Observer & Eccentric Classified Want Ads

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500 Help wanted

GROCERY Counter person high school graduate Monday through Friday 9 AM to 6 PM $175 week. No experience necessary. Apply 3 PM Monday-Friday Meral & Co. 8031 Linden between Livernois & Wyoming

WANTED experienced Dedtra grinder for grinding solid Carbide tooling Benefits & BS Vacations approved. Apply in person Huff Carbide Tool 27200 Fallerton between Plymouth Schoolcraft off Industry Rd

RECEPTIONIST Switchboard Operator Bloomfield Hills location. 647-0000

TRUCK DRIVER Diesel tractor, able to do the following Spring Special 30 Lic Driver and shop work in small metal shop 422-2772

CONTROLLER

We are seeking an experienced Controller for our Sub urban Detroit area Corporation Applicants should have broad general experience in all phases of the Controllers role Preferably an related to the distribution industry Replies to Box 138 Observer & Eccentric News papers 36251 Schoolcraft Livonia Michigan 48150

MALE AND FEMALE kitchen and dining room help wanted Inquire between 2 & 4 PM Mon Fri Big Bull Eight Mile and Grand River

AUTO WASH ATTENDANTS full and part time Northville 349-6429 and Plymouth 455-9605

SHEET METAL benchman experienced Call 476-6122

WAITRESSES

Full time position available days or afternoon excellent career opportunity In the Boardtown Mile Hogan's first finishing restaurant Apply in person

HOLIDAY INN OF SOUTHFIELD 26555 Telegraph Rd Southfield

SUBURBAN OPPORTUNITIES

INSURANCE SUPERVISOR to $18 000 Fee Paid Minimum 3 years L & H underwriting experience Group experience helpful Farmington

LITIGATION SUPERVISOR $15 000 plus Fee Paid Minimum years broad profile and LTL background

Call Mr Grant 477 9840

SUBURBAN PERSONNEL

SALESLADY For Dress & Sport Shop Must be experienced Excellent commission and wages Flexible Dress Shop 262 W 9 Mile Ferndale 542-0802

NON TAKING applications for waitresses and cooks must be 18 Days and night shifts available Apply in person only after 2 PM Tuma's 36475 Plymouth Rd

HOTEL MAID experience necessary 4 to 8 days per week Farmington area Call Mrs Ashel 474-6800

HAIRDRESSER wanted for new Plymouth Salon 453-3260

SALES EMPLOYMENT COUNSELOR

The ability to work with people and sales or supervisory experience can lead to an exceptional future with the world's largest employment service Call Mr Hunter Call Bernice Fromm at 355-6300 or 569-3600

DRIVER must be 18 years old good driving record and neat appearance a must Apply in person AAA Rent A Car 864 S Woodward Birmingham

CAREER Sales & Sales Mgmt Opportunity Starting monthly salary up to $1 000 + commission Experience required You are paid a salary while completing an on the job training program Hospitalization retirement disability life insurance benefits Call 644 5 2904

TELEPHONE canvassers Modern stations experience necessary Fantastic commission 353-3300

MACHINIST YOUNG growing company Plymouth area needs all around machinist with 5 years experience on aftermarket shift Good benefits and wages Call for appointment 459-9565

SPORTING GOODS SHOES MANAGEMENT POSITION Growing Retail Chain has excellent opportunity for young person with background in athletic Footwear sales or strong product knowledge Benefits + Clothing 344-2944

DELIVERY BOY and Pickup Man for Dinner Ticket Fast Delivery Lunch Rounds Call Mr Hunter 261-2726

WANTED professional person or person with supervisory experience as partner in a fully funded business Start on part time basis Call 5-7 pm for appointment 334-2280

MASS HIRING

Ladies and men women to fill vacancies left by promotions that new Sales Office is expanding and we might need you To find out more call Friday only 10 to 4 PM 425-8000

LIGHT SHOP WORK 40 Hour Week 7 AM 3 30 PM Fringe Benefits Apply 3 30 PM to 5 PM Thursday or Saturday morning 24630 Hatchett Road 1 block north of Grand River Farmington Hills

NO EXPERIENCE REQUIRED Positions opening in Livonia sales office which offers complete training and have a guarantee available of $600 per month to those who qualify Must be neat dependable and available immediately For interview call Friday only 10 to 5 PM 425-8500

BOOK STORE Manager Experienced and references required Send resume to Box 8123 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

