500 Help wanted

BANK OPPORTUNITY

We are looking for an experienced TELLER in the Oakland County area who has had some desk experience, is personable, aggressive and would like to use this position as a stepping stone to Management Training.

LIBERTY STATE BANK & TRUST
871-9400
An Equal Opportunity Employer

YOUNG Man, 18 or over, mechanically inclined for pinjumper. Plaza Lanes, Plymouth 453-4680

MAINTENANCE OFFICE: Responsible person needed for evening work, in local Rochester office. General clean up, utilities and some security work involved. All equipment furnished. Ideal for retired or other who wants steady limited hours job. Apply in person, Monday thru Friday, 8 AM - 4 PM, at 111 Higbee Manufacturing Co., 4th and Walter Streets, Rochester.

ACCOUNTING OPPORTUNITY
Growing division of major automotive supplier seeks individual: Cost Accountant. Accounting Graduate with minimum 2 years industrial experience and labor reporting. Standard Cost and Cost Accounting. Submit resume indicating current salary to Personnel Manager, Anchor Coupling Co. Inc., 377 Amelia St. Plymouth, Michigan 48170
An Equal Opportunity Employer

DIESEL Truck Mechanic, must be experienced with large size tractors and trailers. Good working conditions. Paid Blue Cross, life insurance, disability and pension plan. Telschal Trucking, Inc. 12200 Farmington Rd., Livonia. 422-2420

WAITRESSES
COOKS
DISHWASHERS
NEEDED FOR
DAYS & NIGHTS
Apply in person
Howard Johnson's
26587 Grand River, Redford
Equal Opportunity Employer

SHEET METAL or Body man, experienced with large Diesel Trucks will consider full or part time. Telschak Trucking, Inc. 12300 Farmington Rd., Livonia. 422-2420

EMPLOYMENT COUNSELOR
Trov office of the nation's largest employment service. If you have sales or public contact experience, will train you. Call Ms Schreiber 488-5400

MAN FOR full time, year around, indoor-outdoor work to help with maintenance. Apply in person to Detroit Baptist Manor, 30231 13 Mile Rd., Farmington Hills

ALL AROUND GRINDER HAND,
Apply Mathison, Surface, External etc Days. 58 Hours. Benefits
Arrowmith Tool & Die
23811 Telegraph
Southfield
An Equal Opportunity Employer

MATURE Responsible woman for light telephone work, evenings, start immediately. $2 an hour plus bonuses. Apply P.A.S. Suite 188, Clawson Bldg., 23109 Providence Dr. Southfield 358-1296

TELEPHONE SALES
Earn $100 week part time evenings. If you are a hard worker and have a desire to make money call us now while the opportunities are available.
Mr. Thomas 559-6627

ELECTRONIC ENGINEER digital and HC Analog Experience. Immediate opening Farmington area. Call Carolyn 477-7720

CREW BOYS
To work after school hours. Flexible, good commission. Birmingham area. Call 644-1100, Ext. 234

SERVICE Station attendant, days, full and part time, mechanics. 30-50 Commission Shell Service Center, Frank. 535-1558

MOMS
With the Holidays rapidly approaching, add to your income.
WORK PART TIME AT
McDonalds
Apply in person at
15399 Middlebelt near 5 Mile

EXPERIENCED BAR MAID. Milford area. 684-7915

TOP SALARY
We need qualified women for Gift and Accessory Department, also cosmetician. Women with experience preferred. Full time Opportunity unlimited. Fringe benefits. Birmingham - Bloomfield area. Sherman Prescriptions. Maple & Lahser 647-6900

EXPERIENCED waitress, lounge and restaurant. Milford area. 684-7915

ATTENTION
Beauty Operators
CAREER OPPORTUNITY
Are you an experienced hair colorist? Don't miss this chance to become an expert in one of Michigan's finest salons. For confidential interview call: 626-7176

500 Help Wanted

PENSION DEPT.
ADMINISTRATOR
With actuarial experience. Send resume to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

KEYPUNCHER, work an "on call" basis, evening hours, experience necessary, northwest suburbs. 352-2899

DeVlieg Jig Mill
Operator
Looking for good man, make own set ups. Top wages and benefits to right man. Apply:
9033 General Dr.
Plymouth

OFFICE Manager, individual to train for management position, for small company. Must have background in business management and accounting. Apply in your own handwriting to 21566 Schoolcraft, Detroit, Michigan, 48223. Do not apply in person

COLLECTION PERSON, full time. Salary plus bonus. Call Mr. McDonald. 273-6700

18 MEN
Must be available to start work immediately. Paid vacations. Profit sharing. $600 per month guaranteed to start if you qualify. No sales experience necessary. Call Tues only.
398-3001

