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We reserve the right to classify review or reject any want ad. Want ads may be placed until 4 p.m. Tuesday for the Thursday edition and 4 p.m. Friday for the Monday edition. No cancellations accepted after noon Tuesday for Thursday editions or noon Friday for Monday editions. No cancellations before first insertion. No cancellations on Double Action Ads. The Observer & Eccentric Newspapers will not issue credit for errors made after the first incorrect insertion. Report any errors immediately. Phone Room hours are 8:30 a.m. to 5:30 p.m. Monday through Friday.

Now you can charge your classified ad on your Bank Americard or Master Charge account. Phone your classified ads whenever you call.

CALL CLASSIFIED DIRECT

OAKLAND COUNTY	ROCHESTER AVON TWP.	WAYNE COUNTY
644-1070	852-3222	522-0900

500 Help wanted

EXPERIENCED rough carpenters top union

HAIRDRESSER'S Assistant Birmingham area 5 days License required 641 5777

SALES REP
Major company seeking dynamic degreed individual with some sales. To $13,000 plus bonus, car expenses. For good Selling & Selling Agency 356-1300

WAITRESS
LIQUOR experience not necessary Apply in person only Red Bell Rte Inverness Mon thru Thurs 2 PM-4 PM 27725 W 8 Mile Livonia

MATERIAL HANDLING
ENGINEER
NATIONAL COMPANY
Full time, some experience helpful Fringe benefits Redford Twp Send resume to Box 957, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

SHORT ORDER COOK
Experienced Apply in person only Red Bell Restaurant Inverness Thurs 3 PM-4 PM 27725 W 8 Mile Livonia

BUS BOYS (Girls) Ambitious young people 17 years and older Good wage percentage at tips Chance for advancement Day or Night Full or part time Apply in person Big Boy Restaurant 34651 Southfield Rd At 13 Mile

STATION ATTENDANT 16 or 17 years old to pump gas part time Apply Herm's Shell 31361 Five Mile Rd Livonia

ASSISTANT manager & cashier fully experienced mature woman for exciting new store Pick up application at Watts Freight & Cargo in the Market Place at Wonderland Center Plymouth & Middlebelt 425-2222

Tool & Die Repair

Repair, maintenance and trouble shooting on progressive and transfer dies for a stamping plant Apply
Garrett Tool & Eng.
12217 Woodbine
Detroit

BEAUTICIAN downtown Plymouth experienced preferred excellent opportunity 453 2666

BARTENDER experienced with management capabilities days or evenings full or part time Call for appointment 421 6349

SALES LADIES
ASSISTANT MANAGERS
For Handbag Department
Full & Part Time Mature Retail experience preferred Fashion Place Livonia Oak Park & Southfield Apply Charlotte's 23182 Coolidge Oak Park

PART TIME janitorial work early evenings 16-18 hours per week Must be able to lift and have car Apply 33021 Plymouth Rd Livonia

CITY OF Garden City

CIVIL SERVICE COMMISSION
City of Garden City Civil Service Commission is taking applications for
POLICE CADET
And
PATROLMAN
Must have High School GED or Veterans Diploma Monetary fringe benefits Deadline for making applications is 1-21-76
CADET
Salary $6,500 to $7,000 Age 18 thru 20
PATROLMAN
Salary $11,368 to $15,000 Age 21 thru 30 Hgt 5 ft 9 in minimum and wgt 160 lb minimum Must have 20-20 with corrected vision No worse than 20-40 Health - excellent physical condition Record, unblemished
Apply
GARDEN CITY POLICE DEPT.
30005 Ford Rd.
Garden City, Mich., 48135

TRAVEL AGENTS minimum 3 years experience Full time and part time openings Ask for Peggy 275-6300

OLDER responsible person wanted for cleaning and maintenance Part time only Early morning hours Must be able to work Mon Fri Have reliable transportation Call between 9-4 Mon - Fri 348-5180

