500 Help Wanted

PINJUMPER
AMF 82/70's
Nights and weekends. Over 18. Experienced preferred. Apply in person at:
MAYFLOWER LANES
36000 Plymouth Rd.
½ Mile W. of Beech Daly

JUNIOR BUYER
Leading company in the distribution industry is looking for a Jr. Buyer to assist in their purchasing department. Experience should include purchasing & data processing as it relates to inventory control. Salary based upon experience. Send resume to: Mr. Don Nummert, Treasurer, Nelson Company, 333 E. Lincoln, Royal Oak, Michigan 48067

LIVE PLASTICS Inc. is now accepting applications for Press Operators on afternoon and midnight shifts 38860 Grand River, Farmington Hills. 477-3430

STOCK MAN, full-time 4 PM - 2 AM Also 2 part-time positions available. Inquire 7 - 11 Store, 37150 Cherry Hill Rd., Dearborn Heights.

BUS BOYS
FULL-TIME ONLY
Apply in person, 8-5
No phone calls, please
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

EXPERIENCED HAIRDRESSER wanted, clientele preferred. Mr Drew's Salon, Farmington Hills. 851-3090

GIRL FRIDAY
WANTED
This position offers an exciting and rewarding challenge, career development and a congenial working environment. Good figure aptitude and accurate typing important. Must be personable, possess poise and initiative. Call for interview. 655-2121

RELIABLE MAN for full-time year round indoor, no-door work to help with maintenance. Apply in person to: Plymouth Manor, 30245 13 Mile Rd. Farmington Hills

Production & Machine Operators
We're now taking applications. Apply:
S. M. C.
800 Junction, Plymouth

TURRET LATHE
Centerless Grinder
EXPERIENCED
Set Up & Operate
K L S SCREW PRODUCTS
20201 W. 7 Mile Rd.
Redford, Mich

MANAGER - experienced only. For Farmington Hills restaurant Top wage. Call for interview. 851-4094

TOOL & DIE MAKERS Automotive Stamping plant is looking for individual with experience in progressive dies Complete fringe benefit program. 397-2313

TOOL & DIE Superintendent Automotive Stamping plant is looking for individual with experience in progressive dies. Complete fringe benefit program. Reply to P.O. Box 502, Wayne, Mich. 48184.

SMALL CHURCH in W. Bloomfield seeks Choir Director-Organist or separate Choir Director and Organist. 232-6922 363-1649

JANITOR
PART-TIME
To work a midnight shift. Must have at least one (1) year's full-time experience in janitorial work in a business establishment. Livonia area. Apply in Person,
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft, Livonia

FIELD SERVICE MECHANIC needed for heavy construction equipment. Must have own truck and tools. Only experienced equipment mechanics need apply. See Paul, Rear Shop entrance 24353 Nine Mile, Michigan
An Equal Opportunity Employer

ARCHITECT - Design oriented, progressive office requires job captain - designer experienced in high rise and low rise apartments and commercial work. 647-5202

$700 PER MONTH
LIGHT JANITORIAL for Farmington area. Experienced and references. Monday thru Friday.
645-9500

Truck Driving
& Building Maintenance
Person needed for part-time job, nights. May develop into full-time. Require two years experience driving a truck and operating a hi-lo and one year experience in general maintenance.
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Rd.,
Livonia

APPLICATIONS now being taken at The House of Fabrics for mature, hard working, intelligent people to staff our stores in Troy and Redford. Both full and part time positions deal effectively with people in special Job involves sales and light stock work. Apply in person at The House of Fabrics, 17222 Lahser, S. of Grand River, Redford.

LATHE HAND wanted, experience necessary. AirtoTemp Co., 2600 W. 7 Mile, Detroit.