DRIVER SALESMAN, responsible, good driving record, must work independently. After 2 PM 531-3051

COOK
We are looking for a cook with some experience in quantity food preparation. This is strictly a part time "on call" position which will occasionally work only 2 or 3 days a month and as needed. If you are interested in working in a pleasant surrounding with a friendly staff, call Personnel between 8:30-10 AM only
MetropolitanHospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

SERVICE STATION Man, experienced, local references, 8 days. Salary and benefits. Only those seeking permanent employment need apply. Union 76, at Square Lake and Woodward

Opening Soon
THE RED BULL
8 Mile & Grand River
Family Dining & Cocktails
Now accepting employment applications Monday Wednesday, 2-4

SERVICE Station attendent, days, full and part time. Mechanics. 30-50 Commission Shell Service Center, Redford Twp area. Frank 535-1558

PHOTOGRAPHERS
People interested in photography, some experience preferred for photo copy and portrait photography. Bryan portraits. Full time and part time positions available. Interviewing Monday, Tuesday, November 11 & 12 between 3 - 9 PM at the SS Kresge Store, Photo Dept. in Oakland Mall, 14 Mile-I-75 in Troy. Ask for Mr. Verner or Mrs. Miller.

BAR MAIDS and WAITRESSES for days and nights. Apply in person. The Ranch Lounge, 14559 N. Telegraph, south of 5 Mile

TOOL MAKER
Experienced tool maker. Must be able to run all machines. Top pay and benefits. Apply.
9033 General Dr.
Plymouth

PAINTER NEEDED
ONE YEAR'S EXPERIENCE.
Call
422-7228

BRIDGEPORT
OPERATOR
Small plant in suburban Plymouth needs top notch man. Apply:
9033 General Dr.
Plymouth

GIRLS to pump gas, must be 18 full or part time. Apply in person 27538 Grand River, corner of 8 Mile. Between 6-8

COOK
Some broiler experience. Evening shift 4 PM to closing. Paid Blue Cross. Good working conditions, good fringes. Apply in person after 2:30
Machus Red Fox
6676 Telegraph
Near 15 Mile Rd.
Birmingham

HANDYMAN to do all around maintenance for builder in apartment projects. Salary $175 per week.* 2377 Southfield Rd. Suite 181. 353-2702

INSURANCE
GROUP HEALTH CLAIMS APPROVER
Major insurance company has openings for Health Claims Approvers. Must have experience with disability, hospital, surgical and medical payments. Northland area, soon to relocate to 12 Mile and Telegraph. Good fringe benefits* 4 day work week. Call Miss McMurry between 9 and 4
352-3900
An Equal Opportunity Employer

BLOW MOLDING: FOREMAN
Medium sized manufacturing plant has permanent employment for qualified men in above classifications. Apply in person:
Adell Industries
43700 Adell Blvd., Novi

500 Help Wanted

MAN for steel cut-off work in small tool shop. Overtime and full benefits. GR 6-1181

IT'S FUN
To Work At
FARRELL'S
Full and part time positions now open for day help. Apply Monday through Friday 2 to 4 PM. Appearance counts. 16 and older PLEASE.
Farrell's
ICE CREAM
PARLOUR
RESTAURANT
29285 Southfield Rd.
(North of 12 Mile)
Southfield
An Equal Opportunity Employer

DELIVERY HELP, part time, 8 am-3 pm Monday thru Friday. 355-4890

NEEDED WEEKDAYS Service Station Attendants from 6 AM to 2 PM. Must be prompt and dependable. Apply in person at 16 Mile and Rochester Rd., Shell

ELECTRONIC
ASSEMBLERS
1 TO 3 YEARS Experience required in P.C. Board Assembly.
STERLING
KYSOR DIVISION
20975 Telegraph Rd.
Southfield
355-3030

FULL TIME MECHANIC wanted. Must be experienced and have own tools. Apply in person at Big Beaver Rochester Rd., Shell

LEARN PHOTO
DEVELOPING
Good training program in Photo Finishing now available for those interested in full-time permanent work. Will pay you above minimum wage while teaching you this challenging field. Night Shift Only. If this interest you please phone for interview appointment.
NOVI LOCATION
Call Miss Moorehead
349-6700

BEAUTICIANS
Male or Female... Up to 70% commissions. Livonia - Plymouth area. 464-3300

Security Manager
Taking applications for Security Manager, experience preferred. Apply Monday through Friday, 10 AM to 12 Noon and 2 PM to 4 PM.
K-MART
37175 Grand River, Farm