EXPERIENCED COCKTAIL WAITRESS Call 453-7280

NEW DINO'S PIZZERIA NEEDS
PIZZA MAN
COUNTER GIRL
DELIVERY BOY
427 0466 422-4547

PANTRY WOMAN

SOUS CHEF-2nd Cook
Apply in person Tuesday thru Friday, 2 PM - 4 PM.
SHERATON SOUTHFIELD HOTEL
17017 W 9 Mile Rd
Southfield
An Equal Opportunity Employer

Pantry Help

Mature person, no experience necessary Part time days Will include some kitchen work Apply in person weekdays between 2 and 5 PM.
FARRELL'S
ICE CREAM
Parlour Restaurant
18077 Redford

GIRL TO operate specialty machine Experienced Will train Apply Perfection Products Inc 12337 Market St Livonia 261-6190

RETAIL STORE MANAGER
LIFE UNIFORM COMPANY
Self starter who can take and delegate responsibility for an active ladies uniform shop in Livonia Experience in operations manager or buyer helpful but not necessary Responsibilities include following through on buying merchandising promoting and selling Salt and fashion minded and friendly Must have own car For interview call Mrs Levy 875-5050

500 Help wanted

HELP WANTED

Waitresses with bar and dining experience Must be 18 Apply at 31525 Joy Rd Dino's Pizza Parlor 261-3720

PART TIME restaurant help needed Bus boy days salad prep and dishwashers nights Apply in person Burkhard Tack 25036 Orchard Lake Rd Farmington

NEED 3 people to pass out advertising circulars for new factory opening up in Wayne County Must have auto be trustworthy To apply call Miss Chambers Thursday and Friday only 538-6230

HOSTESS noon to 6 PM 5 days Hedges House Restaurant 34804 Plymouth Rd Livonia

Branch of major office machinery manufacturer seeks one qualified service representative to service and install addressing equipment in customer offices Must have good mechanical aptitude and highschool degree We will factory train No overnight travel, but must have reliable car Salary plus opportunity to earn commission Expenses and liberal company paid benefits
Scriptomatic Inc
557-6810

WELCOME WAGON INTERNATIONAL INC Exciting and profitable career in public relations Flexible hours car necessary Sales ability is an asset We train you Positions available in South field and Troy For information call 961-7734
An Equal Opportunity Employer

Accepting applications, maintenance man needed for light and medium heavy equipment Some hydraulic and electrical experience necessary Apply
PATTERSON LAKE PRODUCTS
1600 Patterson Lake Rd
Pinckney, Michigan

ARE YOU THIS WOMAN?
Over 30? Ambitious people oriented and personable? Call Mrs Adams for a career opportunity in personnel 355-5000

TV SERVICEMAN experienced need man for well established service shop at Berry's Home Supply See Dave Foster at 27019 Joy Rd 421-1530 or 937-6727

ACCOUNTING ASSISTANT
International CPA firm with offices located in Bloomfield Hills seeks figure oriented person to work on diversified accounting assignments including drafting of financial statements tax return preparations and assisting clients in making closing entries
The individual we seek should have 2 years of college with concentration in accounting Further requirements include the intelligence and the willingness to adapt quickly to environment and pace in which our organization is moving
If you meet the above specifications please send a resume in confidence to Box 953 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150
An Equal Opportunity Employer

HAIRDRESSER Experienced, dependable Male or female Take over large clientele Operator booth rental Call 591-3110 Livonia on Jen Rd Call Frances after 6 PM 525-1314

SUBURBAN OPPORTUNITIES

INSURANCE SUPERVISOR to $15,000 Fee Paid Minimum 3 years L & H underwriting experience Group experience helpful Farmington
LITIGATION SUPERVISOR $15,000 plus Fee Paid Minimum 3 years heavy products and CTL background
INSURANCE REP $10,000 plus Fee Paid Top company Degree plus 3 years casualty and property experience Farmington
ADJUSTER TRAINEE $750 plus Fee Paid Business Administration degree 3-4 years work experience Public contact preferred
Call Mr Grant 477-9840
SUBURBAN PERSONNEL

PERMANENT PART TIME FIELD REP Positions available in Oakland and Macomb Cos Requirements over age 21 high school grad own car Call Mr Pringle 879-1341