TOP PAY
Housewives, students, work in our Livonia office - telephone soliciting. Mornings 7 AM to 1 PM, or evenings 5 to 9 PM. Hourly plus bonus program. Call
522-5064

DESIGNER
Tool and fixture design. 3 years board experience. Must have some machine, electrical and hydraulic background. Machine shop experience helpful. Excellent salary and fringe benefits including pension. Apply in person.
COSGOLL TOOL
PRODUCTS, INC.
38700 Grand River
Farmington Hills

BRANCH MANAGER-TRAINEE
We will train you to become a branch manager in consumer finance. Rapid advancement, outstanding employee benefits and salary opportunities. Must be at least high school graduate and have car. Relocation, may be necessary in the future. For personal confidential interview, call Mr. King or Mrs. Humphrey,
836-1313
An Equal Opportunity Employer

500 Help Wanted

MAN NEEDED
For delivery work in Greater Detroit area. Must have good driving record.
Apply in person
20742 W. 7 Mile

MACHINIST
All Around Machinist with at least 5 years experience. Preferably Bridgeport, some Lathe, some Shaping. Top pay, Blue Cross, Overtime.
Jorgensen Tool
12409 Hamlet, Livonia
525-0880

CLEANING LADY needed 6 days, approximately 3 hours per day. Apply in person. 32700 Ann Arbor Trail, Westland

AIDES
ALL SHIFTS
PART & FULL-TIME
BEVERLY MANOR
24500 Meadowbrook Rd.
NOVI 477-2000

KEYBOARD man wanted for established brand. Call Gary after 6 PM 255-1247

JEWELRY DESIGNERS: We want to buy your original jewelry designs. Ask for David Arnovitz or Vince Lubin. 352-3271

MAINTENANCE HELPER, full-time for apartment complex. No experience necessary. 18 years or older. Apply Apt. 25, 14150 Shadywood Dr., Wayne Rd., Plymouth. No phone calls, please.

NIGHT CHEF - experienced in Italian cooking. Must have a minimum of 10 years experience. For more information, call between 11 AM and 3 PM only. 553-2921

TEMPORARY ASSIGNMENT
Need ladies for telephone work. All shifts Dearborn area. Call WITT SERVICES for interview. 967-0220

EXPERIENCED HYDRAULIC pipe fitters, tube benders and pipe welders. Travel and non-travel work available. Top fringes and benefits. 261-6611

BURGER KING RESTAURANT
Help needed. Day shift only 1 - 2:30 per hour. Apply in person. 9455 Telegraph, North of Maple, Birmingham

TEMPORARY
ASSIGNMENT
COMPTOMETER OPERATORS
INVENTORY WORK
Begin Jan. 27th
Dearborn & East Detroit Area
Call 967-0326 for interview
Witt Services

COCKTAIL WAITRESS, must be over 18 and have experience. Good salary and working conditions. Full-time evenings. Westland area. Call between 12-3 PM. 261-9640

LAUNDRY ATTENDANT
Part-time, 25 hour per week position. Mon. - Fri. Beverly Manor, 24500 Meadowbrook Rd., Novi 477-2000

SECURITY OFFICERS
Immediate openings in your areas. Full or part-time. Free Blue Cross, life Insurance. Free uniforms and promotional opportunities. Apply daily, 9 AM to 4 PM.
Pinkerton's Inc.
15565 Northland Dr.
Northland Tower Suite 206 E
Southfield
569-1006
An Equal Opportunity Employer

PIZZA MAN, 2 DELIVERY BOYS. Apply after 4 PM: Danos Pizteria, 28424 5 Mile Rd., Livonia

MATURE, dependable women for housekeeping duties. Apply in person, 9 AM - 4 PM. Mon. - Fri. Westland Convalescent Center, 36137 W. Warren, Westland.

Livonia's Finest Restaurant
VITTORIO'S
Now accepting applications for all positions. All shifts. Experienced only. Over 18 Apply at 33093 Plymouth at Farmington Road, 11 AM - 3 PM

YOUNG WOMAN for cashier-receptionist, mornings. Farmington area. Call manager after 1 PM. 474-1313

FULL-TIME, responsible female for retail work. Inquire at Honey Baked Ham Co. 37650 Five Mile Rd., Livonia 525-2994

AIRLINE TICKETING COURSE. See Education - Instruction classifications 0218.

