500 Help Wanted

LIGHT FACTORY work available day, shift, sport. Mod-Ex Rubber, 23601 Industrial Park Drive, Farmington.

ASSEMBLERS-Electronics, minimum 1 year experience required for light electronic assembly operations. Good eyesight and coordination. Located at 830 Park St. between 16 & 18 Mile Rd off Lafayette. Apply between 9-11 AM, only. An Equal Opportunity Employer.

WAITRESSES wanted for afternoons and midnights. Apply in person at the Palace Restaurant, 29004 W. Seven Mile Rd. Livonia.

LAID OFF? UNEMPLOYED?
Factory outlet in Livonia looking for young men to start immediately in good paying sales positions. No sales experience necessary. Call Wednesday only 10 to 5 Pm. 425-0862.

COOK full time, midnights. Part time Hostess. Monday thru Friday 11 AM to 3 PM. Buffy Restaurant 30630 Plymouth Road Livonia.

BURRING DEPT. Wire Wheel Operator. V-Line Precision Products. Redford area. Wire wheel exp. 537-2861.

SUMMERTIME WORK
Need mechanically inclined people to demonstrate fire safety equipment. Must be experienced. Good pay. Call between 9 AM - 12 noon daily. 255-0984.

NEEDED
8 men - women to start in new sales positions $400 per month guarantee available if you qualify. Call Wednesday only 10 to 5 Pm.
425-8888

SURFACE GRINDER OPERATORS Must be experienced on horizontal and flat form tools. Apply Master-Cut Tool 30711 Industrial Rd. Livonia. 525-0366.

NO 13 B & B OPERATORS Must be experienced on Hydraulic Presses and review tools. Master-Cut Tool 30711 Industrial Rd. Livonia. 525-0366.

AIRLINE TICKETING COURSE. See Education - Instruction Classifications (318) American Travel Schools. 398-5422.

DESK CLERK
Full-time Year round employment. 3 PM-11 PM. Must be able to work weekends. Apply in person
Holiday Inn
Of Southfield
26555 Telegraph Rd

AUTO MECHANICS
TRUCK MECHANICS
CHRYSLER
EXPERIENCE NECESSARY
BENEFITS Life - Accident and Health - Uniforms - Free tuition plan - Tool lease - Pension - Vacation - Bonus
NORTHWESTERN DODGE
18500 West 8 Mile Fenndale
Apply in Person

TELEPHONE SOLICITORS: experience necessary. Salary and commission. Over 21 years. 10 Am to 3 Pm shift. Call Mr. King 352-8700

AUTO SERVICE WRITER
We have an opening for an apprentice or experienced write-up person. Salary plus commission. Salary fringes paid life, medical and disability pension plan. Please contact
MARV RON'S
DALGLEISH CADILLAC
875-0300

7-11 FOOD STORE needs Cashier and Stock midnight shift. Apply in person. Between 11 AM to 2 PM. 32721 Annapolis Wayne. Mich.

SERVICE STATION ATTENDENT
Prefer young man 18 yrs or older. Apply after 2 PM at
24555 W. 6 Mile
At Winston - Detroit
5 Blk. W. of Telegraph

PHONE CANVASSERS Motors in Birdland is the parent company work from our office in Birmingham. Experience preferred but will train. Call Mike Blanchet 644-4180 between 1 and 5 PM Tues - Friday.

WAITRESSES wanted for night shift. 3 pm to 3 am. No experienced necessary, good pay. Must have own transportation. The Red Barn Lounge 42711 Michigan Ave., ½ mile E. of Belleville Rd. Apply after 7 pm ask for Ray.

BEAUTICIAN part time 3 days work for nursing home. Apply 18630 W. 7 Mile Monday through Friday 9 to 4.

WAREHOUSE POSITION
Enthusiastic, hard-working individual to work shipping receiving etc. Experience preferred but not necessary. Company paid benefits. Apply at
TY-BONY WALLCOVERINGS
11874 Market St
Livonia, Michigan
522-5005

DEPENDABLE worker for housekeeping duties. APPLY IN PERSON K-Mart Fri. Westland Convalescent Center 36137 W. Warren Westland.

DISHWASHER lady for days apply in person 1600 North Wayne Rd. Forts Restaurant. Apply 11 AM to 4 PM.

MILL HAND
Experienced only. Apply 17000 Wayne Rd. Marion Tool & Manufacturing Livonia Mich.

