500 Help Wanted

MACHINE REPAIRMAN

Must be journeyman experienced on presses. Steady work, good working conditions. Apply per sonnel office Hamburger Metal Products Co. 6230 Coolidge Royal Oak

CREDITS COLLECTIONS

Permanent full time work in an interesting well paid position. If you want a job which is never monotonous always challenging call on Mr. Harris 357-2100

DESIGNER DRAFTSMAN Experienced draftsman with ability to work closely with a Development Engineer in create designs of tools. Position has high advancement opportunities. Apply in person or send resume to Personnel Department 20000 Huron Rd. Wixom, Mich.

HOUSEWIVES OR students approved are now being scheduled for part time day help. Hours between 10 and 3 Monday thru Saturday. Benefits included. Apply at Burger King 333 East Ann Arbor Rd. Plymouth

Owner Operators

and professional drivers wanted. Lease Purchase plan available. Double based refrigeration operation. Loaded both ways. West Coast and return. Must have good character and record. For appointment call 8AM to 5 PM

728-0801

HAIR STYLIST Redfern Salon Westland needs experienced Hair Cutter with a loyal edge of quick service. Mr Michaels 425-3366

BARMAID full time night job. Apply in person. Pizza Palace 42901 Ann Arbor Rd. Plymouth

PEOPLE NEEDED For Temporary Help

SOMEBODY SOMETIME
Dearborn 565-3500
Mod Hgts 545-1700

ALL AROUND Maintenance man, apply at Bill's 8 Mile Rd. Farmington

LIVE IN MAINTENANCE man, all multiple housing complexes. Must have area 478-5229

WAREHOUSE

Experienced warehouse stockman and order filler. Full or part time. Low. Need experience with pharmaceuticals and naturally advertised health and beauty aids products. Call Mon. Wed. Fri. Mark Harmer weekdays between 10 AM and 3 PM

349-5000

CASHIER Full time experience preferred, excellent pay and benefits. Apply in person Lafayette Kitchen 28400 Orchard Lake Rd. Farmington

AIDE TO ASSIST In NURSERY SCHOOL 3 morning per week opportunity to board Call Mrs Walter Mueller Nursery 16300 Hubbard Rd. Livonia 464-3434

WAITRESSES NOW HIRING

All shifts full time. Vacation pay uniforms and meals furnished.

Bates Hamburgers
Middlebelt at 9 Mile Farm

478-7350

RESPONSIBLE MATURE individual and assistant manager. Evenings. Alley Track Bar. Must be over 21. Apply in person or resume to Box 186 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

SURFACE GRINDER HAND Bridgeport operators. Job shop experience on Programmers day & day shifts. Steady work. Wasing Tool Co. 23400 Industrial Park Drive Farmington Hills

IMMEDIATE VACANCY

For a Painter to work in a metal health agency. A minimum of 3 years experience is required. Salary ranges from $3.87 to $4.12 per hour depending on experience. All interested persons for further information contact Personnel

PLYMOUTH CENTER
For Human Development
453-1500
An Equal Opportunity Employer

KEYLINER

Experienced. Southfield ad agency. Brief resume to Box 184 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

HAIRDRESSER'S Assistant, wanted at Town Salon in Birmingham. Part time or full. Call for appointment 644-7284, 646-1118 343-6250

JANITOR

Must have previous janitorial experience and have references. Now Area Call Mrs Horner weekdays between 10 AM and 3 PM

349-5000

PUBLIC CONTACT Light typing, some phoning knowledge helpful but will train. Good with figures. Please send resume to Box 174 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

RCG Electric Eye Pantograph Bridgeport operators. Top rates and benefits. Redford area. Call between 7 AM & 5 PM 888-2861

LIGHT FUTURE cleaning, evenings, full time. Must have transportation. Starting wage $2 per hour. 538-6416

NIGHT CHEF full time. Farmington. 476-5300

SINGLE MAN

If you are between 30-60 years old and single and are a good handyman and would like a permanent position as Caretaker in a luxury one 20 apartment condominium, you must be in good health and have some mechanical background or equivalent. Salary with fringe benefits. Apply in person. Pulver Realtors 13841 Greenfield, near Schoolcraft

500 Help Wanted

CIRCULATION CLERK IN LIVONIA

INTERESTED in an exciting position that is one of the nation's Michigan's No. 1 twice-weekly newspaper group has such an opening for a high school graduate with TYPING SKILLS. Work full time in our Livonia Office. Come in & fill out an application.

OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Livonia
Equal Opportunity Employer

AUTO PARTS counter man, wire discount store. Some experience necessary. Taking applications Before 1PM 342-7766 after 6PM 278-6796

SEAMSTRESS

To alter draperies in own home. Must live near Westland or Wonderland Center. Apply mornings

RAIMI'S CURTAINS
WESTLAND CENTER
WARREN & WAYNE RDS

DIE MAKERS
Long Program Long Shop
PLYMOUTH TOOL CO.
25401 Glendale Redford 531-6887

NURSERY SCHOOL Teacher and aide. Retiree acceptable. Prefer person who plays piano. Apply Box 188 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

COOKS WAITRESSES BUSBOYS

Experienced necessary. Apply in person

PALACE FOODS
15127 Ann Arbor Rd
Plymouth

NURSE STAFF Registered for 11PM Experienced in Staff Nursing preferred, no medicaid work. Call

EXPERIENCED field engineers needed for instrument repairs. West southwest & downtown areas. Please call 9 A.M. - 3 P.M. week days 531-4882

EXPERIENCED AVAILABLE

DESK CLERK
NIGHT AUDITOR

No experience. Good pay and benefits. Will accept sharp middle aged person for training. Security officers only. Apply in person at

HOWARD JOHNSON'S
25200 Northwestern Hwy.
Southfield, Michigan

MANAGER NEEDED for family amusement center. Job participation including Flipper Machine & Parts Warehouse. Mail resume to Box 178 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

EROSEPORT OPERATORS

Experienced only. Apply in person

MARION TOOL
& MANUFACTURING
12500 Wayne Rd. Livonia

HIGH SCHOOL MEN. Sons of the Barrister now accepting applications. Must have transportation. Apply in person between 2 & 4 PM weekdays. 18000 W 8 Mile 3 blocks west of Southfield

APPLICATIONS being taken for hostess days and evenings part or full time. Also waitresses full time days and evenings. Apply Kitchen Hut Orchard Mall Maple Orchard Lake Rd.

CASHIER

Full time, full benefits, excellent opportunity for the right employment. Some experience preferred. Evenings and Saturdays required. Apply in person between 3 & 5 PM

Machus Red Fox
6570 Telegraph Rd.
Union 5 Mile Rd 5 Corners

SEWING MACHINE OPERATORS NEEDED

DELIVERY BOY needed over 18 years old. Must have own car. Licenses Permit after 6 PM 684-2100

CIGARETTE ROUTE man, some experience necessary. 40 hours, weekends 274-3874 341-6818

Production & Machine Operators

Will be taking applications Apply

S.M.C.
800 Junction Plymouth

CLEANING LADY for Furniture store. Monday thru Friday, steady position. Apply Lady's Park Furniture Store 28063 Plymouth Road Livonia 1 Block East of Middlebelt

FULL TIME CASHIER. Must be 18 years or older. Apply in person between 8 AM - 3 PM Sav-On Drugs 6318 Telegraph Birmingham

SENIOR ACCOUNTANT For CPA FIRM IN BLOOMFIELD HILLS. CPA Certificate and Tax background desirable 332-8400

FULL TIME STOCK BOY. May be 18 years or older. Apply in person between 8 AM - 3 PM Sav-On Drugs 6318 Telegraph Birmingham

MAIDS Experience required. Job part. Apply Coach & Lantern Motor Inn corner 5 Mile & Grand River between 8AM & PM

BOX ASSEMBLERS & NAILERS

Day Night shift. Woodworking operation. Shift 3:30 PM to midnight. Starting rate $2.50 per hour. Apply during first shift at

