500 Help Wanted

MODELS & ACTORS, full or part time. Experience not necessary. Models & Actors Inter'l Service, 31700 Northwestern, Tower 14, Suite 1130, Southfield. 357-0000

MAINTENANCE man needed. Catholic church in Livonia, age 25 or older, call 477-5229

MECHANICS - Full time & part time, for afternoons. Must apply in person: 12 & Grand River Shell, 20029 W 12 Mile, Southfield.

ATTENTION

RETIREES - Couples. Individuals. Permanent part time Janitorial positions available in the Oakland Mall area. Late night hours, some weekends. Also, Northwestern & 12 Mile area, evening hours. All five days per week. Apply in person, 17143 W. 8 Mile Rd. Detroit, between Greenfield & Southfield.

Welders-Arc

EXPERIENCED ONLY
Top Pay-Benefits
Steady Work-Overtime
Farmington Area

535-6604

KIDS to pass out handbills, steady summer work. Apply Carroll Noth, 30 W Tenken Rd Rochester.

WAREHOUSE Manager for NW suburban heating and air conditioning distributor. To be responsible for order service and facility maintenance, college degree in a business related field with previous warehouse experience a plus. This is a company where the right person has a future. Salary dependent upon qualifications. Those interested please send resume and salary range to 28175 Dequindre, Madison Heights, Mi. 48071. Attn: David Ditton

MATURE woman for Dry Cleaning establishment. Farmington area. Full time. 553-0022

SURFACE GRINDER HAND

Experienced. Liberal employee benefits. Apply today

S.M.C.

800 Junction, Plymouth

FUEL Oil Truck Drivers wanted, full and part time, must be over 21, college students welcome, will train. Please call for interview 651-8177

PIZZA men and delivery boys wanted. Dinos Pizteria. 28425 Plymouth, Livonia. 522-6403

SURFACE GRINDER HAND

Minimum 10 years experience. Liberal employee benefits. Redford Twp. location. Apply today.

STAHL MFG.

12282 Woodrow, Detroit

WAITRESSES & BARTENDERS Attractive girls. Will train. No experience necessary. Also Bartenders, part-time, full time. Three Farms Disco, Rochester area. 852-6450

ALTERATION Woman - Full time, many extra benefits. Alvins of Rochester. Call for interview 651-8164

INDUSTRIAL MAINTENANCE ELECTRICIAN
Auto parts manufacturer with plants located in Redford Twp. and Plymouth has immediate openings for a journeyman licensed INDUSTRIAL MAINTENANCE ELECTRICIAN. 4-7 years experience in maintenance and trouble shooting, some light electronic experience, willing to lead and train an apprentice

STAHL MFG.

12282 Woodrow, Detroit

MACHINE REPAIR HELPER
Farmington - 8 Mile area. 478-3600

ACCEPTING APPLICATIONS
Monday - Friday Noon - 5 PM
Apply In Person
LITTLE CAESAR'S
PIZZA STATION
24650 Telegraph
(Just S. of 8 Mile)
SOUTHFIELD

CASHIER - Experienced. Nights. Apply in person. Tire Headquarters, 29222 Northwestern Hwy. 358-1860

Welcome Wagon Int'l, Inc.

Do to expansion, positions available in Oak park, Union Lake, Wilson, Farmington, Southfield, and other Oakland County communities. Full or part time, flexible hours, with a career opportunity. Community involvement an asset, car necessary. For an interview for hostess position, call Charlene Johnson, 356-7727
An Equal Opportunity Employer

LIVE - INS
Home Care Aides to provide essential homemaking services. $150 per week plus room and board. Apply in person to
HEALTH CARE I
Suite 218, 17000 W. 8 Mi. Sfld.

MEN & WOMEN NEEDED

For LIGHT FACTORY WORK, including running machinery. Must be at least 18 years old. Pay $2.65 per hour. Report to:

EMPLOYERS
Temporary Service

26532 Grand River

BRIDGEPORT & GENERAL machine hands wanted. Top pay up to $6.35. All benefits. Experienced only need apply. J.K. Tool Inc., 3175 General Court, Plymouth. 459-1922

NOW interviewing for experienced weeker drivers, part and/or full time. Apply in person only. Harold's Mobile Service, corner Ann Arbor Rd & Sheldon, Plymouth

Telephone Sales
If You Can Sell Over The Phone WE WANT YOU!

Evenings 4 to 8 Saturday 10:30 to 2:30. No experience necessary. Salary plus commission, bonus and fast raises. Redford area. Call Marc Wallman between 2 and 3 PM 937-4200

DRIVERS WITH GOOD Driving Records, Ice Cream St. vending. Apply Reggie's Ice Cream, Beck & Schoolcraft, near Farmington Rd., between 10-5 PM.