APARTMENT MAINTENANCE work available for responsible married man. Full time employment at large west side apartment complex. Excellent opportunity for middle-aged individual acquainted with plumbing, heating, appliances and misc. repairs. Apartment and utilities. 565-9153 9 to 5. Or in person, 30500 West Warren & AM

TAILOR
Alterations
New, quality menswear store in Rochester, top wages and fringe benefits.
588-4148

MAID
For motel. Full or part time. No experience necessary. 535-9000

KITCHEN
HELP
Mature women, full time, 10AM - 6:30 PM. Call during business hours 10-2. Ask for Ruby Doolin
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

RETIRED gentleman to work part time evenings in Garden City area (general home. Write Box 920, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Mich. 48150

HOUSEKEEPING
Full time 8 AM - 3 PM. Call during business hours 7 - 3 PM. Ask for Florence Parks
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

CALL Liberty Agency for Hourly or Temporary live in work with infants, children, elderly or convalescents. Also steady housekeeping positions. Weekdays. 356-1670

HOUSEKEEPERS
Responsible mature man or woman for the day shift. 8 - 4:30 PM. Apply, in person.
WISHING WELL MANOR
520 W. Main St.
NORTHVILLE

DAY TIME Dishwasher - Kitchen Help. Monday through Friday, 8 A.M. - 4 P.M. Woman or man. Reliable, please! Bus Boy, day and nights available. Call John Lalfrey's, 7 Mile - Telegraph. 538-4683

SHORT ORDER
COOK
Nights. Must be steady and dependable. Good wages.
WIZOM AREA
349-6780

APPRAISAL TRAINEE. Classroom instruction and in the field training. Must be over 21, neat appearing and live in the Northwest Suburbs. Call Mr. Fox 476-6181

BAR MAIDS
WAITRESSES
Top Wages & Tips
Must be Attractive
WIXOM AREA
349-6780

EXPERIENCED Service Station Managers - Major oil company. Paid Manager Training. Plymouth-Livonia-Farmington area. Call Mr. Leuhkh. 273-4214

SALES
Looking for a professional career in selling? A large international Life Insurance Company can help you decide if this is the field for you. We offer extensive training and outstanding fringe benefits. For an appointment phone.
644-7517

500 Help Wanted

SERVICE STATION ATTENDANTS needed full and part time. All shifts available. Apply in person Terrace Service 19233 W. 7 Mile or 2940 Grand River (corner of Middlebelt) or Gulf Service 15100 W. 7 Mile.

Die Setters
- Must be experienced
- Good pay
- $4.92-$5.24
- Excellent fringe benefits
- Steady Work

ALL
PRODUCTS
12238 Woodbine
Telegraph-Plymouth Area

OPPORTUNITY available for hair color or permanent wave assistant. Part time. Must have license. Farmington Phone. 477-5233

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

AMBULANCE PERSONNEL. Must have advanced First Aid and C.P.R. 24 hour shifts only. Contact Jim Gray, Farmington Hills Ambulance. 478-3111

BRIDGEPORT
HANDS
Steady employment. Overtime. All benefits.
PEAK
INDUSTRIES, INC
5320 Oakman, Dearborn

JOB with great pay, travel and education. Call the U.S. Air Force, 28537 Ford Rd., Garden City. 425-5858. 15195 Farmington Rd., Livonia 522-1190

502 Help Wanted Dental-Medical

NURSES AIDE
Responsible mature women for the day and afternoon shifts. Apply in person.
WISHING WELL MANOR
520 W. Main St.
NORTHVILLE

LPN
For part time position, 7 AM to 3 PM. In Convalescent Center, convenient to I-75 Promise. 353-6096

RN'S
Immediate full and part time positions available in afternoon and midnight shifts. Excellent salary and benefit package. Call or visit.
722-4400, ext. 321
Annapolis Hospital
53155 Annapolis Ave. Wayne

NURSES Aides wanted, all shifts open. Apply in person. 28500 Five Mile, between Middlebelt, Inkster, Livonia

RN-LPN
Midnights. Full or part time shifts. Midnight aides full or part time for innovative program at progressive J.C.A.H. accredited extended care facility. Top wages. Contact Mrs. Unger from 9 AM - 4 PM, at 477-2000 for interview.
BEVERLY MANOR
24500 Meadowbrook Rd
NOVI

RN-LPN wanted afternoons and midnight shift. Apply in person. 23350 Five Mile, between Middlebelt, Inkster, Livonia

LPN
Enjoy a rewarding career working with the retarded. Advancement opportunities and job security. Excellent salary and fringe benefits. Contact Personnel Department
PLYMOUTH CENTER
For Human Development
453-1500, Ext. 281
Mon.-Fri.: 8 AM. - 4:30 PM
An Equal Opportunity Employer

