500 Help wanted

ESTABLISHED Homes available St. Suburbs. Average $8-$6 per hour Car necessary. For interview call Mr Weyandt after 6pm 476-2200

AIRLINE TICKETING COURSE Ben Bonnemann - Instructor. Classes Begins 10/6/ - American Travel Schools, 398-5400

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

TWO ATTENDANTS
Ladies preferred, for Laundromat, full & part time hours. Apply Wash Hut, 31906 Grand River, Farmington. 476-8194

GENERAL CONTRACTING CO - Detroit area has a hard worker in the field Light paper work. Must have 5 years experience. Send resume to Box 8-26, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED STEEL FITTER, apply Bryant Steel Engineering, at 13600 Inkster Road, Redford Twp. or Call 937-1100

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 672, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

GOOD DRIVING record for Ice Cream Route Vending. Apply 3-5 PM Penguin Ice Cream 30000 Schoolcraft, Livonia

WAITRESSES, manager and day shifts, apply Country Place Restaurant, 13801 Greenfield near Schoolcraft

HOSTESS, days, apply in person Palace Restaurant, 13801 Greenfield, near Schoolcraft

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

BUS BOYS, all shifts, apply in person, Palace Restaurant, 13801 Greenfield near Schoolcraft

COOKS, all shifts, short order, or garmanger, apply in person, Palace Restaurant, 13801 Greenfield near Schoolcraft

POLITICAL CAMPAIGN WORK Get involved. Opportunity to work in Birmingham main office for Democratic U.S. Senate candidate and lawyer Jim Elkman. Part time volunteer and staff work. Minors welcome 646-6750 Paid Political Advertisement

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, Northville area, experience preferred 348-3066

MEDICAL Secretary-receptionist, full or part time, must be experienced in typing and insurance and familiar with Detroit area. Farmington area 476-1166

RN Full time day and midnight shifts
LPN Afternoon and Midnight shifts
Good starting salaries, modern facilities See Mrs Ferguson
Nightingale West 8000
Newburgh Rd
Westland by Jay Rd

X-RAY TECH
Registered Full time position. Salary negotiable Call Ann 338-4180 Ext. 379

X-Ray Tech-To $12,500
Busy radiology practice needs full-time X-Ray Tech 1-3 yrs experience necessary. Day hours. Excellent working conditions. Complete benefits
Dr. Personnel
Agency
Northland Medical Bldg
569-5254

INTERNIST'S office seeking a motivated medical assistant or doctor. Must have some experience. Working hours 8-5 Mon-Fri, weekends and be familiar with front office procedures (Pegboard and some typing). Call for appointment 644-7994

Medical Transcriptionist
Experience required. Some coding & Abstracting required. High paying salary with full benefits
Dr. Personnel
Agency
Northland Medical Bldg
569-5254

POSITION available for experienced Dental Receptionist Office Manager Schoolcraft & Telegraph area. Experience preferred 273-8300

Medical Assistant
Experience required in EKG, Injections, VP, & Light Lab. X-Ray helpful. 4-41/2 days, no evenings. Excellent starting salary.
Dr. Personnel
Agency
Northland Medical Bldg
569-5254

LPN
FOR PART-TIME
Charge Nurse Position
334-4732

RN - LPN
PART TIME
DAY OR AFTERNOON
APPLY IN PERSON
WEST TRAIL
NURSING HOME
295 W. Ann Arbor Trail
PLYMOUTH

NURSE, overseas, for Saudi Arabian Hospital, expanding to 100 beds in Northeastern, has openings on other units. Excellent salary & benefits
398-3200

PSYCHIATRIC NURSE
Fully accredited Detroit area Psychiatric Hospital, expanding to 100 beds in Northeastern, has openings on other units. Excellent salary & benefits
398-3200

502 Help Wanted Dental-Medical

MEDICAL RECEPT
Experience required in all insurance Appointments, Phone, Peg-board & Typing. 4-5 days. No weekends or evenings. Excellent position.
Dr. Personnel
Agency
Northland Medical Bldg
569-5254

PART-TIME LAB Assistant, 3 days, must be able to draw blood. Send resume to Box 200, 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

WANTED RN
For Surgical office in Birmingham. Part Time. Experience with anesthesia, Recovery Room or ICU helpful. Hours and salary to be arranged. Call between 10 AM & PM 647-7320

HOUSEKEEPER Full time 7 AM - 3 PM. Apply in person. HENRY CONVALESCENT CENTER 555 Haggerty Rd., Plymouth

