500 Help wanted

TRAVEL CONSULTANT for Travel Agency Northland area. At least 3 years experience. Reliable & dependable. Send resume to Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

COMPUTER OPERATOR

Medium size organization seeking the services of an operator. At least 1 year's experience Honeywell Tape - Disk System. Call

272-6988

AIRLINE Ticketing Course. Six Education - Instruction Clinic-Use (0181 American Travel Schools 398-4280

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

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 high school 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

BEAUTICIAN with clientele for bright & friendly shop. Clarkston area. Call 625-0080 or 625-0277

DAY COOK-Now interviewing. Kimberly Fried Chicken of Livonia. 37204 Plymouth Rd. between 1-4 PM daily. No phone calls

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

WAITRESSES midnight shift, experienced. Apply in person. Pizza Restaurant, 12661 near Schoolcraft

SHORT ORDER cook, midnight shift, experienced only. Apply in person. Pizza Restaurant, 12661 Greenfield Rd near Schoolcraft

COOK

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

645-3180

COOK
Wanted, Nights. Also Bus Boys for day shift. Experience. Apply in person only. Encore Restaurant, Livonia Mall 7 Mile - Middlebelt

USHERETTES - USHERS - Cashiers. Apply in person, evenings - Farmington Cinema, 10 Mile at Grand River

MATERIAL HANDLING
ENGINEER
NATIONAL COMPANY

Full time, some experience helpful. Fringe benefits. Ford Twp. Send resume to Box 957, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

FULL TIME JANITORS wanted, male or female, for Troy area. 875-7880

MACHINIST
All around. Must be good producer & do accurate work on Bridgeport Mill. Lathe & 6 or more years machine machine, preferably for Race Grader. Long program. For night shift only. 11 hours per night. 6 nights per week. Excellent benefits. Apply

VICKYE ENGINEERING CO.
42841 GRAND RIVER, NOVI

Tool & Die Repair

Repair, maintenance and trouble shooting on progressive and line dies for a stamping plant. Apply

Garrett Tool & Eng.
12217 Woodbine
Detroit

BRIDGEPORT OPERATOR
With experience on other Tool-room machines. Long program. For night shift only. 11 hours per night. 6 nights per week. Excellent benefits. Apply

VICKYE ENGINEERING CO.
42841 GRAND RIVER, NOVI

MEN & WOMEN needed for light packaging. Hours and days vary. Work 3 days. Call 271-4300 - Southfield. or 565-3300 - Dearborn

Waitress Opportunity
4½ to 8 day per week
8310-8130 per week
Hospitalization & Discounts
SIGN OF THE BEEFEATER
18001 W 8 Mile
6 Blocks W of Southfield
Apply weekdays between 2-4
Ask for Mr. Hoffman

500 Help wanted

APT. MAINTENANCE MAN
Plumbing, electrical, painting, carpentry. Middlebelt Royal Oak Building 547-6882 or 355-3000

BARTENDER, six nights per week. 8 PM - 2 AM. Female over 25 years or over. 559-8400

PINJUMPER

Nights AMF 82-70's
Experienced only need apply
Over 18 Apply in person.

Mayflower Lanes
26600 Plymouth Rd.
½ Mile W of Beech Daly

SALESPERSON, mature, to sell sewing machines, fabric and accessories. Must be an experienced sewer. Must be able to work Sundays and evenings. Apply: Singer Sewing Center, Westland Center, Livonia

DRIVER UTILITY MAN, should have 5 years required. Permanent opening. Apply in person 9 AM - 4 PM at 28200 Telegraph Rd., Southfield

SNACK BAR COOK

Nights Experienced preferred. Mature, honest and dependable. Apply in person

MAYFLOWER LANES
26600 Plymouth Rd
½ Mile W of Beech Daly

PLASTIC Machine operators, 3 openings on afternoon shift only. Start at $2.30 per hour with raises and fringe benefits. Apply at 13802 Brookfield, Livonia. (1 block North of Plymouth Rd. - 3 blocks East of Farmington

PORTER Sundays and holidays off. Mason's Lounge 13400 Farmington Rd at Schoolcraft, Livonia Mich