500 Help wanted

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 Northville Livonia Plymouth Westland Redford Dearborn Hts and Southfield For information call 981-7750

ASSISTANT MANAGER for furniture store Prefer 3 years college or retail experience Salary plus commission Benefits Livonia Call Mr Rutcomb 425-7900

SECURITY GUARD

Part time for Sundays and holidays 9 AM to 7 PM Good spot for retiree to supplement income Apply Personnel Dept

NATIONAL BANK OF SOUTHFIELD

20201 Telegraph Southfield

354-5250

WAITRESSES full or part time Al Jerome shift Apply Dale's Regal Shopping Center 15 Mile & Farmington Rds

DOWNTOWN DETROIT Need young man for delivery and maintenance work $2 50 per hour Pleasing experience helpful Apply in person 1300 W Fort St 8 AM to Noon

DRUG STORE CLERK Full time mature person Retail experience References Apply in person 17200 W 8 Mile at Newburgh

General Machinery

REPAIRMAN PRESSROOM Minimum 5 year experience Liberal employee benefits Apply today

STAHL MFG CO.

12282 Woodbine Detroit

COUNTER GIRL for Dry Cleaning 40 hours 5 days 29826 North western Highway EL 6-0013

MIDDLE AGED Woman to assist in caring for elderly lady Must be kind and understanding Preferably residing in Farmington Call after 5 30 PM 477-1056

BREAKFAST Waitresses early morning shift Also night shift some nigs Apply in person 9 am to 11 am or 2 pm to 5 pm Luma's Restaurant 25241 Grand River Detroit

WELDERS

For MIG welding 2nd shift must be experienced Permanent employment Apply in person

STANDARD FORGE CO

3130 Franklin Det

An Equal Opportunity Employer

RECEPTIONIST Very interesting activities Full time Fringe benefits Afternoon evenings Sun thru Thurs Apply in person

WESTCOTT HOSPITAL & ANIMAL EMERGENCY ROOM 24429 Grand River 3 bl W of Telegraph

MAINTENANCE MAN for apartment complex Must be handy Experienced Also handyman Farmington area 478-5635

YOUNG MAN to learn Tool & Die Trade days Bargat Mold & Die Co 23500 Telegraph Rd Southfield 356-7670

GENERAL MAINTENANCE Janitor Experienced personnel only need apply Woodward area Good wages and benefits Call Mr Apple between 8 AM & 1 PM 543-7100

PERMANENT INDUSTRIAL DIE PATCHER for temporary help serve some clerical background required Friendly attitude neat appearance must like to work with people Madison Hts area For interview appointment call 398 6166

BEAUTICIANS Male or Female with experience Artistic Salon Northland 356-0000

COOK occasionally for Conference Center Bloomfield Hills 10 to 20 full overnight accommodations Plus smaller occasions Call Mr Cook 645-3100

TELEPHONE CANVASSERS Would you like to work part time hours in our plush South field office & earn an excellent hourly rate plus bonuses? WELL If the answer is YES then please call Mr Hunter between 10 6pm

354 5573

Call Mr Hunter For meet Male for full or part time nights Must be over 21 553-9000

AMBULANCE attendants and drivers 126 Sproat St Detroit or call between 8 5 PM 823-2320

ROCK MUSICIANS wanted for Evangelical group Dave Thomas 228-7961

ASS'T FOREMAN

Injection Molding

Underground Products is accepting applications for the above position Experience required Please apply in person at

12801 Inkster Rd

Livonia

PRODUCT ENGINEER

Salaried position with a sub urban, growth oriented division of Microdot Corp has an immediate opportunity for a professional with a minimum of 2 to 5 years engineering experience in rotating shaft seals or a related rubber product atmosphere

Responsibilities will include heavy product design and layout, acquiring application data thru customer contact directing product testing and development and interfacing with other engineering, sales and production personnel

B S ME degree or equivalent necessary We offer a competitive salary and complete company paid benefit package for immediate consideration please send detailed resume with salary history and requirements in confidence to Manager of Employee Relations

SELASTOMER DETROIT, INC

23800 Research Dr

Farmington 48024

TOOL ROOM MACHINIST APPRENTICE

Minimum 3 years experience, own tools, liberal employee benefits Apply

STAHL MFG. CO.