COLLEGE STUDENTS $100 per wk. guaranteed plus commission. Ice Cream - st. vending. Apply 28086 Merriman. Liv. between 12-3

GUARDS
FULL & PART-TIME
All shifts available
GOOD PAY
Excellent benefits

255-2600

DINO'S PIZZA
Delivery help wanted. Apply in person. 27350 W. 7 Mile, Redford Twp. 531-4330

MALE and FEMALE applicants needed for positions open. 120 W. Michigan, 944-3300
Michigan Employment Bureau

500 Help Wanted

PLATER'S HELPER, afternoon shift. Dependable Hard Chrome Co. 22738 West 8 Mile, Farmington.

DESIGNERS - DETAILERS
Special machine, information Concept Design. Walled Lake 624-6364

ELECTRICAL APPRENTICE

Familiar with 110-220 power and machine control.

S. M. C.

800 Junction, Plymouth

502 Help Wanted Dental-Medical

DENTAL ASSISTANT OR RECEPTIONIST WANTED
Experience necessary. Farmington Hills Area. Call 363-5171

DENTAL receptionist, experienced, multi dentist office, Birmingham area. 647-7830

LAB assistant, will train, multi dentist office, Birmingham area. 647-7830

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blk. W. of Lahser
255-6450

SECRETARY-Receptionist, full time, Farmington area, setting. Phone experience desired, typing 60 WPM, seeking mature individual. Southfield. 358-5044

TWO - Full time needed. Receptionist, typing and insurance experience. Medical assistant will do puncture. Garden City 522-3770

NURSES Aides, Dearborn Heights Convalescent Center, at Ford Road and Beech Daly, has openings for nurses aides. No experience necessary. If you are mature and dependable we will train. Interview Thursday June 23 and Friday, June 24 from 1:30 to 2:30 Next class starts Monday, June 27 26001 Ford Road Dearborn Heights
An Equal Opportunity Employer

RNs-LPN

Use the skills that you have been trained for, work in the best of working environments. Apply your managerial training in a professional setting. Excellent benefits and competitive salary. Apply in person

University Convalescent
& Nursing Home
28550 Five Mile Rd., Livonia
Located between Inkster & Middlebelt Rds.

RN Part time, relief. Excellent working conditions. Small private nursing home. Call Mrs Mercer 537-3333

DENTAL RECEPTIONIST & ASSISTANT
Experienced. Must have initiative & willing to assume responsibility. Maple - Telegraph area 947-8080

RECEPTIONIST - typist for doctors office, central Birmingham. 4½ days including Saturday A. M. Reply box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

NURSE'S AIDES

Full time positions now available. No experience necessary. Classes now beginning. Be paid while you train. Apply in person

UNIVERSITY CONVALESCENT
& NURSING HOME
28550 Five Mile Road, Livonia
Located between Inkster & Middlebelt Roads.

NURSE
For ear, nose, throat, allergy office. Southfield. Prefer previous allergy experience, corporation benefits 559-5430

RN'S & LPN'S, full time, all shifts. Excellent pay. Fringe benefits include Blue Cross. Good working conditions. Apply in person at
EDGEWATER CONVALESCENT CENTER, 2281 W 7 Mile, Detroit

RNS & LPNS
Full or part time. Days & Afternoon Shifts Apply
ARNOLD HOME
18630 W 7 Mile
KE14001, Ext 38

RN or LPN

Needed for full time day shift, 7AM-3PM, and part time shift. All benefits. Near the Livonia Mall. Apply

DORVIN CONVALESCENT
& NURSING CENTER
476-0550

MEDICAL LABORATORY Tech. ASCP registered to manage clinic laboratory in Lake Orion area. Experience necessary in Serology, Chemistry, Microbology and H.A. 693-3443

FULL time dental assistant for oral surgery office in Birmingham. Experience in assisting & front desk. Call between 10 A. M. & 6 P. M. 647-7338

MEDICAL assistant, part time for pediatrician-Allergist's office, in Livonia area, experience not mandatory. Ideal position for college student, send resume to box 668 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RECEPTIONIST

DENTAL OFFICE
NEEDS SMART MATURE PERSON for Receptionist of a busy group practice. Must have EXPERIENCE. Good Benefitsm Farmington - Livonia area. For appointment please call

478-2112

DENTAL ASSISTANT, full time orthodontic practice, previous dental experience preferred. Birmingham area. 644-5466

RN'S
with Psychiatric experience
All shifts, full or part-time.
Apply in person.