OPPORTUNITY UNLIMITED
Get training in one of 430 different skills. Good pay and benefits as a member of the U.S. Air Force. Call your AF Recruiter in

LIVONIA at 522-1190
or
GARDEN CITY 425-5858

RESPONSIBLE mature adult, with nutritional background, needed for part time sales in busy Health Food store. Must be reliable, honest. Weekends and evenings. Experience required. Call C. Beiter for appointment 338-0880

BEAUTICIANS
Full time and part time, wanted. Experienced with clientele. Excellent working conditions. Livonia area. Call after 6 PM 476-3610

NEED SECURITY?
The U. S. Air Force will pay you while you are training as a Security / Law Enforcement Specialist. Join the Aerospace Team now. Call your AF Recruiter in

LIVONIA at 522-1190
or
GARDEN CITY 425-5858

PART TIME Factory Branch, 1 to 10 PM. Evenings & Saturdays. Continuous Salary. Earnings of $375 - $350 per month. Call Personnel J. P. Thomas Co 756-4170

RETIRED MAN for pleasant and steady part time work in Livonia. West shelters with Social Security 1-483-0622

502 Help Wanted Dental-Medical

DICTAPHONE - Typist for medical office in Farmington Hills. 30 w.p.m. Medical experience helpful

MEDICAL RECEPTIONIST. Experience required for 3 Doctor practice. Schedules, insurance. Pleasant working hours, prefer Doctor's train on assisting. 138 Dr. Personnel Agency, Northland Medical Bldg 353-0800

DENTAL ASSISTANT Have vacancies for excellent positions in full. Experience required in chairside, X-ray, oral X-ray, front office, and insurance. 137 Dr. Personnel Agency, Northland Medical Bldg 353-0800

Dental Hygienist

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

MEDICAL ASSISTANT Must have some experience. EKG. Experience drawing blood desired. Must fill position immediately. 140 Dr. Personnel Agency, Northland Medical Bldg 353-0800

OPTOMETRIC TECHNICIAN Experience desired or Doctor will train right person with solid math background. Excellent salary, full time. 139 Dr. Personnel Agency, Northland Medical Bldg 353-0800

CLINICAL TECH Must have experience in X-ray, EKG, drawing blood. Full time, 8130 to 8180 per week. Excellent benefits. 141 Dr. Personnel Agency, Northland Medical Bldg 353-0800

EEG TECHNICIAN

Full time day position available for an individual with at least 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

Dial Classified Direct . . .
522-0900 or 644-1070

502 Help Wanted Dental-Medical

DENTAL ASSISTANT. Experience in chairside, 4 handed, front and trim and X-ray. Large practice located at Pontiac 138 Dr. Personnel Agency, Northland Medical Bldg 353-0800

MEDICAL ASSISTANT, experienced, typing, insurance forms, vacation, whole blood count. No evenings or weekends. Livonia 353-0800

NURSES AIDES-full or part time, all shifts. Apply in person to Bentley Convalescent Center, 180 Bagley Rd., Plymouth

REGISTERED NURSES, full time for 11 PM to 7 AM shift. Apply in person to Bentley Convalescent, 180 Bagley Rd. Plymouth

Medical X-Ray Supervisor for Bloomfield Hills office of National Health Care Company. Responsibilities include management, patient contact, and promotional requirements for Oakland County. Equal opportunity employer. Send resume to P. O. Box 841 Bloomfield Hills, Mich 48013

SOUTHFIELD Physician's office needs good typist in early, Monday-Tuesday, Thursday, 8AM - 1PM. Must be accurate, dependable and self starter. 557-3220

Afternoon shift, LPN, after noon shift. Nurse Attendant, all shifts. Full time, fringe benefits. Bedford Villa Nursing Home, Redford 937-3220

RECEPTIONIST for doctor's office in Troy 3 evenings per week. Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN'S and LPN'S
NURSE'S AIDES

FULL AND PART TIME
All Shifts

LAHSER HILLS
NURSING HOME
354-3222

PART TIME
Medical Receptionist, experienced in full years of insurance. Farmington area. 476-1888