MATURE WRECKER DRIVERS Apply in person. Harold's Mobile Service, corner of Ann Arbor Rd & Sheldon, Plymouth. 455-3160

WAITRESSES wanted, experienced only. Apply in person. Carmen's, North: 50 W. Tecken Rd. in Rochester.

COSMETICIAN
Wanted full-time experienced woman for our new, modern cosmetic department. Excellent salary, paid vacations, paid Blue Cross, other benefits, excellent working conditions. Call Mr. Warren or Mr. Schram, 855-1177. Sherman Prescriptions, Middlebelt at 14 Mile, Farmington Hills.

FARMINGTON AREA- new shop, experienced Bench Hands, Mill Hands, Bridgeport Mill Operator, Shaper Hand, Truck Driver. 58 hrs/week. Benefits. 478-0313

SIGN OF THE BEEFEATER
Waitress opportunity, 4½ to 5 day work week. $110 to $120 per week. Hospitalization and disability insurance. Apply 34 PM, 18961 W 8 Mile, Mon. thru Fri.

EXPERIENCED
NAILERS &
SAW OPERATORS
Good opportunity for hard working, dependable men. Starting pay, $2.75 per hour. Apply...
12900 Newburgh Rd., Livonia.

OFFICE MANAGER, Real Estate experience, for large building & property management company. Call 642-3778 (After 7 PM, 348-3758)

HOUSEWIVES: earn an extra $5 to $6 per hour teaching hobby classes with Tri-Chem. Equal embroidery. Call Mont after 3 PM. 453-8348

WAITRESS, afternoons, 18 and over. Waitresses, midnight shifts. Experienced only. 895 week plus tips. Apply in person, Pasta Restaurant, 13281 Greenfield, near Schoolcraft.

MEN & WOMEN
NEEDED
For LIGHT FACTORY WORK, including running machinery. Must be at least 18 years old. Paid $2.25 per hour. Report to:
EMPLOYERS
Temporary Service
36532 Grand River
COOKS, all shifts, 18 and over, short order, experienced. Apply in person. Palace Restaurant, 29961 Greenfield, near Schoolcraft.

DINOS PIZZA
Delivery help wanted. Must have car. $3 per hour, Plus $2 for mileage. 7 Mile-Inkster.
531-4330

500 Help Wanted

BRIDGEPORT OPERATOR
Experienced only. Lathe Hands. Apply in person at Mation Tool & Mfg. Co., 12860 Wayne Rd., Livonia.

CUTTER GRINDER
Full or part-time. Experienced. Astro Cutting Tool, Farmington. 476-5428

DeVlieg Operators
Nights only, 55 hr. week. Mon. thru Thurs. 12 hrs. Fri. 7 hrs.
Top wages, profit sharing, vacation, paid insurance. Apply:
Galaxy Boring
41350 Joy Rd. Plym.

BUS BOYS, all shifts. Apply in person. Palace Restaurant, 13281 Greenfield, near Schoolcraft.

EXPERIENCED dough maker wanted, hours and rates flexible. Golden Boy Donuts. Call between 3-5 PM.

JOURNEYMAN ELECTRICIAN
Must have experience in old and new work. Residential and Commercial. 9-5 PM. 559-5102

502 Help Wanted Dental-Medical

DIETARY AID
Needed full-time. Apply, Darvon Convalescent & Nursing Center, Middlebelt and 8 Mile, Livonia.

WEST DEARBORN area, experienced Dental Assistant wanted, full-time for Orthodontic office. Good pay, opportunity for advancement and fringe benefits. Call between 8:30 AM - 3 PM.