12282 Woodbine, Detroit

500 Help wanted

EXPERIENCED Firm Class Meat counter full time Part time Counter help Apply in person only Mon Sat Mark Meats 18610 W Warren Detroit Mich

COUNTER CLERK full and part time pick your own hours (Good pay and benefits Apply 1 PM per day Mai Kai Cleaners 23025 W 9 Mile Southfield 476-6221

Professional Educator

Referred Temple is seeking a Professional Educator to act as Director for its Religious School programs beginning June 1 Solid background in Jewish and Hebrew studies required Include salary expectations Please send resume to Box 126 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

COLLECTOR Mortgage Company in Northland area is seeking experienced full time Collector Excellent fringe benefits Salary commensurate with experience For interview please contact Mr Chapin 356-0000

TENNIS PRO Kensington Club summer season June August Write P O Box 293 Farmington 48024 477-7425

LABORERS CUSTODIANS 08 01 to 06 30 includes COLA Livonia resident at least 18 to 65 years old Apply by Feb 8 to City of Livonia Civil Service Commission 33023 Seven Mile Rd

HAVE YOUR child attend Jean Ring or Bobbie Diggs If so we need an experienced babysitter in an exclusive Livonia home Must be available 4 days including Saturday 10 5 PM 2 evenings Thursday & Friday 6 9 PM 626-7601

FULLER BRUSH COMPANY Needs a man to train for Management position for Detroit area Salary & Expenses For interview call 271 2738

CASHIER full time in work in Parts Store Apply 19150 West 6 Mile Detroit

KEY DISC KEY PUNCH Several openings pleasant working conditions shift differential in receive pay falls good fringe benefits Weekend operators afternoon midnight shifts fall and part time daily

Brookside Center

23 Mile and Mound

254-1818

18236 Northland Dr Southfield

WANTED machine set up and repair man Must be experienced Birmingham area Call Between the hours 8 AM 1 PM Mr Apple 647-7100

FOREMAN light manufacturing experience required Excellent salary Benefits and advancement opportunities N Woodward area Send resume to Box 963 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

BAR MAID young and attractive night shift Apply in person Coach House Lounge 3491 Auburn Rd Utica

SNOWMOBILE MECHANIC

Must have Chaparral experience to work part time Livonia Farmington area

Call Bill

at our new number

474-9683

PERMANENT INDUSTRIAL DIE PATCHER for temporary help serve some clerical background required Friendly attitude neat appearance must like to work with people Madison Hts area For interview appointment call 398 6166

BEAUTICIANS Male or Female with experience Artistic Salon Northland 356-0000

COOK occasionally for Conference Center Bloomfield Hills 10 to 20 full overnight accommodations Plus smaller occasions Call Mr Cook 645-3100

Accepting Applications For

TOOL MAKERS

Steady work liberal benefits Hire fabricators hot and cold heading Apply

PATTERSON LAKE PRODUCTS

1800 Patterson Lake Rd Pinckney

GRINDER HAND SHAPER HAND Precision tool and work units BIRDSALL TOOL Farm 476 5130

BEAUTICIANS full and part time Livonia call after 6 PM 476 2610

WAITRESSES WANTED all shifts Apply in person 11 AM 7 PM Stouffer's Northland Inn 21000 Northwestern Hwy Southfield

POSITIONS OPEN SUMMER 1976 Burton Holmes Travel & Racquet Club Livonia needs MANAGER LIFE GUARDS Water Safety Instructors Instructors TENNIS COACH GROUNDSKEEPER Top Salary Apply in person Richard D Skaggs 18210 Alpine Dr Livonia 48150 For further information call 427-9084 Manager Resume must be submitted by Mar 1 1976

WANTED man woman or student for Detroit Free Press single room motor route deliveries in Northwest Detroit Orchard Lake Rd area Hours are from 4 AM to 6 AM 3 days a week Cash bond required $ 6 PM Must have dependable vehicle Call Mr Kinney between 7 30 A M & 11 noon 96 5 2240 If no answer call The Detroit Free Press 222 6800

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

AIRLINE Ticketing Course See Education Instruction Classifications 318 American Travel Schools 399 5322

MALE and female applications wanted for production work 130 W Maple 644-6254

BIRMINGHAM EMPLOYMENT BUREAU

502 Help Wanted Dental-Medical

DENTAL HYGIENIST Temporary for Jan 29 Feb 6 5 7 Could lead to permanent part time job Apply North Dr Personnel Agency Northland Medical Bldg 353-0550