DENTAL ASSISTANT experienced for chairside position. Livonia location. Excellent working conditions and benefits. Send resume to Box 885, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST for dental office in Plymouth hours 8:30 to 5:30 Mon thru Fri. Duties include control of telephone and scheduling, general filing, completing insurance forms. Monthly statements and operations on patient recall system. Experience desirable but not mandatory. Salary will be arranged. Send resume to Box 886, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST for doctor's office, part time, possible full time. Experienced only. Must be knowledgable in insurance billing. Typing necessary. Redford area

937-8155

FULL TIME RN'S needed for growing Pontiac in-patient Psychiatric facility. Midnights 11 PM to 7 AM. Experience in mental health nursing preferred. Shift differential and fringe benefits. An equal opportunity employer. Call 338-7166, Ext. 34

NURSING HOME Laundry & Housekeeping working department. Do you feel bad you would like to take a step up? Apply in person. Have you any transportation problem? Fringe benefits. Sherwood Hall Convalescent, 3600 Greenfield Rd. Bayrid Club

DENTAL ASSISTANT wanted, part time. Thurs. Fri. and some Saturdays. Experience preferred. Start immediately. Plymouth. Call mon. after 6 PM. Ask for D.A.R. 6958 Harvard Lane, Plymouth Mt. 48170

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

LARGE MEDICAL Clinic in Wallled Lake needs team leader for ladies department. Must have experience with Blue Cross and other billing procedures. Salary open. Send resume of education and experience to Personnel Director, 1000 N. Pontiac Trail, Walled Lake. Phone for appointment 624-8000

EXPERIENCED Medical secretary, receptionist. 3 afternoons a week. Call Mondays 10 to 12 PM for appointment 355-4094

MEDICAL SECRETARY - Receptionist. Full time, no weekends. Typing required, experienced in payment insurance forms. Call 9 AM - 5 PM for interview 557-4716

NURSE ANESTHETIST
CRNA WANTED

To work day shift, OB. No night calls or weekend. Liberal benefits.

642-3066

REGISTERED Nurse for Oak Shakespeare's office Ford Rd. and Merriman area 425-4711

X-RAY TECHNICIAN
For Physician's Office in South Lyon. Some experience CALL 437-4750

DENTAL ASST. with training or experience in chairside and X-ray for Southfield Orthodontic office. Call for interview 352-0000

NURSE ANESTHETIST
CRNA WANTED

To work night shift, OB Liberal benefits.

642-3066

MEDICAL ASSISTANT, immediate job, excellent working atmosphere for details call 557-5750

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 essential for patient relations position. Will train

Clerical ability, some typing, and ability to operate 10 key adding machine required for control clerk position. Will train

Good starting salary. Semi-annual salary reviews. Fully paid Blue Cross, Disability and Life insurance 10 paid sick days a year. 3 weeks vacation after first year. 5 weeks during first year. Pension and profit sharing plans. Medical - Dental reimbursement plans. Pleasant working conditions. Dearborn location. Please send resume to Box 944, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT - full time - in central Livonia. Want to start immediately. HRO was to refer to learn quickly 261-7881

502 Help Wanted Dental-Medical

Hawthorn Center
Announces
Immediate Job Openings for
RN's

To qualify you must enjoy working with children. Be able to work in a creative and informal atmosphere. Want to participate in a well defined staff - directed treatment program for emotionally disturbed children. Be available for full time employment AM and PM shift rotation. No previous experience necessary. Orientation program and continuing in service training for all staff. Excellent state civil service fringe benefits. Phone

349-3000 Ext 471
8 AM - 4 PM

REGISTERED NURSE
Wanted to assist Plastic Surgeon. Will train right person. Must be interested in working with doctor, assist nurse and assisting in patient care 653-0094

DICTAPHONE - Typist for medical office in Farmington Hills. 60 - 80 w.p.m. Medical experience helpful 851-6000

DENTAL HYGENIST. Full time, perfect position. Fisher Building, Detroit 871-3160

RNS or LPNS

Full time, Afternoons or midnights Shift differential, good benefits and pleasant surroundings. Call 8 - 4, Monday through Friday Mrs. Lindsay

FARMINGTON NURSING HOME
35646 Potomac Rd. Farm.
477-7400

MATURE WOMAN
Northwest area resident, for Optometrist's office. Receptionist and general office work. Responsible for bookkeeping and good clerical skills. Some typing. Personnel experienced with people - essential. 553-4216