MEDICAL SECRETARY $800
SUBURBAN PHSYICIAN needs experienced secretary with good medical terminology. Type 55 w.p.m. with dictaphone. Benefits.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

NURSE AIDES. Needed: mature Nurse Aides, part-time, 11 PM to 7 AM. Call between 1 AM and 3 PM. Whitehall Home Farmington. 474-3442

AN EXCELLENT opportunity for a Managerial position with many benefits, security and advancement. Must have Secretarial skills and be able to code and process Medicare, Medicaid and Blue Cross Salary open. East side. 294-7830 or 355-5302

MEDICAL ASSISTANT
BIRMINGHAM PHSYICIAN needs sharp and eager M.A. Must know VP, injections and EKG. Excellent opportunity.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

MEDICAL SECRETARY for Internist office, medical transcription required. 3 day week including one Southfield Area 569-1370

DENTAL ASSISTANT, full-time, chairside. Experienced 7 Mile - Inkster area. Call before 2 PM 477-5551

●DENTAL ASSIST'N $650 PLUS
SOUTHFIELD DENTIST seeking experienced chairside assistant, 4½ days. Benefits.
DR. PERSONNEL - AGENCY
Northland Medical Bldg
569-5254

X-RAY TECHNICIAN
Part-time, mornings. New X-Ray clinic.
937-8155

DENTAL OFFICE Receptionist - Business Office Coordinator. Full-time position Mon. - Fri., 8:30 AM - 5:30 PM. Responsibilities include: Reception of patients, telephone and appointment book control, patients' accounts and billing, completion of insurance forms, inventory control, filing and patient recall system. Pleasant working atmosphere in modern Plymouth area Dental office. Dental or general office experience necessary. Salary commensurate with abilities and experience. Please send detailed resume to Box 630, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN-LPN
Afternoon and midnight shifts. Good starting salaries. Modern facilities. See Mrs. Ferguson.
Nightingale West
8365 Newburgh Rd.
Westland Nr. Joy Rd.

DENTAL TECHNICIAN-experienced Waxer and Finisher needed for Southfield area. Phone 357-1820

RN'S, part-time, day shift and afternoons for skilled nursing facility. Salary commensurate with abilities. Good working conditions, apply Hardtry Convalescent Center, 165 Haggerty, Plymouth.

RN'S
with psychiatric experience. All shifts, full or part-time. Apply in person.
Ardmore Acres
Hospital
19810 Farmington Livonia
474-3500

SURGICAL NURSE wanted for busy specialty veterinary hospital. Will train. 9428 Grand River. 3 blocks west of Telegraph.

RECEPTIONIST - SECRETARY
Full or part-time. Experienced in typing, bookkeeping & some medical assisting, for small allergy office in Southfield. Send resumes to Box 648, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL ASSISTANT
Chairside, 3 days, experienced only. 534-0330

DENTAL ASSISTANT - Internist's office. Southfield - Oak Park area. Experienced, V.P.'s, and laboratory desirable. 557-7878

DENTAL RECEPTIONIST. Mature. Knowledge of Dental Insurance desired but not necessary. Please send resume in own handwriting to: Box 638, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

LAB ASSISTANT - all phases of lab work, and office experience helpful. Send resume to: 22900 Orchard Lake, Farmington, MI 48024. Attn. L. Starr

RNs
MIDNIGHTS
A full-time position in supervision available. Other positions for Staff Nurses, full or part-time. The work is challenging and we need Nurses that are vivacious, conscientious and eager to help our established health care team. Call Judy Gilbert, R.N., at 728-8100.

RECEPTIONIST, experienced preferred. Apply North Clinic, 20601 W. 8 Mile Rd. 9 AM - 11 AM; Mon. Tues. Thurs., Fri.

EXPERIENCED
VENA PUNCTURIST
(1) week part-time at Williamsburg Convalescent Home, Middlebelt at Grand River. Good pay, short hours. Please apply at office: 31601 Middlebelt, Farmington Hills. Please DO NOT PHONE. Apply from 10 AM to 11 AM.

RN'S, LPN'S
DAYS & AFTERNOONS
Apply in person
Medico's
RECOVERY CARE CENTER
22235 W. 8 Mile, 2 blks. W. of Lahser, 255-6450

502 Help Wanted Dental-Medical

ENTHUSIASTIC, accurate and speedy Medical Transcriptionist for Home Health Agency in NW Detroit. 255-8300

NURSES
PART-TIME - Midnights and afternoons. If you desire a variety of an opportunity to develop your abilities with total patient care, we will provide you with a unique atmosphere to develop your potential. Call: 476-2073 after 5 PM, for more details.