AUTO SERVICE ASS'T. MANAGER
Opportunity for high school graduate to learn automobile service management in progressive new car dealership. Necessary to be able to talk to people and write in a clear and legible manner.
Fiesta AMC Jeep
1295 Ann Arbor Rd Plymouth

DRIVERS: 3 for Stock Program Wagon. Truck experience. Good commission. Immediate employment. Own transportation. 13-51404.

VETS WANTED
Prior Service Personnel are needed by the Navy Guaranee available for Schools and Duty Stations
425-3660

NIGHT SHIFT CHEF wanted apply in person. Danish Inn 32300 Grand River Farmington.

SCREW MACHINE OPERATORS
Experienced on Davenport automatics. Livonia area. 422-0088

BEAUTICIAN full time following hours but not necessary. Plymouth area. 453-0080

USED CAR MECHANIC
Own tools. Reliable. Full time. Call D. Black
HINES PARK
Lincoln Mercury
40601 Ann Arbor Rd.
Plymouth
453-2424

DIE SETTER Days must be experienced on all types of dies. Apply Barber Tool 29666 W 8 Mile Farmington

FOREMAN wanted for paint trim. Must be well experienced for interior and exterior work. Must have transportation to transport ladders and drop cloths. 522-7774

EXPERIENCED
Route Cook. Opportunity to work under good chef. Evenings. Call Mrs. Parr 421-2260

INSURANCE
COMML PACKAGE RATER
Commercial package rater with 3 or more years experience. Excellent benefits including free parking. Salary negotiable depending on experience and ability.
RELIANCE INSURANCE CO.
17199 North Laurel Park Drive
392-2579
An Equal Opportunity Employer

POOL MANAGER
City of Livonia. Must be a resident. $3.26 hour. Between the ages of 25 and 50. High school graduate, have current senior life-saving certificate. Must have had at least 3 years of full time paid work experience which involved extensive recreation pool contact. Apply by Friday June 4th, 1976. Civil Service Commission, 33003 7 Mile Rd.

BUFFERS & POLISHERS
Place Work. Experienced only. Top Wages. Full or Part-Time.
11963 BROOKFIELD
Plymouth - Farmington Rds. Area

PRODUCTION FOREMAN - Experienced preferred in full forming, flying cut-off, light press work. Excellent salary, fringe benefits and company stock and safety. Apply to Box 606, Farmington, Michigan 48024. An equal opportunity employer.

TRAVEL AGENT
Minimum 2 years international experience. Work in beautiful area. Call Mrs. Larsen 9:30 A.M. - 3:30 P.M. 851-3082.

CADILLAC DEALER
CAR BILLER
We Need Another
Experienced Person for
A Permanent Position
With Michigan's Largest
Cadillac Dealer. Top Pay.
Excellent Fringes and
Profit Sharing. Ask for
Rick Emerick
DALGLEISH CADILLAC
Near G.M. Building 781-5200

MATURE woman for month has Must have experience making sandwiches. Hours 5 pm to 1 am. Apply in person only. 8 to 12 am. No phone calls. Metro Bowl Lanes 30000 5 Mile Livonia.

DIETARY SUPERVISOR - must have experience 4 days work for nursing home. Apply 18630 W. 8 Mile. Monday through Friday 9 to 4.

ASSISTANT MANAGER wanted full-time, paid vacation, paid Blue Cross. Apply in person H. Salt 1323 Ann Arbor Rd. near Sheldon Rd. Plymouth.

HOSTESS, NEEDED
Position open for Route Hostess. Paid on hourly basis. Benefits include regular pay increases, paid Holidays, optional Blue Cross requirements are good driving record and ability to rise early. Apply at
DOUGLAS FOODS
30418 Industrial Rd. Garden City
Mon. thru Fri. 8 AM - 12 noon

MANAGER-TRAINEE some experience preferred. Mon. thru Fri. 7-4. Apply in person. Quick Pick Store 13000 E. Mile Rd. Detroit.

EXPERIENCED Sitter needed at the Headline Salon. 1677 South Worth. 666-0880.

KEYLINER Experienced Graphic Arts Farmington area. 478-2240.

Fabricator
for small parts handling manufacturer. Lateral and welding experience required. Hospitalization life insurance, pension and holidays and vacation. Apply
Tri-Motion Inc
30704 Wixtock Farm Hills
477-7490

PROVING GROUND
Young Man or Gal being trained in testing management potential. We need energetic, and enthusiastic men who can meet the challenge with a strong desire to succeed. Retail experience required. 348-9148.

JANITORS & LISHERS Male or female. Apply in person. Farmington & Chicago. 16 Mile & Grand River.