R.N. for medical office. Part time, no weekends. Call 644-0029

LPN
CALL
8 - 3:30 PM
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

DENTAL ASSISTANT. Experienced and mature. Pleasant Livonia office and benefits. Call after 2 PM weekdays only. 425-4374

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

DENTAL Assistant. Excellent opportunity for ambitious charming person. Large modern group practice. Salary open. Charisma experience a must. We are looking for that special someone. Call Sue, Southfield area. 557-0020

CHARGE NURSE
Needed for nights. Full time, Monday through Friday, 11:30 PM to 8 AM. Excellent salary fringe benefits and good working conditions. For interview call Miss Yancey RN at
531-7200
Presbyterian Village
in Redford Twp.

DENTAL ASSISTANT, full time, chairside receptionist. Northwestern office, mature, responsible, experience appreciated. Call after 7 P.M. 455-2141

TELEPHONE RECEPTIONIST-MEDICAL RECORDS CLERK
Midnight shift, 11 PM. to 8 AM., part time including alternate weekends. No experience necessary. Apply in person.
PEDIATRIC ASSOC.
23133 Orchard Lake Rd. Farmington
No phone calls please.
An Equal Opportunity Employer

CHALLENGING and responsible position immediately available for qualified, mature adult in medical office. Must be knowledgeable in all phases of front office and insurance. Experience also necessary in X-Ray, EKG, Injections, Vena Puncture, and basic Lab. References required. Salary commensurate with experience. Call Monday thru Friday, between 9 AM. - 2 PM. 273-6655

502 Help Wanted Dental-Medical

LPN
Afternoon shift preferred, full or part time, good starting salary, fringe benefits. See Mrs. Sopelak.
NIGHTINGALE
WEST
8365 Newburgh Rd.
Westland Nr. Joy Rd.

LIVONIA Doctor's office, 5 Mile & Middlebelt area, part time receptionist, also typing & billing. Experience preferred. 421-3013 after 3 PM. or 477-2810

DIETARY SUPERVISOR
- ON CALL -
We have an immediate opening for an "on call" Dietary Supervisor. Prefer candidate with Associates Degree in Food or Dietetic Technology. If you are interested in working only now and then, this is an ideal opportunity for you. For more information, call Personnel
MetropolitanHospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

CERTIFIED Dental Assistant. Intelligent and quick. W. Bloomfield. Reply Box 924, Observer & Eccentric, 36251 Schoolcraft, Livonia, Michigan, 48150.

REGISTERED
NURSES
FULL TIME & PART TIME
AFTERNOONS & MIDNIGHTS
Join a Health Maintenance organization. We are accepting applications for Registered Nurses interested in full time or part time work occasionally on afternoon or midnight shift. We offer excellent salary, including both shift and weekend premium, and an unsurpassed benefit program. If you would like to be considered for placement in our growing, comprehensive health care program, call our staff skills in providing total patient care, call Personnel.
MetropolitanHospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 286
An Equal Opportunity Employer

DENTAL ASSISTANT - full time in central Livonia office. Experience desireable, but not mandatory. Must be HSG. Neat appearance, personable and willing to learn new skills 261-7821

NURSES AIDES
FULL TIME ONLY
Afternoon Shift
APPLY IN PERSON
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

NURSES AIDS
For Day Shift
An Equal Opportunity Employer
Plymouth 453-0180

MEDICAL ASSISTANTS
Busy downtown Detroit office needs competent aides requiring minimum supervision to assist doctors with patients. Some typing ability required. Previous medical experience helpful but not mandatory. Will train career minded individuals of ability. Good salary plus benefits. Send complete resume to box 925, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich 48150

DENTAL ASSIST. full or part time. Experienced preferred. Good opportunity for career minded person. For interview. Phone 425-4520

COOK
Experienced in NURSING HOME with supervisory capabilities. Week ends now with potential for full time. Must have own transportation. Good pay and benefits, pleasant surroundings. Apply 10-4, Monday through Friday. Mr. Cumings.
FARMINGTON NURSING
HOME
30405 Folsom Rd. Farm.
477-7400

DENTAL ASSISTANTS
& RECEPTIONIST
Experience preferred, must be intelligent, reliable and pleasant. Large group practice in Pontiac. 40 hrs. Good salary, between 3-6 pm 338-1731

X-RAY
Technologists
Good positions available for full time work. For information call:
GA 2-4033

EXPERIENCED chairside dental assistant wanted for busy dental office. Madison Heights area 398-5325

