500 Help wanted

MAINTENANCE
Light maintenance work, full time. Apply in person
ARDMORE ACRES
19810 Farmington Rd
Livonia

Plate Roll & Press
Brake Operator
Experienced operator to roll ¼ x 10 ft. long press brake and ¼ x 12 ft. long plate roll. Second shift operation. Good fringe benefits
Enviro-Fab Inc.
12840 Beech Daly
Detroit, Michigan
937-2000

STUDENTS, college or late high school, weekends, evenings and days. Must have clear speaking voice. Grand River Telegraph area. Contact Mr Roberts between 11 AM & PM 538-4000

MOTEL, general manager, North west. Detroit. Seeking promotion minded individual with turn around capability. Excellent deal for right person. Salary commensurate to ability. Send resume to Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

FITTERS
PLATE & STRUCTURAL STEEL FABRICATION
Ability to read blue print required. Top rates. Experienced only.
Enviro-Fab Inc.
12540 Beech Daly
Detroit, Michigan
937-2000

LAWN MAINTENANCE full time. Livonia area 7:30 AM to 4 PM 476-6633

TRAINEE
Production Control
NW Suburban manufacturing company has an immediate opening for individual with some education and/or experience in production control for fabrication and assembly operations. Salary commensurate with education and experience. Liberal fringe benefits. Send resume and salary requirements to Box 464 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

WAITRESSES for Central Income. Full and Part time for night shift. Apply in person between 9 AM - 2 PM at The Stein Room 23616 Farmington Rd., Farmington

WAY OUT
Desire someone experienced in structural steel lay out work. Apply in person or call
PONTIAC INC. PARADON DIV
44000 Grand River
Novi 305 981 ext 36

MACHINISTS
ALL-AROUND
Must be very good producers and do accurate work on Bridgeport Mill. Lathes and at least one machine operation preferably Surface Grinder or Jig Grinder. Long program. Day and night shift operations. Excellent benefits. Apply at
VICETE
ENGINEERING CO
45241 Grand River, Novi

Press Operators
Experience preferred but not necessary
Tool Repairmen
Die Setup Man
Material Handler
CALL FOR APPOINTMENT
Johnson Stamping & Fine Blanking Co.
459-1020
Employees hired to replace employees currently engaged in strike

500 Help wanted

#3 W & S
Turret Lathe Operator
Must be experienced
Apply at
HYTROL
MANUFACTURING, INC
18335 Wyoming, Detroit
272-7350

DELIVERY Female 18th mos transportation. Hours flexible after-noon and Saturday. $1.75 per hour. 41 coats pay-radio. Contact Four Seasons, 161 S. Main Northville

BUYER
FOR MEDICAL SUPPLY CO
Experience helpful but not essential. Willing to learn a trade. Please send resume to Box 402, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

PRODUCTION ENGINEER
LOCAL Manufacturer of small metal stamping and assemblies has need for qualified production engineer. Detail attitude estimating, material, labor and tooling costs for quotations. Engineer experienced required. Salary open. Reply to Box 476 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEATHER TAILOR, in Birmingham looking for tailor or sewing stress, must have some leather experience. Call Mike thru Fri. 10-3 PM 645-2600

YOUNG BOY WITH Driver's License to drive one to Ypsilanti, from approximately 10 AM to 4:30 PM, to work in Ann Arbor or Ypsilanti. 487 9 Michigan Ave. Very light duties. Call be responsible and of good character. Drive my Cadillac car by Mrs. Nader 27536 W. 7 Mile Rd. Livonia

DRIVER-SALES
Deliver soft-serve ice cream products to established accounts. Must be able to lift pails of ice cream. Good pay, plus route cash & chance at a later date to increase your earnings. Must have the State of Michigan Complete benefits. Hospitalization, etc. Call Bob Kaggs Regional Manager for Pace Industries, a wholly owned subsidiary of the Kroger Co.
313 887 1600

OLDER COUPLE
to manage 100 unit apartment complex Plymouth area. Take complete charge, rate to be cleaning, landscaped, maintenance. Excellent salary apartment, plus fringe benefits 455-2733

ENTHUSIASTIC - energy hungry high school students bonded. Must be able to start back by 1 PM. Only the ambitious need apply. Sales experience helpful but not necessary. Call 326-6000

SERVICE TRAINEE
Basic knowledge of electrical and refrigeration - preferred. We are a fast-growing company in the cold serve ice cream business. We need a man to service, repair and install our equipment. Program includes periodic raises, company benefits and all expenses paid for Will train proper individual. Call Bob Kaggs Regional Manager for Pace Industries, a wholly owned subsidiary of the Kroger Co.
313 887 1600