Ardmore Acres
Hospital
19810 Farmington Livonia

474-3500

SECRETARY/RECEPTIONIST, full time for 3 physicians. Previous experience with Pathcard, Blue Cross billing desirable. Troy area. 524-2727

FARMINGTON area physician needs part time assistant, 25 hours a week. Must be experienced in venapuncture, injections. 553-4779

RNS or LPNS

Part time, day & afternoon shifts. Apply

WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm.
Between Grd River & 8 Mile

476-8300

RECEPTIONIST for South field dental office, experience preferred but not necessary. Send hand written resume to Box 8000, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MEDICAL SECRETARY, transcription from dictaphone, must be familiar with medical terminology. Front desk & insurance helpful. Rochester. 852-2800

EXPERIENCED Bookkeeper for Medical office. Typing. Insurance. Pegboard. Troy. 649-2960

MEDICAL Receptionist for general practitioner in Redford area. Mature, dependable, some knowledge of Blue Cross-Blue Shield, Medicare and Medicaid billing. Will train. Call after 10 AM. 937-2320

DENTAL RECEPTIONIST, attractive smile pleasing personality for congenial multi staff office. Challenging position, experience preferred. Send resume: Dental Office, 1311 Ann Arbor Rd., Plymouth, Michigan 48170.

DENTAL ASSISTANT (Children's Dentistry) 4 handed dentistry in progressive office. Experience desired for this permanent position. Send qualifications to 2541 Elizabeth Lake Rd. Pontiac, Mich. 48054

HAWTHORN CENTER
Announces
IMMED. JOB OPENINGS FOR.

RN'S

To qualify, you must enjoy working with children. Be able to work in a creative & informal atmosphere. Want to participate in a well defined multi-disciplined treatment program for emotionally disturbed children. Openings are available for full time employment on PM Shift. Full time or part time on midnight shift. No previous experience necessary. Orientation program & continuing in-service training for all staff. State Civil Service fringe benefits. PHONE

349-3000 Ext 471
8 AM - 4 PM

EXPERIENCED MEDICAL ASSISTANT. Must know all insurance. Typing, knowledge of X-ray helpful. for busy Orthopedic Office in Southfield. Monday through Friday no evenings 569-3240

REGISTERED NURSE 113700 FEE PAID
Very good opportunity, excellent benefits & clean working conditions. Med. Dir. Employment Center 548-1636

EXPERIENCED Medical Office Assistant. Typing, Reg. Board, insurance, EKG, X-Ray, injections 649-2060

Recreational Therapist
Full or part time
Apply in Person
ARDMORE ACRES
Hospital
18410 Farmington Rd
Livonia

MEDICAL SECRETARY - RECEPTIONIST. Full time Billing, phone, appointments, filing, light typing. Salary & fringes. Box 804 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

RN
Supervisory Position
Full or Part Time
Pontiac 334-4722

MEDICAL SECRETARY
Knowledge of Medical procedures, insurance forms, etc. Full time position. Bloomfield Hills Area 332-0158

NURSE AIDES

We are looking for people who have a love and understanding of the elderly. We pay better than most area Nursing Homes and are accepting applications for all shifts. We'll train inexperienced people

349-9628
WHITEHALL
Convalescent Home
43455 W 10 Mile - Novi

MEDICAL RECEPTIONIST
Part time afternoons. Some experienced preferred. Box 653, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL HYGIENIST
Busy prevention-oriented dental office in Livonia. Require an experienced full time, and a part time Hygienist. To begin immediately 852-9 to 875 per day depending on background. Benefits to chosen full time applicant. Call Mr. Kramer 535-6164

NURSE AIDES - Afternoon and Midnight shifts Westland Convalescent Center. Apply in person, 8-4 PM, Mon. - Fri. 36137 W. Warren, Westland.

MEDICAL SECRETARY
Experienced, knowledge of medical terminology, good typist excellent benefits and salary. Maple Home Health 778-7000

NURSES-RN or LPN, all shifts. Paid Blue Cross. Pleasant working conditions. Call Mrs. Craig 334-2222

NURSES' AIDES

WEEKEND POSITIONS NOW Available. FULL-TIME Positions. ALL SHIFTS. Mature Persons. See Mrs. MAYVILLE.

Nightingale West
8045 Newburgh Rd.
Westland, Nr. Joy Rd.
An Equal Opportunity Employer

CHURCH RELATED
NURSING HOME
Has an opening for a part-time RN or LPN. Competitive salary and outstanding fringe benefits program. For more information call Mrs Liles, Evangelical Nursing Home, 8:30 AM to 4:30 PM.

