, on incentive.
Good opportunity for qualified men.
Company will help with relocation expenses.
ENVIRO-FAB
12540 Beech Daly
Detroit, Michigan
255-2400
An Equal Opportunity Employer

DELIVERY BOY wanted - must have own car. Good wages with flexible hours. Apply in person Romano's Pizzeria, 22900 W. 9 Mile just east of Telegraph

SNACK BAR (COOK)
Part time. Experienced. Prefer mature (30 and over). Apply in person.
MAYFLOWER LANES
26600 Plymouth Rd.
½ Mile W. of Beech Daly

COOKS, waitresses, dishwashers. Experience preferred but will train. 6545 Orchard Lake, W. Bloomfield. Elias Bros. Big Boy

NOW taking applications for: Midnight Waitress, part time Busboy-Dishwasher, full time for day shift, must be 18. Busboy-Dishwasher, full time, night shift, must be 18. Apply in person between 7 am-5 pm. at
Palace Restaurant
1507 Ann Arbor Rd., Plymouth

WELDERS
FITTERS
PRODUCTION SHEET METAL WORKERS
Top rate with fringes and overtime. Company has large backlog of orders. Steady work.
Apply in person
GLADD INDUSTRIES INC.
15450 Dale St.
(5 Mile - Telegraph Area)

SHORT ORDER Cook, experienced only. Apply in person, Palace Restaurant, 12881 Greenfield. 835-7400

PART TIME DRIVERS
We have openings in Southfield, Farmington, Birmingham, Bloomfield and Rochester for men or women drivers. Must have truck or station wagon and be available on call for Monday and Thursday to drop off bundles of papers to Observer & Eccentric carriers. Call the main Observer & Eccentric Circulation Department at:
261-3800

MAINTENANCE-JANITORIAL, full time Franklin Manor Convalescent Center. 352-7390

Die Setters
- Must be experienced
- Good pay
- $4.65-$4.95
- Excellent fringe benefits
- Steady work

All Products
12238 Woodbine
Telegraph-Plymouth Area

LIKE TO TALK
Why not get paid for it. If you enjoy talking and working with people, then contact Miss Gordon for an interview appointment. Large manufacturing and marketing firm needs aggressive hard working individuals. Sales and management available. Call 355-1833

NURSES AIDES
HOUSEKEEPERS
LAUNDRY &
KITCHEN HELP
Full and part time
HENDRY
Convalescent Center
105 Haggerty Rd Plymouth
455-0510

ATTENTION
All ladies! If you like jewelry and would like to wear it while you earn money. Please call Miss Owens. 353-1613

TWO YOUNG MEN
With
Mechanical, Electrical or Hydraulic
training or aptitude. Will train in machinery rebuilding operation. Steady work for reliable, dependable person. Call Mr. George at
933-6685

500 Help Wanted

I. D. GRINDER. Carbide experience desirable but not required. Full benefits. Teledyne Howell Pencraft, H. P. Carbide Div. 43200 Ann Arbor Rd., Plymouth. 455-6020 or 21

Landscape Maintenance
18 and over. Full time only. Starting pay, $2.75-$3 per hour
261-2814

SECRETARY Birmingham, legal experience helpful, light bookkeeping, shorthand, etc/etc typist. 642-3990

502 Help Wanted Dental-Medical

DOCTOR'S Office needs young High School Graduate for full time Secretarial work, must have accurate typing speed, at least 70 WPM. Send full details, including phone number to Box 484, Observer & Eccentric Newspapers, Inc., 36251 Schoolcraft Road, Livonia, 48150

Top Wages For NURSES AIDES
ALL SHIFTS Full time. Call during business hours 8-4 PM.
EASTLAWN
Convalescent Center
Northville
349-0011 or 349-0012

DOCTOR'S Office needs full time Secretary, age 25, must have own transportation. Accurate typing, 70 WPM, for general office work. Send complete resume, including phone number, to Box 590, Observer & Eccentric Newspapers, Inc., 36251 Schoolcraft Road, Livonia, 48150