MEDICAL OFFICE
$650 Month
Downtown office of famous medical society needs quick witted clerk with accurate typing. Some realtor background a plus. Fantastic fringes PERMANENT STAFF Personnel
CALL 388-8900

RECEPTIONIST secretary for attorney Northville Southfield Part time, flexible hours. Reply box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Doctor's Helper
FARMINGTON
$500 Month
Suburban medical group will train interested high school grad to assist Dr. You will learn to check weight, weight and blood pressure. Now earn while you learn. PERMANENT STAFF Personnel
CALL 388-8900

BUSINESS ASSISTANT Dental Gal interested in career in expanding Dental office. Fringe benefits. Position area. Send resume to Box 273, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEARN MEDICAL DEARBORN
$600 Fee Paid
Big opportunity to learn new dating, well paid medical field. If you are a good typist with drive we personally train you to be a Doctor's aide. PERMANENT STAFF
CALL 388-8900

DENTAL HYGIENIST, Northville. Part time 348-3066

REGISTERED X-Ray Technician
Positions available - relief hours day shift. Apply 9 to 12 Tues thru Fri Personnel Office, Crittenden Hospital, Rochester, MI 651-6600 An Equal Opportunity Employer

RN & LPN, full or part time. All to round and midnight shifts. Apply ARNOLD HOME, 15339 W 7 Mile, KE 14481, Ext. 30

RN-LPN
Full or part time positions open on all shifts. Apply between 8:30 AM and 4:30 PM, Mon thru Fri
Edgewater
Convalescent Center
22811 W 7 Mile Rd

DENTAL HYGIENIST
Wanted 3 days Established practice in Warren 751-0000

NURSE AIDES
STUDENT NURSES
LAUNDRY PERSONNEL
Positions available. Full or Part time. Call weekdays between 9 AM-3 PM. Director of Nursing
CAMBRIDGE
NURSING CENTER
255-1010

RN OR LPN
Afternoon, 4 PM to 12 PM opening. Small unit, stable qualified staff. RN, 340 per shift. LPN, 307 per shift. Call for appointment 348-4300

RNS & LPNS
All shifts, full and part time. Excellent pay, fringe benefits, good working conditions. Suburban location. Call Mrs Yancey RN
Presbyterian Village
in Redford Twp
531-7200

DENTAL ASSISTANT
Experienced only. Full time. Five day week. Woodward 11 Mile Area 399-4400

RNS OR LPNS
Day & Afternoon Shifts
Full-Time
Apply In Person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile

DENTAL ASSISTANT
Enthusiastic mature, career orientated, for busy periodontal, 1 doctor office. Initial assignment to include training at chair side. Some experience preferred. Potential advance training in insurance, bookkeeping and office management. Consideration given to applicants having good working capabilities. Pleasant surroundings near Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RNS or LPNS
Day & Afternoon Shifts Full or part time. Good wages and benefits, pleasant surroundings. Apply 24, Monday through Friday Mrs Lindsay
FARMINGTON NURSING HOME
35000 Fabrico Rd. Farm
477-7400

WANTED FOR Sick quarters at Ford Motor Company assembly plant. Experienced only. Will train. Apply 3000 Lindbergh

FULL TIME experienced Medical Assistant for Pediatrics office. Must be enthusiastic, eager to learn and career orientated. Phone and business resume and 1 30 PM 525-0000

RN & LPN, full time opening in suburban Skilled Care facility per week end rotating days, afternoons and midnight shifts. Benefits & fringe benefits, excellent working environment. Apply in person in Corbitt's, please call Director of Nursing 347-0000

502 Help Wanted Dental-Medical

RN'S
LPN'S
NURSES' AIDES
FULL OR PART-TIME
ALL SHIFTS
Apply In Person 9-4 PM
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RECEPTIONIST and associated duties for Dental office. Possible 4 days per week for energetic, outgoing type person. Many fringe benefits offered throughout new Plymouth area. Send resume to Box 126, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

KITCHEN HELP
Women wanted full time, 23 hours a day PM. Prefer Livonia or Plymouth resident. Apply in person
Hendry Convalescent
105 Haggerty Rd.
Plymouth

504 Help Wanted Office-Clerical

BOOKKEEPING AND General Office skills required for 1 girl office. Prior experience necessary. Southfield CPA firm. 355-0600

BOOKKEEPER part time. Small regarding manufacturing company in Plymouth needs bookkeeper with experience and or college accounting. Please leave Call Gaylord for appointment 459-3600

OFFICE MANAGER
For Physician's office located in Southfield. Experience in Bookkeeping and Payroll. CPA's, call Bauer & Parish CPA's 569-8400 Sandy 851-6066