WAITRESSES Bartenders day and night shift Apply in person Woodland Big Boy 29000 Plymouth Rd Livonia

LATHE HAND must be experienced Top rate and overtime Radrex Industries 30011 W 8 Mile Livonia Applications for Time Maker Apprentice also being taken

WAITRESSES wanted All shifts Apply in person 21823 Plymouth Rd Livonia W of Merriman

COOK

Occasional cook in Conference Center Bloomfield Hills 10 to 20 full weeks thruout year Plus smaller occasions Call Mr Cook
645-3180

TEMPORARY POSITION Approximately 3 months Driver & office work Male or female 23 65 per hour 398-7320

LIGHT FACTORY

DAYS
MEN needed, 18 or older, $2.30 hour Apply - ready for work - 6 AM
EMPLOYERS
Temporary Service
26533 Grand River

BEAUTICIAN with clientele for bright & friendly shop Glenn area Call 538-0660 or 538-5077

DAY COOK Now interviewing, Kentucky Fried Chicken of Livonia, 27824 Plymouth Rd between 14 PM daily No phone calls

WAITRESSES, midnight shift, experienced Apply in person, Palace Restaurant 13801 near Schoolcraft

HOUSEKEEPER live-in Evenings, team area Must have references and love children Top salary 397-0050

USHERETTES - USHERS - Cashiers Apply in person, evenings - Farmington & Classic 18 Mile at Grand River

FULL TIME JANITORS wanted, male or female, for Troy area 879-7560

500 Help wanted

SHORT ORDER cook, midnight shift, experienced only Apply in person Palace Restaurant, 13801 Greenfield Rd near Schoolcraft

MASS HIRING

Need 21 men - women to fill vacancies left by promotions Our new Sales Office is expanding and we might need you! To find out more call Friday only - 10 to 3 PM 425-0000

COOK
Wanted Nights Alan Blue Boys for day shift Experienced Apply in person only Encore Restaurant Livonia Mall 7 Mile - Middlebelt

CRESTWOOD SCHOOL DISTRICT
Supervision of High School Parking Lot Mature individual who can relate well with students Approximately 25 hours per week $2 50 62 hour Apply directly to Personnel Office
1301 N BECK Daily
DEARBORN HEIGHTS

COBOL PROGRAMMER
N Suburban location Occasional travel to Florida Tie to four years experience in life or health insurance programming Credit insurance experience helpful Immediate availability Salary based on experience College degree preferred Send resume to Personnel Dept PO Box 600 Plymouth Michigan 48170

FULL OR PART TIME respectable man to nursery school plus 3 bedroom apartment in Birmingham Only experienced or qualified need apply Couples or students 963-1110 or 852-3822

HAIR STYLIST with own clientele $3-65% commission Call before 2pm 656-6330

NO EXPERIENCE REQUIRED
Positions opening in Livonia sales office school after complete training and have a guarantee available of $800 per month to those who qualify Must be neat dependable available immediately For interview call Friday only 10 to 3 PM
425-8502

HEATING SERVICEMEN
Top Wages Rochester location Experienced only Call 651 2323

WANTED EXPERIENCED Personnel to operate Corrugated box making equipment Opening for printer slotter operator and helper Apply in person Mon thru 3 30pm 4 pm 30415 Schoolcraft Livonia

MAINTENANCE ASSISTANT for condo in Novi outside and handy man work full time Call 349-2050

TRAVEL CONSULTANT for Travel Agency Northland area At least 3 years experience Reliable dependable Send resume to Box 885 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

Engineering Director

Metro Detroit area Service Organization has opening for Director of Engineering & Planning Involves total personnel management and responsibility for all Engineering Planning and Construction Requires Degree in Architecture or Engineering and 3 to 10 years experience in Engineering Technical or Planning management Capital intensive or governmental experience desirable Salary is low to mid 20K + By mail only send complete work and salary history in confidence to Mr Richards P O Box 091 Southfield Mi 48076 Plante & Moran CPA Firm recruiting for a client
An Equal Opportunity Employer