836-1700

RN NEEDED, part time position for boys alleghany office. Farmington Hills area. 851-6851

NURSE'S AIDES
ORDERLIES

All shifts. Experience preferred, but will train. Apply at

Dorvin Nursing
& Convalescent Center
29270 Morlock, Livonia
476-0550

OPHTHALMOLOGIST'S OFFICE assistant, Vitreus, Retina, minor surgery. Full time. Northwest suburban area. Reply to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

OPHTHALMOLOGIST'S busy office, receptionist, full time. Experience with equipment, Blue Shield, Medicare, Medicaid and Ophthalmologic terminology helpful. Reply to Box 873, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

502 Help Wanted Dental-Medical

RN - LPN

All Shifts. Good starting salaries. Modern facilities. See MRS. FERGUSON

Nightingale West
8045 Newburgh Rd.
Westland Nr. Joy Rd.
An Equal Opportunity Employer

NURSE AIDE TRAINING CLASS

Beginning June 28th for all shifts. Earn and learn. Good pay and benefits. Pleasant surroundings. Apply Monday through Friday, 9 AM to 4 PM.

FARMINGTON NURSING
HOME
30955 Folsom Rd. Farm
477-7400

OPHTHALMOLOGIST'S OFFICE - Full time. Insurance, Blue Shield, Medicare, Medicaid. Ophtalmologic terminology helpful. Northwestern area. Send resume to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN needed, part time position for busy Allergist's office Farmington Hills area. 851-6851

RNS, LPNS

Pleasant Surroundings, Good benefits, Apply

Dorvin
30405 Folsom
Farmington Hills
Contact Mrs. Undow RN
Director of Nursing

477-7400 Ext 35

RNS - LPNS
Enjoy flexible hours, top pay, variety or continuity of assignments in nursing homes or hospitals near you. Call now Health Care I. Owned and operated by nurses

Health Care I
17000 W 8 Mile, Sfld.
569-3240

NURSES AIDES and male attendents with experience and own transportation needed immediately for private duty and staff relief. Earn $2.60 to $2.25 per hr. Call Health Care I 569-3240

504 Help Wanted Office-Clerical

CLERK-TYPIST

To work in the Parts Department. Permanent position. Call Mr. Connon 333-8200. Ext. 43. Art Moran Pontiac 29350 Telegraph Rd. Southfield

SECRETARIAL Position in Livonia Real Estate Office, good typing skills, neat appearance, pleasant phone manner. Part-time. Call Barbara Walkowski 525-0990

ATTENTION GRADUATES

Several excellent opportunities to utilize your fresh skills. Salary range to $5,500. Don't hesitate, call or come in now. Snelling & Snelling

478-3500

KEY PUNCH OPERATOR IBM 129 experience preferred. Good working conditions, with possible computer training advancement. Contact John Spangler 851-3900

I NEED a MATURE, hard working person in my office for my office staff. You must be capable of working at a rapid pace and compatible with other employees. Send resume to box 2441, Livonia, Mich 48150

SALES
Administrator/Secretary
NEEDED IMMEDIATELY
Will communicate with customers and salesmen by phone and correspondence. Must be accurate typist and able to compose own letters. Must also be good with figures. Shorthand a plus. Reports to President. Salary $550 to $600 monthly plus benefits. Apply in person or send resume to

Signature Corp.
34009 Schoolcraft, Livonia

GENERAL OFFICE
No experience necessary.
$410. monthly. Call Helen 557-3133

EXPERIENCED woman to handle 1 girl office, A&J Precision Tool co 535-0580

PART TIME RECEPTIONIST

Saturdays only. 9 to 5 P.M. Answer phones and light typing (Accuracy important).

CALL MARGE

chamberlain

557-6700

GENERAL OFFICE WORK, some business math, knowledge preferred. High School Graduate or acceptable Southfield area. Call Mrs. Kent. 444-0200

TELEPHONE receptionist and canvasser. Livonia area, good pay, steady business, experience required. Call Mr. Toft between 10 and 4 pm 425-6790

PROGRAMMER-SR.

A growing Livonia - based corporation is seeking an experienced individual for the position of Senior Programmer. The person we are seeking should possess 3 or more years experience in RPG II and System 3. We offer a competitive salary and an outstanding benefit program.

If you feel this position describes your ability and you want an opportunity for growth and challenge, please forward your resume to Box 670 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARIAL position in Plymouth Real Estate Office. Good typing skills, neat appearance, pleasant phone manner. Call BILL SMITH 455-7000

DICTAPHONE typist, experience preferred. Salary commensurate with ability. Call for appointment, program 553-4300

ACCTS RECEIVABLE CLERK
Good math ability, some familiarity with billing, invoicing and computers will get you into this large company. Beautiful office building in Farmington area. Room in company for you to grow. Will train right person. Good benefit package. Fee paid Call Carole Berhorst

American

Personnel Agency 354-5336

SECRETARY - $700+
No shorthand. FEE PAID. Type 50-55 for this super opportunity with suburban manufacturer's rep.