OFFICE CLERICAL HELP
Emphasis on accounts payable and receivables, be able to assist office manager, prefer auto dealership experience. Start immediately. See or call Louise Wright, Lou Lo-Riche Chev. 40875 Plymouth Rd., Plymouth 453-4600

DR'S OFFICE
Do you have a lot of meeting people? Good typing? Desperate doctor needs you and $$$ for good Call today. Ask for Jean 522-5360
Snelling & Snelling Agency

GROWTH COMPANY
Expanding business needs your experience. Insurance experience? Good typing? Bookkeeping? Send resume to Box 273, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

LEARN MEDICAL DEARBORN
$600 Fee Paid
Big opportunity to learn new dating, well paid medical field. If you are a good typist with drive we personally train you to be a Doctor's aide. PERMANENT STAFF Personnel
CALL 388-8900

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RN & LPN, full or part time. All to round and midnight shifts. Apply ARNOLD HOME, 15339 W 7 Mile, KE 14481, Ext. 30

RN-LPN
Full or part time positions open on all shifts. Apply between 8:30 AM and 4:30 PM, Mon thru Fri
Edgewater
Convalescent Center
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DENTAL HYGIENIST
Wanted 3 days Established practice in Warren 751-0000

NURSE AIDES
STUDENT NURSES
LAUNDRY PERSONNEL
Positions available. Full or Part time. Call weekdays between 9 AM-3 PM. Director of Nursing
CAMBRIDGE
NURSING CENTER
255-1010

RN OR LPN
Afternoon, 4 PM to 12 PM opening. Small unit, stable qualified staff. RN, 340 per shift. LPN, 307 per shift. Call for appointment 348-4300

RNS & LPNS
All shifts, full and part time. Excellent pay, fringe benefits, good working conditions. Suburban location. Call Mrs Yancey RN
Presbyterian Village
in Redford Twp
531-7200

DENTAL ASSISTANT
Experienced only. Full time. Five day week. Woodward 11 Mile Area 399-4400

RNS OR LPNS
Day & Afternoon Shifts
Full-Time
Apply In Person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile

DENTAL ASSISTANT
Enthusiastic mature, career orientated, for busy periodontal, 1 doctor office. Initial assignment to include training at chair side. Some experience preferred. Potential advance training in insurance, bookkeeping and office management. Consideration given to applicants having good working capabilities. Pleasant surroundings near Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

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Day & Afternoon Shifts Full or part time. Good wages and benefits, pleasant surroundings. Apply 24, Monday through Friday Mrs Lindsay
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35000 Fabrico Rd. Farm
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WANTED FOR Sick quarters at Ford Motor Company assembly plant. Experienced only. Will train. Apply 3000 Lindbergh

FULL TIME experienced Medical Assistant for Pediatrics office. Must be enthusiastic, eager to learn and career orientated. Phone and business resume and 1 30 PM 525-0000

RN & LPN, full time opening in suburban Skilled Care facility per week end rotating days, afternoons and midnight shifts. Benefits & fringe benefits, excellent working environment. Apply in person in Corbitt's, please call Director of Nursing 347-0000

504 Help Wanted Office-Clerical

INSURANCE SECRETARY
Birmingham agency needs all around INSURANCE SECRETARY. Manage own personal book of business. Call for appointment 647-3000 Ask for Jerry with proper ability and experience. Blue Cross paid. Broad benefits. Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY-TYPIST
Accurate, fast, statistical. For CPA office 273-8000

SOUTHFIELD CPA Firm needs an accurate typist. Must type numbers, letters and do general office work. Reply in writing to Schmidt, Cole, Sabin, Gill, Orr, 101 Northland Plaza, Southfield, Mich 48075

ACCOUNTING CLERK
Payables & Receivables thru Trial Balance. Must have Posting Machine experience. Experience in preparation of Statistical Reports. Some typing required. Excellent fringe benefits include a must. Firm located in Troy. Factory distribution branch of national concern. Excellent starting salary, hospitalization insurance, paid holidays, vacations, profit sharing. Please send resume to R.C. Bennett, 1407 Allen, Suite J, Troy, Michigan 48084

INVENTORY CLERK
For parts department. Will train 476-8200

LEGAL SECRETARY
Active Southfield firm specializing in Insurance Defense and Subrogation, requires well organized experienced Legal Secretary. Good typing, dictaphone, knowledge of Pleadings & Legal Procedure. 569-8000 ourred