DENTAL ASSISTANT Need experienced chairside Assistant Light 4 handed who could learn Full time office manager and part time hygienist employed Excellent salary and benefits North Dr Personnel Agency Northland Medical Bldg 353-0550

MED TECH ASCP One Doctor practice Mon thru Fri days 30 35 hrs per week Birmingham Dr Personnel Agency Northland Medical Bldg 353-0550

MEDICAL RECEPTIONIST SECRETARY Experienced person for 3 Doctor practice Must be extremely typist learn Dictaphone and all insurance Mon thru Fri 9 5 No Sat Dr Personnel Agency Northland Medical Bldg 353-0550

AN OPPORTUNITY R N for in service training and Staff Relief Previous experience helpful but not essential Number of hours Benefits Please call Mrs Buchanan 348-8000

502 Help Wanted Dental-Medical

ENERGETIC & responsible high school senior or college student to work 2 PM 6 PM M T W Th & 9 AM to 1 PM general office cleaning & filing of records 855-1262

DENTAL ASSISTANT with some experience on 4 handed Dentistry Salary commensurate with experience Medical & pension allowances N Bloomfield N Farmington Area Send resume to Box 186 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DOCTOR'S receptionist full time matures adult Mon Fri 9 5 Pleasant office Top pay and benefits Farmington area Call

476 3683

HOUSEKEEPERS full and part time day shift Apply in person to Hendrie Convalescent Center 185 Haggerty Rd Plymouth

LPN

Enjoy a rewarding career working with the retarded Advancement opportunities and job security Excellent salary and fringe benefits Contact Personnel Department

PLYMOUTH CENTER

For Human Development

453-1500, Ext 281

Mon Fri 8 AM 4 30 PM

An Equal Opportunity Employer

RECEPTIONIST Full and part time 11 PM to 7 AM shift Apply in person Hendrie Convalescent Center 185 Haggerty Rd Plymouth

LPN, medical assistant typist for medical office in Farmington Hills 35 hours, no weekends Mon Fri Chard Lake Rd One block N of 12 Mile Call for appointment 661-0650

3 GIRLS NEEDED 7 PM 10 PM for entering operations in Dearborn job Call Elaine Between 1 PM 3 PM 565-3341

DENTAL HYGIENIST Who enjoys working in progressive dental office 3 days weekly 9 AM to 5 PM Plymouth Indoor area Call

937-6260

Psychiatric Aides

EXPERIENCED Apply

ARDMORE ACRES HOSPITAL

19810 Farmington Rd

Livonia

TROY Dermatologist needs experienced medical lady for receptionist in busy office Part time to include Sat morning Call 666-1138

RN'S and LPN'S NURSES'AIDES

FULL and PART TIME

LAHSER HILLS NURSING CENTER

354-3165

DENTAL Assistant experienced Westland area Salary negotiable 525-7626

DENTAL RECEPTIONIST dental experience preferred pleasing personality able to get along with people essential References required 532-6220

EXPERIENCED Dental Assistant Rochester 651-1561

Director of Nursing

Current vacancy of Director of Nursing to work with mentally retarded in Northwest Oakland County suburbs between Ann Arbor and Detroit Responsible for direction and enhancement of program related to Nursing Service Possession of a Masters Degree in Nursing or related field plus minimum of 3 years of Supervisory experience required Excellent fringe benefits with a salary ranging between $15 918 and $20 961 depending on experience For further information contact Personnel Director

PLYMOUTH CENTER

For Human Development

453-1500 Ext 281

Mon Fri 8 AM 4 30 PM

An Equal Opportunity Employer

MEDICAL ASSISTANT for Internist 3 Office Southfield 9 Mile Rds area Experience required 356-1113

DENTAL ASSISTANT for four hands Dentistry Must be neat and experienced Birmingham area Apply resume to Box 122 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RNS or LPNS

Full or part time midnights Shift differential and pleasant surroundings Apply 9 4 Monday through Friday Mrs Lauden

FARMINGTON NURSING HOME

35946 Folsom Rd Farmington

477-7400

NURSE ANESTHETIST needed for Bedford General Hospital 20050 Grand River Farmington Good pay fringe benefits Contact Mrs Lemon Office Manager anytime from 9 to 4 daily 255-0420

502 Help Wanted Dental-Medical

DIETARY SUPERVISOR

We have an excellent opportunity available if you have cooking experience and management ability