RECEPTIONIST, part-time, mature, personable, attractive person for Professional office. Direct sales experience required. Positions available in Livonia. Call 293-1100

FULL or part-time, Pediatric Nurse, in Livonia. For interview, call 522-7944

Med Tech
PART-TIME
Immediate part-time day shift position available for an ASCP registered or registry eligible MEDICAL TECHNOLOGIST.
We offer excellent starting salary based on experience and a fully paid benefit program.
Apply Employment Office
SINAI HOSPITAL OF DETROIT
Professional Bldg.-Lower Level
18200 W. McNichols
272-6000 ext 8836

DENTAL HYGIENIST, 2 days week. Livonia area

NURSES' AIDES
Full-time preferred. Will train. For interview, see Mrs. Mayville:
Nightingale West
8365 Newburgh Rd.
Westland,-Nr. Joy Rd.

PART-TIME Medical Assistant for office work. Experienced in venipuncture and insurance work preferred. Call 453-7070

AVONDALE Convalescent Home has full-time & part-time openings for RN or LPN to help 7:00 AM - 3:00 AM shift. Also openings for experienced nurse aides on all shifts. Call for details. 651-4422

RN & LPN
We offer a unique work experience with the mentally retarded of Plymouth Center For Human Development.
1. Civil Service Status
2. No shift rotation.
3. Opportunity for advancement.
4. Vacation, 3 weeks, 8 paid holidays, hospital insurance, immediate accrual of sick time, retirement plan.
5. In service education opportunities
6. Michigan Licensure required
7. Salary commensurate with experience

CONTACT NURSING OFFICE
453-1500, Ext. 212

DENTAL RECEPTIONIST, experienced only. Mature person. Busy office in Northland area. 569-2100

RNS & LPNS, full-time, afternoon shift. Apply ARNOLD HOME, 18520 W. 7 Mile. KE 1-4001, Ext 38

ASTOUNDING
OPPORTUNITY
Free job training for NURSING ASSISTANTS. Oak Park CETA program.
398-3136

MEDICAL TRANSCRIPTIONISTS 2 years experience minimum on ORs - OBs. 40 to 48 hour potential for professional office. Excellent fringe benefits, bonus. Flexible hours. 362-3811

DENTAL RECEPTIONIST for congenial Multi-medical practice. Challenging position, experience preferred. Send resume to: Box 25, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

NURSE AIDES
FULL-TIME - MIDNIGHTS
Apply in Person
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

DENTAL ASSISTANT for busy group practice. Experience necessary. Farmington, Livonia area. 476-2140

EXPERIENCED MEDICAL ASSISTANT, Rochester, Troy, Utica area. Send resume and references to Box 620, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL OFFICE SECRETARY
Mature woman, over 25 years, to handle business office. Must be personable and able to exercise good judgement in dealing with people. Typing, knowledge of dental terminology and experience helpful. Insurance forms required. North Farmington area. Submit qualifications with sample of typing and permanent address. Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL
ASSISTANT
CHAIRSIDE POSITION Available. Certified or 1½ years experience required. Westland area. Salary negotiable.
722-5130

RN OR LPN- midnight shift for skilled nursing home. Apply HENRY CONVALESCENT CENTER, 105 Haggerty Road, Plymouth.

MEDICAL ASSISTANT, experienced for Orthopedic Office in Southfield. Must know all types of insurance and able to type. Knowledge of x-ray helpful. Monday through Friday. No evenings.
559-3369

RNS or LPNS
PART TIME
Apply in person
WILLIAMSBURG
Convalescent Ctr
21017 Middlebelt, Farm
Between Grd River & 8 Mile

DENTAL ASSISTANT, experienced. All fringe benefits. Pension plan, profit sharing, Blue Cross, life insurance. Southfield area. Reply Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

DENTAL
OFFICE
NEEDS SHARP, MATURE PERSON for OFFICE MANAGER of a busy group practice. Must be familiar with all phases of dentistry. Livonia area. For appointment please call:
626-0397

NURSES AIDES all shifts, full or part-time. Apply Hardry Convalescent Center, 165 Haggerty Rd. Plymouth.