MEDICAL TRANSCRIPTIONIST
Part time afternoon position available in our medical records department for qualified person with minimum 1 year experience in medical transcription of discharge summaries and operative reports.
BOTSFORD GENERAL HOSPITAL (OSTEOPATHIC)
28050 Grand River Ave.
Farmington
476-7600

NURSES AIDES, all shifts, experienced, part and full time. Apply in person, Heritage Nursing Home, 18200 W. 13 Mile Rd., Birmingham. 647-6500

RN
Assistant Director of Nursing for modern, progressive, 225 bed nursing center. This challenging position requires an energetic individual who seeks advancement. Supervisory experience desirable but will consider person willing to learn and grow professionally. Call Director of Nursing
MT. VERNON
Nursing Center
26715 Grand River, Southfield
557-0050

REGISTERED X-Ray Technician, part time, Saturdays. If interested, call GA 2-4000

NURSE AIDES
All Shifts We will train. Rewarding work in an expanding facility.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd. Westland
261-9500

MEDICAL ASSISTANT, little experience necessary. Starting salary $2.50 per hour. Liberal raises. Write in own handwriting to Box 689, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

DIETARY AIDES
HOUSEKEEPERS
FULL TIME
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI
477-2000

DENTAL OFFICE. Full time, 21 or older. Must type. Telegraph and Maple area 547-5345

DENTAL ASSISTANT
Experienced Chairside Assistant for busy dental office. Madison Heights area.
398-7800

EXPERIENCED Dental or Orthodontic Assistant. 2 days weekly, Wednesday and Friday, 2 Saturday mornings monthly. $3 per hour. Westland area, reply Box 684, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

ADMITTING CLERK
Part time afternoon position available for H.S. Graduate with 1 year experience in admitting or emergency room. Excellent salary and fringe benefits. Weekend and holiday shift differential.
CONTACT PERSONNEL OFFICE
BOTSFORD GENERAL HOSPITAL (OSTEOPATHIC)
28050 Grand River Ave
Farmington
476-7600

DENTAL RECEPTIONIST needed for modern Birmingham office. Requires full time, intelligent, dependable individual for this challenging opportunity. 642-0400

RNs & LPNs
Full & Part Time
MIDNIGHT SHIFT
CAMELOT HALL
35100 Ann Arbor Trail
Livonia 522-1444

NURSES AIDES, training program. Start, September 9, 1974. Apply in person, University Convalescent, 28550 Five Mile Road, Livonia.

RN-LPN
New Nursing Director needs enthusiastic, imaginative staff nurses full or part time, all shifts, for innovative program of progressive J.C.A.H. accredited extended care facility. Top wages. Contact Mrs. Unger from 9 AM - 4PM at 477-2000 for interview.
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI

MEDICAL RECEPTIONIST for GP. Experience, insurance forms, typing, approx. 42 hours per week. Fringe benefits. New building, pleasant surroundings. 261-1740

LPN
FULL TIME
Call 8-4 PM.
EASTLAWN
Convalescent Center
Northville
349-0011 or 349-0012

502 Help Wanted Dental-Medical

RN'S, LPN'S
Full or part time
All three shifts. Apply at
LEXINGTON HOUSE PARK
4425 Venoy Rd., Wayne

MEDICAL ASSISTANT, busy Pediatrist's office needs mature woman experience necessary. X-ray, IM injections, Vena puncture and general patient care. Part time, maybe full time at later date. Salary commensurate with experience. For interview call Mrs. Sweet. 425-6234

DOCTOR's assistant needed with experience in general office procedures. Call after 10 A.M. 425-9780

RN
MIDNIGHT SHIFT
Modern extended care facility needs RN to work in supervision. Apply in person or call Mr. Gutowski or Mrs. LeBlanc.
MIDDLEBELT NURSING CENTER
14900 Middlebelt, Livonia
425-4200