INDIVIDUAL required for photographic work, experience helpful but will train right person. Paid Blue Cross. Apply in person 21340 Pontiac Trail, Wixom

EXPERIENCED turn'ey operator full time Call 425-4500

SENIOR
Northwest Area - Senior gentleman for Public Relations sales. May be retired. Hours very flexible. Call Mrs Anderson, Reimle's Curtains 266 1900

ASST. TRUCK
STOP MANAGER
Oil Company desires an Assistant Truck Stop Manager for the Dearborn-Hills area. Experience desirable, but not necessary. Salary negotiable depending upon experience. For interview, phone 291-6506

500 Help wanted

TOOL & DIE MAKERS
TOOL ROOM MACHINISTS
MULTIPLE SCREW MACHINE SET-UP MEN
At least 7 years experience
Steady work. Liberal benefits
Applications now being accepted
PATTERSON LAKE PRODUCTS
1600 Patterson Lake Rd
Pinckney, Michigan

The City of Farmington Hills is accepting applications for the following positions funded by the Comprehensive Employment and Training Act (CETA). To qualify for CETA positions, applicants must be Farmington Hills residents, and unemployed for 30 days under Title II of the act, and 15 days under Title VI of the act, or underemployed (a person who is working part-time but seeking full-time work, or a person who is earning full-time but at a rate of salary relative to his or her family size is below the poverty level).

Positions available under Title II (30 days unemployment)

Police Department
6 Community Services Officers, Salary $7,500/yr

Positions available under Title VI (15 days unemployment)

Recreation Commission
1 Clerk Typist I, Salary $6127/yr
2 Recreation Programmers, Salary $8,500/yr

Police Department
1 Administrative Assistant, Salary $10,000 - $11,000/yr
1 Radio Dispatchers, Salary $8347/yr

Public Services Department
1 Staff Assistant, Salary $10,000 - $12,000 yr
1 Draftsman, Salary $9000 - $9000/yr
1 Junior Engineer, Salary $12,000 - $13,000/yr

City Manager's Office
1 Junior Planner, Salary $11,000 - $12,500/yr

Finance Department
1 Account Clerk Cashier, Salary $8455/yr
1 Research Assistant, Salary $10,000 - $11,000

CITY OF FARMINGTON HILLS
31555 Eleven Mile Road
474-6115

500 Help wanted

FEEDER-Group Leaders, male, at least 3 years, to work with Exceptionally Child Program. Call Dr. Universal Foundry 261-8700

MACHINE SHOP Teacher's assistant. Farmington Public Schools 3 years machine shop experience or two years technical school 2 years day. Call 477-1330 ext. 30

Gas Station Help
Attendants, no mechanical work. Advancement possibilities. Apply at Tulsa Service Stations.
14545 Plymouth Rd., Detroit
5245 E. 8 Mile Rd., Warren
35425 Ford Rd. Westland

DRIVERS WANTED Part time after schools and weekends. Apply Peoples Ice Cream, 14000 Schoolcraft, between 1 PM-3 PM

ADULT BABY SITTERS, full or part-time nights and weekends. South Hills Youth Employment Management, Dept of Recreation, 261-8000 Berg Rd 524-0107

PERSONNEL COUNSELOR
If you have the ability to work with people and solve or prevent problems we will train you! Management trainee Job involves long and complicated service. Call Mr Schreiber, Troy 689-5400

Snelling & Snelling
PERSONNEL

PART TIME janitorial work early morning 10-15 hours per week must have car, must be 18, apply 30001 Plymouth Rd. Livonia

DRIVER or local deliveries part time, must have chauffeur's license, good driving record based out with Metropolitan area apply 30001 Plymouth Rd

CAR WASH &
GAS ATTENDANT
Over 18 or retired. Part and full-time. Garden City area. Call 9 AM - 5 PM. 425-0140

MATURE WOMAN for cleaning homes in and out of Hospital/Farmington area. Part time 476-8400

WAITRESS desired versatile hours pleasant atmosphere good tips. Experienced desired. Uniforms provided. Call 349-9400 Park

SUBSTITUTE
BUS DRIVERS'
S. Rdford Schools
Applicants must be 25 years or over. Apply 12259 Beech Rd weekdays 8 Am - 3 Pm. Ask for Mr Orlikowski.