GAS STATION Attendent. Part time evenings. Experienced preferred. Standard Station. 16861 8 Mile Rd.

SURFACE GRINDER
Must be experienced. Day steady employment. All benefits.
O KELLER TOOL
12701 Inkster Rd
LIVONIA 425-4500

COUNTER CLERKS full and part time. Different schedules available. Good pay, all benefits. Apply Saturday 1 PM. Mai Kai Cleaners, 23935 W 9 Mile Rd at Telegraph. 255-0600

HIGH School or college student wanted to deliver papers in 9 Mile and 10 Mile Lahser area. South field. Large apartment route, must have own beach. Dirtbike. Call Mr. DeBonte or Mr. Evans at the Detroit News after 4 PM. 556-1777 or 255-6220.

TRAVEL AGENT
Experienced. Immediate opening. Excellent salary. Send resume to Box 100 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

WAITRESSES Wanted
Afternoon shift. Apply in person. Old Post Office Inn. 25101 Telegraph. Southfield.

ICE CREAM TRUCK DRIVER
18 or over full-time summer job. 535-5051.

AMBULANCE drivers and attendents, must be experienced. Apply in person or call for appointment. Medic-Emergency wanted. 29000 Nort Rd. 937-3000.

JANITOR, experienced floor man. Apply Schoolcraft Plymouth Rd. Farmington and Schoolcraft area. Call between 9 AM-12 noon. 591-0051.

Controller
For manufacturing company in northern suburbs. Individual will have supervisory responsibilities for all accounting, budgeting, financial analysis, systems and procedures. Must possess effective communication skills and be management oriented and have excellent attitude. Excellent salary and fringe benefits. Send resume salary requirements to Box 0133 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia. Michigan 48150

TELEPHONE SOLICITORS to set appointments for our licensed professional. Part-time $2.50 per hour plus bonus. Must be experienced and over 18 years of age. Call between 10 AM - 6 PM. Ask for Mr. Mohr. 588-4181.

MARKETING ASSISTANT-Troy manufacturer seeks individual with 3 to 5 years of sales support experience. Typing not required. Starting hourly $3.00. Must be able to communicate pleasantly with customers, re-evaluate sales orders assist in planning trade shows help resolve customer complaints etc.
Excellent opportunity for individual with prior experience who wishes to re-enter business field or recent mature college graduate with business background. Full benefits including Blue Cross, profit sharing etc. Salary open. Call Mr. Barton V. & J. Automation 588-1258

GUARD DISPATCHER
DAYS & AFTERNOONS. Individual to assist in hiring, evaluating and scheduling guards. Military, Police or Security background desirable but not necessary. Age open. Challenging job with good pay and benefits. Please reply to Box 622, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ROUTE SALESMEN TRAINEES for large Detroit area route. Over 21, experienced, mrs. are over age 35. $115.000 to $20.000 annually. Liberal hospitalization and retirement program for those qualified. Steady work, good references required. Call Mr. Brewster between 8 and 9:30 AM and 3 to 4:30 PM. 631-4700.

PICTURE FRAMERS MAT CUTTERS experienced only to manage a Do-It-Yourself Picture Framing shop for rapidly growing company. Call Mr. Jackson 271-8130.

GUARDS
FULL & PART TIME
All shifts available
GOOD PAY
Excellent Benefits
255-2600

BRIDGEPORT MILL Operator 3-5 years experience. Deliverers. Indoor trial area. Metal Cut Off. Shift. Overtime hospitalization. Call

SURFACE GRINDER
Complete benefits with fringe working conditions, overtime, top wages. 5 years experience in horizontal grinding. Plymouth 455-1188

JOB TRAINING & PLACEMENT
A giant step toward a secure future in a trade or technical field of your choice
U. S. ARMY
13198 Farmington Rd Livonia
261-7380

BEAUTICIAN
Experienced. Only. Clientele was booked solid last week. Call Mrs. Nelson 13200 Farmington Rd. at 5 Mile. 425-5430

$100 Guaranteed - Commission. Good Driving record for Ice Cream Route. Vending. Apply 19-3 PM. Peoples Ice Cream 34023 Schoolcraft. Livonia.

COOK
FULL TIME
FRANKLIN MANOR
Convalescent Center
352-7390

PERSONS 18 and over needed for immediate work on delivery trucks. For information. Call 255-8000

APPLICATIONS NOW being taken for Light Assembly Work. Apply in person. 22717 Research Dr. Farmington Industrial Park. No phone calls.