MEDICAL Dictaphone Transcriber, part time, 2 to 3 mornings a week for a group of 3 doctors, experienced only. Call 477-3710

NURSE AIDES
EXPERIENCED or will train for a rewarding career as a Nurse Aide. Good salary and fringe benefits, excellent working conditions.
Apply in person
GEORGIAN BLOOMFIELD
Bloomfield
Corner of 16 Mile & Adams
Or call 642-3900

MEDICAL assistant, part time, experience preferred. Call 9 to 5 PM Monday, Tuesday, Thursday & Friday. 672-0102

RN -LPN
Full and Part time.
Days and Midnights.
Medicos Recovery Care
22355 W. 8 Mile Rd.
Detroit 255-6450

BUSY doctors office requires mature individual experienced in desk. Hours 8:30 to 5:30 Monday - Friday. Experience preferred. 474-6240

NURSES AIDES
All shifts, full or part time. Fall training classes now forming for mature ladies. Get paid while you learn. Modern nursing home. Competitive wages. Good benefits
OAK HILL Nursing Home
477-7373

CLINICAL NURSE
Clinton Valley Center has a vacancy for a P.M. Supervisor. Michigan Civil Service Fringe Benefits. Salary $11,149.00 to $13,687.00, depending on experience. Psychiatric experience and some supervisory experience necessary. Apply or call Clinton Valley Center, 140 Elizabeth Lake Road, Pontiac, Michigan 48053. Phone: 338-7241. An equal opportunity employer.

RNS and LPNS
Afternoon-Midnight Shifts
Excellent salary and fringe benefits. Contact Personnel Dept.
REDFORD
Community Hospital
25210 Grand River
Redford
531-6200

Dental Assistants & Receptionist
Experience preferred. Must be intelligent, reliable and pleasant. Large group practice in Pontiac. 5 days, good salary. Call between 3-5 PM
338-1731

DENTAL Assistant experience preferred but not necessary, send resume to Box 674, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150

NURSE AIDES
Day & Midnight Shifts
Apply
ARDMORE ACRES
19810 Farmington Rd.
Livonia

DENTAL LAB needs woman to train as dental technician, must have artistic talent, $80 per week to start, please state qualifications. Mason Dental Ceramics, 525-1070

NURSE AIDES
All Shifts
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Bet. Grd. River & 8 Mile

MEDICAL Technologist, experienced preferred, general laboratory work, all phases, in independent laboratory. Please state qualifications and salary requirements. Send replies to Box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Mich. 48150

RN'S or LPN'S
Midnight shift. Full time only. Shift differential. Good benefits, steady work, pleasant surroundings. Immediate openings. Apply 9-4, Monday through Friday. Mrs. Lindow.
FARMINGTON NURSING HOME
30455 Folsom Rd. Farm
477-7400

DENTAL ASSISTANT
Full time. Oral surgery. Dependable. Neat and ambitious. 12 Mile, Southfield area
557-4644

NURSE AIDES
All shifts. Full time. Good pay and benefits, pleasant surroundings. Apply 9-4, Monday through Friday. Mrs. McCarthy.
FARMINGTON NURSING HOME
30455 Folsom Rd. Farm.
477-7400

NURSES AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN'S, LPN'S, also Nurses' Aides, all shifts, fringe benefits paid. Apply in person, Dion Nursing Home, 43825 Michigan Ave., Wayne.

502 Help Wanted Dental-Medical

AVONDALE CONVALESCENT HOME
Needs R.N.'s, L.P.N.'s and experienced Nurse aides and Orderlies. All shifts. Apply Mon. through Fri., between 10 AM - 4 PM. at 1480 Walton Blvd., Rochester or Call 651-6422

NURSES
All shifts for RN's and LPN's with supervisory ability. Supervisor and charge nurse positions available. No shift rotation in our progressive patient centered facility. For interview call Director of Nursing.
MT. VERNON
Nursing Center
557-0050

AVONDALE CONVALESCENT HOME
Is starting Nurse Aide and Orderly training classes. Call 651-6422 for details between 10 AM - 4 PM.