DRIVERS wanted 18 or older must have own car. Call after 5 PM Domino's Pizza 15866 Middlebelt

TELEPHONE Salesters wanted to work for International Dating Service. Salary plus bonus, hours 12 noon to 9 PM. For appointment Call Mr. Edwards 557-7000

DRIVERS wanted 18 or older must have own car. Call after 5 PM Domino's Pizza 15866 Middlebelt

YOUNG aggressive career minded persons interested in managing profitable work opportunity. Interest will train right person. Paid Blue Cross. Apply in person 21340 Pontiac Trail, Wixom

EXPERIENCED turn'ey operator full time Call 425-4500

SERVICE TRAINEE
Basic knowledge of electrical and refrigeration - preferred. We are a fast-growing company in the cold serve ice cream business. We need a man to service, repair and install our equipment. Program includes periodic raises, company benefits and all expenses paid for. Will train proper individual. Call Bob Kaggs Regional Manager for Pace Industries, a wholly owned subsidiary of the Kroger Co.
313 887 1600

INDIVIDUAL required for photographic work, experience helpful but will train right person. Paid Blue Cross. Apply in person 21340 Pontiac Trail, Wixom

EXPERIENCED turn'ey operator full time Call 425-4500

500 Help wanted

MEAT CUTTER WANTED
Experienced Only
273-1211

TOBIN SALON in Birmingham is looking for an experienced Hairdresser with clientele to work on a salary basis. For interview 645-2600 642-8072

VTL & TOOLROOM
LATHE OPERATOR
For precision work. Must be good producer. Long program. Night shift. 11 hours per night. 5 nights per week. Excellent benefits. Apply at.
VICETE
ENGINEERING CO
45241 Grand River, Novi

BAR MAID
& BARTENDER
Apply in person only. Dual Bell Restaurant, Plus thru Thurs. 3 PM 4 PM 27750 W. 8 Mile, Livonia

LAWN MAINTENANCE WORK
Full-time help for jobs in Metropolitan area. Experience preferred. 4 day week, hourly rate 420-2400

CAREER as an Optometrist Assistant. Will train a bona fide employee minded person, with light typing ability. Hours are 9 AM - 5 PM, 5 days and some evenings. For appointment call Chris Chandler 355-1424

MECHANICS
PARTS MAN
CAR PORTERS
Immediate openings, must be experienced. Contact Mr Bowles, Service Manager
FALVEY MOTORS OF TROY
1011 Stephenson Troy Mich Mall
643-7870

WANTED Part-time or full-time experienced waitresses for Ladies Shoe Store in West Bloomfield area. Apply in person. 6 Mile & Lahser, Rev. Orleans Mall. 10 Mile and Greenfield

WAITRESSES over 18 days or nights. Full or part-time. Daily Restaurant. 30027 Grand River, Farmington

INSURANCE
Commercial & Personal
Lines Underwriters
Experienced legal secretaries. Permanent positions. Excellent benefits means. All positions are fee paid and available in Detroit and suburbs.
Mich Insurance
Services, Inc
961-8755 961-9515
PERMANENT TEMPORARY

EXPERIENCED DIAMOND and jewelry salesperson need one. Resume to Box 444 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

WANTED FOREMAN of Maintenance Department Farmington Public Schools. Apply with resume to Mr. Stanley Hudson, 32422 Shiawassee Farmington Michigan 48024

Whopportunities
Earn $30 to $50 a week part time. Mon. thru Fri. from 11:30 AM. to 2 PM. No calls. Apply in person to
BURGER KING
25150 Greenfield

SHORT ORDER COOKS experienced only. Apply in person Pat's Restaurant, 13001 Greenfield near Schoolcraft

BUS BOYS all shifts experienced only. Apply in person Pat's Restaurant 13001 Greenfield near Schoolcraft

RELIEF COOK
DAYS - AFTERNOONS
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

WAITRESSES, 3 to 11 shift experienced. Pulses Restaurant 13000 Greenfield near Schoolcraft. Apply in person

AMBULANT MANAGER with Short order cook experience. Top wages for right man. Must have good references. Apply in person Pat's Restaurant 13001 Greenfield near Schoolcraft

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
554-7000

OLDE WORLD Cut Rate Lube Mall, Orchard Lake Rd Lake Pine Rd. Full and part time no experience, aptitude necessary, 1 PM Mon thru Fri. 18 year minimum

MALE and female applicants needed for janitorial work 130 W Maple 644-0264

BIRMINGHAM
EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

REGISTERED
Dental Hygienist, light practice in Bloomfield Hills, ideal working conditions. For appointment call 901 6 8000