RN'S or LPN'S
Afternoon and midnight shifts. Full time. Good benefits, steady work, pleasant surroundings. Immediate opening. Apply 8-4, Monday through Friday. Mrs. McCarthy.
FARMINGTON NURSING
HOME
30405 Folsom Rd. Farm.
477-7400

DENTAL Assistant to work in North Woodward area, experience preferable but not necessary. Call weekdays, 9 AM to 3 PM. 588-8105

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

NURSES AIDES needed. Days, afternoons, midnights for new addition. Will train. Call Mon. thru Fri. 9 AM till 3 PM. DORVIN Convalescent & Nursing Center. 478-0550

NURSES AIDES
All shifts, full or part time, training classes now forming for mature ladies. Get paid while you learn. Modern nursing home. Competitive wages. Good benefits.
OAK HILL
Nursing Home
477-3733

NURSES AIDE
Responsible mature women for the day and afternoon shifts. Apply in person.
WISHING WELL MANOR
520 W. Main St.
NORTHVILLE

502 Help Wanted Dental-Medical

DENTAL receptionist - business manager for modern Troy office. Previous dental & bookkeeping experience necessary. Would be an excellent position for former CDA. Call 649-6120 or 652-9064

504 Help Wanted Office-Clerical

SECRETARY
Southfield insurance agency, good typing and general office skills. Shorthand helpful. $480. Fee negotiable.
Lois Ray Personnel
559-0560

STENO
Good skills and bookkeeping experience for a couple evening position in Troy. Salary over $600 depending on experience. Fee paid.
Lois Ray Personnel
559-0560

LEGAL SECRETARY. $650 plus. Fee Paid. 3 years experience. Estate and corporate preferred. W. Bloomfield Call Mrs Evans, Suburban Personnel 477-9840

INSURANCE
TECHNICIAN
$615 plus. Fee Paid. 3 years work experience of college required plus figure aptitude and liking for detail work. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

COME SEE US!
CLAIMS EXAMINER ... TO $1,000
MANAGEMENT TRAINEES.
... TO $833
BOOKKEEPER F-C ... TO $750
SECRETARIES ... TO $650
CLERK TYPISTS ... TO $606
CLERICAL ... TO $575
GENERAL OFFICE ... TO $500
RECEPTIONIST ... TO $500
Many other positions available. Most companies pay fee. Companies offer pleasant working conditions and excellent benefits. See us daily 8:30 AM to 5 PM. Saturday by appointment ONLY
ALLIS JOHNSON PERS.
15185 Farmington Rd. 425-3000

INSURANCE, $650 plus. Fee Paid. Minimum 1 year commercial rating required. Fire and auto preferred. Southfield. Call Mrs Evans, Suburban Personnel 477-9840

NINE MILE
NIFTY
$550 No Fee
Wow! Super job in varied easy going atmosphere. If you have some accurate typing and would like a position with a future, then call now.
THE FREE AGENCY
354-3210 8:30 - 8 pm

WORK IN
LIVONIA
$550 No Fee
One of our favorite employers in Livonia! Loving! We need a typist with some public contact experience. You'll be greeting his important clients and making them feel welcome
THE FREE AGENCY
354-3210 8:30 - 8 pm

HIGH SCHOOL Grad. Southfield by Feb. Paid. Type 50. Salary $100. Good raises. Motor City Employment. 559-6550

LIKE
MONEY?
NWSTN HWY
$600 No Fee
Good head for details needed here. President wants a college grad, energetic typist with some math aptitude to handle important, specialized work. Great salary $600.
THE FREE AGENCY
354-3210 8:30 - 8 pm

GENERAL OFFICE
$6500
Beautiful office. Good typing. Happy smile, phone voice. Zelda 559-0760

KAY TURNER PERSONNEL
18280 W. 10 Mile Rd.
Southfield

GENERAL OFFICE, full time bookkeeping experience necessary. Mature person preferred. Working conditions. Farmington Hills area. Call 9 to 3. Ma. Self 851-0500

NW SECRETARY
$7800
Good typing and dictaphone. No shorthand. "For legal office. Call Pat 559-6760
KAY TURNER PERSONNEL
18280 W. 10 Mile Rd.
Southfield

Permanent
STAFF
Company
Legal Beagle Needs
a sharp secy. to use her skills to be his "right hand". Northwest suburban spot pays $160 week plus great benefits. Call 476-1213 till 8 PM for convenient interview. Personnel.

SECRETARIES, large fast growing suburban company needs 2 executive secretaries. Excellent benefits, fee paid. $650. Call Professional Personnel. 247-4619

Temporary Assignments
FOR
SECRETARIES
STENOGRAPHERS
KEYPUNCH OPR'S
Day & Afternoon Shifts
WITT GIRL
Call 545-6828 for office nearest you. In Livonia area call 525-0330 Mon., Thur., Fri. 10 to 3 PM.