RN'S - LPNS
Full or part time, evenings and midnights. Modern nursing home. Continuing education and paid in-service program. Stimulating environment. Competitive wages and good benefits. Refresher training available.
OAK HILL Nursing Home
477-7373

NURSE'S AIDE
MATURE woman for small basic nursing home. 614-6270

504 Help Wanted Office-Clerical

Jr. Stenographer
$6400 Plus
Shorthand and light experience. West area. Good benefits Pat, 559-4760
KAY TURNER PERSONNEL
18280 W. 10 Mile
Southfield

SECRETARY
For ad agency executive office. Must have 3 years plus secretarial experience with shorthand. Excellent typing skills, required 70 w.p.m. plus Some bookkeeping experience with good math aptitude. Must be neat, personable and well groomed, and able to work flexible schedule. Excellent salary and fringes. $185. Send resume to Box 682, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER, typing, phone work, some bookkeeping, (small 2 girl office). 35 hour week. $80 to $100 salary. H & L Wall Co. 12272 Stark Rd. Livonia 427-6200 An Equal Opportunity Employer

OFFICE MANAGER
W. Sub. Area - Fast-moving Ad Agency requires a sharp, savvy, personable individual with experience in supervisory and general office management. Must have some purchasing and accounting background. Familiar with most office machines. Send resume and salary requirements to Box 596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Experienced for varied duties in production department of ad agency. Shorthand, typing, 70 WPM MUST with good spelling and grammar. Self starter, well groomed, personable. $173 week. Some overtime required. Excellent fringes. Send resume to Box 440, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

PART time girl, 3 days a week $2.50 per hour. Call 255-1460

CLERKS
TYPISTS
KEYPUNCH OPRS.
Needed for temporary jobs in the Livonia area. If you are interested, come to our office anytime between 9 and 3 PM., at 29449 W. 6 Mile, near Middlebelt, to apply.
KELLY SERVICES

SECRETARIES
With shorthand and typing needed for various assignments in all areas. Apply now at 29449 W. 6 Mile, in Livonia.
KELLY SERVICES

SECRETARY for church office Near Oakland University Call Mr. Davies at 375-0400 or 375-0225

SECRETARIES & STENOGRAPHERS
Urgently needed for Troy, Southfield, Royal Oak, Madison Hts., Plymouth, Livonia. All suburban areas. We pay you according to your skills.
WITT GIRL
Call 545-6828 for office nearest you.

TYPISTS
Dictaphone, Statistical, Jr and Sr., General Office
WITT GIRL
Call 545-6828 for office nearest you.

EXECUTIVE SECRETARY
Troy area, 4 girl office. Good typing and shorthand skills. Good benefits, salary negotiable. Please call, 643-0613

KEYPUNCH OPRS.
6 months experience or more. Top pay.
WITT GIRL
Call 545-6828 for office nearest you.

CLERKS
Filing and Statistical
WITT GIRL
Call 545-6828 for office nearest you.

BOOKKEEPER - ACCOUNTANT
Large Contruction Co located in W. Bloomfield requires 2 full time Bookkeepers - Accountants with experience in General Ledger, Trial Balance, Statement preparation and Accounts Analysis. Attractive benefit package. Salary commensurate with experience. Send resume including salary requirements, to Mr. Sands, P. O. Box 5247, Orchard Lake, Mich. 48033

ACCOUNTS PAYABLE CLERK
Large Contruction Co. located in W. Bloomfield requires a full time experienced Accounts Payable Clerk. Attractive benefit package, salary commensurate with experience. Send resume including salary requirements, to Mr. Sands, P. O. Box 5247, Orchard Lake, Mich. 48033