DENTAL ASSISTANT for four handed dentistry in progressive and busy office. Must be good and experienced. Bloomfield Township area. Reply Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN midnights full time RN or half days LPN days, full time. Fringe benefits Bedford Village Nursing Home Southfield

RNs or LPNs
Midnight shift. Full or part time. Good pay benefits, and pleasant surroundings. Apply 8-4, Monday through Friday. Mrs. Leader
FARMINGTON NURSING
HOME
35665 Farmington Rd. Farm
477-7400

LPN - RN
Day and afternoon shift. Good starting salary, fringe benefits. See Mrs. Ferguson
NIGHTINGALE
WEST
8365 Newburgh Rd
Westland Nr. Joy Rd.

RECEPTIONIST, for busy Dentist office in Plymouth. Experienced. Good pay, fringe benefits. Full time 455-1255

C.R.N.A.
We have an opening now for one Nurse Anesthetist. Salary range $16,026 - $18,671 per year for 40 hr week. If interested, please call 857-7306, or write to Director of Anesthesology Dept. Pontiac General Hospital, Seminole at W Huron, Pontiac, Mich 48053

MEDICAL Assistant and receptionist for doctor's office. Must have experience call between 10 AM & 3 PM.

FULL TIME RN'S needed for growing Pediatric-Psychiatric facility in a beautiful home and ideal surroundings. Experience in mental health nursing preferred. Shift differential, competitive salary and fringe benefits. Job equal opportunity employer. Call 348-7140, ext. 24

DENTAL OFFICE business manager and receptionist. Experienced preferred, busy group practice in Plymouth area. Attractive fringe for the career minded person. 455-0550

502 Help Wanted Dental-Medical

LPN'S, all shifts, benefits available full time and part time positions available. Also accepting applications for licensed practical nursing home administrator. Contact Jacqueline Brown, Director of Nursing after 2 PM 348-7140

EEG TECHNICIAN
Full Time - Day Shift
EXPERIENCE NECESSARY
ST MARY HOSPITAL
427-4800
Ext 332 or 239

FULL TIME receptionist. Professional's office. Southfield area. Knowledge of insurance forms helpful. Call for interview 356-3000

DENTAL HYGIENIST and DENTAL OFFICE MANAGER - Newly opening Farmington Hills. Ideal general practice 360-0510

NURSES AIDES! We are now taking applications for day and midnight shifts. If you are a good care giver, interested in pleasant surroundings, we invite you to join us. Contact Mrs. Wade 477-7373

NURSES
AIDES
ALL SHIFTS
Over 18
EASTLAWN
CONVALESCENT CENTER
Northville
349-0011 or 349-0012

NURSE, I WANT YOU!
Young energetic Director needs motivated, self-starter with initiative and leadership ability to assist in developing new programs. Experience in nursing home administration. Opportunity for advancement. Permanent position. Call Mrs. Wade 477-7373

DENTAL HYGENIST
Part Time
Farmington Hills area
474-1238

DENTAL ASSISTANT experienced. Salary open, opportunity in a specialty practice. Many benefits. 477-7739

MEDICAL
LIBRARIAN
A major metropolitan teaching hospital has a full time position for an experienced Medical Librarian. This is a supervisory position. The selected candidate must have a MLS degree with at least 1 to 3 years experience as a Medical Librarian.
We offer an excellent starting salary commensurate with experience and qualifications. We also provide a competitive fringe benefit package. Please submit resume in confidence to Box 404, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

DENTAL ASSISTANT Busy Practice, district needs mature young woman for chairside assisting, no Saturdays, good pay, call 476-4220. Experience preferred. Send resume to 29566 Northwestern Hwy. 48150 or call Mrs Sweet for further information

DENTAL HYGIENIST part time Telegraph and 12 Mile area

EXPERIENCED DENTAL ASSISTANT for business office response. Salary commensurate with experience and profit sharing plan. Disability insurance and medical reimbursement. 477-7739

NURSES' AIDES
All shifts, experienced preferred but not necessary
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm
Between Grd River & 8 Mile

RN & LPNs wanted 3-11PM 11PM-7AM. Full time, part time. Livingston Manor Centre 9025 Lyndon Detroit 341-0700

DENTAL HYGENIST part time for modern progressive Livonia office 476-7000

RECEPTIONIST for Oral Surgeon's Birmingham office. Experienced preferred. Salary negotiable. Box 66, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN's, LPN's
Full & part time. Afternoon shift
MEDICOS
RECOVERY CARE CENTER
22355 W 8 Mile, 3 bl W of Lahser