COOKS, all shifts, short order experienced. Apply in person. Pizza Restaurant, 13801 Greenfield near Ford Rd.

BUS BOYS all shifts. Apply in person. Pizza Restaurant, 13801 Greenfield near Schoolcraft.

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

HOSTESS days apply in person. Palace Restaurant 13801 Greenfield Schoolcraft.

WAITRESSES midnight and day shifts. Apply in person. Palace Restaurant 13801 Greenfield near Schoolcraft.

502 Help Wanted Dental-Medical

LAB ASSISTANT Chemistry & Hematology experience required plus VP 4 days no weekends. For best 3 days work. Apply in person Dr. Personnel Agency North land Medical Bldg. 569-3254

MEDICAL ASSISTANT For busy Cardiologist. Experience required in EKG VP CBC X-Ray. Doctor want top person. Salary to $180 per week. Dr. Personnel Agency Northland Medical Bldg. 569-3254

MEDICAL RECEPTIONIST. Experience required. Reception school graduate. Medical & Insurance. Salary to $160 per week with good benefits. Dr. Personnel Agency Northland Medical Bldg. 569-3254

DENTAL RECEPTIONIST
Plush suburban dentist's office needs your pleasant personality and experience to greet their front desk. $520 up. Call Sherri Dev. now 569-0400
Snelling & Snelling
PERSONNEL

WANTED experienced Lab Tech nician to organize a lab for general practice in Westland. Person should be permanent intelligent to minor with microscopy and basic lab work. Resume to P.O. Box 19 Westland 48186

REGISTERED OCCUPATIONAL Therapist. Full time position, to be shift. Apply in person to Meadowbrook Convalescent 155 Haggerty Plymouth

RN - Full time day and midnight shifts
LPN - Afternoon and Midnight shifts
Good starting salaries modern facilities. See Mrs. Ferguson
Nightingale West
Newburgh Rd
Westland Mr. Joe Rd

RNS AND LPNS full or part time 7 am 3 pm and 11 pm - 7 pm. Apply Hemdon Convalescent Center 186 Hamilton Plymouth

WE ARE LOOKING for a very special LPN to develop and supervise a total patient care program in afternoon shift. Nursing home. This is a unique opportunity for the right individual. Please send resume to Box 178 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

MEDICAL RECEPTIONIST with experience handling the medical file in Southfield. Mature personal with pleasant manner. Four to five years office experience required. Salary open. Excellent working conditions and benefits. For appointment call 557-1822

NURSES' AIDES
FULL OR PART-TIME
ALL SHIFTS
Apply in Person Mon. & Wed.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

ORTHOPEDISTS office needs full time receptionist. Medical office experience preferred. Ability to type. Good salary and benefits. Call Mrs. Parsons at 851-0979

MEDICAL RECEPTIONIST with experience in pediatrics preferred. Good salary and benefits. Call Dr. Southfield office.

DENTAL ASSISTANT Full-time 32 hours includes Saturday and Sunday. Pleasant office. Prefer dental specialty office. Telegraph - Maple area. 647-3540

RN's - & LPN's
NURSES' AIDES
Part-time - Full-time
Choose the days & hours you want to work. Outstanding benefits. Top Wages
Medical Personnel Pool
335-8136

RN - LPN full or part time. Night shift 11 PM to 7:30 AM. Apply AR WALD HOME, 18630 W. 7 Mile. KE 1-4881. Ext. 30

DENTAL
EXPERIENCE
Required for an interesting and challenging position in insurance billing department. Large group practice in Livonia. Salary open. Call Mr. Kramer 476-6100

RN'S/LPN'S temporary part time private duty. Must staffing hospitals, nursing homes and clinics. No long term assignments and benefits. Allen Dev. Wayne Health Care 1 31730 Van Born Westland 326-8750

RNS & LPNS
Full and part time openings available in suburban, modern skilled care facility in Southfield. Now under new management. Afternoon and midnight shifts. Hospitalization and fringe benefits. On-going in-service. If interested in Geriatrics, please call B. Typinski, Director of Nursing at
557-0050

DENTAL ASSISTANT
State Age. Experience preferred but not necessary. Crossroads 9 Mile Area. Box 671, Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

DENTAL HYGIENIST wanted for modern Troy office. Late afternoons and Saturday. Call 689-6130

OPHTHALMOLOGIST'S OFFICE Northwest suburb. Doctor's schedule with experience in ophthalmic techniques preferred. Own transportation full time. Send resume to Box 666 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RN'S
Registered nurses with psychiatric experience for fast growing psychiatric hospital. Apply
19810 Farmington Rd
Livonia
474-3500