12000 Newburgh Rd. Livonia

ABOVE Average telephone salesman wanted to work for local national Dating Service. Experience necessary. Southfield area. Part time and full time. Salary and bonus. For interview call Mr Ed 557-7000

BOB SAKS OLDSMOBILE
Needs Experienced Service Advisor
Farmington Hills Area
Call 476-1300

COOKS COUNTERMEN WAITRESSES BUS BOYS

For Kosher style Deli Restaurant opening soon

The Galley-Loxsmith
6584 Orchard Lake Rd
West Bloomfield
Apply daily between 10 AM and 9 PM

BEAUTICIAN, experienced only. Full time. Gerry's Beauty Salon. 12000 Farmington Rd. Livonia 425-6420

WAITRESSES, afternoons, 11 and over. Waitresses, midnight shifts, experienced only. 20 years plus. Apply in person. Palace Restaurant, 13841 Greenfield, near Schoolcraft

500 Help wanted

PRESS MECHANICS - Experience required. For can & end manufacturing facility. Major corporation in pleasant rural area. Excellent wages & benefits. Apply Personnel Office Packaging Division, Paper Mill Road P.O. Box 5050 Detroit, Mich. 48213 537-6400 x6400
An Equal Opportunity Employer

SECURITY OFFICERS

Immediate openings in your area. Full or part time. Free Blue Cross, Life Insurance. Free uniforms and promotional opportunities. Apply daily 9 AM to 4 PM

Pinkerton's Inc.
19565 Northland Dr
Northland Tower Suite 206E
Southfield
569-1006
An Equal Opportunity Employer

PHONE WORK part time, evenings, good pay, call between 10 PM Sussex Properties Ltd 557-2207

WHEEL ALIGNMENT and wheel balancer trainees. Apply in person Harold's Frame Shop 20600 W 8 Mile Southfield

ELIAS BROS RESTAURANT

NOW HIRING FULL-TIME
WAITRESSES
CASHIERS

APPLY AT 24901 Northwestern Hwy
or CALL

356-7470

FRINGE BENEFITS INCLUDED

HAIRDRESSER Growing Salon Sales in North Woodward area. Immediate opening for experienced hairdresser & shampoo person. Please call 548-6088

MATURE WOMEN to coach Ladies Learn to Bowl Classes. Part time days. Must have knowledge of Bowling. $2.50 PLUS. Apply in person Cherrybrook 30000 Schoolcraft NO PHONE CALLS

Experienced or inexperienced
RESTAURANT WORKERS
EDEN GLEN
FULL & PART TIME HRS
Front and back of the house positions available. Good earnings and benefits. No phone calls, please. Apply in person, 9 Am to 3 Pm

EDEN GLEN
2063 W Big Beaver Rd. Troy

SIDEWALK SNOW SHOVELER. Handy to Middlebelt & Ford. Prefer retiree who also available for summer odd jobs for close build ing 421-0900

PARKING ATTENDANTS needed, no experience necessary. Starting pay $2.35 to $3 an hour plus tips. Must be clean cut, responsible persons. Days or nights available. full or part time. Call between 11 AM and 3 PM 355-8353

Dial-A-Job

LIGHT INDUSTRIAL
LABORERS
FACTORY WORKERS

Why tomorrow be just like yesterday? No job no money. MANPOWER has many interesting assignments. No fees. Let's talk over a new day for you.