MEDICAL SECRETARY, experienced in Cross Standard, medical scheduling and typing. Many benefits. Bloomfield Hills DAYS. 335-6741, Evenings. 373-6420

RN or LPN
Full or part time. Afternoons. Apply 9 AM to 1 PM. Monday thru Friday
ARNOLD HOME
30800 W 7 Mile
KE 1-4001, Ext. 28

REGISTERED NURSE
EXPERIENCED RN to work with Mental Health Director, staff training, and other supervisory functions. Mental Health experience preferred. Apply 8 AM to 4 PM. Mon. thru Fri.
ARNOLD HOME
30800 W 7 Mile
KE 1-4001, Ext. 28

RN's and LPN's
NURSES AIDES
FULL & PART TIME
All Shifts. Apply in person
LAHSER HILLS
NURSING CENTER
30200 Lahser Rd. Southfield
354-3222.

INTELLIGENT women with one thousand experience in dentistry. Treasurer Office of Dr. Ira E. Rosenstein, Dentist. 7435 Lahser Road opposite to Dr. A. E. Schlussel. Lowell Rd at 8 Mile Livonia. Mich 48150

MEDICAL Assistant, experienced preferred, for Livonia O.P. Call between 2-3 PM Mary Ann. 427-8000

HYGIENIST, downtown Detroit. Prevention oriented, general practice. Re-call system. 963-3000 or 635-1870

DENTAL HYGIENIST
W BLOOMFIELD LOCATION
3 to 5 years clinical experience required. Duties include handling of Dental X-ray facility, assisting a long range instructional program. For appointment call Mr. Pearson, Henry Ford Hospital 876-2982

RECEPTIONIST Assistant for one part office in Farmington Hills. Experienced preferred. Salary open. Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

FULL-TIME and part-time Registered Nurses, Nurses Aides, Emergency and Isolation beds, apply Mercy Convalescent Home, 341 Hagerty, Plymouth

NURSES AIDES Experienced only. Apply Nursing Home, 20716 Greenfield, Southfield, Mich

LPN - RN
Enjoy a rewarding career working with 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 - 6 PM
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

R.N. & L.P.N. Days. Apply in person 9 AM - 1 PM. Mr. Vernon Perry, Nursing Home, 20715 Greenfield, South Field

MEDICAL ASSISTANT
Experienced in taking histories & blood samples or x-ray technicians. Full time. Call 559-0000 or 559-0001 ext 102
FAMILY HOME
Farmington Hills
Corp. Ctr. Ctr. Detroit 3 bedroom, baths, fully furnished, shows, weekdays only. $120 per month 855-2600

RECEPTIONIST & ASSISTANT
Experienced in Dental for busy Dental Office. Medicare Medicaid area 355-7000

Physical Therapist
Full-time position available to work with mentally retarded children in Pontiac area. Contact Physical Therapist by the Michigan Physical Therapist Board and possess Bachelor's Degree in Physical Therapy. Salary from $9.33 to $8.88 per hour depending on experience. Fringe benefits. Excellent Civil Service benefits. For further information contact Personnel Department

PLYMOUTH CENTER
For Human Development
453-1500, Ext. 281
Mon. - Fri. 8 AM - 6 PM
An Equal Opportunity Employer

DENTAL ASSISTANT experienced only. Pontiac area 682-3000

RECEPTIONIST, front desk only. Well established office. Attractive salary open. No evenings or weekends. Only 5 days. Excellent benefits. Call 557-6300, or evenings

NATURE Experienced or trained with secretarial skills for immediate opening in physician's office. Call Mrs. Nader 27536 W. 7 Mile Rd. Livonia. Excellent salary & fringe benefits 476-0000

Director of Nursing
Current vacancy of Director of Nursing to work with mentally retarded children in Bed Facility located in suburbs between Ann Arbor and Detroit. Responsibility for direction of nursing services related to nursing service. Preferences of a Masters Degree in Nursing or related field, plus minimum of 3 years of Supervisory experience required. Excellent fringe benefits and salary ranging between $13,203 and $15,004 depending on experience. For further information contact Personnel Director
PLYMOUTH CENTER
For Human Development
453-1500, Ext. 281
An Equal Opportunity Employer

WANTED LPN or medical assistant full or part time for busy group practice in Garden City. Apply Box 426, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Mich