EXPERIENCE preferred, receptionist KEG and some bookkeeping. Send Resume to Box 134, Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

MEDICAL ASSISTANT experience preferred but will train. Duties include medical assisting, some billing, typing lab test assist Doctor. Plymouth area 453-4422

O.T.R.
Full-time, some psychiatric background preferred. Apply in person
ARDMORE ACRES
HOSPITAL
19810 Farmington Rd
Livonia

PERSONABLE DENTAL HYGIENIST needed to join our team. 1-3 days. In modern motivating type office in Plymouth - Livonia area. 453-0884 or 420-1086

DENTAL ASSISTANT Experience requirements full time or pleasant good salary opportunity progressive office. 453-0884

NURSE AIDES
Afternoon shift. Full time ONLY. Marvin Gardens. Experienced. Good pay and benefits. Shift differential. Pleasant surroundings. Apply 9-4. Monday through Friday. Nursing Dept.
FARMINGTON NURSING
HOME
30995 Fahrum Rd. Farm
477-7400

EXPERIENCED DENTAL ASSISTANT or office manager needed for progressive Northwestern suburban Southfield Township general practice. Send resume to Box 120 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RN or LPN
Day Shift Full or part time. Good wage and benefits. Pleasant surroundings. Apply 8-4. Monday through Friday. Mrs. Lindley
FARMINGTON NURSING
HOME
30995 Fahrum Rd. Farm
477-7400

PEDIATRICIAN needs an LPN permanent part time position. Day time. Wednesdays and Saturdays half days and 1 week vacations. Prefer you have no other position. Starting immediately. Call Sharon 522-1279

RN - 3 mornings including Saturday for avid surgery office in Birmingham. Some experience in anesthesia or extensive care or recovery room helpful. Call between 10 and 4 PM. 647-7220

LPN'S
Med Nurses full time PM shift 2:30 to 11 PM. Excellent pay fringe benefits good working conditions. Modern location. Call Miss Vances RN
Presbyterian Village
in Redford Twp
531-7200

RECEPTIONIST and associated duties for Dental office. Possible 4 days per week. Pleasant working atmosphere. Major fringe benefits. Send resume to Box 122 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RN'S & LPN'S full and part time openings in suburban skilled care facility. New under new management. Afternoons and midnight shifts. Hospitalization & fringe benefits on going in-service program. Call B. Typinski, Director of Nursing.
557-0050

504 Help Wanted Office-Clerical

DISTAPHONE TYPIST - Experienced. Call for appointment. Southfield 353-8000

COLLECTOR
Mature Person, good hours. South field Area. National Corporation. Call Mr. Cann 569-3032

ACCOUNTING CLERK
Trainee position high school bookkeeping or some accounting background
LOIS RAY PERSONNEL
559-0560

DOCTOR'S OFFICE
Do you have a talent for meeting people? Family Practitioner's Downtown office needs you now. Call Mrs. Ferguson 559-0560
Snelling & Snelling Agency

INSURANCE AGENCY
Opportunity for experienced rater for personnel lines desk. Salary open. Fringe benefits. Farmington Hills. 477-0600

EXECUTIVE SECRETARY
If president of nationwide corporation. Excellent shorthand and typing necessary. Company pays our service for Excellent hours benefits and salary up to $1000 a month. Call Barbara Good Professional Personnel 557-4010

BOOKKEEPER $500
Growing company needs your good math aptitude and typing. Will train on posting board systems. Great personnel. Call Mrs. Ferguson
Snelling & Snelling Agency

FULL-TIME Girl Friday. Must type. Westland area. 721-0456 or 565-6800

AVAILABLE N.W.
Secretaries (several) To $750
Key Punch Operator $620
General Office $565
Credit Clerks $565
Clerk Typists $515
Many other positions available. Excellent suburban companies with good fringe benefits
ALLIS-JOHNSON PERSONNEL
Quakertown Plaza 37000 Hamilton
Farmington Hills 476-2000

EMPLOYMENT COUNSELOR Trainee - National leader seeks 3 people to join with its employment staff. Person selected must be interested in acquiring a professional career. Ideal candidate should be exposed to a job and relate positively to communities. You must also be capable of communicating effectively by phone. For interview contact our LIVONIA office
SNELLING & SNELLING
World's Largest
Employment Agency

ACCOUNTS RECEIVABLE CLERK
Experienced for Farmington area. Paid Blue Cross and Blue Shield. Paid vacation. Call 476-9150