STENO
Neat, accurate typist, whose personable. Some shorthand. 2 girl office in Southfield. Advancement, fringe benefits. 9 AM to 5 PM.
352-6530

PERSONNEL CLERK
Communication firm needs self starter to handle payroll and days functions. Permanent full time position, company paid benefits. For appointment, call Wednesday, June 23 & Thursday, June 24 18866 West 8 Mile Rd., Southfield

Equal Opportunity Employer M/F

PART-TIME LEGAL SECY
Experienced for Southfield office. Shorthand required 559-0400

POISEL SALES SECRETARY
Top bonuses, unlimited, needs your personality and good skills to handle order desk. Benefits plus $$$$ Call Bert Day.
569-0400
Snelling & Snelling
PERSONNEL

LIVONIA FIRM looking for girl with good shorthand and typing skills. Pleasant office work. Please contact Mrs Duncan 427-6000

BOOKKEEPER
Position available for person with ability to work well with numbers, must be proficient with adding machine, bookkeeping experience, total balance. Excellent Company benefits program. Call for Jobs 421-1400

EXEC SECRETARY for president, group Troy firm. Career potential for someone with good typing, shorthand and much aptitude. Salary $650 to $700 plus benefits. Fee Paid.

INSURANCE SECRETARY for growing No. Suburban Insurance Agency. Very responsible position leading to management for someone with insurance experience and good typing. Salary $600 - $800, plus benefits. Fee Paid.
ACCURACY PERSONNEL
Birmingham 642-3030
Southfield 358-2010

LIVONIA SECRETARY
GENERAL OFFICE
Should enjoy handling phones and have good typing skills, to relieve Mgr. Will train. Pleasant and second responsibility. This is a challenging position for someone who enjoys being busy at work. Call Mr Ryan 261-0700
RED CARPET REALTY

GENERAL CLERICAL office work are wanted, need self motivated, stamped, accurate typist. Call Mr Bright, 851 Producers Wilson Ave Detroit, 341-7000

GENERAL OFFICE
$7280
Like shorthand, typing. Some experience helpful. Bible 855-0700

RAY TURNER PERSONNEL-1181
18280 W. 10 Mile Rd
SOUTHFIELD

EXPERIENCED SECRETARY. Farmington Hills area. Dictaphone required. Good benefits. Call Lorraine 851-6000

DEARBORN, $700
Busy Sales Manager needs your accurate typing skills, a good attitude to help manage his office. Contact Kingsley Agency 1-555-0000

Keypunch Operator
TWO companies are in need of person with knowledge of IBM 029 or 3741. $900 plus COL. Other numerous positions for people with knowledge of IBM 029 keypunch. Call the renowned Good Benefits Call Barbara Good
Professional Personnel
357-4810

SECRETARY to handle 1 girl office 3 weeks in July. Must be able to use dictaphone. Maple near Telegraph 646-6000

JILL OF ALL TRADES
Light typing, shorthand, filing, order processing, telephone contact, lots of detail work. Fringe benefits. Call Joan in Southfield. Good benefits Call 8 to 5
427-7475

TYPISTS
Firestone's Ford Interstate Co. We need typists capable of typing 50 wpm to set Product Typing Sheets and Dictaphone Operators. Experience preferred, but not necessary. We have good working conditions and offer an excellent fringe benefit program and pleasant working conditions. Apply in person or call with experience. If qualified, please call Mr. Yagi 537-3700
An Equal Opportunity Employer

GENERAL OFFICE - Steady hours. Work week. Shorthand. Very friendly. Orchard Lake Country Club 682-0600

PART-TIME RECEPTIONIST for office in Livonia. Call between 8 AM - 12 Noon, or Saturday 591-0300

BOOKKEEPER
To Trial Balance. Excellent Trend Company Accounts. Very interesting work in busy office. 559-1200 Ext. 300

SHORTHAND, bookkeeping, telephone. Bright, pleasant, for small field Area. Must be well organized and self-motivated. Previous experience required. Good benefits. Call between 8 AM & 4 PM 559-0000

504 Help Wanted Office-Clerical

SECRETARY for dermatologist. Detroit law firm. Good skills required. Salary $600 to $1,000, depending on experience. Fee paid and good benefits

RECEPTIONIST - TYPIST. To work in MM - 3 PM for company recently relocated to Troy. New position. Ideal for someone returning to work. Salary $500 to $550 and nice benefits

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

TYPIST Permanent part-time. Good phone personality 3 days a week 1-5 PM Southfield. Call for appointment 275-5151