504 Help Wanted Office-Clerical

PAYROLL CLERK
Real Estate Company in Farmington area has an opening for a payroll clerk. Experience with computerized payroll helpful but not necessary. Salary from $200 to $250 Bi Weekly, plus bonus depending upon qualifications. Good working conditions and benefits. Call Beckie O'Neill.
476-8700

Medical Insurance
4 girls needed immediately for 3 to 4 weeks temporary assignment. Must have experience in medical insurance for inpatient billing of suburban hospital. Apply now between 9 and 3 PM., 29449 W. 6 Mile, Livonia.
KELLY SERVICES

BEGINNER with Typing for Large Birmingham Co. If you are good with figures promotion will be rapid. Co. offers outstanding benefits, a beautiful office and $450 to start.
GENERAL OFFICE position for small Troy Co. Accurate typing and some experience required for lovely new offices. Salary $550. - $700.
LARGE Troy Co. needs light experience and Typing of 40WPM. Excellent location, full benefits. Start at $433.; Agency Fee Paid.
SECRETARY - Office of General Manager. Shorthand and good solid experience. Perfect Southfield location. Profit sharing, discount and incentive benefits. $650 - $750.
KEYPUNCH. Minimum 6 months experience and 1,000 strokes. Merrit raises, fantastic benefits. Large Southfield Co. Start at $520 - $550.
ADAMS & MARTIN PERSONNEL
920 E. MAPLE
BIRMINGHAM
646-5600

JR. CLERKS
We have openings in our BIRMINGHAM office for individuals with 1 year general office experience, typing speed 45 WPM and good telephone voice. Opportunity for advancement, good fringe benefits.
CALL MRS. BELLING
965-8600 ext 329
MICHIGAN MUTUAL INSURANCE GROUP
An Equal Opportunity Employer

FILE CLERK - TYPIST
Large Construction Co located in W. Bloomfield requires a full time experienced File Clerk - Typist. Attractive benefit package. Salary commensurate with experience. Send resume, including salary requirements, to Mr. Sands, P. O. Box 5247, Orchard Lake, Mich. 48033

TYPIST, production, must be able to type 55 to 60 wpm. Part time, full time $2.25 to $2.50 an hour. Southfield area. No experience necessary. Call after 5 PM. 273-4049 Ext. 39

EXECUTIVE SECRETARY
$700. Fee Paid. Excellent skills. Pleasing appearance. Over 25 preferred. Redford
Call Mrs. Evans 477-5840
SUBURBAN PERSONNEL

MATURE woman for credit and operations. Paid employee benefits knowledge of telephone credit collection and credit extension a must. Good salary plus bonus program. Call Betty at 476-0900

GENERAL OFFICE
If you can type 45 to 55 wpm and want a diversified job, we have current openings in many suburban areas. Excellent starting salary and benefits
ALLIS JOHNSON PERS
15199 Farmington Rd 425-3000

RECEPTIONIST typist No fee, high school grad. Telecraph, 11 Mile area. Salary $425-$450. Motor City Employment Agency 559-0550

LEGAL SECRETARY
Experienced Excellent working conditions, benefits, top starting salary. Southfield area. H.J Ortner
358-3000

RECEPTIONIST-TYPIST. High school grad. Telegraph 11 Mile area. Salary $425-$450. No Fee Motor City Employment. 559-0550

KEYPUNCH OPERATORS
Afternoon & Midnight shifts
Livonia area
Minimum 1 year experience
525-0780

FILE CLERK. $420 "1 Fee Paid". Good speller. Light typing helpful. 642-1412 extn. Call Mrs Evans. Suburban Personnel 477-5840

504 Help Wanted Office-Clerical

GENERAL OFFICE
Light typing and record keeping. 5 day, 40 hour week. Air conditioned Southfield office. Paid vacation and sick time. Mr. Hurwitz.
BONDED COLLECTION CORP.
23077 Greenfield, Southfield
557-2100