Apply 8am-3:30pm Mon thru Fri
26063 5 Mile at Beech Daly
28250 Ryan Rd or 12 Mile
Free 24 hr
Accident & Illness Protection
Low Cost Medical Protection

MANPOWER
TEMPORARY SERVICES
Worlds largest
Temporary Help Services
An Equal Opportunity Employer

WOMEN WITH pleasant voices to telephone neighborhood ladies and offer Bowling Lessons. Make up to $3.10 per hour. No experience necessary but some knowledge of Bowling helpful. Interviews by telephone between 11AM and 3PM 427-6410

OFFICE MANAGER For large building and property management company 357-6774 After 7 PM 349-2750

Mature Babysitter wanted. Days, evenings, overnight. $1.50 plus transportation

LeCarol Child Care
522-6740
Own Transportation Needed

EXPERIENCED HAIRDRESSER
Barbara Jeffrey
MR. DREW SALON
851-2000

NEEDED. Night time day employees. 11 to 3 PM. Also full time night employees. 3 to 1 AM. Apply in person Burger King 23600 Telegraph, Southfield

NO EXPERIENCE NECESSARY. Were get over 200 jobs to choose from.

Young men and women
Good Pay and benefits
Educational Opportunities
You owe it to yourself to check it out

ARMY OPPORTUNITIES
25537 Ford Rd. Garden City
Phone 261-0018

INTERIOR DESIGNER Designer with 2 to 3 years experience in space planning, architectural detailing and furniture selection to work in suburban location. Good opportunity for advancement. Send resume and salary required to Box 126 Observer & Eccentric Newspapers 36251 Schoolcraft Livonia Michigan 48150

EXPERIENCED STYLIST needed at the Headline Salon, Birmingham. We have the business if you have the talent. 646-6282

Jig Bore Operator Lathe Hand

Must Be First Class
Days - Top Rate

37100 Amrhein
1 Block East of Newburgh
1 Block N. of Plymouth

SERVICEMAN IN PLUMBING & HEATING Wanted for Livonia Based Firm CALL 477-8430

Tool and Die Maker

Experienced journeyman, good pay, excellent fringe benefits. Steady work

All Products
12238 Woodbine
Telegraph-Plymouth Area

BUS BOYS, afternoons, evenings, apply in person. Palace Restaurant, 13841 Greenfield, near Schoolcraft

PROVIDE FOSTER CARE for retarded children or adults in Wayne County. Receive financial assistance and professional support. Contact Wayne County Center. 945-0600

GUARDS

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

255-2600

500 Help Wanted

LIGHT FACTORY DAYS

MEN needed, 18 or older. $2.30 hour. APPLY, READY FOR WORK, 6 A.M.

EMPLOYERS
Temporary Service
26533 Grand River

TROTT INN, bakery and school crush, waitresses and barmaids. Days and nights. 532-0400

COOK TRAINEE, out of school, apply in person. Palace Restaurant, 13841 Greenfield, near School craft

FULLER BRUSH CO has 3 well established Routes now open. Earnings Mids & Up range plus bonus average to start. For interview call 476-2324

MALE and female applicants needed for position open on 12 Mile 266-1284

BIRMINGHAM
EMPLOYMENT BUREAU

502 Help Wanted
Dental-Medical

MEDICAL TRANSCRIBER, at home. Birmingham area. Call Monday and pick up. 3 to 4 hours a day. Call after 6pm. 852-6450

NURSING ASSISTANTS interested in caring for the elderly. Only dependable and conscientious need apply for positions in pleasant working atmosphere. Middlebelt Nursing Center. 14000 Middlebelt Rd. Livonia

OPERATING ROOM Supervisor for new ambulatory surgical facility in Walled Lake. Call Ann Dunwab 624-6434

PART TIME girl, for Medical office, W. Bloomfield 851-6867

LPN - RN
Afternoon and night shift. Good starting salaries, modern facilities. See Mrs. Ferguson

Nightingale West
8245 Newburgh Rd.
Westland, Nr. Joy Rd.