EXPERIENCED SECRETARY
LEGAL Bookkeeping Skills
LIVONIA LOCATION 522-4100

TRAVEL AGENCY SECRETARY
Exciting spot with future for your background and typing skills. Bonus spot. $600 Mrs Scott
588-5400
Snelling & Snelling
PERSONNEL

STENO-CLERICAL
Immediate opening in group department of local insurance company. Type 60 WPM and light shorthand a must. Good math skills helpful. Minimum 2 years office experience. Liberal fringe benefits. Excellent working conditions. Call for appointment
453-2000

PART-TIME RECEPTIONIST
Wanted in Condominium. Clubhouse, call 10 AM - 5 PM 360-0000

KEYPUNCH OPERATOR
Experienced on 029/31 data processing. Call Mr Bright, 851 Producers Wilson Ave Detroit, 341-7000

LIKE LIVONIA
$800 a Month
Want to work in Livonia and earn super $$? Worldwide Corporation needs secretary with flair and adaptability to handle a correct office. For appointment, call Wednesday, June 23 & Thursday, June 24 18866 West 8 Mile Rd., Southfield

Equal Opportunity Employer M/F

LEGAL Secretary - personnel supervisor needs typing for Superior skills required. Salary commensurate with ability 569-0070

KEYPUNCH OPERATOR
Permanent part time for Farmington area company. 9 AM - 3 PM, 3 days. 6 months recent experience required. Student OK. Call 9 AM - 5 PM 476-6300

DO YOU TYPE? LIVONIA
$600 Fee Paid
Creative department of progressive firm needs a good typist who enjoys variety. You'll answer phones, file and handle some correspondence. PERMANENT STAFF Personnel
CALL 388-8900

TYPIST - Position open to small Livonia office for individual with good typing skills and some basic bookkeeping knowledge. Salary commensurate with experience. An Equal opportunity employer

SECRETARY CONTROL CLERK
Farmington area Excellent fringe benefits. Apply 32106 W 8 Mile Farmington Hills. An equal opportunity employer

KEY PUNCHERS
10,000 Stroke
Apply with Kathy today for temporary work. No fees. 6 months experience necessary. TEMPORARY STAFF 355-0341

WOMAN to assist in Doctor's Office Mon., Wed., Fri. 9 to 12 noon & 3 to 30. Typing required. Apply in person 15801 12 Mile Rd Southfield

ACCOUNTING CLERK Accounts payable and receivable. Experience preferred. Good salary and benefits. Apply General Tire 1200 E. Big Beaver, Southfield, Troy, between 9AM-4PM

Executive Secretary
Challenging opportunity in Southfield regional office. Take-Charge Person with good typing and shorthand skills. Will help coordinate and administer our sales activities. Professional appearance and pleasing personality. Liberal salary and excellent benefits.
352-9550
An Equal Opportunity Employer

SECRETARY - Busy W Bloomfield office needs girl with shorthand, good typing skills, and good phone voice. Experience in Real Estate helpful. Hours 9 30 - 5 PM. Salary commensurate with experience. Send resume to P O Box 6066, Orchard Lake, Bloomfield Hills, Attention Mrs Smith

DEARBORN, $700
Busy Sales Manager needs your accurate typing, a good attitude to help manage his office. Contact Kingsley Agency 1-555-0000

Office Manager
Experienced, familiar with Accounts Payable. Pleasant surroundings, excellent working conditions and good benefits. For appointment, Mr. Frank, Barbizon School of Modeling, Southfield 569-1300

SECRETARY, experienced, typing 60 words. Contact Mr O'Brien Bradley Inc, 30975 Plymouth Rd. Livonia

SECRETARY
Receptionist/Clerk & Good Typing Speed, excellent working conditions
Call Mrs Ferguson
476-8200
An Equal Opportunity Employer

SECRETARY
Interesting opening now available for competent individual with bookkeeping experience preferred. The person we seek should have at least 3-5 years secretarial experience. Good typing and shorthand skills. The successful candidate should have good organizational ability. Flair for figures. Pleasant business manner and appearance. We offer good starting salary and the company benefits.
To arrange appointment, call Mr H Miller,
313-355-0400
BUNKER RAMO
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY-SALES ASST
Westland - Farmington area small office requires good general skills. The shorthand, bookkeeping mature, personable, reliable person to converse with our factory customers and vendors. Good benefits program. Salary commensurate with ability. Call 9 to 5 PM 425-3300

SECRETARY - RECEPTIONIST
Open 8 to 5 PM
Redford Twp. Area
255-8116

MEDICAL SECY.
Dr moving to Rochester needs experienced secretary with Detroit phone to handle his office. Introduce patients, direct insurance forms. $800 plus. Phone 651-0000 Your one hour pays you for the rest Gary Personnel Agency