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY for Noel area firm. Math, typing, phone skills required. Hand filed per week. Mr. Eckstrom 968-5900

SECRETARY
We have an immediate opening for a responsible diplomatic individual. Requires minimum speed of 40 wpm dictation, some dictation, typing, and knowledge of office procedures. $175 per week. Benefits. Southfield. 358-4033

504 Help Wanted Office-Clerical

SECRETARY, experienced Shorthand, typing. Birmingham area office. Call 642-9393

RECEPTIONIST-SECRETARY
Good typing and general office skills, pleasing telephone personality.

Ralph Manuel Assoc. Realtors
Birmingham 647-7195

PAYROLL CLERK

6 months to 1 year corporate payroll experience required for Birmingham based organization. High mathematical aptitude & demonstrated reliability a must. Salary commensurate with experience. Call Mr. Belanger. 644-5300

ERB LUMBER CO.
An Equal Opportunity Employer

SECRETARY, a divisional office of a major Fortune 500 product company is seeking an experienced secretary, typing and good English a must, excellent company benefit profile program. Salary commensurate with experience. Respond in complete confidence to Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY Experienced Troy Insurance Agency Contact Ann Rouser at 879-8900

SUBURBAN OPPORTUNITIES

EXECUTIVE SECRETARY, $850, Fee Paid. Good typing skills required for management consulting department. Requires secretarial skills, poise and intelligence. Southfield.
SECRETARY, to $850. Fee Paid. Dictaphone. Confidential duties 2 years minimum experience. Southfield.
SECRETARY, $715. Fee Paid. Accurate typing. Good telephone manner. Southfield.
SECRETARY, to $800. Fee Paid. Above average secretarial skills 1 year + experience. Southfield.
MAG CARD, $750+. Fee Paid. Experienced operator. Bilingual preferred. Southfield
CLERK TYPIST, $520. Fee Paid. Sharp beginner. Type 45 WPM. Southfield
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

EXPERIENCED Person for Accounts Payable & Receivable Department of large company. Must have good work record and references. Call for interview Ext. 206 348-6700

CLERK-TYPIST-RECEPTIONIST
Immediate opening, knowledge of dictaphone, teletype and general office practices. Some experience necessary. Salary $650 per month. Call 646-6463

GENERAL OFFICE

Responsible person needed to handle diversified office duties. Neat appearance pleasant personality and reliability a must. Permanent position requires experience with business machines and light typing. Apply Mon. thru Fri., 8 AM - 12 noon, at

DOUGLAS FOODS
CORPORATION

32416 Industrial Rd
Garden City, Michigan

TYPIST-RECEPTIONIST Downtown Birmingham. Mature Person Desired. Reply to Box 684, Observer & Eccentric Newspapers 36251 Schoolcraft, Livonia, Michigan 48150

AUTO TYPIST
Auto dealer needs all round office person, who has had billing experience. Apply Mrs. Abraham, Dameron Motors, 28001 Grand River, Farmington 476-7900

SECRETARY - LEGAL
FEE PAID. This Farmington law firm needs your outgoing personality and good secretarial skills to add to their staff. Some legal experience a real plus

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SECRETARY with good typing and phone skills Birmingham professional office $150 week to start with benefits. Opportunity for advancement. 644-6400
Equal Opportunity Employer M-F

PART-Time Secretary, mature preferred Manufacturer's Representative needs responsible woman for general office. Accurate typing, date-keeping, telephone answering and pricing. Pleasant new office in Farmington Hills. Hours 8AM-2PM Monday through Friday $3.50 per hour to start, increase based on ability. Phone Thursday or Friday between 2PM-5PM for appointment. 553-2700

SECRETARY for Manufacturer's Rep. in Southfield PWA experience helpful one person sales office. $800 month. Good benefits. Fee Paid

SALES KNOWLEDGE of retail operation helpful. $10,000 per year plus car. Fee Paid

SALES SECRETARY Good figure aptitude. 60-70 typing and shorthand helpful. $150 to $160 week. Fee Paid

ACCOUNTING CLERK-RECEPTIONIST. Payroll and receipts. Good typing 45-50 WPM. $640 month

ACCURACY
PERSONNEL

642-3050 358-3010

METALS FIRM, Dearborn has opening for two self-motivated, open minded individuals. Must be thick skinned, able to handle a fast paced position. Shorthand and typing required, accounting and marketing background helpful. Good pay and company benefits

595-3010

PERSONNEL
CONSULTANT

For our Birmingham office Career opportunity for those re-entering the business world.