DENTAL SECRETARY Dental office experience, appointment controls, insurance, typing. Interviews immediately. Southfield 352-7640

HYGIENIST wanted 3 days per week. Modern office, fringe benefits. Send resume to Box 895, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DATA ENTRY
Bookkeeping experience necessary in N.W. suburban office, good fringe benefits Call Anne Fogle 348-1000

Sterling & Sterling Agency

GENERAL OFFICE Job Experienced preferred. Must be good typist. Phone 557-3220 after 6 PM

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

BOOKKEEPER To 30 years. Top branch company moving soon. Pleasant surroundings. Salary negotiable. Minimum 3 years experience. Call Anne Sterling & Sterling Agency 335-0880

VIP SECRETARY
For Paid. Enter the Promotional field of Advertising, using your skills, experience, poise. Beautiful Office in Bloomfield. Darlene Bennett Service

Secy $700
Trainee Fee Paid

Like to work in sunny Royal Oak? Nice boss will train you for important job if you have light shorthand and good typing skills. Call now or pays personnel agency fee. Call PERMANENT STAFF 543-3160 (8 a.m. weekdays)

"COMPUTER OPERATOR"
(DOS - 360 70, minimum 1 year experience only 354-8570

PART Time, receptionist, typist. Hours 8 to 12 pm. Troy area. Easy light shorthand helpful 362-1610

CUSTOMER CREDIT CLERK
Sales office needs your good typing and phone technique to handle a fast paced position. Diversified duties top fringes 8142 Phone Mr. Day

353-6500
Sneling & Sneling
PERSONNEL

ASSISTANT SECRETARY diversified position available in our engineering department. Typing required for a responsible staff starter being able to handle detail and many duties. Other duties include filing, typing 55 wpm, secretary being most important. Knowledge of office procedures, and shorthand is helpful but not necessary. Excellent working conditions and benefits. Please call for an appointment 352-5000

NOVI firm needs full time Bookkeeper. Bank teller or similar background acceptable. Ideal 8130 a week 348-7000

KEEN ACCOUNTING CLERK
"Move" into this cherry suburban travel agency with your recent bookkeeping and accounts receivable experience. Berry office! $130 Phone Mr. Cole

353-6500
Sneling & Sneling
PERSONNEL

BOOKKEEPER
WITH FULL CHARGE general ledger experience. Part time, 3 days per week. Write Bishop Lockwood & Co., 3420 E. Lincoln, Birmingham, 48012, giving full details of training and experience.

ACCTS RECEIVABLE-PAYABLE
Light typing wanted immediately. Birmingham office
647-1600

FRIENDLY TRAVEL TYPIST
Large firm, dealing with World Travel plans and the Public, is looking for good secretarial skills and personality. Fast paced! Phone! desk spot! Top fringes! See Mr. Michaels, only

353-6500
Sneling & Sneling
PERSONNEL

WANTED FULL time energetic "Girl Friday". To work with two expanding mortgage companies. Divisions should be personable and have some training. Desire and ability to be independent in the following. Receptionist, answering phone, secretarial, dictaphone, shorthand or speedwriting, typing, correspondence, reports, record keeping, filing, billing, spelling, business English, telephone manner, accounts payable, cash flow and bookkeeping. Advancement opportunity for the right person. Performance. If you are this person and this appeals to you then send resume showing your education, previous employment and salary to P.O. Box 208, Troy, Michigan. 48084

Sunny
Receptionist

$450 Fee Paid

Super sales team is looking for high school graduate with receptionist-qualities. Nice appearance and ability to work well with people, and you need. Nice raises in 90 days. Call Elaine 644-0111 (8 p.m. weekdays). Employer pays personnel agency fee.