AUTO Wash attendant full and part time Northville 348-0428 and Plymouth 459-8600

AIRLINE Ticketing Course See Education - Instruction Classifieds (504-531) American Travel School 398-5222

COUNTERMAN part time Must be neat alert pleasant with customers Apply in person Plymouth Bowl 45475 Plymouth Rd Plymouth

$5 PART TIME $5

Top wage plus bonuses Convenient hours Mornings, afternoons or evenings If you have a good speaking voice you can qualify for interesting telephone work in our Southfield office Call Mr Dale between 10-6 PM
354-7605

MACHINIST
AD around Must be good producer & do accurate work Bridgeport Mill Lathe & at least one more machine Must be self motivated Salary Grinder Long program For night shift only 11 hours per night 5 nights per week Excellent benefits Apply
VICKYE ENGINEERING CO
65261 GRAND RIVER NOVI

BRIDGEPORT OPERATOR
With experience on other Vertical machines Long program For night shift only 11 hours per night 5 nights per week Excellent benefits Apply
VICKYE ENGINEERING CO
65261 GRAND RIVER NOVI

ASSEMBLY TECHNICIAN for Electronic Gauge Production Industry Salary commensurate Call GEK Inc 476-7570

MEN & WOMEN needed for light packaging and warehouse work in Livonia Call 272-8000 Southfield or 565-3200 Dearborn

Nugget Restaurant

FULL TIME
COOK
EXPERIENCED
Apply in person, 8-5
No phone calls please
30685 W 12 Mile Rd
FARMINGTON

APT MAINTENANCE MAN
Plastering, electrical painting experience Middlegate Royal Oak Building 557-0000 or

BEAUTY OPERATOR Willing to train as Assistant for busy stylist 420-2777 or 532-3270

BARTENDER six nights per week 6 PM - 3 AM Farmington area 40 years or over 626-5037

SALESPERSON, mature to sell sewing machines fabric and notions Hours Must be an experienced sewer Want to able to work Sundays and evenings Apply Singer Sewing Center Wonderland Center Livonia

SALES MANAGER
To represent 1 of Detroit's per manent greeting agencies Previous experience needed
SUPERIOR SERVICES
726-6000 Ext 316

LATH HANDS & MILL HANDS Experienced on Proto-Type work All benefits Top wages 274-0710

500 Help wanted

BEAUTICIANS Male or Female with experience Artistic Salon Livonia Mall 477-8066

KEYPUNCH OPERATORS

Full time openings for day and afternoon shift for experienced operators
COMPUTER SERVICES CORP
8 Mile & Northwestern Hwy
356-3063 ext 200

FORMER or CURRENT Life & Health Salesman - for good debtor business Earnings of $8-$10 every week confidential resume to Box 951 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150

PLASTIC Machine operators 3 opening on afternoon shift only Start at $2 30 per hour with raises and fringe benefits Apply at 11800 Grand River Detroit Mich 1 block West of Plymouth Rd 3 blocks East of Greenfield

PORTER Sundays and holidays off Noonan's Lounge 13480 Farmington Rd at Schoolcraft Livonia Mich

Waitress Opportunity

4½ to 8 days per week
$119-$120 per week
Hospitalization & Dentistry
SIGN OF THE BEEFEATER
18801 W 8 Mile
3 Blocks W of Southfield
Apply weekdays between 2-4 AM for Mr Hoffman

RESPONSIBLE mature adult with nutritional background needed for part time sales in busy Health Food store Must be reliable Some nit Weekends and evenings Refreshments required Call C Mellen for appointment 356-0656

BEAUTICIANS
Full time and part time wanted Experience with clientele Excellent local working conditions Livonia area Call after 6 PM 476-3030

PART TIME Factory Branch 7 to 10 PM Evenings & Saturdays Guaranteed Salary Earnings of $275 - $300 per month Call Personnel 7 P Thomas Co 753-4170

423-6280 PART TIME janitorial work early evenings 16-18 hours per week Must be 18 and have car Apply 33021 Plymouth Rd Livonia

REDFORD TWP.