ACCURACY
PERSONNEL

863-9050

SECRETARY, 3 days per week, $4.00 per hour, will train. Wayne area. 722-3220

ALL CLERICAL
JOBS
FEE PAID

EXECUTIVE SECRETARY for Troy firm. Must have excellent typing & shorthand. Salary $775 to start plus great raises and bonuses. Fee paid
SECRETARY for Troy company. Good typing needed for this public contact spot. Salary $600 - $650 plus benefits. fee paid.
RECEPTIONIST for Troy manufacturing company. P.B.X. and typing. Salary $600 plus all benefits including dental. Good spot for recent high school grad. Fee paid.

PREFERENCE
PERSONNEL
362-3420

GENERAL OFFICE MANAGER For Retail Apparel Company in Troy Area. Must be effective Reporting over 6 person office & is dealing with customers. Send resume, salary requirements to Box 886 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

FULL Charge bookkeeper thru financial statements Must be qualified in A/R, A/P, payroll, taxes and job cost systems. Salary commensurate with experience. Qualified applicants please submit resume to Box 882, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

ONE GIRL OFFICE
Mature woman for typing, light bookkeeping, phone. Start immediately. Salary based on ability
22500 Schoolcraft
Call 477-3251

STENOS
CRT OPRS
TYPISTS

MONEY ISN'T EVERYTHING But it sure does come in handy for most things. If you'd like to add a little extra cash to your life why not do it with a temporary job? Work when you want to in different places with different people. A little extra money is a nice feeling.

Interviewing Mon. thru Fri. 9-3

MANPOWER

TEMPORARY SERVICES
29044 S. Mi. at Beech Daly
29236 Rivan Rd N. of 12 Mi.
An Equal Opportunity Employer

SALES SECRETARY
Television representative, located Southfield, has opening for sales secretary. Experience or some media knowledge required 352-3370

GENERAL OFFICE. Part time. Must type 35 WPM. Variety involving some weekends. Apply Monday through Friday 9 AM - 4 PM
Arnold Home, 18520 W 7 Mile.

FOR YOU
OPPORTUNITIES

SWITCHBOARD-CASHIER Experienced with good figure aptitude. Benefits $520

COMPUTER OPERATOR Burroughs 700, some systems and bookkeeping. $4 per hour

RECEPTIONIST TYPIST 50 WPM, dictaphone, busy office $550

LOIS RAY PERSONNEL
559-0560

SECRETARY
With good typing skills speed and accuracy. Salary plus fringe benefits. Send resume to Personnel Director, Madison College, 36600 Schoolcraft, Livonia, Michigan 48150. An Equal Opportunity Employer

SECRETARY for small advertising agency. General office skills. Must be experienced, able to be fast, accurate typist. Schoolcraft - Farmington Rd. Call Mrs. Smyth between 10 A. M. - 2 P. M. 425-7128

GENERAL
OFFICE
CLERK

We have a challenging, variety position available at our modern distribution center for individual with general office experience. Good typing, filing and clerical skills are essential

At Panasonic, one of the World's leaders in Electronics and Home entertainment products, we can offer you pleasant working conditions, paid Hospitalization and Life Insurance, 11 paid Holidays, Profit sharing, employee discounts and more

To arrange an interview, please call

SID KING
477-2760
PANASONIC
DETROIT
DISTRIBUTION CENTER
23975 Research Drive
Farmington, Michigan
Equal Opportunity Employer M/F

MATURE woman, experienced Some shorthand, good typing and spelling for varied, interesting general office position. Northland area. Good prospects and benefits. Mrs. Wehrley 273-2180

SECRETARY
Growing publishing - P.R. agency wants exceptional take-charge Secretary with 100+ shorthand and 60+ w.p.m. accurate typing. Pleasant Warren location, across from Tech Center. Salary will match experience 273-0700

CLAIMS
ADJUSTMENT
CLERK

We have an excellent opportunity available for an individual who has a good clerical background, knowledge of charge back procedures and a good phone personality. Positions are available in both customers and in our Claims department.

At Panasonic, one of the World's leaders in Electronics and Home Entertainment products, we can offer you pleasant working conditions, paid Hospitalization and Life Insurance, 11 paid Holidays, Profit sharing, employee discounts and more

To arrange an interview, please call:

SID KING
477-2760
PANASONIC
DETROIT
DISTRIBUTION CENTER
23975 Research Drive
Farmington, Michigan
Equal Opportunity Employer M/F

SALES CORRESPONDENCE Large established capital goods manufacturing company has a position available for someone to be responsible for secretarial and administrative duties in a large regional sales office located in the Southfield area. Specific duties will include; heavy phone contact with customers, some coordination of inventory and providing the supervisor clerical help to sales and service personnel. Candidates should have demonstrated successful background in handling customer inquiries, through knowledge of office procedures and excellent secretarial skills. Comprehensive fringe benefit package and liberal salary is available. Send complete resume with salary requirements to Box 504 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
Equal Opportunity Employer M/F

FILE CLERK
Must be quick to learn, pleasant, hard working and reliable. For CPA firm in Southfield. Call evenings after 6PM. 398-4136 or 968-4360

SHARP SECRETARY
$8,000
Excellent spot to utilize your skills and personality. Work directly for V.P. A real dream job for the right person. Call today!