PERMANENT STAFF

504 Help Wanted Office-Clerical

SECRETARY - part time, approx 20 hours week, must have good typing ability and some bookkeeping experience. 559-8400

ACCOUNTS RECEIVABLE CLERK
Experienced on IBM 32, 34 or 360 bookkeeping ability, in person. Contact Mr. Ferguson, 30500 Northwestern Hwy., Farmington Hills. Equal Opportunity Employer

RESPONSIBLE WOMAN with good typing skills, experienced or recent graduate. To run complete office for small company. Only Lawyer Oil Co., 6000 Grand River, Nort

GET A HEAD START
On A New Job
$725 Fee Paid

If you are a mature self - starter with two or more years legal background, you can start immediately. Well known employer prefers you for organizing large over over. Call PERMANENT STAFF 543-3110 (8 p.m. weekdays). No personnel agency fee to you

GIRL FRIDAY
For Company President in Sales applicants desired City of Farmington

477-3333

ACCOUNTS PAYABLE
$500. Busy firm needs industrial person with payables and payroll experience. Durham Employment Service 642-6080

MULTI-TALENTED RECEPTIONIST
If you have a way with people, a head for decisions, a knack for flair, a flair for typing, 75 wpm, this is your job. Call Mrs. Lazar

353-6500
Sneling & Sneling
PERSONNEL

EXECUTIVE trainee Secretary or Bookkeeper to learn technical field of instrument production. Full paid career overtaxing job details. Must be reasonably conversant. Write P.O. Box 8202, Oak Park 48237

SECRETARY for Southfield Law Firm. Light shorthand. Call Ann 355-8000

SUBURBAN OPPORTUNITIES
JR SECRETARY, $650. For Paid. Good typing, average SH. Farmington Hills

SR SECRETARY, to $840. For Paid. Typing 55, Average SH. Good on phone. Southfield

Call Mrs. Payne 477-0840
SUBURBAN PERSONNEL

CLERICAL GIRL - bookkeeping experience helpful. Must be good with figures. Part time or full time hours. Southfield 357-3000

Typing, General Office Skills Prefer minimum individual. Full Time 8 - 5 PM - Stevens area 688-4047

EXECUTIVE SECRETARY - For Troy Advertising Agency. Best Bloomfield suburban area. Excellent skills, will start at $700. Fee paid. Call Jackie

PERSONNEL ASSISTANT - Able to work on her own for development Detroit firm. Good typing, plus some shorthand required. Salary $575-$700. fee paid

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple Birmingham
646-5600

GENERAL Clerk for eight Northwest office. Figure. Background must helpful, but not a must. Starting 30 open. Salary up to $800. Fee paid. Employer pays. Call Barbara Dodd Professional Personnel

357-4010

GENERAL OFFICE, typing, answering phone, shorthand preferred. Advancement overtaxing on ability. Call Park area Phone 348-7616

SECRETARY
Position available for experienced secretary at our Grand River - Redford office. Performance bonus plan provides a variety of outstanding rewards and responsibilities

Competitive salary offered. Benefits include paid Health and Life insurance, paid holidays and tuition refund. Excellent working conditions. Preferred typing 55 wpm and shorthand. Phone 38 open

APPLY
Manufacturer's Bank
Farmington Regional Office
Grand River - Halsted
Tuesday, Jan. 13, ONLY
1:30 - 4 PM

PERSONNEL DEPARTMENT
411 W. Lafayette
Detroit

Monday - Friday, 9-3

SECRETARY Is this you? Like to speak-spell and can handle it. Enjoy variety, and pleasant work atmosphere? Good salary + excellent benefits, need good typing skills. Call Jeanette

SWITCHBOARD
Outdoor experience necessary to handle important position for Southfield Bookkeeping firm

LOIS RAY PERSONNEL
350-0000

BOOKKEEPER, capable of carrying books thru general ledger. References required. Immediate opening, salary commensurate with experience 532-7050

GENERAL OFFICE Southfield, good typist, pleasant telephone voice, salary open. Call 358-7161

RECEPTIONIST
Front desk position for beautiful Southfield office. Typing required. $625

LOIS RAY PERSONNEL
350-0000

RECEPTIONIST
Like typing, helping people, enjoy variety. $130 a week. Benefits. 5 day Sneling & Sneling Agency 356-5200

ACCOUNTING Office, Farmington Hills area, experienced person, typing skills, bookkeeping background. 553-8540

BOOKKEEPER
Accounts Payable thru trial balance, computer experience necessary. Excellent benefits. $900

LOIS RAY PERSONNEL
350-0000

BOOKKEEPER - SECRETARY, needed full time. Plymouth. 453-6200

LEGAL SECRETARY
TROY
Good skills. 3 years plus experience. $800. Fee paid. Call Bobbie 528-6700