LPN
For supervisory positions. Full or part time. 3PM-11PM 334-4723

REGISTERED NURSE For Intensive Director. 40 hours per week. No weekends. Darvin Convalescent & Nursing Home near Livonia Mall 476-6350

NURSES
Needed for 11 AM 3 PM, 3 PM - 11 PM shift. Full or part time, scheduling can be flexible - to meet your needs. Darvin Convalescent and Nursing Home near Livonia Mall 476-6350

RN-LPN

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

PLYMOUTH CENTER
For Human Development
453-1500 Ext. 212
Mon - Fri 8 AM - 4:30 PM
An Equal Opportunity Employer

RN CHARGE NURSE for Afternoon shift. Apply ARNOLD HOME 18230 W 7 Mile KE 1-4081 Ext. 28

RN LPN full time, fringe benefits. Bedford Villa Nursing Home. South field 357-3232

NURSE ATTENDANTS, full time. Fringe benefits. Bedford Villa Nursing Home Southfield 357-3232

NURSE AIDES ORDERLIES

Experience or will train for rewarding career in Nursing. Good salary and fringe benefits excellent working conditions. Apply in person

GEORGIAN BLOOMFIELD
2075 Adams Rd - Cor 10 Mile Rd.

NURSES

FULL OR PART TIME
ALL SHIFTS
Apply in person

FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RN'S & LPNS, full or part time. Days and afternoon shifts. Apply ARNOLD HOME 18230 W 7 Mile KE 1-4081 Ext. 28

MEDICAL RECEPTIONIST (assistant), experienced, mature, part time, Birmingham area. Call between 11AM-1PM 642-7726

MEDICAL ASSISTANT with some experience to work Podiatrist of Bet. Full time. For interview call between 5-6 PM 557-3360

RECEPTIONIST Assistant for Oral Surgery office. Full time. Experience and reasonable salary 356-1978

ATTENTION RN'S & LPN'S. Openings for afternoon and midnight shifts. Relaxed and part time. Southfield area. Call between 10 A.M and 4 P.M 357-0060

RNS

MIDNIGHT SHIFT. Full or part time. Good wages, benefits and shift differential. Pleasant surroundings. Apply 9-4. Monday through Friday. Mrs. Ladner

FARMINGTON NURSING HOME
30406 Fabian Rd. Farm
477-7400

NURSES AIDES No experience necessary. Openings on all shifts. Apply in person. Mt. Vernon Nursing Center, 30715 Greenfield South of 11 Mile, Southfield 9AM to 4PM

DENTAL RECEPTIONIST. Troy Birmingham area. Mature experienced. Call between 3-6 PM 528-6120

MEDICAL TRANSCRIPTIONIST Full time, experience preferred. Northwest Detroit Area. Call for appointment 838-4790

RNs & LPNs
NURSES AIDES
ALL SHIFTS
Apply In Person

CAMELOT HALL
35100 Ann Arbor Trail
LIVONIA

NURSE AIDES, All shifts, full time, experienced preferred but not necessary. Apply in person. Woodmont Convalescent Center, 21017 Middlebelt, Farmington, between Grand River & 8 Mile

HYGIENIST, Full Time. Clarence Area. Reply to Box 176, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL RECEPTIONIST, experienced. Livonia area. Full time. 425-6200

LPN
MIDNIGHTS & AFTERNOONS
If you are an LPN with desire to do more with your career than you have done in the past. We will provide the atmosphere and opportunity to grow as a Nurse and help you develop your abilities as a Supervisor of patient care. We are in need of 3 LPNS with this desire and potential. Are you willing to try? Call or visit us at Westland Convalescent Center, 2020 N Wayne, Westland, Michigan. 729-6170

502 Help Wanted
Dental-Medical

RN'S - LPN'S
HOME HEALTH AIDES

Work full or Part-time
Good pay & Benefits

QUALITY CARE
967-2022

NURSES AIDES full or part-time, all shifts, no experience necessary. Will train. Apply in person. Lincoln Nursing Home, 30225 Grand River, Farmington

RECEPTIONIST, ophthalmologist's office, full-time. Southfield area. Must be organized, self-motivated, experienced. Salary commensurate with experience. Write to Box 166, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

MEDICAL ASSISTANT, experienced preferred, full-time, also part-time. Northwestern Lake Area. Call after 6 PM 960-6431

NURSES AIDES, shifts. Training provided. Pleasant working conditions. Excellent add benefits. Apply between 9 AM - 3 PM Mon thru Fri. Whispering Lake Convalescent Center, 3133 N. Main, Whitmore Lake 20 minutes W of Downtown Plymouth