EXECUTIVE SECRETARY
to president of nationwide corporation. Excellent shorthand and typing necessary. Company pays our service fee. Excellent hours benefits and salary up to $1000 a month. Call Barbara Good Professional Personnel 557-4010

SECRETARY-To District Mgr. Fortune 500 company. Shorthand helpful, public contact. $700 Top benefits. Call Ann. 535-6000
Snelling & Snelling Agency

MAIL ORDER BUSINESS needs experienced general office help. Gardens City. Call weekdays 10 to 3 pm. 326-5600

EXECUTIVE SECRETARY good knowledge of business. Light office duties required. Lathrup Village Northwest Rd. Troy. To apply call after 5 30 AM. 968-2300

504 Help Wanted Office-Clerical

LEGAL SECRETARY TRAINEE for Farmington Law Firm. Excellent typing and light shorthand required. Salary $650. Fee Paid.

SECRETARY ACCOUNTING Clerk for a Suburban Firm. Diversified position. Experience and good typing required. Salary $550 to $600 plus benefits. Fee Paid.

BOOKKEEPER SECRETARY for one girl Hotel Park firm. Thru Trial Balance and good typing required. Salary $650 thru $700 plus benefits. Fee Paid.

ACCURACY PERSONNEL
Birmingham 642-3600
Southfield 350-3010

STENOGRAPHER light shorthand accurate typing. Interesting position with a national library corp. Diversified duties. Southfield. Call after 1 PM 357-1711

LEGAL
SECRETARY
Company moving to Southfield. Good typing and shorthand required. Salary open. Fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY
Pleasant girl with at least 3 years secretarial typing bookkeeping and receptionist experience for small W Bloomfield office. 626-8080

TYPIST
Good typist with numerical interest and aptitude needed for accounting dept. of marketing and sales firm. Pleasant company. Call Mr. Ferguson Greenfield area. Call Personnel Dept. 272-8900. An Equal Opportunity Employer.

SECRETARY
Sales Department Southfield firm. Typing 60 wpm Shorthand 80 wpm plus. Benefits. $600. Fee paid.
LOIS RAY PERSONNEL
559-0560

TYPIST-CUSTOMER SERVICE
Opportunity for typist interested in customer contact and service. 40 hr. 8 a.m. - 5 p.m. Pleasant Greenfield area. Call Personnel Dept. 272-8900. An Equal Opportunity Employer.

MAIL CLERK
Opening for person at least capable of some promotion opportunity. Must be able to lift and move. Work office. Lively with all departments. Apply Personnel Dept. 19000 Greenfield. An Equal Opportunity Employer.

Merchandise
Inventory
Women over 25 for full time work. Must enjoy working with figures in our central department. Apply at Grayson 8 AM 4 30 PM Windsor div.
HADLEY'S
12966 Wayne Rd. Livonia
Off Schoolcraft

SOUTHFIELD Sharp girl Friday, one girl office. Light bookkeeping light typing, math aptitude. Car required. 5 days. Phone 355-1220

RECEPTIONIST TYPIST
Southfield General Contractor needs experienced part-time Receptionist Typist. 358-3338

SUBURBAN
OPPORTUNITIES
JR. SECRETARY $600 Fee Paid. Good typing and S H required for plush Farmington Hills office.
ACCOUNTING CLERK to $600. Fee Paid. Some accounting experience. Type 45 Fringes paid.
SECRETARY to $750 plus Fee Paid. Light S H. Good typing. Advertising Company. Farmington.
LEGAL SECRETARIES 3 - to $750. Fee Paid. S H. and transcription with legal experience. Southfield and Livonia.
INSURANCE TECHNICIAN to $825. Fee Paid. Company will train individual with figure aptitude and interest in Life Insurance.
PBX RECEPTIONIST to $550. Fee Paid. Average typing. Push button board. Experience preferred. Farmington.
FILE CLERK to $450. Fee Paid. Beginning job. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

COMPUTER OPERATOR
For Litton 1231. General office duties and some accounting. Good typing required. Salary open. Call 476-1430 1-800-968-0950.

FULL OR PART TIME responsible person for Night Auditor position. Will train. Apply in person. Red Roof Inn 30796 Ann Arbor Rd. Plymouth.