STAMPING PLANT
Needs experienced Die Setter Small Dies & Secondary operations For information call
537-8900

DAY MAN WANTED
For Office Complex Mainness duties Full time Southfield Area Call between 2-4 PM 353-3800

CASHIERS
HOSTESSES
Apply in person 1 pm - 3 pm
THE SPAGHETTI CO
Oak Park Square
Woodward Ave & 13½ Mile Rd
Berkley

BEAUTICIAN Part time 3 days a week for Northville Beauty Shop 348-3030 W 7 Mile Monday through Friday

BARMAIDS & COCKTAIL WAITRESSES full and part time Exciting atmosphere Excellent tips Applicants must be attractive 366-6600

COOK
(Broiler Man)

5 to 6 days per week Night position Good wages and fringe benefits Some experience essential Apply in person after 3 PM
Machus Red Fox
6676 Telegraph Rd
near 15 Mile Rd Birm

WAITRESSES NIGHTS Must be over 21 No experience necessary Apply in person after 4 PM Elias Bros Big Boy 37122 W 6 Mile Livonia

NEAT appearing man to assume wholesaler based Clothing Manufacturers Representative Must have good driving record 355-2000

BEAUTICIAN AS RECEPTIONIST Over 21 Full or part time Will train Floor experience Arlene Wonderland 427-1220

500 Help wanted

FIRST CLASS meat cutter high volume operation 5 day work week 9 nights full insurance plan Only applicants qualified need apply In person only Nicholas Meats 18619 W Warren Detroit 581

SNACK BAR COOK

Nights Experienced preferred Mature, honest and dependable Apply in person.
MAYFLOWER LANES
26400 Plymouth Rd
1½ Mile W of Beech Daly

DELIVERY MAN wanted with car After 4 PM 477 5218

WANTED EXPERIENCED Personnel to operate Corrugated box making equipment Opening for printer slotter operator and helper Apply 11800 Grand River Detroit 3 30pm-4pm 30415 Schoolcraft Livonia

MALE and female applicants needed for positions open 120 W Maple Birm
BIRMINGHAM EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

DENTAL ASSISTANT Experience required Clearwater accounting large practice Opportunity to assist with general and several specialties Excellent benefits Pleasant office 120 Dr Pierson Agency Northville Medical Bldg 353-8866

DENTAL ASSISTANT Clearwater accounting Large practice office experience required X Ray and assistant Excellent benefits Excellent location Short practice 120 Dr Pierson Agency Northville Medical Bldg 353-8866

MEDICAL ASSISTANT Part time Could lead to full time Front and back office experience helpful 120 Dr Pierson Agency Northville Medical Bldg 353-8866

RN medical assistant LPN other Fringe benefits Bedford Villa Nursing Home Southfield 557 3320

RECEPTIONIST

For Doctor's office part time possible full time Experienced only Must be knowledgable in insurance billing Typing necessary Redford area
937-8155

EXPERIENCED Medical secretary receptionist 3 afternoons a week Call Mondays 10 00 3 30 PM for appointment 353-0800

EXPERIENCED RECEPTIONIST for clinic Must have bookkeeping background Excellent working conditions Fringe benefits Work in remodeled Oakland County office Unemployed at least one week 355-3060

Dental Hygienist

PART TIME
W Bloomfield Location
Must be experienced in order to perform duties independently For appointment call Miss Purman, Henry Ford Hospital 876-2290

MEDICAL SECRETARY - Receptionist Full time on weekends Typing required experienced in preferred insurance forms Call 8 AM - 5 PM for interview 557-6210

RN'S, LPN'S

All Shifts
Full and part time
Medicos
RECOVERY CARE CENTER
22355 W 8 Mile, 3 bl W of Lahser
255-6450

REGISTERED Nurse for Ophthalmologist's office Ford Rd and Merriman area 655-6711

DENTAL HYGIENIST
Livonia office 261-3200 or 477-4667

X-RAY TECHNICIAN
For Physician's Office on Beech Daly Some experience
CALL 937-4710

DENTAL ASST with training or experience in diagnosis and X-ray for Southfield Orthodontic office Call for interview 559-0000

DENTAL ASSISTANT full time in central Livonia Want to work 8:30 AM to 5:30 PM 261-6300 Ask for Laura quickly