MEDICAL ASSISTANT experienced in EKG'S and working in Dr's office. Full time 3 days a week, no Sat. Southfield location. Call between 1-4 PM 569-1232

Recreational Therapist
Full or Part-Time
Apply in Person

ARDMORE ACRES
Hospital
19810 Farmington, Livonia

ORTHOPEDIC OFFICE needs mature individual with experience in medical office. Will review a pegboard, insurance & typing. Mon. through Fri. 569-1280

EXPERIENCED DENTAL RECEPTIONIST & Assistant. We have openings in Northwest Detroit. Office Busy practice, overtime if interested, call Mary at 343-0484

RN'S-LPN'S-AIDES
WORK NEAR YOUR HOME
GENL DUTY-PNT DUTY
FULL TIME-PART TIME
HEALTH CARE I
(RN Owned & Operated)
569-2585

NEEDED IMMEDIATELY RNs, $865 to $837 LPNs, $665 to $772. Full time or part time, nursing assignments near your home. Bonus daily, staff relief, outstanding benefits, no fees. Medical Personnel Pool 569-1950

RN'S & LPN'S

Full time all shifts. Part time all shifts. Apply in person Mon Fri 10 AM-4 PM

HOPE CARE
CONVALESCENT
CENTER
30610 Cherry Hill Rd
Westland

NURSES AIDES-all shifts full or part time. If interested in working where Geriatrics patients are our main concern, will train. Apply Friendly Convalescent Center 183 Haggerty Rd. Plymouth

HOUSEKEEPERS, day shift, full or part time. Apply Friendly Convalescent Center, 183 Haggerty Rd. Plymouth

504 Help Wanted
Office-Clerical

DOCTORS OFFICE in Northwestern Detroit, full time from office manager and. Should be knowledgable in total office operation including all insurance, billing and collection. Similar experience will qualify. Pleasant office good hours and benefits. Salary commensurate with experience. Please write, stating qualifications and experience to Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED accounts receivable & payable clerk. Part time, mornings. Apply or call after 6 PM. 6676 West Maple Road, Birmingham 647-3200

BORED WITH OFFICE WORK?

A dynamic opening for Real Estate Marketing Trainee. For complete details call MR. KANGAS at

ONE WAY
REAL ESTATE MARKETING
322-6400

INSURANCE AGENCY needs career minded person with experience in commercial lines. Office skills necessary. Call Dodson McOmber Agency Ann Arbor 663-8311

GENERAL OFFICE. Typing 40 WPM. Must be proficient on 10 key adding machine. All benefits. For Beryl Industries. 6776 N Woodward, Royal Oak 576-0770

RECEPTIONIST

Southfield legal firm seeks light typing filing and phone answer. Can accept only $560 for good

LOIS RAY PERSONNEL
559-0560

RECEPTIONIST - TYPIST. General office duties. 9 Mile, Lathrup area. 9 to 5. 1-15. Mon thru Fri. Excellent fringe benefits. Send complete resume include salary requirements to Tom Erlich, Box 207, Southfield 48037

EXECUTIVE SECRETARY New Birmingham office needs a good organizer & quick thinker with excellent typing & shorthand. Good executive background will qualify you for this $13500 to $16600 position. Fee paid. Call Professional Personnel 526-1750

TEMPORARY
LONG TERM ASSIGNMENTS
(2 months)

Good typing and telephone experience required. Southfield area. Call 557-6320 for interview

Witt Services

INDIVIDUAL NEEDED full time in real estate closing department. Experienced preferred but will train. Call Mrs. Ferguson 559-7760

PERMANENT SWITCHBOARD Relief. Sat. & Sun. mids. Contact Mrs. DeLong 559-1111

Secretary

Neat, accurate typist, mature, personable. Some shorthand. 2 girl office in Southfield. Advancement, fringe benefits. 9 AM to 5 PM

352-6530

TOP NOTCH BOOKKEEPER

Accounts Payable - Accounts Receivable, payroll, thru financial statements and corporate tax. Challenging position with dynamic Troy firm. Excellent salary and benefits.