SECRETARY to VP, $650 plus. Fee Paid. Excellent skills. Minimum 3 years experience. Southfield. Call Mrs. Evans, Suburban Personnel. 477-5840

POLICY TYPISTS
FIREMAN'S FUND AMERICAN
Policy typists and dictaphone 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. Vogl. 557-5700
An Equal Opportunity Employer

Permanent
STAFF
Company
Like Livonia?
High school diploma? You'll enjoy job with life insurance and lots of phone calls! Only $80.95 week to start BUT fast, fast advancement. Call 261-2111 or come to 32013 Plymouth (till 8 pm) Personnel

CLERK TYPIST. $435. Type 45 Figure aptitude. Becoming job. Farmington. Call Mrs. Evans. Suburban Personnel 477-5840

KEYPUNCH OPERATOR
EXPERIENCED on 129, to work 5PM-1AM on Data Processing Center, in Livonia. Good salary and benefits.
Call Ms. Lane, 525-7234
ALLIED SUPERMARKETS, INC.
An Equal Opportunity Employer

INSURANCE, to $600 plus. Fee Paid. Light typing. Prefer personal lines experience. Southfield. Call Mrs Evans. Suburban Personnel 477-5840

TALK, TYPE
Enjoy Every Minute
$500
Bright manner and accurate typing for new suburban office. Good benefits. Parking, shopping nearby. Great starting spot. Call Lori Boyer.
588-5400
SNELLING & SNELLING, INC

SECRETARY, Receptionist for Veterinary Hospital in Bloomfield Twp. Bookkeeping ability necessary. Mature woman preferred 334-9991

RECEPTIONIST
$475
The ideal location for warm, smiling outgoing person. Accurate typing is a plus Hurry! Call Ann Moore
588-5400
SNELLING & SNELLING, INC

TYPIST, production, must be able to type 55 to 60 wpm. Part time, full time $2.25 to $2.50 an hour. Southfield area. No experience necessary. Call after 5 PM. 273-4049 Ext. 39

EXECUTIVE SECRETARY
$700. Fee Paid. Excellent skills. Pleasing appearance. Over 25 preferred. Redford
Call Mrs Evans 477-5840
SUBURBAN PERSONNEL

ACCURACY PERSONNEL
SECRETARY
For Suburban Law Firm. Youthful person with good skills and some experience. Pleasant office atmosphere. Will start $600 at least; with company paying benefits and fee.
DICTAPHONE
Typist for large Insurance company. Off work at 4:30 PM. Start $500 - $550. Good benefits. Fee Paid.
BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

GRAND OPENING NOW
2 CONVENIENT LOCATIONS
SUBURBAN OPENINGS
Accts Payable Supv. ..... to $850
F-C Bookkeeper ..... to $600
Computer Operator ..... to $750
Exec. Secretary ..... to $750
Management Trainee ..... to $700
TV Sec'y (no shorthand) ..... to $650
Sec'y Travel Co ..... to $650
Personnel Sec'y ..... to $700
Accts Payable Clerk ..... to $600
Payroll Clerk ..... to $600
Receptionist ..... to $600
Typist ..... to $550
Auto Biller ..... to $542
Also part time positions available. Most Fees paid by our Clients
PROFESSIONAL PERSONNEL
West Side 357-4810
Troy 524-1750

GIRL Friday. National organization seeks capable secretary for its Birmingham office. Good typing required, shorthand preferred. 37½ hour week. Paid Blue Cross, paid vacation. Salary negotiable. Rewarding and varied work in pleasant surroundings. Call 644-0770

ACCOUNTING CLERK
Person to assist in Controller's Office on suburban bank. Will handle due from banks, account reconcilements, monthly accruals, general ledger work. Some typing required. Prefer banking experience and accounting education background. Send resume and salary requirements to personnel department, P.O.Box 145, Troy, Michigan 48084