502 Help Wanted Dental-Medical

EEG TECHNICIAN

Full time day position available for an individual with or more 1 years experience in appropriate techniques and theory Excellent salary and fringe benefits Automatic semi-annual increments, shift, weekend, and holiday differentials Contact Personnel Department
BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River Ave
Farmington
476-7600

MEDICAL ASSISTANT immediate job excellent working atmosphere Call for details call 557-5700

PATIENT RELATIONS CONTROL CLERK

Two permanent positions available in business office of large group practice

Medical billing experience ability to type and some telephone work preferred, but not necessary for patient relations position Will train

Clerical ability, some typing, and ability to operate 10 key adding machine required for central clerk positions Will train

Good starting salary Semi-annual salary reviews Fully paid Blue Cross, Dental, and Life insurance 10 paid sick days a year 3 weeks vacation after first year 3 months during first year Personal and profit sharing plan Medical Dental reimbursement plans Pleasant working conditions Downtown location Please send resume to Box 944 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

REGISTERED NURSE
Wanted to assist Plastic Surgeon Full pay pay salary for capable and motivated individual Duties consist of working with doctor in private nurse and assisting in patient care 653-0094

NURSE ANESTHETIST
CRNA WANTED

To work day shift, OB No night calls or weekend Liberal benefits
642-3066

RECEPTIONIST for dental office in Plymouth hours 8 30 to 5 30 Must like to meet people Control of telephone and scheduling general filing computer operations forms monthly statements and operations on patient ledgers Excellent benefits but not mandatory Salary will be commensurate Call Mrs Lewis 459-8300 Ext 3

DENTAL SECRETARY Dentist office experience preferred Salary commensurate Call 349-2000 Ext 471 8 AM - 4 PM

COLLECTOR - TELEPHONE
Large established firm moving to Southfield seeks officer qualified applicant Permanent good salary Insurance & benefits Send resume to Box 952 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SECRETARY

Good typing, shorthand and experience required $650
Lois Ray Personnel
559-0560

GENERAL OFFICE Typing 40 wpm clerical duties Fringe benefits Mold-Ex Rubber 23841 Industrial Park Drive Farmington

EXPERIENCED legal secretary Real Estate development company with office in Troy Salary commensurate with experience Call 588-1570

BOOKKEEPER

Accounts payable through trial balance Some computer experience Excellent benefits and profit sharing 8700 Fee paid
Lois Ray Personnel
559-0560

BOOKKEEPER

Experienced Hours, 10 AM - 4 PM, 5 days Some typing and Shorthand
BIRMINGHAM CAMERA

TYPIST, part time, possibly full time Telegraph Maple area, experienced, reliable, accurate Send resume to Box 806 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY to Middle School Principal 18½ months to 11 months position Bookkeeping experience essential Good typing and shorthand skills Ability to relate well with children and adults Contact West Bloomfield Schools 682-3884

GIRL FRIDAY NEEDED 18 years or older for general office work See Angie Stella Buick 35330 Grand River

COMPANY Underwriter Rater Trainee office agency experience is helpful but not necessary Salary commensurate Benefits Advancement opportunities Location is Livonia Interested candidates may send resume to Box 884 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Mich 48150 Or apply in person at address above Send resume or apply in person
LIFETIME DOORS INC 12500 Hamilton Ave Livonia 421-1100 Contact Don Huber

GIRL FRIDAY one girl office typing pleasant personality an total responsibility Call Mrs Lewis 459-8300 Ext 3 between 9 AM 5 PM 347-1911

BILLING CLERK
Company dynamic person with some billing or bookkeeping background Excellent benefits $120 a week Southfield & Sterling 356-1300

Secretary

Immediate need for an experienced secretary with good typing (minimum 55 wpm) and shorthand (85 wpm) skills

Candidate should be mature detail minded, able to work with little direction and ready for responsibility Good starting salary and excellent benefits
Call Mrs. Cape
557-3220
Moore
Business Forms, Inc
An Equal Opportunity Employer