FOUR CHAPLAINS

Convalescent Home

30340 Joy Rd Westland

261-9500

RECEPTIONIST needed St Oak Park Clinic Must be neatly groomed and able to handle the public Prefer Part time position in morning some medical assisting duties reply to Box 100 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL ASSISTANT full time position for busy preventive practice experienced essential Northland area call 557-0070

504 Help Wanted Office-Clerical

SECRETARY

Good typing shorthand phone work and scheduling figure aptitude excellent benefits $775 Fee paid

Lois Ray Personnel

559-0560

ACCOUNTS PAYABLE CLERK For Birmingham Company 2 Years general office experience required or 1 year A P Salary $840 full benefits and company pays tuition

LEGAL SECRETARY For Trial attorneys in downtown Detroit 5 Days Salary $650 to $750 Also about fee

FOOD BROKER in Sterling Heights seeks working woman to file for him No bookkeeping but some figures Fee Paid Excellent benefits Salary $615 to $680 Fee Paid

ADAMS & MARTIN PERSONNEL

920 E Maple Birmingham

646-5600

RECEPTIONIST TYPIST Needed for Engineering Firm Pleasant Surroundings Rudford Twp area Call for appointment 535-1700

SOUTHFIELD Law Office experienced Legal Secretary Salary commensurate with ability Call between 9 AM and 1 PM 559-3670

OFFICE PERSON

High school or college student part time for light work and one or two delivery 7 AM to 10 AM Mon days through Friday in Tree office Please call for appointment 863 2000

Standard Federal Savings

An Equal Opportunity Employer

TELLER

PART TIME Position is open for work at our West Bloomfield Office located at Maple and Orchard Lake Rd Require ability to meet the public and be accurate with figures Minimum age 21 Interested persons contact Manager at

851-1343

1st Federal Savings of Detroit

An Equal Opportunity Employer

A CHALLENGING diversified position for an experienced Interviewer capable of supervising Must type minimum 60 wpm Salary commensurate with ability Full time opening growing into full time position Some evening and Saturday work Full medical benefits If qualified call Mrs Magee 547 3980

SECRETARY Administrative Assistant

To work with District Manager and Salesmen Typing dictaphone experience and good math aptitude required Must show initiative and be able to deal with people Excellent fringe benefits Send resume and salary requirements to Medtronic Inc 3600 Northwestern Suite 306 Southfield Mich 48075

MATURE PERSON permanent employment Position as Computer Operator and general office Call for interview 559-8300

TELLER

PART TIME Position is open at our Plymouth Office Require ability to meet the public and be accurate with figures Minimum age 21 Call Manager for interview at

453-7400

1st Federal Savings of Detroit

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY for No Suburban firm Good typing and shorthand required Salary $600 plus benefits Fee Paid

LEGAL SECRETARY for large Suburban firm, typing, shorthand and dictaphone required Salary $700 plus benefits Fee Paid

SECRETARY to President for large suburban firm Good typing and math aptitude required Salary $650 plus benefits Fee Paid

STATISTICAL TYPIST for Royal Oak firm Salary $650 plus benefits Fee Paid

ASSISTANT BOOKKEEPER for No Suburban firm Good typing required Salary $525

ACCOUNTS PAYABLE RECEIVABLE Clerk for Ferndale firm Salary $600 plus benefits

PAYROLL CLERK for large Royal Oak firm Good typing required Salary $650 plus benefits Fee Paid

SECRETARY, permanent part time for Birmingham firm typing and shorthand required Salary $3 75 per hour

ACCURACY PERSONNEL

Birmingham 642 3050

Southfield 358 2010

TYPIST

70 W P M Will train on Teletype Fringe benefits $626 plus Cost of Living Fee paid

Lois Ray Personnel

559-0560

PLYMOUTH area Insurance agency interested in Tres requires high school grad with math skills organizational ability and accuracy Medical benefits $5 Minimum 455-6000 An Equal Opportunity Employer

SUBURBAN OPPORTUNITIES

GENERAL SECRETARY to $800 Fee Paid Type 50 Average 5 N Good on phone Southfield

CLERK TYPIST 0475 Fee Paid Light typing Filing For beginner Southfield

Call Mrs Evans 477 9840

SUBURBAN PERSONNEL

SECRETARY

Opportunity available for an experienced SECRETARY who has typing skills 60 WPM and can take shorthand or is familiar with the dictaphone We offer excellent salary and fringe benefits