RAY TURNER PERSONNEL-1101
18280 W. 10 Mile Rd.
SOUTHFIELD

504 Help Wanted Office-Clerical

PART TIME on-call secretarial, approximately 20 hours per week. Phone Gaynor, Birmingham. Typ. pay $4.00. Call 642-8000

LAW FIRM in Troy-Birmingham area needs bookkeeper. Must have good basic positions with near future full time employment. Above average beginning salary required. Excellent benefits. 646-3000

GENERAL OFFICE
Payroll, accounts receivable, sales reports, etc. Full time. Near Northwestern. 968-6750

EXECUTIVE SECRETARY Large Pre Suburban firm. Excellent typing and shorthand required. Salary $710 plus benefits. Fee Paid.

ACCOUNTS PAYABLE Receiving clerk. Check for Payable firm, steno typing and calculator. Salary $600, plus benefits

FIGURE CLERK For No Suburban firm, good math aptitude, salary $620 to $680 plus benefits

ACCURACY PERSONNEL
Birmingham 642-8080
Southfield 355-3040

PART TIME, good typist, general office experience helpful. Would consider high school student. North Woodward area. Call 647-2000

EXPERIENCED LEGAL SECY. With typing and shorthand. 355-3000

FRONT DESK SECRETARY
Fee paid. Greet clients and keep records on two offices. Phone personality and accurate typing. $600 Call now

588-5400
Sneling & Sneling
PERSONNEL

GENERAL OFFICE
Most basic bookkeeping experience, no trial balance. Typing 5 day week. 8 AM 5 PM. Auto Wash project Co. 2276 Franklin Road, Bloomfield Hills 850-7010

GIRL EXPERIENCED in property damage, some owners auto insurance packages! 855-8000

Interpreter
W. Subs.
$725 Fee Paid

Have a knack for languages? If Spanish is your forte you can start immediately for well known international. Use your Spanish translations and accurate typing. No shorthand necessary. This rare opportunity requires good basic skills and fast moves and fast moves from employer. We pay personnel agency fee. Call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays)

SECRETARY, bookkeeping, real estate non-member, small real estate office, Farmington Telegraph area. Fringe benefits preferred 356-7780

RECEPTIONIST needed for Dr. Hill's office. Pleasant work. Call 355-2000 between preferred Apply at Harley Industrial Clinic, 7800 Middlebelt Rd. Romulus or call

355-8000, Ext. 75

PHONE WHIZ
W. 8 MILE

Well known entertainment industry needs smart receptionist to handle incoming calls, greet show biz types, and keep the place humming. Very other. Typing helpful. Call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays) agency

RESPONSIBLE GIRL who must be experienced in typing and other general duties. Must be able to handle a part time desk in a busy insurance agency 855-4000

RESPONSIBLE GIRL who has insurance owner's insurance experience 855-4000

Office Aide
W. 12 Mile
No Shtd needed!

Well-organized, verbal, high school graduate can start now on temporary job in executive suite of business corporation. Good typing important. You earn $600 monthly. Call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays) Personnel

SECRETARY with entire book keeping experience for advertising agency in Birmingham. Excellent working conditions, good benefits and profit sharing. Agency expanding. Please send resume, salary name and salary requirements to Box 881, An Equal Opportunity Employer

FULL CHARGE BOOKKEEPER
Have general ledger. Experience with Electronic Typewriter. Phone area. Send resume Box 865, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Accounting Clerk
W. Subs.

Perfect job for mature person with light bookkeeping background and good average typing. $535 to start. When you call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays) agency

COMPANY Underwriter Rating Troy office agency experience in commercial lines. Good fringe benefits. Salary open. Call 362-3120 (8 p.m. weekdays)

PERMANENT STAFF

EXPERIENCED legal secretary, to become secretary to president of Real Estate development company, with office in Troy. Salary commensurate with experience. Call 362-3120

DREAM JOB
$600 - Fee Paid

Prestige company will start you on your new job-no experience necessary! If you type well and have good shorthand this job is for you. Terrific raises. Employer pays personnel agency fee. Call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays)