Snelling & Snelling
478-3500

INSURANCE POLICY, typist, agency position. 358-2200

504 Help Wanted Office-Clerical

BOOKKEEPER - approx. 20 hours week. West Bloomfield area. Call or write: 6400 Farmington Rd., West Bloomfield, 48022 661-1044

SALES COORDINATOR
Medical Products Company, experienced person, customer telephone contact, invoice control, purchasing, order entry, sales correspondence, general office work, typing

Nuclear Diagnostics Inc.
575 Robbins Dr. Troy, 48084
Attention: D. J. O'Brien
585-7400

RECEPTIONIST
TYPIST
PART TIME
For active real estate office, evenings and weekends. Call GEORGE K. HAAS.

CENTURY 21
426, Inc. 425-7272

SECRETARY - Executive. Immediate opening for mature, intelligent individual with 3-5 years experience. Must have excellent secretarial skills. Excellent salary & benefits. Call for appointment, John R. Bundridge, ARA Food Services Co. 644-7500
Equal Opportunity Employer M/F

YOUNG Girl with typing and shorthand required for secretarial work in small Southfield office of manufacturers rep. Experience not required, salary open with experienced fringe benefits including hospitalization, insurance, pension and profit sharing 559-5442

KEY PUNCH
NORTHLAND AREA
Immediate openings on the afternoon and midnight shifts. Corporate offices of international service company
Will consider beginners with key punch training as well as experienced operators
Call 569-6700 ext 377 for an interview appointment.
Equal Opportunity Employer M/F

DETROIT Country Day School seeks experienced person for year round secretarial position. Must enjoy people and children, possess skills in typing, shorthand and general English. Must be self-starter and have general office experience. Should like work that involves responsibility variety and initiative Call 646-7417

PERSON for 1 girl office for inferior manufacturing company 259-1033

BIRMINGHAM LAW FIRM Needs experienced switchboard operator and receptionist, willing to assist in light general clerical work. Beautiful offices, ideal location. Company pays Fee and benefits with starting salary of $500 to $550

TYPIST - Web minimum 2 years experience Accounting department in large well established Southfield company. Associates Degree helpful. Excellent opportunity for bookkeeping and typing experience to assume a diversified position. Appreciable and pease organizant. call Cardy 476-1205

CLERK TYPIST
To perform general clerical activities $7,375 to $8,006 Must meet the following CETA eligibility requirements
•Farmington Hills resident
•Family income with a 70% of the lower living standard income level
•Registered with MESC
•Unemployed for 15 weeks or more, or whose family is receiving AFDC
City of Farmington Hills
31555 11 Mile
474-6115

ACCOUNTS RECEIVABLE. Farmington area good benefits, call 478-6158

NEED TOPNOTCH EXECUTIVE or LEGAL Secretary, 70 WPM, no shorthand. Prefer experienced, dedicated worker for Southfield 3 person office. Send salary needs & resume to Box 662, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

TYPIST

RECEPTIONIST BILLING CLERK with at least 3 years experience. Monday thru Friday, full time for short hours! Blue Cross, vacation, bonus

624-9575

SECRETARY - Experienced, with customer phone contact. Good secretarial skills Royal Oak area. 543-3400

LEGAL SECRETARY, experienced, for Troy office Full time. 362-2560

Accounts Payable-Builder
An outstanding career opportunity for individual who can take charge of accounts payable. We are a dynamic, growth oriented developer/builder. We require an individual who is accurate with figures. Construction experience helpful. Shorthand not mandatory. Send resume to Herman Frankel Organization, 3475 Pontiac Trail, Wixom. Call for appointment 624-0880

SECRETARY - Bookkeeper needed immediately, light typing, bookkeeping experience, need not be extensive, paid Blue Cross, Richester area. 852-7621

TRAVEL AGENT
Expanding Agency needs full & part time experienced personnel in domestic & international travel. NO TRAINEES PLEASE. Southfield Area Call Sherry 557-3700

SECRETARY
9 AM to 1 PM, 5 days per week. Good wages. Pleasant office. Light manufacturing background for 1 girl office to handle payroll, billing, phone, typing. Call Mrs. Ray Telegraph area. Call between 8:30 to 11 AM only

Suburban Tool Service

531-7901

GENERAL Office including phone order desk, typing, shipping, receiving, experienced preferred 334-5462

EXECUTIVE SECRETARY, permanent part time Southfield area. Challenging position for executive secretary serving top executives. Call for appointment. 357-3757

SECY/GIRL FRIDAY
One girl office 6 Mile and Telegraph.
Full or part time. Please call Fri. June 24

535-1360

GENERAL OFFICE, good telephone manners and typing, some bookkeeping helpful. Full and part time. Weekends and evenings needed. Apply Art Van Furniture, 25321 Plymouth Rd. Livonia.