SECRETARY
Executive office Engineering Type 70WPM. Excellent shorthand required. Good benefits. Send resume to Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST RECEPTIONIST
W Bloomfield Jewish Synagogue. Interesting self starter. Type 70 WPM. Phone. Call Director, medical factors 6130 week plus fringe benefits. Send resume to Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SECRETARY-RECEPT.
Experienced in all office procedures and possessing all office skills. Must be intelligent and highly systematic. Ask for Sue
478-1745

TYPIST
Type manuscripts-charts. 70 WPM crackerjack with general office skills and fringe benefits. Send resume to Box 345, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST
Experienced 70 WPM. Work per diem days, weekends or evenings. Send resume with hours available to Box 345, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Keypunch Operator
Full time, days. Some experience or keypunch training. Good benefits
Applications are being taken at Observer & Eccentric Newspapers, 36251 Schoolcraft at Levan, Livonia, Mich

SECRETARY
For Southfield Law firm. Excellent typing skills a must. Salary open. Call Barry 559-0000

LIVONIA LAW FIRM
Needs experienced Legal Secretary. Livonia area. Ask for Tress
477-6077

CLAIMS CLERK
We are looking for a mature individual with at least 5 yrs. office experience, a typing speed of 50 wpm, and a good Math aptitude. Previous insurance experience is helpful but not required. Send resume to our office at 29226 E. Orchard Lk. Rd., Farmington, Mich. 48024, or contact Mr. Milner after 1 PM at
851-6600
SAFECO INSURANCE

BOOKKEEPER experienced through trial balance. Exciting position with growing company. Call Mrs Bailey
553-8016

FILE CLERK
Full time. Must live in New Center area. Call Mr Lobsinger 875-6000

SECRETARY
Typing & Shorthand Required. Interest in accounting desirable.
Call for Interview
MICHIGAN LIFE
Insurance Company
355-5500 Ext. 215
An Equal Opportunity Employer

LEGAL SECRETARY experienced, for Redford Law office. Good salary up to $200 weekly 255-0020

BOOKKEEPER - Experienced, general office. Full charge office references. Call Mrs Blandy Southfield 355-1511

RECEPTIONIST - TYPIST. 4 girl office in Southfield. Bookkeeping, 40 hour week, good Blue Cross - Blue Cell Life benefits. Salary dependent upon ability. Reply in writing to Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER-SECY
For area Sales company located in Troy. Must be able to set up complete set of books and prepare Financial Statements. This job will also involve customer contact. Good benefits and extraordinary salary for the right person. Send resume including salary history to AD Production, P O Box 306, Troy, Michigan 48099

CHALLANGING POSITION for dependable, well organized secretary with good typing skills. Call Mrs Brown, Liberty Industries, Cadillac Blvd of Troy 362-0000 Equal Opportunity Employer M/F

TYPIST
Are you really good? Interested in working for Dunning Field? Recent High School Graduates welcome. Type 60 WPM. Please call Unco 254-1910 Or Southfield 569-2220

LEGAL SECRETARY
Bloomfield Law firm seeks preferred Shorthand 110, typing 65 WPM. Salary commensurate with ability 335-1400

LEGAL SECRETARY - Southfield, 15 Mile Area, excellent benefits, 5 days, 35 hours, shorthand preferred. Call Jan 557-0000

LEGAL Secretaries
We have many fine openings for experienced legal secretaries. Fee paid by employer. Ask for Grace
HILLSTROM & ROSS AGENCY
Southfield 557-3007

BOOKKEEPER - Double entry experience, firm general ledger required. Excellent opportunity and benefits. CPA office. 18 Bloomfield 626-2000

ATTENTION JUNE GRADUATES Secretary for Law Firm. Interesting. No experience necessary. Typing 50 WPM. Salary commensurate with experience and ability. Excellent benefits. 352-1700

GEN'L CONTRACTING CO Detroit Secretary, age 40 around girl, experienced in all phases of office work. Salary open. Excellent profitability. Bookkeeping experience helpful, but not necessary. Reply in own hand to Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

TEMPORARY WORK
IMMEDIATE OPENINGS
IN ALL AREAS
DAY WEEK OR LONGER
For
SECRETARIES
STENOGRAPHERS
STATISTICAL TYPISTS
SENIOR TYPISTS
JUNIOR TYPISTS
ACCOUNTING CLERKS
and
ALL GENERAL OFFICE SKILLS
BE A WITT GIRL
CALL 967-0336
FOR OFFICE NEAREST YOU
Witt Girls