PREFERENCE
PERSONNEL
362-3420

504 Help Wanted
Office-Clerical

Receptionist-Typist

Immediate opening for our Troy - Administrative office. Good typing, some steno ability & pleasant phone personality required. Chem berlain Company. 563-8000

P/T TYPIST

Nice, pleasant, Redford Township location. Morning hours. Phone Penny at

255-9750

SECRETARY

Troy firm, typing 60 wpm. Shorthand 80 wpm. 4 years experience. Salary depending on experience $700 up. Fee paid

LOIS RAY PERSONNEL
559-0560

HIGH SCHOOL GRADUATE to act as secretary for service dept. in Garden City office. Light typing, follow up, parts ordering, and coordination of incoming service calls. Must have good attitude. Salary $125 for start. Call Bart Business Products 525-7300

PROGRESSIVE SOUTHFIELD FIRM has an opening in the Computer Dept. Keypunch experience helpful but not necessary. Good math aptitude and general office skills. Typing 40 WPM. Excellent working conditions and fringe benefits. Call Mrs. Ward Evergreen Area. Call for appointment 353-7200

SWITCHBOARD RECEPTIONIST

Typing 50 wpm. Shorthand helpful. Experience on Switchboard required for Troy firm. $550 to $600. Fee paid

LOIS RAY PERSONNEL
559-0560

TYPIST for construction company. Must have good typing skills, payroll experience desirable. Birmingham area 646-6464
An Equal Opportunity Employer

ACCOUNTS PAYABLE position available immediately. Birmingham area. For interview 647-1980

Livonia
Personnel
Trainee

Top suburban employment agency has been assigning more senior and person with some sales or public contact experience. College helpful but not necessary. Excellent starting salary and rapid advancement. Call Ms. Dwyer at 313-2110

FULL SECRETARIAL opening in Farmington Hills. Light shorthand required. Call Ms. Hudson 851-7000

SECRETARY needed. light typing 50 WPM, neat appearance, must have easy access to NW Detroit. 17330 W 7 Mile Rd.

Phone Freak
Troy
$550/Mo.

Mostly public contact position needs outgoing, verbal high school grad who has some general office background. Some typing OK, since majority of job is on the phone. Every benefit and more. PERMANENT STAFF. Personnel

388-8900

ACCOUNTANT JR. Part or Full Time. Work for CPA firm. Salary commensurate. Salary discussed. Write Box 202, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

INSURANCE GOOD Secretarial position in small Southfield agency if experienced in auto rating 557-7622

Birmingham
Glamour Job
$650/Mo.

Stimulating, creative atmosphere on your new job at top area media firm. Good typing is important and so is pride in your work. Really a job to get into. PERMANENT STAFF. Personnel

388-8900

INSURANCE SECRETARY. General insurance experience necessary. Good salary. Excellent opportunity for advancement. Southfield area 557-4474

GIRL FRIDAY. Will train to learn customer service, billing, accounting and bookkeeping, shorthand required. Very fine career. Birmingham area. Call for appointment 960-1200

SECRETARY. Multi million dollar company in Southfield - looking for Secretary for new personnel department. Good skills needed. Must be available to start immediately. Salary $825 to $875

TYPISTS-Good typing and Data processing experience needed for this top notch company in Southfield. Salary to $841 month plus excellent benefits

ACCOUNTS RECEIVABLE CLERK Type 40 WPM, good at figures. Mature, responsible, full duties include invoicing, posting, posting and accounts receivable. Salary $565 month. Madison Heights area

TRAVEL AGENT. Must have minimum 3 years experience with travel firm as Agent. Type 60 WPM. Southfield area

PART-TIME TYPIST for firm in Ferndale. Duties include phone reading, bit of typing. Salary to $3.50 hour

ACCURACY
PERSONNEL
Where You Receive
Special Attention

BIRMINGHAM 642-3050
SOUTHFIELD 358-2010

ADMINISTRATOR Secretary $8,000 to $10,000 job profit sharing pension. $5.5 million medical insurance, etc. Part time or full time. Corporate President wants to Secretarial Resume and description. Box 205, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

BOOKKEEPER FULL CHARGE. Typing and office managing. Equal Opportunity Employer. Tile Marble and Area 476-6300

PART-TIME
CLERICAL

Opening with opportunity for varied and responsible work assignment. Good clerical ability. High School graduate required.