BOTSFORD

General Hospital

OSTEOPATHIC

28056 Grand River Farmington

476-7600

ASSISTANT BOOKKEEPER with experience Good statistical typing skills office firm in Tree Call 653-9600

YOUNG girl wanted for back of office Must be hard worker Average typist Marbell Advertising 20000 W 8 Mile 538-1755

Key Punch Opr

Experienced for afternoons 4 to 11 PM Must be proficient at 15 000 strokes per hour Apply Personnel Dept

NATIONAL BANK OF SOUTHFIELD

20201 Telegraph Southfield

354-5250

FULL TIME qualified person for general secretarial work Typing Filing Good Salary open full benefits Experienced only with references Please Mrs Walker 354 3620

ANY OFFICE EXPERIENCE

Need some extra money We need your skills to fill our many temporary assignments TYPISTS SECRETARIES KEY PUNCH OPERATORS STAT CLERKS WHY WAIT CALL

Witt Service

Call 545-6828 for office near you In Livonia call 525-0330 Mon Fri 9 AM 5 PM

SECRETARY must possess typing & phone answering skills Short hand desirable Salary negotiable based on skills Redford area Call 8 Mile for

537-0250

SUPERIOR SERV We have openings for TEMPORARY and PERMANENT SECRETARIES CLERKS LIGHT ASSEMBLY All fees paid by our employers Call 553-0080

BOOKKEEPER typist for small office located in Southfield Phone between 9 am and 3 pm 557-0855

GIRL FRIDAY

With a bubbly & cheerful telephone voice, nice personality for meeting people Light typing & filing 9 AM-5 PM, 5 days a week in Livonia area Call Peggy for appointment

NORWOOD

87 INC 478-2200

TRAVEL RECEPTIONIST Send people on their way If you have 1 year experience this rather fast spot is for you Call Mary Morgan today

588-5400

Snelling & Snelling

PERSONNEL

SECRETARY RECEPTIONIST Good phone voice typing short hand excellent hours and employer benefits Southfield Area 356-7510

ACCOUNTING and RECORDS CLERK Experienced in Bookkeeping and General Office procedures Excellent typing with accuracy is essential Knowledge of memory typewriter and adding machine is necessary Oakland University Employment office 161 North Foundation Hall Rochester Michigan 377 2000 An affirmative action employer

504 Help Wanted Office-Clerical

PART TIME secretary 11 AM 4 PM 6 days Southfield Area Call Frank Cerbak 358-6565

CLERK TYPIST I to perform general clerical duties Must have excellent typing skills and some office experience Under Federal guidelines preference must be Farmington Hills resident and unemployed for 15 days or under employment Salary $6 121 to $6 364 per year plus retroactive increase Civil Service Commission Hills 31334 Eleven Mile Rd

474 6115

ATTRACTIVE SHARP receptionist part time Good benefits Location in West Bloomfield area 851-0000

OFFICE CLERK

Full time position for general office with typing filing and accounting duties Small office with business of mixed practice Knowledge helpful Pleasant working conditions Call Mr Gallagher 557-3600

FRIENDLY FRONT DESK Super receptionist spot in suburban A you need a some good typing skills Know Know How and personality plus $620 plus benefits Call Ms Michaels

353 6500

Snelling & Snelling

PERSONNEL

LEGAL SECRETARY Experienced secretary for small Bloomfield Hills law office with business of mixed practice Knowledge helpful Pleasant working conditions Call Mr Gallagher 557-3600

SNAPPY TYPIST Southfield travel agency needs your speedy typing and good phone personality now $543 to start travel discounts Call Sheri Stella today

353 6500

Snelling & Snelling

PERSONNEL

BOOKKEEPER ACCOUNTANT Handle books through trial balance Knowledge of mechanics helpful Small sized corporation in Birmingham Must be self starter reasonable salary Submit resume including education and salary to Box 187 Birmingham 48012

TYPIST Medical plant manufacturer in the Farmington Hills area needs experienced typist to handle letter typing filing phone and general office duties in Sales department Send confidential resume stating job history and salary to Box 118 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

Heavenly Job!

W 10 Mile

$650 Fee Paid

Imagine yourself in marvelous modern office with all latest equipment Your major job (intriguing) is one of just such a job for Sales with 12 years of experience Call Bernice Fromm at 355-6300 or 569-3600 Personnel

BOOKKEEPER Full Charge Small Printing Firm at Redford Twp full time excellent fringe benefits Call J 255-2200

Phone-Ability?