LIKE TO FILE?
W. 10 MILE
$450 No Fee
If you know your ABC's and like to file, then call now. No experience necessary and typing speed not important if you're accurate. Fast advancement here.
THE FREE AGENCY
354-3210 8:30 - 8 pm

PERSONABLE young lady desired for position as escrow secretary trainee for Birmingham office of Transamerica Title Insurance Company. 55 wpm, 1 year college or prior work experience preferred. $400 plus excellent fringe benefits. Call Russ Moser 358-4100

Permanent
STAFF
Company
JackOf-All-Trades
Or ... Jill of all-skills needed by Livonia boss. One person office needs your like typing and phone pleasant voice. Some office experience? Start at $110 week. Call 261-2111 or visit us at 32013 Plymouth (till 8 pm) Personnel.

504 Help Wanted Office-Clerical

BRITE BEGINNER
W. 9 Mile
$500 No Fee
Terrific spot for energetic H.S. grad with good typing. One of our favorite firms will train you completely if you have a good figure aptitude. Fantastic extra benefit package.
THE FREE AGENCY
354-3210 8:30 - 8 pm

TYPIST
PLYMOUTH AREA
TEMPORARY
When the kids go back to School, you can go back to work. Busy Personnel department needs you who have good public contact skills, to assist with heavy work load. Call Marcia Morgan or arrange for a personal interview in your area.
398-4390
Matchmaker's Office Services

CLERK TYPIST. to $500. Fee Paid. Type 50. Minimum 1 year experience. Southfield. Call Mrs Evans. Suburban Personnel 427-9580

RECEPTIONIST
TYPISTS
SECRETARIES
SOUTHFIELD - Farmington, Livonia area
TEMPORARY
Now that your kids are back in school, you can go back to work. Busy Personnel department needs you to assist with heavy work load. Register now for an interesting job near your home. Call Marcia Morgan to arrange for a personal interview in your area
398-4390
Matchmaker's Office Services

SECRETARY
No Experience
Are employers turning you down because you have no experience? This firm's only concern is top secretarial skills! Start today! Top benefits $550 plus Call Lee Larson
SNELLING & SNELLING

SECRETARY full time for two man sales office in Kathryn Village. Must be mature, and responsible. Skills required. Excellent phone personality, accurate typing and the ability to totally take charge of the office responsibilities. Company benefits. Call Mr. LeBon, for appointment. 559-4530

Data Control Clerk
If you have at least one year of experience in adding machine usage and have Data Processing knowledge, you may be able to fill this position in our Data Processing department. Call Ms. Lane, 525-7234
ALLIED SUPERMARKETS, INC.
An Equal Opportunity Employer

RECEPTIONIST for busy medical office. Some typing, credit and collection work. Southfield area 557-3520

SHOW BIZ
SOUTHFLD
$550 No Fee
Super exciting job. You'll work with interesting "entertainment types" at this fast growing firm. Good typing and good organization all ability required
THE FREE AGENCY
354-3210 8:30 - 8 pm

SHORTHAND typing local office 8 Mile and Southfield area National Manufacturer. Ask for Mrs McGee at 354-9243

SECRETARY
Ski resort desires a girl with some bookkeeping and office management experience.
Must be flexible as to working hours. Located in NW suburban area. Please call for interview.
887-2180

AD AGENCY in Troy requires secretary with good typing and shorthand skills 643-4340 ext 212
An Equal Opportunity Employer

RECEPTIONIST-general, office, full time. Major medical benefits included. Southfield - Livonia area. Contact Mr Kane 9 AM - 4 MPM. 425-7272

SECRETARY
Travel agency, good typing and shorthand, $550 Fee paid.
Lois Ray Personnel
559-0560

504 Help Wanted Office-Clerical

MARY ADAMS & GLORIA MARTIN
Formally of Accuracy Personnel
Announce the opening of
ADAMS & MARTIN PERSONNEL
920 East Maple Rd.
Birmingham, Mich.
646-5600

O is for
**OFFICE SKILL