EXPERIENCED medical assistant, 3-4 afternoons per week for Internal Medicine. Apply Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL
ASSISTANT
EXPERIENCED
Pontiac area. Please call
335-8021

NURSES AIDES wanted. Apply in person, 10 AM - 3 PM. 30600 Five Mile Road, Livonia

WANTED
Dental-Medical Secretary, to work in Orthodontist Office in Livonia. Must have experience in appointment control, typing, and general clerical. Patient record keeping and of forward use of the typewriter. A congenial and pleasant attitude, work is multi demanding, but in the right person the rewards of numerous benefits, good salary and a 4 day week. Reply Box 424, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED medical assistant, 3-4 afternoons per week for Internal Medicine. Apply Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN & LPN
AFTERNOONS & MIDNIGHTS
Part Time
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

GENERAL PRACTITIONER to interview MD or Osteopath to handle fast growing clinic, family medicine experience required. Good salary, good benefits, good working conditions. Please send resume to PO Box 188, Bloomfield Hills, Mich. All responses will be confidential

FULL TIME MEDICAL secretary for busy Internist's office. Applicants must have excellent typing skills, knowledge of medical terms. Send Resume to Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY, experienced preferred good typing, 35 words per minute. Call for appointment Ext 213 355-2000

Attorneys Aide
Steno-$530
Nine employer needs sharp "per ess Friday type" to organize and type correspondence. Excellent pay, plus personnel agency fee. Call PERMANENT STAFF (313) 211 (8 pm weekdays)

EXPERIENCED legal secretary for law office in Troy. Apply 455-0000

F/C BOOKKEEPER
Troy firm. Strong background on accounts receivable, payable, payroll. Typing 50 wpm. $700 Fee paid
Lois Ray Personnel
559-0560

RECEPTIONIST
Attractive young lady wanted for young aggressive company. Answer phone with young voice. Must be good at conversation and have typing ability. Call Judy for personal interview between 1 pm and 3 pm. 355-5000

Beginners Dream Job
Been working in a no-hope office? Typo and take dictation? Why be bored? Major firm will train you to become a highly paid legal secretary. $600 to start and some sports to your job! Call PERMANENT STAFF 642-3040 (8 pm weekdays) Personnel

502 Help Wanted Dental-Medical

PHARMACY TECHNICIAN
High school graduate with previous pharmacy experience needed. Should be familiar with prescription medication. Will assist registered pharmacist in performing his professional duties. Hours Monday thru Thursday 1 p.m. to 9 p.m., Saturday 8 a.m. to 2 p.m. Salary plus excellent benefits. Call 835-9500 ext. 242
ARNOLD'S DRUGS
12300 Mark Twain
Detroit, Michigan
Between Plymouth Rd. and Fullerton
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST TYPIST
Full time position for neat, responsible, dependable person with fast typing skills. Ability to communicate with the public. Must be able to work independently in an energetic atmosphere with experience and detailed work with figures. Per pay commensurate with experience call 348-7000 or 1-800-482-0800

CLERK
Sharp gal over 35 with good typing ability for position in Farmington office. Must enjoy detailed work with figures. Good vacation and sick pay. Mon. thru Fri., $110 per week to start
474-7515

FULL CHARGE BOOKKEEPER
Immediate opening, full time. Pleasant surroundings. Farmington area. Phone Mr. Ferguson, Bella Madonna Restaurant, 33000 Grand River, Farmington 476-8000

SUBURBAN
OPPORTUNITIES
CLERK TYPIST, $600. Good typing. Downtown Detroit. Permanent position.
CLERK TYPIST, $650. Good typing. Downtown Detroit. Permanent position.
RATES. Per Diem Salary open depending on experience. Born experience constructive.
JR. SECRETARY $500 plus. Light typing, 35 WPM and good attitude.
SECRETARY to $750. For Pest Light shorthand. Secretarial typing for Pest Control firm.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

EXCEPTIONAL PERSONALITY
Southfield Firm needs attractive young lady to handle phone orders and typing. Salary $600 to start. Call PERMANENT STAFF (313) 211 (8 pm weekdays - Personnel

SALES SEC'Y
Livonia company needs sparkling personality and solid typing skills (no shorthand necessary) for secretary to year and sharp office. $600 month. Call PERMANENT STAFF (313) 211 (8 pm weekdays - Personnel

CHECKER
Car dealership, service department, to follow up on all paper work. Business experience necessary $520
Lois Ray Personnel
559-0560