Merchant's Bank of Detroit
15544 W. McNichols, Detroit
273-6500
An Equal Opportunity Employer

504 Help Wanted
Office-Clerical

OFFICE MANAGEMENT. One person, typing, phone, shorthand, bkpg, light bookkeeping. Research of library, social sciences helpful. Tues., Wed., Fri. Able to work 3 days if necessary, hours. 8:30 to 3:30 PM, $3.30 per hour. Send resume to Box 187, 786 W Big Beaver, Troy, 48084

TYPIST-OFFICE MANAGER. Non-profit organization in Plymouth wants to employ part time typist, office manager. Apply in writing to P.O. Box 861, Plymouth 48170

LEGAL SECRETARY
Needed for Law office. Shorthand, typing. Four day week, call Sandra 358-2010

RECEPTIONIST. Secretary desired for Apt. Management Company in Southfield. Salary commensurate with experience. Call after 6 PM 538-0863

SECRETARY with experience in Federal and Medicare billing. Typing and filing. Apply at Farmington Hills Ambulatory. 29140 Grand River

SALES PERSON FOR BAKERY - 9 Mile Beech Area 387-1925

RECEPTIONIST
For Doctor's office - Orchard Lake Union Lake Area. Full Time. Experience preferred but will train the right person. Call 682-6181

504 Help Wanted
Office-Clerical

LEGAL SECRETARY - FOR BIRMINGHAM LAW FIRM. Corporate experience helpful. Excellent skills required. Nine hours. full benefits. Salary 800 to 900. Fee Paid

TYPIST - WITH MINIMUM OF 2 YEARS EXPERIENCE. To work in Purchasing Department of a Large Engineering Company. Ideal suburban location. Excellent fringe benefits. Salary 820 to start. Fee Paid

ADAMS
&
MARTIN
PERSONNEL
920 E. Maple - BIRMINGHAM

646-5600

GENERAL OFFICE
Accounts payable, good with numbers. Full time Southfield. Call between 10 AM - 3 PM 357-4300

BOOKKEEPER ACCOUNTANT minimum 3 years auditing experience preferred but will train the right person. Call 559-4181

504 Help Wanted
Office-Clerical

SUBURBAN
OPPORTUNITIES

LEGAL SECRETARY, to 5000. Fee Paid, plus benefits. Experienced. Good skills. Permanent Southfield.

EXECUTIVE SECRETARY, to 6000 plus. Good shorthand and typing. Very light bookkeeping. Farmington.

INSURANCE SECRETARY, 5000 up. Fee Paid. Light typing. Insurance experience necessary. Lots of phone contact. Southfield

Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

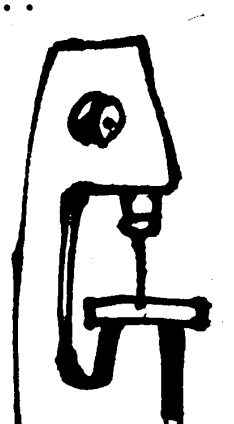
SECRETARY. Birmingham law office. Afternoons, 1 PM - 5 PM. 3 days. Typing and shorthand. Will train 644-3915

RECEPTIONIST

For Condominium Clubhouse in Northville, needed for 17 hours per week. Must be available at least 25 years of age. Call 349-4886, 10 AM - 1 PM

MATURE WOMAN for light office duties. 9:2 PM $2.50 an hour. Ryan Distributing. Travelers Tower, Southfield 354-4104

If you have workshop tools to sell ... now is a very good time!



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- 2 days
- 15 words
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