SECRETARY full or part time small 1 girl office. Bookkeeping a good typing skills required. Salary commensurate with ability. Troy area. Call 9 AM - 5 PM 689-3120

EXPERIENCED responsible results for a 3 girl General Contracting Office. Good typing essential. Basic knowledge of bookkeeping and payroll preferred. Salary negotiable. Start immediately. Southfield area 569-3000

TYPISTS
Immediate openings in your area. Interviewing daily 9-3
See Marryann Burke
30600 S Mile at Beech Daly
Or Delores Ray
29200 Ryan Rd at 12 Mile
GIRLPOWER
Div Manpower Temp Services
965-7000
An Equal Opportunity Employer

EXPERIENCED Commercial Rater. Fire & Casualty experience necessary. Salary commensurate. Fringe benefits. Call Mr Ryan 559-0000

SECRETARY
Pleasant girl with typing, book keeping and at least 3 years secretarial experience to work in West Bloomfield Walz Walled Lake area 624-8000

STENOS
Immediate Openings In Your Area
Interviewing Daily 9-3
See Marryann Burke
30600 S Mile at Beech Daly
or Delores Ray
29200 Ryan Rd at 12 Mile
GIRLPOWER
Div Manpower Temp Services
965-7000
An Equal Opportunity Employer

GENERAL CONTRACTOR
Needs construction estimator, project manager with engineering degree and supervisor. Construction experience 3 years supervisory. Send resume to Box 276, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

506 Help Wanted Sales

EXPERIENCED COMMERCIAL & Industrial Salesman or Manager, by rising established company. Call M D Harvard for appointment THOMPSON BROWN 476-6700

YOU CAN SELL REAL ESTATE
Our nationally famous training program can make you a successful salesman. Call today. Ask for Mr. Bell of Farmington Road. Call 369-8700 for your year completely free training program
REAL ESTATE ONE

PART TIME Ready to work man's evening and week-ends. Apply in person 10 AM to 5 PM Robert Hall Clothes 30000 Plymouth Road Livonia

MATURE mature lady needed full and part time apply 13002 Middlebelt Livonia Twp. Fri. June 25 2525 10 AM to 5 PM Ask for Mrs Russell or Leland & Co

INTERESTED IN SELLING REAL ESTATE?
Call TODAY For An Interview
Tom Keever 476-9100
Livonia-Farmington
Ken Karsten 557-4700
Southfield-Lathrup
Peter Ortiz 721-0400
Westland-Livonia
Fred Hadley 455-5200
Plymouth-Northville
Tom Keever 476-9100
Livonia-Farmington
chamberlain

SALESPERSON
MACHINE TOOLS
Michigan Distributor of N C Machine Tools has a sales opening for an experienced salesman. Outstanding background also is interested in a recreational career. Good response to Sales Manager Dept. Gregg, Suite 201 Executive Dr. Troy, Michigan 48084, or contact R Miller 689-2000

HOMEMAKER, Widow or Married Have all your Social Security, free room & board in exchange for doing a day in your old Father who is not so bedridden. Come & Go as you please. Live in or live out. Interested in Livonia or Merriman area 3 Mile Rd References. Call place 476-7776

RELIABLE HARD WORKER who likes steady employment call 559-0000 For appointment call 559-0000
An Equal Opportunity Employer

RETAIL SALE
Creative sales position in fashion knitwear department of Northville area. Full time hours. Sales experience helpful but not necessary. Will train. Call for appointment 349-0300

AVON
calls ...
OVER 25 Earn extra money this summer selling Avon. Products to your spare time. Full or part time. Call today for particulars. No obligation
349-6420 459-2202

PROFESSIONAL SALES
Manager and sales persons needed to sell Home Improvements. Sales leads available. No experience. No Nonsense. Call 559-0000

FRIDAY SALESMAN
Order Desk, experienced only. Quality kitchenware, dinnerware and giftware. All benefits. 611 Mill St 313 Ann Arbor Trail 3000-E, Livonia 48154

506 Help Wanted Sales

SALES REPRESENTATIVE
Starting commission $1,200 per month guaranteed. Complete fringe benefits. Pension plan, apply department. Life 35275 Plymouth Rd. Detroit, MI 48228 Ext 237
An Equal Opportunity Employer

STUDENTS
Summer work available for aggressive Men & Women $800 plus to start if you qualify. Car necessary
CALL
547-1030