EXEC SEC'Y
SOME COLLEGE?
helpful on this exciting job for top merchandising executive. Many duties and solid responsibilities you $700 $770 Excellent benefits. Call PERMANENT STAFF (313) 211 (8 pm weekdays) Company pays personnel agency fee

EXPERIENCED KEYPUNCH OPERATOR. Experienced only. Full time only part time. Evenings 5-9 PM. Bloomfield area. Call Friday from noon to 3 PM
Observer & Eccentric Newspaper
36251 Schoolcraft
Livonia, Mi
261-0000

100 WOMEN NEEDED
STENOS TYPISTS 50 wpm
COMP OPERS
CLERKS
KEY PUNCH
(min. 1 yr experience)
We have immediate temporary assignments in the Detroit Suburban areas. Two offices to serve you
30200 Plymouth Rd Liv 261-1200
Mon Thurs ONLY
31700 Greenfield Oak Pk
261-1200
Call 9 Am to 5 PM

GALLAGHER

CLERK TYPIST, good typist. Experienced in operation of Executive Typewriter. Bonaventure plaza Farmington area. Bonaventure plaza excellent salary expected. Call 476-8000 Mr. Ferguson Monday and Friday 30001 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST
Company will train high school grad who types well and learns fast. $600 month call PERMANENT STAFF (313) 211 (8 pm weekdays) Personnel

NORTHWEST SUBURBAN Employer seeks an opening for experienced secretary with excellent typing and shorthand skills. Salary open depending on experience and salary requirements. Call or P.O. Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

A Friendly Smile ...
And good typing help on this job in downtown Detroit office. $115 per week and free rides in its days. Call PERMANENT STAFF (313) 211 (8 pm weekdays) Personnel

GENERAL OFFICE
Permanent, full time. Experienced girl for phone and typing. Must be able to work under pressure, to handle customer complaints and appreciate and good typing skills. Apply Sun. 9-12-15, at 1500 Livonia Rd., Livonia between 10 AM and 3 PM

CLERICAL
ACCOUNTS PAYABLE
Full time position in our office responsible to work in accounts payable & other clerical duties. Apply in person 9 to 4 PM
HADLEY'S
13886 WAYNE RD LIVONIA
(Off Schoolcraft)

Figure Flair ?
Like Variety?
Then call now! Well known company has 1 of a kind job for high school grad with some typing. Earn $600 week and even free on lease! Very pleasant environment. Call PERMANENT STAFF (313) 211 (8 pm weekdays) Personnel

MATURE WOMAN wanted for dependable office work. Permanent part time, 20 hours. Typing necessary and must like to work with figures. Apply Bonaventure Plaza, Farmington Call Monday through Friday, 9AM to 3 PM 477-8000

504 Help Wanted Office-Clerical

SECRETARY. Typy office has immediate opening for secretary. Must have good typing skills. Typing over 40 wpm. Only for good typists. Call Mrs. Kelly for appointment 261-1200

BOOKKEEPER-Full Charge for long established 3 partner firm. Excellent position for a mature person. Thoroughly experienced, strong trial balance, all duties required. Phone Type 36 WPM. Personal working conditions in new Troy office located at 11 Mile & Stephenson Hwy.
EDWARD HEWELL CO 398-8900

RECEPTIONIST
• GOOD PHONE SKILLS
• ACCURATE TYPING-FILING
• ABILITY TO MEET PUBLIC
•NEAT GROOMING & DRESS
•BUSINESSLIKE ATTITUDE
Send complete resume stating qualifications and salary history in strictest confidence to P.O. Box 328 Livonia 48151

Show Biz Sec'y
Southfield company needs your secretarial skills. Must be able to work in a fast paced office. Call PERMANENT STAFF (313) 211 (8 pm weekdays) Personnel

SECRETARIAL
12% Mile-Orchard area. Typing ability, one girl office. Call between 9 20AM 12noon 355-2012

Exec Recept.
Enjoy people? Like responsibility? Well, Company pays $600 per month to that special person who types well and dresses of trade. Call PERMANENT STAFF (313) 211 (8 pm weekdays) You never pay a personnel agency fee at
THE FREE AGENCY

EXPERIENCED SECRETARY
Manufacturing Business area security agency. Call for appointment 557-3000

SALES STENO
Bank department of large diversified company, your clerical duties minimum and good typing 5000 to 5500 for 3 years experience. Call 354-3210 ext 5 pm weekdays. Employer pay all personnel agency fees
THE FREE AGENCY