Apartment
Management
Sharp thirtish year old gal wanted to manage busy office in large Oak Park apartment complex. Will be handling varied work and dealing with tenants. Call 9 AM to 3 PM only. 541-2499

CLERK-TYPIST
General office work includes filing, sorting, typing. Start $100 weekly. All benefits. Livonia. Mrs Warren. 525-1600

504 Help Wanted Office-Clerical

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 much of office machines. Send resume and salary requirements to: Box 912, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan, 48150.

SECRETARY
RECEPTIONIST for one girl office. Automotive sales engineering. Typing, shorthand, some bookkeeping. Southfield and 8 Mile area. Company fringe benefits. Call for an appointment.
Hayes-Albion Corp.
353-6363

PLEASANT girl for pleasant office. Full time, general office work. No experience necessary. Must enjoy math aptitude. For interview call. 477-8900

TYPIST
45 to 50 wpm, some previous work experience necessary. Northland area. Soon to relocate - to 12 Mile and Telegraph. Good fringe benefits. 37½ hour week. Call Miss McMurtry between 9 and 4.
352-3900
An Equal Opportunity Employer

KEYPUNCH
OPERATOR
Experienced Keypunch Operator needed for temporary positions, 40 Hour work week. 8:30 AM to 5 PM for 8 to 10 weeks.
Call: CRAIG PHIPPS
261-8600

BOOKKEEPER, challenging full time position for fast growing Southfield firm. Must be able to handle client contacts as well as bookkeeping duties. Excellent salary conditions. Paid benefits. Salary open. Please call Mr. Stanich 354-4250

Permanent
STAFF
Company
Outgoing Attitude?
Ideal spot for outgoing beginner with some shorthand and desire to advance quickly. Northwest suburban spot $120 week to start. Call 476-1213 or come to 20712 Grand River till 8 PM daily. Personnel.

Permanent
STAFF
Company
Redford Receptionist
Type - smile and enjoy every minute of this busy job. Careful typist starts at $425 month. Call 261-2111 or come to 20912 Plymouth till 8 PM weekdays. Personnel

GIRL FRIDAY
needed for Retail Store, some experience helpful but willing to train. Plymouth - Farmington Rds area.
CALL 525-6600
AUDIO LAND

Permanent
STAFF
Company
Dream Job
Good typist can start in executive office of well known Woodward company. $425 month to start for outgoing person who enjoys public contact. Call 542-3143 or come to 24285 Woodward for necessary personnel service interview. (Open till 8 PM)

PBX OPERATOR-RECEPTIONIST
For permanent position at Lawrence Institute of Technology in Southfield. 8 AM - 4:15 PM. Mon. thru Fri. Typing ability desirable. For interview, Call Mrs. Frederick
644-3340

ART-ORIENTED?
$550 FREE
Art degree or experience gives you opportunity to learn retail and use talent - Call Pat Kelly
588-5400
SNELLING & SNELLING
AGENCY

TELEPHONE Solicitors. Experienced only. Terrific pay. Southfield office. Pleasant working conditions. Terrific bonus. 557-2450

Permanent
STAFF
Company
Outgoing Attitude?
AND some shorthand too! Make a career start with outstanding Southfield company. Earn $120 week, learn fast and advance quickly. Call 559-7755 or come to 26828 Southfield (open till 8 PM) for convenient personnel service interview

PERSON with clerical experience in shipping & receiving, transportation, or warehousing. Sonic lights, Inc. To work in Livonia. Please submit brief resume giving work experience and availability. Box 938, Observer & Eccentric, 36251 Schoolcraft, Livonia, 48150

SECRETARY
FOR Sales company. High hand position for mature person. $500 - $600 depending on qualifications.
ACCURACY PERSONNEL
Southfield 559-2010
Birmingham 642-3050

ACCOUNTS Payable, assistant. Bookkeeper, good typist, for purchasing department of medium sized firm. Must be qualified to handle phone orders after learning our catalog product line. Five day week. Permanent. Ask for Mrs. Oesterle. 543-1257

BOOKKEEPER
Not Full Charge. Opportunity for figure fancy person to earn $560. Good fee arrangements.
ACCURACY PERSONNEL
Southfield 358-2010
Birmingham 642-3050

TYPIST AND GENERAL Office duties. Salary with fringe benefits. Reply to Box 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

Maintenance Man
Opportunity for college student or retiree. Office in Livonia requires janitorial service, with light shop maintenance. Daily 4-8 PM. Permanent position. Must be dependable, conscientious, own reliable transportation. References required. Send brief resume with prior work experience and hourly pay requirements to: Box 919, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY 20 hours weekly. B'nai Brith Hillel Foundation, Wayne State University, call Mon. thru Thurs 9-5 577-2618