RECEPTIONIST & SECRETARIAL DUTIES 3 days a week in congenial office. Very personality and cheerful phone voice. Farmington. Call 476-2580

EXEC Secretary to manager 1 girl sales office. Must be experienced in bookkeeping shorthand data entry accounts receivable and payable. Construction industry helpful. Employee benefits. 3 days per week. Salary open. Apply resume to Robertson Construction 12 Mile Rd. Farmington Hills 48024

MAG CARD II operator experienced. Southfield law firm. Full time salary commensurate with experience. 863-3000

SECRETARY
Legal department has opening for secretary with accurate typing and shorthand. Must be good at detail and follow-up. Good starting salary and excellent employee benefits. Call J. G. Kassras 968-8000. Detroit Chemical Inc. An Equal Opportunity Employer.

PART-TIME OFFICE
Sharp experienced girl over 25 for general office work. Hours daily 4 PM. Saturday 9-1 PM. Able to start Middlebelt & 7 Mile area. Call 477-6002

SECRETARY for 1 man law office. Typing shorthand required. Experience preferred. Please call 531-3429

WE ARE BUSY
We Need People
ANY OFFICE
EXPERIENCE
Need some extra money. We need your skills to fill our many temporary assignments. TYPISTS STAT TYPISTS SECRETARIES KEY PUNCH OPERATORS STAT CLERKS
WHY WAIT?
CALL
Witt Service
Call 967-0330 for office nearest you. In Livonia call 525-0330. Mon. Thurs. 8-Fri. 10-3 PM. Now we also have offices in Troy.

GENERAL OFFICE typing required and some shorthand. No experience necessary. Please call for interview 338-0080

MEDICAL ASSISTANT
Full time. Bend and Internist. Experienced mature person with good manner and offers a career not just a job. PERMANENT STAFF. Personnel
CALL 388-8900

LEGAL SECRETARY to work with general and profit sharing plan. Southfield area. Ask for Carol 358-4022

504 Help Wanted Office-Clerical

FILE CLERK needed for Farmington Hills area. Good benefits. Call Linda Baker at 851-8000

LEGAL SECRETARY
Part-Time Downtown Birmingham. Hours Mon. thru Fri. 12 PM-Call 642-0620

TOP PAY RATES
FOR YOUR SKILLS
Secretarial
Typists
File Clerks
Openings in
Southfield - Livonia - N.W. Detroit
Somebody-Sometime
272-8500

SECRETARIAL Permanent part time work available at Livonia for mature adult. Typing general office telephone work required. Hours flexible. Benefits. Call Personnel Dept. 425-7000

SECRETARY
SALES ORDER DESK
Machine tool distribution firm opening for individual to part sales order processing. Knowledge of machine tool or manufacturing helpful. Contact Applied Mfg Systems Inc. 348-8180

COMPANY RECEPTIONIST
Your friendly smile and desire to work possess talent. Shorthand is a dependable firm are needed. 1540 to start. Harris call Ann Moore
588-5400
Snelling & Snelling
PERSONNEL

OFFICE HELP good typing skills, many positions, some additional training, average 3 months 30 hours. Grand River & Fenkell Area. Call Mr. Detroit 862-8230

INSURANCE AGENCY desiring girl to handle Home Owners and automobile insurance. Experience preferred but not necessary. Call Mrs. McGarragan 653-8000

FARMINGTON
CLERK
$500 Fee Paid
No experience necessary for this supervisor's assistant position. Light typing and will train right high school grad competent. Top pay, essential and good math aptitude. PERMANENT STAFF. Personnel
CALL 388-8900

INSURANCE AGENCY needs person with at least 3 years experience in Property Casualty Underwriting. Prefer Farmington area. Write with all the relevant details to Box 666 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST
PEOPLE PERSONNEL Pleasant voice, minimum typing and light shorthand. Prefer benefits, bonus. Fringe benefits, bonus.
WESTCOTT HOSPITAL
Call Mrs. Ferguson
3 Blk. W. of Telegraph

LEGAL SECRETARY
$9350
Southland. Must have experience. Age 25 to 35. Call 356-6174

RAY TURNER PERSONNEL
18780 W. 10 Mile
SOUTHFIELD

UNIQUE Southfield CPA firm seeking a strong secretary minimum 2 years experience. Permanent position. Excellent benefits. Call Mrs. Ferguson 358-3338

RECEPTIONIST-TYPIST
Pleasant office in Fort Middlebelt area. Light typing. Must have good phone manner. Mr. Irwin
261-0202
An Equal Opportunity Employer

SECRETARY Good typist with shorthand for Farmington area office. Will train. Excellent employee benefits. 649-4110

LEGAL Secretary wanted to small Parkland Towers Law Firm. Excellent typing and shorthand preferred. 356-3000