CLERK TYPIST
Office experienced preferred Billing experience preferred For small 3 girl office Salary negotiable Call Mrs Cole today for an appointment 353-9800 Lathrup Medical Business An equal opportunity employer

OFFICE GIRL some sales and bookkeeping Full or part time Apply in person Farmington Cab Co 22210 West 8 Mile Rd Farmington

Accts. Payable Clerk

Troy based subsidiary of multinational corporation is seeking a responsible person for Accounts Payable Experience preferred Full time position Pleasant working conditions and fringe benefits Phone Personnel Dept
476-7100, Ext 296
An Equal Opportunity Employer

FILE and part time office Work have clerical skills and typing Variable hours Bookkeeping helpful but not necessary Experienced only Apply Monday through Friday 9 to 4 PM
ARNOLD HOME
18530 W 7 Mile

DREAM JOB

$600 Fee Paid

Prestige company will start you in fantastic new job - no experience necessary! If you type well and know some shorthand, this job is for you Terrific raises, Employer pays personnel agency fees. Call PERMANENT STAFF 261-2111 all 8 PM weekdays!

OFFICE WORK Some typing including statistical Bookkeeping payroll and bookkeeping Shorthand a plus 7 to 3 hours per week Mechanical Mfg Inc 32777 Claudia Dr Farmington 476-5864

STATE FARM INSURANCE AGENT Birmingham desires to hire full time mature secretary Responsibilities include typing and typing for plus bonus This job requires a responsible out-going person who will be responsible for all phases of office operation Long term employment Phone Rich Tripp 642-2220

RECEPTIONIST - TYPIST for home health care agency Excellent typing, telephone skills Ability self-starter 9 to 5 PM Excellent salary and fringe Call Mrs Tyack 559-0600

504 Help Wanted Office-Clerical

GENERAL OFFICE POSITION light typing filing etc Full time 10 Mile Telegraph area 356-0020

RETAIL STORE in Birmingham needs Bookkeeper Peg Board Posting and Journals Ledgers Part time Employee Parking Call 642-3055

BOOKKEEPER (through trial balance) Apply UNIQUE INC 11063 Market St Livonia 1 block west of Levan off Plymouth Rd

TROY FIRM Needs beginner to train as receptionist Light filing and typing lots of phone work Pleasant fun good promotion Start at $625 Fee Paid

PART TIME Billing Clerk for developer firm Good typing required Hours 9 to 1 PM $3 00 per hour fee paid

LEGAL SECRETARY Needed by Troy firm Legal experience preferred No Shorthand but typing and dictaphone experience a plus Salary $650 to $750 Fee Paid

MAG CARD OPERATOR For Birmingham company Immediate opening MUST Type 60 full time office new hours Fee paid and salary $600 to $750

ADAMS & MARTIN

PERSONNEL
92 E Maple Birmingham
646-5600

TYPIST experienced for 3 to 4 term papers per quarter $1 00 a page 476-1983

CLERK TYPIST Must type 45 gentle Have good telephone voice be eager to move to responsible secretarial duties in Southfield or Troy Call Mrs Bell Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RYGIENIST wanted 3 days per week for dentist group practice in North Macomb County Contact recall system preventive oriented Call 9 to 5 727 1100

504 Help Wanted Office-Clerical

SECRETARY to Middle School Principal 18½ months to 11 months position Bookkeeping experience essential Good typing and shorthand skills Ability to relate well with children and adults Contact West Bloomfield Schools 682-3884

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BILLING CLERK
Company dynamic person with some billing or bookkeeping background Excellent benefits $120 a week Southfield & Sterling 356-1300

LEGAL SECRETARY

For Suburban firm good typing and shorthand Mag Card experience helpful but not necessary Salary $750 plus benefits Fee Paid

SECRETARY

For Ferndale firm Good typing and shorthand Salary $600 plus benefits

SECRETARY

For busy No Suburban CPA firm Good typing required Salary $600 Fee Paid

CLERK TYPIST

For large Troy firm No experience necessary Must have good typing skills Salary $420 plus benefits Fee Paid

RECEPTIONIST

For Troy firm Good typing skills Salary $420 plus benefits Fee Paid
ACCURACY PERSONNEL
Birmingham 642-3050