W 8 Mile

Service with a smile in company repute and we need a receptionist to take and record these many incoming orders 8425 to start 1 year's experience preferred Call PERMANENT STAFF 342 2110 till 6 PM weekdays Personnel

ACCOUNTING CLERK Some typing general office and accounting duties Key Punch experience helpful 851-0600

Secy's Asst

Southfield

$600 Fee Paid

Beginner with good shorthand skills can start on low pressure job with high prestige work benefits comparable to Ford Call PERMANENT STAFF 281 2111 till 8 PM weekdays Personnel

FULL TIME qualified person for general secretarial work Typing filing phone Salary open full benefits Experienced only with references Please Mrs Walker 354 3620

SECRETARY must possess typing & phone answering skills Short hand desirable Salary negotiable based on skills Redford area Call 8 Mile for

537-0250

SUPERIOR SERV We have openings for TEMPORARY and PERMANENT SECRETARIES CLERKS LIGHT ASSEMBLY All fees paid by our employers Call 553-0080

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504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER-TYPIST

General ledger accounts payable payroll and payroll taxes Fast accurate typing required for small pleasant office in Trustees Tower Southfield Call

353-1420

PERRY ACCOUNTING CLERK Plush suburban office needs a clerk for figures good typing to start you in career spot Index Typing and Great benefits 8525 plus Call Lee Larson

353 6500

Snelling & Snelling

PERSONNEL

SECRETARY Experienced good shorthand and typing skills a must along with the ability to coordinate office duties during busy manager's frequent trips Call Mr O Callaghan 334-6383

FRIENDLY FRONT DESK Super receptionist spot in suburban A you need a some good typing skills Know How and personality plus $620 plus benefits Call Ms Michaels

353 6500

Snelling & Snelling

PERSONNEL

LEGAL SECRETARY Experienced secretary for small Bloomfield Hills law office with business of mixed practice Knowledge helpful Pleasant working conditions Salary commensurate with skills Call Mr Gallagher 557-3600

SNAPPY TYPIST Southfield travel agency needs your speedy typing and good phone personality now $543 to start travel discounts Call Sheri Stella today

353 6500

Snelling & Snelling

PERSONNEL

BOOKKEEPER ACCOUNTANT Handle books through trial balance Knowledge of mechanics helpful Small sized corporation in Birmingham Must be self starter reasonable salary Submit resume including education and salary to Box 187 Birmingham 48012

PRIVATE SECRETARY $650 Fee shorthand required for this suburban office and if your new boss says jump for Call Judy Hope

588-5400

Snelling & Snelling

PERSONNEL

GIRL Experienced in property claims home owners auto and packages 559-8300

CUSTOMER SERVICE Reliably all around person for immediate opening at Southfield office Interesting and varied duties Call Terminology helpful 353 3300

Office Organizer

N Western

$625 Fee Paid

Type well and have usual shorthand skills for message taking and occasional correspondence You'll find right into congenial office group and your good math skills will make you primed pump Call PERMANENT STAFF 28 2111 till 8 PM weekdays Personnel

Cheerful Beginner

West

Receptionist qualities and good fast typing are all you need to qualify for our spot $540 month to PERMANENT STAFF 281 2111 8 PM weekdays Personnel

MANUFACTURER of computer test instruments located near Northland has immediate opening for a Full time Apply Hi Tech Co 12964 8 Mile Rd between Coolidge and Meyers

EXPERIENCED GIRL for General Office Work Livonia area Call Mr Gallagher 535 8400

BOOKKEEPER

Capable of handling complete set of books including Trial Balance and monthly statements Call 9 AM 5 PM

453-6200

GENERAL OFFICE Typing Light bookkeeping 552 6100

GENERAL office position part time Experienced only Duties Typing Filing Phone Approximately 6 hrs daily Apply at Box 22288 Fredell Ave Detroit

AUTOMOBILE Bookkeeper Typing Experience required Salary open Fringe benefits Call 341 5000 ask for Mr Kaplan or Mrs Lehman

504 Help Wanted Office-Clerical

SECRETARIES

One of Michigan's largest and most rapidly growing financial institutions has openings for Secretaries in the Northwest Detroit, Southfield and Troy areas Interested applicants please submit resumes and salary requirements to

Box 136

Observer & Eccentric Newspapers

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