504 Help Wanted Office-Clerical

GENERAL OFFICE Typing, filing, clerical, our supply is from Middle-Ex Rubber, 23201 Industrial Park Drive, Farmington

TYPIST, part time possibly full time. Telegraph - Maple area, experienced reliable, references. Salary negotiable. Call Mrs. Gaynor, Electronic Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ACCOUNTS - TYPIST
Has retention office. Handle diversified interesting assignments. $600 Fee paid. Call Gail Mark 588-5400

Sneling & Sneling
PERSONNEL

SECRETARY to Middle School Principal. 10½ months to 11 months position. Bookkeeping experience preferred. Good typing and shorthand skills. Ability to relate well with people. Apply Mrs. Wolf, West Bloomfield Schools.

661-3000

AVAILABLE NOW
SECRETARY to $800 month
RECEPTIONIST $640 month
COPY TYPISTS $530 month
CLERK TYPIST $530 month
FILE CLERK $600 month
BEGINNING TYPIST $515 month
Many Other Positions Available
Excellent Suburban Companies with good fringe benefits
ALLIS-JOHNSON PERSONNEL
Quakertown Plaza 32000 Northwestern
Farmington Hills 476-3000

BILLING CLERK
Company desires person with some billing or bookkeeping background. Excellent salary and benefits. Sterling & Sterling Agency 355-3200

Admin. Aide
Some secretarial background? This employer needs sharp well-spoken person with flair for organization. You earn $800 while you learn new office procedures. Call PERMANENT STAFF (543-3110) (8 p.m. weekdays) Personnel agency

FULL and part time office. Must have clerical skills and typing. Varied hours. Bookkeeping helpful but not necessary. Experienced only. Apply Monday through Friday, 9 to 4 PM

ARNOLD HOME
3838 W 7 Mile

Phone-Ability
W. 9 Mile
$525

If you like math and love public contact this is for you. Top man will train you on banking and loan accounts. Light typing helpful. Call PERMANENT STAFF (313) 211-1110 (8 p.m. weekdays) Personnel agency

OFFICE WORK Some typing, including statistical. Bookkeeping and bookkeeping. Shorthand a plus. 30 - 35 hours per week. Mechanical Mills, Inc. 32777 Industrial Dr. Southfield Lathrup

Ken Karsen 557-6700
Westland-Livonia
Peter Ortiz 731-8400

chamberlain

HOLIDAY EXPENSE Bonus! Part time sales positions are available for ladies working in department store jewelry division. For additional information contact Mrs. McLaughlin, 644-8100 or 779-8. 855-6700

Attention!
Gals-Guys-Couples

A fantastic ground floor opportunity is here with an established Michigan company. Be the first in this area selling a prestige item through home presentation. Tremendous proven success in other states.

ORIGINAL OIL PAINTINGS
Excellent prices. No experience necessary. Great hostess plan. Management positions available

CALL FRAN
255-7804
AT
ARTISTIC
INTERIORS INC.

504 Help Wanted Sales

EXPERIENCED SECRETARY
Bloomfield area. Permanent position. Permanent Help Co. Call Pat Arquette 851-0000

TYPISTS
STENOS

See Maryann Burke
30000 9 Mile at Beech Daly

GIRLPOWER
Div Manpower Temp Services

965-7000

TELLERS
Troy bank has immediate openings for full and part time tellers. Salary open. Call between 9 AM and 3 PM For appointment 689-2750

506 Help Wanted Sales

SALES REPRESENTATIVE
$1,075 per month. Starting commission. 2½ years paid training program. Complete fringe benefits plus profit sharing. Mature person. Contact Lutz, 20275 Plymouth Road, Livonia. 937-2730
An Equal Opportunity Employer

ADVERTISING
Direct Mail Sales. Experienced preferred. Leads supplied. Full or part time. Commission. Troy area

398-3888

REAL ESTATE
Highest commissions. Good plan for high earners. Will train in Michigan's finest Real Estate School. If you are willing to work, you are able to earn extremely high income. Call Gene Dorke for details

525-7700

Century 21
Gene Dorke Rlty

WANTED - 16 women, 22 or over full or part time will train. Call between 10 A.M. - 4 P.M. 537-3000 or 459-0173

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