FRIENDLY SALES
SECRETARY
Be your own boss in this beautiful office managing the district manager's affairs. Your top secretarial skills will be appreciated. Immediately. $740. Call Lee Larson
353-6500
SNELLING & SNELLING
AGENCY

GAL FRIDAY
No Typing, no shorthand necessary, organize records, make appointments, learn new skills. $120 per week. Southfield. Call John LaVelle. 557-2450

ADVERTISING WHIZ
$650
VP needs personal assistant now. Secretary who has creative background gets this. Call Pat Kelly.
588-5400
SNELLING & SNELLING
AGENCY

BOOKKEEPER, fully experienced, for payroll, accounts payable and receivable. NCR bookkeeping machine experience essential. Monthly journal entry experience. No smokers. 8 Mile and Middlebelt area. 477-9600

Permanent
STAFF
Company
Persone-Able
Friday
Northland company needs your outgoing personality and life shorthand for a super "people oriented" job. $425-$450 month to start. Call 559-7755 or come to 26828 Southfield till 8 PM daily. Personnel

SECRETARY
We have an opening in our divisional office for an experienced secretary with good stenographic and typing skills. Will be working with several of our sales representatives. Fully paid benefit program. Salary commensurate with experience. Apply Monday, Wednesday, 9 AM - 12 PM. An equal opportunity employer

Permanent
STAFF
Company
Beginners Only!
Super North suburban company needs several beginners with good figure aptitude to train for fast advancing jobs in their accounting department. $90-$95 week to start. Call 559-7755 or come to 26828 Southfield till 8 PM. Personnel

FARMINGTON INSURANCE AGENCY needs mature woman with general knowledge of bookkeeping, and willing to learn insurance. Call Tuesday for interview. 334-5073

ADMINISTRATIVE
SECRETARY
Great opportunity to use your good skills and take charge ability. Start immediately. Excellent benefits, too. 1650 Call Gail Gibson
353-6500
SNELLING & SNELLING
AGENCY

SECRETARY
Mature young woman for small office executive marketing division at west side location. At least 3 to 5 years previous experience. Mostly typing & filing. Excellent typing & shorthand skills required. Excellent benefits. Call for appointment. 477-3238

Permanent
STAFF
Company
Careful Typing?
Bubbly beginner will start at $475 month. Lots of variety in this Northwest office. Call 261-2111 till 8 PM. Personnel

BOOKKEEPER-TYPIST
Excellent opportunity. Must be efficient, capable, dependable. Salary commensurate with experience. Modern office near Livonia Mall. Write to Box 922, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan, 48150.

BOOKKEEPER-ASSISTANT
Basic bookkeeping knowledge is all you need to land this spot with service organization. Call today. Start your new job tomorrow. $500 plus. Carol
353-6500
SNELLING & SNELLING
AGENCY

SECRETARY - Accounting background preferred, responsible for maintaining accurate records general typing and filing. Southfield office, call between 1PM - 3PM. 559-4600

Permanent
STAFF
Company
Full Charge
Bookkeeper with good experience thru trial balance will earn $150-$175 from famous north suburban company. Call 542-3143 for more information. Interviews till 8 PM daily at 24285 Woodward Personnel

PRODUCTION TYPIST, experience with dictaphone helpful but not necessary. Southfield. Call between 8 and 4:30 273-4340

Permanent
STAFF
Company
Beginner Sec'y.
Ideal spot for outgoing beginner with some shorthand and desire to advance quickly. Southfield area boss pays $120 week to start. Call 559-7755 or come to 26828 Southfield till 8 PM daily. Personnel

TYPIST - STENO, good shorthand experience necessary, part time Bloomfield Hills. Woodward Ave north of Square Lake Rd. Mr. Dudley. 658-7035

WANTED Combination bookkeeper and secretary to be responsible administratively for one phase of a multiple division security operation. Must have bad experience in billing, accounts receivable and accounts payable. Also must be able to type, correspondence with accuracy at reasonable speed. Excellent location in Southfield. Would consider afternoon shift for right person. Call Mr. Jameson for appointment. 557-5224

Permanent
STAFF
Company
Ad Agency Steno
Super interesting job for A-1 west suburban company. Work with top research execs even if your shorthand is only like. Accurate typing most important. Call 591-2111 till 8 PM daily. Personnel.