SECRETARY Young girl with good shorthand and typing for pack office Hours Monday through Friday preferred $600 Fee Paid Interpersonal Personnel 851-1100 evenings 526-0687

SECRETARY or Northland area Capable of doing good letter set up and typing Bookkeeping are required but if not experienced an exceptional typist capable of learning Call Margaret Dexter 348-5821

SUBURBAN OPPORTUNITIES

MAG CARD II, to $715 Fee Paid Minimum 1 year Mag Card experience National Company Fee paid area
PR SECRETARY to $900 Fee Paid Type 50 average S B Good on phone Southfield
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

ORDER desk position open with Detroit area distributor Responsible order desk experience or electrical experience Call Mr Walter at 353-5711
An Equal Opportunity Employer

PART TIME Billing Clerk for developer firm Good typing required Hours 9 to 1 PM $3 00 per hour fee paid

LEGAL SECRETARY Needed by Troy firm Legal experience preferred No Shorthand but typing and dictaphone experience a plus Salary $650 to $750 Fee Paid

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RYGIENIST wanted 3 days per week for dentist group practice in North Macomb County Contact recall system preventive oriented Call 9 to 5 727 1100

504 Help Wanted Office-Clerical

SECRETARY
TO
PRESIDENT

Experienced mature Secretary with outstanding typing skills and figure aptitude needed by demanding President of National Multi Plant company Bookkeeping experience and some shorthand would be helpful but not necessary Only Northwest Detroit area or Livonia need apply Interested candidates may send resume or apply in person
LIFETIME DOORS INC 12500 Hamilton Ave Livonia 421-1100 Contact Don Huber

GIRL FRIDAY one girl office typing pleasant personality an total responsibility Call Mrs Lewis 459-8300 Ext 3 between 9 AM 5 PM 347-1911

BILLING CLERK
Company dynamic person with some billing or bookkeeping background Excellent benefits $120 a week Southfield & Sterling 356-1300

Secretary

Immediate need for an experienced secretary with good typing (minimum 55 wpm) and shorthand (85 wpm) skills

Candidate should be mature detail minded, able to work with little direction and ready for responsibility Good starting salary and excellent benefits
Call Mrs. Cape
557-3220
Moore
Business Forms, Inc
An Equal Opportunity Employer

CLERK TYPIST
Office experienced preferred Billing experience preferred For small 3 girl office Salary negotiable Call Mrs Cole today for an appointment 353-9800 Lathrup Medical Business An equal opportunity employer

OFFICE GIRL some sales and bookkeeping Full or part time Apply in person Farmington Cab Co 22210 West 8 Mile Rd Farmington

Accts. Payable Clerk

Troy based subsidiary of multinational corporation is seeking a responsible person for Accounts Payable Experience preferred Full time position Pleasant working conditions and fringe benefits Phone Personnel Dept
476-7100, Ext 296
An Equal Opportunity Employer

FILE and part time office Work have clerical skills and typing Variable hours Bookkeeping helpful but not necessary Experienced only Apply Monday through Friday 9 to 4 PM
ARNOLD HOME
18530 W 7 Mile

DREAM JOB

$600 Fee Paid

Prestige company will start you in fantastic new job - no experience necessary! If you type well and know some shorthand, this job is for you Terrific raises. Employer pays personnel agency fees. Call PERMANENT STAFF 261-2111 all 8 PM weekdays!

OFFICE WORK Some typing including statistical Bookkeeping payroll and bookkeeping Shorthand a plus 7 to 3 hours per week Mechanical Mfg Inc 32777 Claudia Dr Farmington 476-5864

STATE FARM INSURANCE AGENT Birmingham desires to hire full time mature secretary Responsibilities include typing and typing for plus bonus This job requires a responsible out-going person who will be responsible for all phases of office operation Long term employment Phone Rich Tripp 642-2220

RECEPTIONIST - TYPIST for home health care agency Excellent typing, telephone skills Ability self-starter 9 to 5 PM Excellent salary and fringe Call Mrs Tyack 559-0600