EXPERIENCED typist, purchase orders, invoice, quotations. General office work. Dictation helpful Wixom area. 349-4300

ACCOUNTS
RECEIVABLE
Some typing. Management Company in Livonia

424-8335

EXPERIENCED Real Estate Secretary wanted. Must have knowledge of closing statements, mortgage processing and multi-list and typing needed. 8 AM - 5 PM, 5 days per week. Call Mrs. Parkinson, 851-8000.

Part time, 20 hours per week, Bookkeeper, Must have knowledge of accounts receivable and payable, Call Mr. Ferguson, 851-8000.

Part time, 20 hours per week, Secretary, Must have knowledge of typing and bookkeeping, Call Mr. Ferguson, 851-8000.

Full time, Secretary, Must have knowledge of typing and bookkeeping, Call Mr. Ferguson, 851-8000.

Full time, Bookkeeper, Must have knowledge of accounts receivable and payable, Call Mr. Ferguson, 851-8000.

Full time, Bookkeeper, Must have knowledge of payroll, Call Mr. Ferguson, 851-8000.

Full time, Secretary, Must have knowledge of typing and bookkeeping, Call Mr. Ferguson, 851-8000.

Full time, Bookkeeper, Must have knowledge of accounts receivable and payable, Call Mr. Ferguson, 851-8000.

Full time, Bookkeeper, Must have knowledge of payroll, Call Mr. Ferguson, 851-8000.

Full time, Secretary, Must have knowledge of typing and bookkeeping, Call Mr. Ferguson, 851-8000.

504 Help Wanted Office-Clerical

BOOKKEEPER, full charge, 3 years experience. Good energetic thru trial balance and payroll. For Troy based firm. Certified public accountant interviewing for client 646-0220

BOOKKEEPER

Insurance Agency is looking for a bookkeeper with insurance accounting experience. Could eventually work into a supervisory capacity for right person. Fringe benefits Southfield location

352-7330

EXPERIENCED LEGAL SECY. Position in medium sized South-field Law firm. Location in Town Center. Building Salary & fringe benefits to be determined based on qualifications 353-3890

LEGAL Secretary, experience necessary. Redford area office 255-4720

SECRETARY

NORTHLAND AREA
Permanent position at corporate office of international organization. We are seeking an individual with excellent typing skills - who is well organized. Shorthand is not required. Benefits provided
Send resume detailing salary requirements
PERSONNEL DEPARTMENT
P.O. BOX 1879
Detroit, Michigan 48266
Equal Opportunity Employer M/F

PART Time office girl approximately 20 hours weekly. Needs good typing, statistical skills. Apply Lifetime Doors, 30700 Northwestern Hwy. Farmington Hills

EXECUTIVE SECRETARY
For Health Corporation located in Southfield. Legal secretary background must be mature, experienced and possess excellent personal skills. Position requires professional demeanor and ability to work with high level executives. Excellent salary and benefits. Send resume to Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Livonia, Michigan 48150

MEDICAL

Top suburban Specialist asks us to screen for this new secretarial position. Experience with medical terms plus dictaphone ability means $600 to 700 start with good benefits Call 562-8900

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

BOOKKEEPER ASSISTANT. And general office. Part time 2½ days week. Builders office, near Maple & Telegraph. Write experience, age references and phone to Box 622 Observer & Eccentric Newspaper, 36251 Schoolcraft, Livonia Michigan 48150

PART TIME help wanted at insurance agency. Call Mrs. Mike & Lahser Shorthand and typing required Call between 8 AM & PM 357-2330

SECRETARY

Top ranked Corporation offers suburban location plus $14,000 start. This selective boss needs top skills and flexibility in a capable organizer. Call 562-8900

Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

LEGAL SECRETARY Experience necessary. Please send complete resume to P.O. Box 163 3000 Town Center Southfield, Michigan 48075

WANTED Girl Friday typing, filing, bookkeeper, 35 hours per week United Janitor Supply, 9115 Freland, Detroit 273-2110

FEE PAID RECEPTIONIST
Friendly construction company needs your telephone charm, figure aptitude and pleasant personality today!
$540 Up. Call Debb