504 Help Wanted Office-Clerical

Permanent
STAFF
Company
Sec'y.
Trainee
Some general office experience and some shorthand can start you in the right direction. You earn $120 week from outstanding suburban organization. Call 261-2111 or come to 20912 Plymouth for convenient personnel service interview. (open till 8 PM weekdays)

BOOKKEEPER SECRETARY full charge through financial statements. 1 girl office. 4 days a week, 9 AM to 5 PM. $95 per week. Call between 10 AM and Noon 644-6523

Permanent
STAFF
Company
Front Desk
"Smiles"
Like people? Speak well on phone? Like to start out earning $425-$475 month from thoughtful boss who pays your placement fee? If you're a careful typist, the job is yours. Call 478-1213 for more information. (Open till 8 pm daily)

DATA Recorder Operator, part time, hours flexible. Near downtown Detroit. Parking furnished. Call Wayne Correll. 962-3237

AUTO BILLER
Must be experienced. Start immediately. See Mrs. Wright
LOU LaRICHE CHEVROLET
40875 Plymouth Rd.
Plymouth
453-4600

INSURANCE CLERK
Mortgage Co in Northland area is looking for a girl with Minimum of 2 years experience in the real estate insurance field. Salary commensurate with experience. Excellent fringe benefits. For appointment, call Mr. Chapin 355-6550

CLERK TYPIST
City of Farmington Hills needs a person to perform general clerical duties. Must have good typing skills and some office experience. Under Federally funded program - CETA. Must be resident of Oakland County, unemployed for 30 days, or underemployed. Salary $510 month. 31555 11 Mile Rd. 474-6115

RECEPTIONIST. light typing, file orders, mornings 9-1. Mon. thru Thurs. Ferndale 355-9347

MATERIAL CONTROL
TRAFFIC
Manufacturing company requires follow up clerk. Some typing. Knowledge of material control and/or traffic routine helpful. Must be self starter. Contact Mr. Robert Olah.
HYDROMATION FILTER CO
39201 Amherst
Livonia
464-0600

SECRETARY needed, 6 months experience. Small office, collection. Southfield area. Westland Employment 427-6440

Secretarial Desk
If you are efficient, pleasant, a good typist, and desire full time work with paid holidays, vacations, many benefits $485 to start call 478-0005, 10-30 to 4-30. Albin Temporaries 24588 Industrial Circle, Grand River, Drake Rd., Farmington
An Equal Opportunity Employer

GIRL for office work. Must have typing, filing and light bookkeeping experience. Salary open. Call 422-1699

BOOKKEEPER
FULL CHARGE
Well established Birmingham area firm has opening for full charge bookkeeper. Typing required. Outstanding opportunity with starting salary $800-850 month. Excellent benefits, and working conditions. Reply in confidence to Mr. Crosby, Box 484, Southfield, Mi. 48076.

Bookkeeper Typist, some company office work. Southfield area. Express CPA, 18911 West 10 Mile, Suite 201, Southfield. Mi 48075

EXPERIENCED
BOOKKEEPER
Preferably male with knowledge of accounting and all office procedures. To ultimately become office manager of small manufacturing company in Southwest Detroit. Call 841-2726, 8:30 - 5 PM. Weekdays

INSURANCE BOOKKEEPER
Wanted. Experienced. Full or part time. 11 Mile - Lahser area 356-3630

TECHNICAL
YOUR Technical Background will help you to be a Top Interviewer and Recruiter for our clients. Great earning potential. Call Mr. Kammer.
557-3292

INTELLIGENT GIRL
Preferred to Secretary. May pick her hours and earn top salary in Farmington office. Write Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, 48150.

CLERICAL
Will train mature person with experience in office work. Excellent employee benefits.
CALL- Mae Wiltanen
868-8600
DETREX CHEMICAL
INDUSTRIES
An Equal Opportunity Employer

POSITION Available - 3 to 5 years minimum experience - working hours 8 AM to 5 PM. Call Dorothy Siegel Eng. for appointment and interview 553-6730

General Office
Experienced for Southfield Branch of national corporation. Must be accurate typist, good personality and pleasant telephone voice. Excellent working conditions in new office bldg. Company paid fringe benefits. For appointment call
352-5600, Ext. 44

GENERAL OFFICE - Answer phone, filing, light typing. $100 per week. Oak Park. Full time. Call Mr. Abele 398-4300

SECRETARY
FOR LEGAL FIRM. No experience necessary. Dictaphone and typing required. Farmington Hills
851-9500

502 Help Wanted Dental-Medical

RN SUPERVISOR
RN to supervise nursing, medical assistant, and receptionist personnel, for large medical office. Only Nurses with prior supervisory experience need apply. Salary commensurate with experience. All replies confidential. Send resume to: Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

An Equal Opportunity Employer