EXPERIENCED SECRETARY for Southfield based mortgage company. Immediate opening. Excellent benefits. 353-6730

AIRPORT
SECRETARY
$750 Fee Paid
Train on executive level secretarial position. Good typing and top corporate officers. Planning meetings and attending schedules. Fantastic benefits. PERMANENT STAFF. Personnel
CALL 388-8900

COORDINATOR will train an unusually capable experienced bookkeeper or general office manager for a well paid career during difficult bookkeeping duties for a residential construction firm. Starting salary $1000 range. Apply Wed. PM to 4 PM. 1262 Cadieux Park Park

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$850 Fee Paid
President of worldwide corporation needs executive level secretary to organize things and deal with other firm officers. Tremendous benefits have PERMANENT STAFF. Personnel
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CLERK TYPIST for sportswear firm. Must have call Mr. Young at Mr. Ring 273-2000

CONSTRUCTION COMPANY in Farmington area needs girl in Bookkeeping Payroll typing. Experienced preferred. Light office. 477-0600

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$600/MO
Fast growing suburban firm needs quick typist with good phone manner. Work more important and first raise in 90 days. PERMANENT STAFF. Personnel
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BOOKKEEPER Secretarial. Challenging position for competent bookkeeper to assist manager. Will train. Must have 3 years experience with ability to type. Salary open. Call Mr. Ferguson 352-7900. Snelling & Snelling Agency, 36251 Schoolcraft Livonia. Work upon date hire.

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Newly created opening for bright high school grad with good math aptitude. Will train. Job enrichment and offers a career not just a job. PERMANENT STAFF. Personnel
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LEGAL SECRETARY. Work bankruptcy experience preferred. 3 or more years. Birmingham area call Mr. Young 642-3333

LEGAL SECRETARY to work with general and profit sharing plan. Southfield area. Ask for Carol 358-4022

GENERAL OFFICE typing telephone and customer assistance. Salary open. Experience not necessary. 331-3470

LEGAL SECRETARY
Part-Time Downtown Birmingham. Hours Mon. thru Fri. 12 PM-Call 642-0620

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FOR YOUR SKILLS
Secretarial
Typists
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Machine tool distribution firm opening for individual to part sales order processing. Knowledge of machine tool or manufacturing helpful. Contact Applied Mfg Systems Inc. 348-8180

COMPANY RECEPTIONIST
Your friendly smile and desire to work possess talent. Shorthand is a dependable firm are needed. 1540 to start. Harris call Ann Moore
588-5400
Snelling & Snelling
PERSONNEL

OFFICE HELP good typing skills, many positions, some additional training, average 3 months 30 hours. Grand River & Fenkell Area. Call Mr. Detroit 862-8230

INSURANCE AGENCY desiring girl to handle Home Owners and automobile insurance. Experience preferred but not necessary. Call Mrs. McGarragan 653-8000

FARMINGTON
CLERK
$500 Fee Paid
No experience necessary for this supervisor's assistant position. Light typing and will train right high school grad competent. Top pay, essential and good math aptitude. PERMANENT STAFF. Personnel
CALL 388-8900

INSURANCE AGENCY needs person with at least 3 years experience in Property Casualty Underwriting. Prefer Farmington area. Write with all the relevant details to Box 666 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RECEPTIONIST
PEOPLE PERSONNEL Pleasant voice, minimum typing and light shorthand. Prefer benefits, bonus. Fringe benefits, bonus.
WESTCOTT HOSPITAL
Call Mrs. Ferguson
3 Blk. W. of Telegraph

LEGAL SECRETARY
$9350
Southland. Must have experience. Age 25 to 35. Call 356-6174

RAY TURNER PERSONNEL
18780 W. 10 Mile
SOUTHFIELD

UNIQUE Southfield CPA firm seeking a strong secretary minimum 2 years experience. Permanent position. Excellent benefits. Call Mrs. Ferguson 358-3338

RECEPTIONIST-TYPIST
Pleasant office in Fort Middlebelt area. Light typing. Must have good phone manner. Mr. Irwin
261-0202
An Equal Opportunity Employer

SECRETARY Good typist with shorthand for Farmington area office. Will train. Excellent employee benefits. 649-4110

LEGAL Secretary wanted to small Parkland Towers Law Firm. Excellent typing and shorthand preferred. 356-3000

EXPERIENCED SECRETARY for Southfield based mortgage company. Immediate opening. Excellent benefits. 353-6730

AIRPORT
SECRETARY
$750 Fee Paid
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