BARBIZON SCHOOL
OF MODELING
Liberal commission structure if you have experience in Realty-Sales skills. No experience but similar background. You might be the person we are looking for. We are working a Clair Sisters person. Be in top-notch in video to enroll prospective students. A strong starting month. Be a part of a fast growing and rewarding Excellent working atmosphere Southfield area For an interview call 559-1300

COUNTER MAN
And Salesman for auto supply store in Livonia. Excellent benefits. Apply at 9270 Middlebelt

EXPERIENCED OUTSIDE SALES MAN for furniture and office supply company. Prefer men with selling. Excellent commission and benefits. Call Mr Gilbert Mart Office Supply Co 862-3000

WEST BLOOMFIELD LAKES AREA
The new West Bloomfield of Type development Farm Realty, one of 25 Earl Karim offices, invites you to inspect our facilities. Ask about our future potential with us in the field of residential Real Estate Sales in the prime markets of West Bloomfield, Farmington & Birmingham. Live in the Lakes if you have the need to succeed, we can provide you with the office training and selling tools to help you obtain your goals. For appointment call Jim Morse at 681-5700

BABY SITTER Needed Woman to care for my 2 children. Must have loving personality. Nights. Must live in Wayne area 522-3148

GENERAL HOUSECLEANING must have transportation refer 261-7300

EXPERIENCED WOMAN to care for elderly stroke patient no house keeping or cooking required. Live in or out 863-1574

RESPONSIBLE lady to take care for 8 year old my home 5 nights (live in) transportation Southfield area 31 352-1143

MAID
LIVE - IN
HIGH WAGES Family in one Bloomfield Hills
Call
646-6399

RESPONSIBLE Baby sitter for 7 year old. Farmington area 3 days week 1 30 PM - 5 PM. Call after 6 PM 476-8200

MATURE responsible woman for babysitting and light housework 15-20 hours per week. References 477-6663

MATURE woman wanted as companion & housekeeper to retired man. Live in or out. Permanent position. Must have own transportation. Some overnight. Must have very good references. Salary 30 hours. Wayne Rd. Michigan. Avon vicinity. Call after 5 PM 722-4700

BABYSITTING in my home 8 30 - 5 for Bloomfield area. Must have own transportation. Call after 5 PM 335-3011

HOUSEKEEPER live - in preferred size house in West Bloomfield. References required. Salary negotiable 399-3000 ext 250

BABY SITTER To aid child Mon Fri References. Own transportation. Oak Park area 968-0675

COOK AND LAUNDRESS for 3 men 5 days a week 1 hours a day. Own transportation. References. Farmington Hills area 476-5776

BLOOMFIELD HILLS Area. Baby sitter for 3 girls Age 6 & 11. Call after 6PM Mrs Rapp 642-0750

GENERAL CLEANING 2 or 3 days an hour. Reliable, own transportation. Recent references 881-8177

BABY SITTER light house keeping age 18 or over Twin Lake Pm 7 Mile Middlebelt area Call After 6 PM 476-1780

BABY SITTER Dependable non smoker my home Call 476-2000

WANTED live in Mother's Helper Two children. Must have experience. Light housekeeping. References a must. Maple & Orchard area 851-0027

COMPANION to live in with very active female Retired Chrysler Executive. Must have driver's license and references. Bloomfield area Apply 626-6000

MATURE housekeeper over responsibilities, needed to care for 3 children & does light housekeeping. Call Cathy 261-0000

HOUSEKEEPER mature responsible woman, 3 PM to 7 PM 5 or 6 days per week in comfortable home. Light housework, all your own food and use of pool. Call Mrs Stanislaski Hills Free to 5 PM Mon-Fri 9 AM Weekends call after 5 PM 642-0777

510 Help Wanted Couples

ARE YOU TIRED of struggling to pay rent and other bills daily? Are you and your wife willing and able to do maintenance work? If you are middle-aged, with children or pets we have a job waiting for you in our Southfield apartments. Excellent salary and monthly salary Call 357-2000

COUPLE TO MANAGE mobile home park, experienced, no children, pets. Apply Mr Bernard Stolar & Metro area available Call 559-0000 An Equal Opportunity Employer

EXPERIENCED CARETAKER Couple without children to care for luxury high rise apartment complex in Bloomfield area. Salary, apartment, utilities and other benefits for the right couple. For professional interview call Mr Law at 347-6100 Or after 5 PM and weekends 557-0373

ACTIVE RETIRED MANAGER COUPLE 55 100 units near Downtown Detroit. Salary & apartment. Bible 357-8776 Eves 559-2700

512 Situations Wanted Female

MOTHER WISHES babysitting. Live in or out