GIRL FRIDAY
We are looking for an outstanding girl to assist a warm and friendly office manager of our young growing company. Pleasant office in industrial downtown Plymouth. Responsibilities are diversified, office work, light bookkeeping and most of all, a sincere desire to be a part of a growing company. Salary in great. Guaranteed. Never a dull moment. Company paid major plan, coverage of group health, life, & disability. Call Mrs. Kerr 453-2000 Ext 24 high Street Association, P.O. Box 200 Plymouth, Michigan 48170

TWO TYPISTS
$450 FEE PAID
Tiny company says no experience needed to 3 bright beginners who like variety. Fast raisers and friendly co-workers. Call PERMANENT STAFF (313) 211 (8 pm weekdays)

ACCOUNTING
Accounts Receivable Clerk, experienced, to assist a Accounting Dept. Must be accurate and have an aptitude for figures. Call Miss Harvey weekdays between 10 AM and 4 PM
349-5000

SALES Innovative Company requires clerk to be trained for operations position. Responsibilities include preparing and accounts payable. Job is required to assist in billing, and required good attention to detail
PREMIUM MARKETING INC
Lahser corner 13 Mile
398-1520

SECRETARY
• GOOD TYPING & SHORT HAND
(or speed writing)
• NEAT APPEARANCE
• ABILITY TO MEET PUBLIC
• OFFICE EXPERIENCE
• AVAILABLE IMMEDIATELY
Please send complete resume and salary history in strictest confidence to P.O. Box 328 Livonia 48151

BOOKKEEPER wanted for retail furniture store 35 per hour. Experienced necessary 326-4154

ENERGY!
AND CARE TO WORK
QUICKLY & ACCURATELY
Medium sized company wants responsible and reliable person to assist in inter - office and outgoing sales services. Also clerical work. High school grad wanted, room for advancement. Call Personnel 352-3100

GIRLS TO work in vending office 5 hours per day for administration staff. 355-2000 ext. 300

SR. TYPISTS
STENOS
Bay Harrison Bank
30800 5 Mile at Beech Daly
GIRLPOWER
Manpower Temp Services
965-7000

504 Help Wanted Office-Clerical

OFFICE position in fast growing Farmington area company. Prior 3 to 5 full time. Apply in person. Gene Crowders, West Ford Rd., Garden City

FULL TIME Girl wanted for of Miss Wall's Secretary. 30776 W 8 Mile Southfield 476-1280

INSURANCE
CASUALTY RATER
Underwriter Assistant
Seeking commercial casualty rater. Also a commercial property Underwriter Assistant 2 to 3 years rating experience. Excellent benefits and working conditions in Southfield Contact Hilda Mintz 353-3000
Equal Opportunity Employer

IMMEDIATE
OPENING
For person accurate at posting, typing, and basic math abilities and above average typewriter. Experienced and Persistent need only apply. Excellent benefits. Contact Mr. P. T. N. P. O. Box 3400 Livonia Michigan 48151

JR B'KKPER $540
Some figure experience and light typing needed in Warren office where you will be trained by a very kind. Want a better future? Call 354-3210 ext 5 pm weekdays. You never pay a personnel agency fee at
THE FREE AGENCY

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KEYPUNCH
OPERATOR
EXPERIENCED, benefits 10 Mile Telegraph area. Call John Alexander, 3 PM to 6 PM Thursday or Friday
353-7840

NEEDED tube charge person preferably male, to run and engage in office and shipping duties. Must be 18 years or older trying to establish a career in Livonia area. Call for interview 522-3000

SECRETARY for advertising agency. Shortland required. Benefits $550

BOOKKEEPER ASSISTANT for Southfield firm $650. Full benefits. Yearly bonus. Fee Paid

GROUND STEWARDESS for air commuting service $500 Benefits

PERSONNEL CONSULTANT for Birmingham agency. Experience required.
ACCURACY PERSONNEL
Birmingham 642-3050
Southfield 358-2010

KEYPUNCH OPERATOR
PERMANENT Part time 3 PM to 7 PM for Farmington area. Must have 1 year experience required for operator. Call 476-6300

504 Help Wanted Office-Clerical

One of Michigan's largest and most rapidly growing financial institutions has openings in Troy for the following positions

MORTGAGE PROCESSOR
Secondary market experience in mortgage processing, warehousing and servicing necessary

MORTGAGE CLERKS
Experienced in investor servicing and FNMA aggregate reporting helpful

Outstanding promotional opportunities, competitive salaries and excellent fringe benefit programs. Interested applicants apply Box 482