LPN OR RN
FULL OR PART-TIME
AFTERNOON SHIFT
BEVERLY MANOR
24500 Meadowbrook Rd.,
NOVI 477-2000

502 Help Wanted Dental-Medical

NURSES' AIDES for 8 shifts. Hamilton Convalescent Home, Plymouth. 453-0150

504 Help Wanted Office-Clerical

BOOKKEEPER
Receivables, payables thru trial balance, experience and references necessary. Fringe benefits. A. B. Kramer Co. Livonia area. Call for appointment. 522-5300

LEGAL SECRETARY $175 UP
Pleasant personality, good typing and shorthand for top legal firm. Excellent benefits.
Durham Assoc. 569-1522

SUBURBAN
OPPORTUNITIES
EXECUTIVE SECRETARY, to $900. Fee Paid. Excellent skills required plus legal experience involving mortgage foreclosures. Farmington area.
CLAIMS PROCESSOR, to $800. Fee Paid. Group health experience required. Southfield.
SECRETARY, to $650. Fee Paid. Type 55 WPM No Sh. Figure aptitude. Fee Paid.
INSURANCE, to $675. Fee Paid. Light typing. Figure aptitude. Detail work. Southfield.
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

SMALL firm, 27 years in business needs girl for general office work. Typing and Lahser area Southfield. Phone 353-4591

PENSION TECHNICIAN $159
Will train mature person with math skills to work with employees
Durham Assoc. 569-1522

FILING CLERK
To work 30-40 hours per week in the Birmingham area. $3. per hour.
CALL FOR INTERVIEW
647-1000

ACCOUNTING CLERK-Typist, sales promotion company has position available in accounting Department. Require some accounting experience or bookkeeping helpful. Typing ability needed. Plymouth Plymouth area location. Please call for appointment 272-6900
An Equal Opportunity Employer

KEYPUNCH OPERATORS, 127. Permanent part-time to work flexible hours in small Southfield office with friendly atmosphere. 559-3377

SECRETARY for progressive national Troy firm, 60 WPM. Typing, plus varied duties. $650. Fee Paid.

SALES-SECRETARY-people oriented, fun job for SUPER personality. 80 WPM shorthand, 55 WPM typing, $693.

TROY - BOOKKEEPER- Full Charge, 50 WPM, typing experience. $750.

ACCURACY
PERSONNEL
Where You Receive
Special Attention
BIRM'HAM 642-3050
SOUTHFLD 358-2010

CLERK - Typist for Southfield law firm. Some office experience required. Salary commensurate with experience. 355-2100

INSURANCE AGENCY
Opening for experienced person to take full charge of claims. Knowledge of H. O. and Auto coverages essential. Salary open. Farmington Hills 477-6300

RECEPTIONIST
for Farmington Hills office. Typing required, good phone manner. Call Miss Hanson at
851-1900

PART-TIME Bookkeeper, through trial balance, accurate typing. Suburban location. 24 per hour. Log Mark Personnel 559-0560

IF YOU:
(1) Are presently employed, or have experience in - the underground construction industry; (2) Type with speed & accuracy; (3) Take dictation; (4) Are mature, reliable, industrious & have a sense of humor to offset your masochistic tendencies. Then - WE WANT YOU. Submit resume to: Box # 652 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
All replies confidential.
An Equal Opportunity Employer

HOSPITAL SECRETARY $183
Typing, bookkeeping & some medical assisting, for small allergy office in Southfield. Send resumes to: Box 642, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECYS WITH TAKE CHARGE ABILITY FOR TOP COMPANYS
Executive $1000
Personnel Secy $950
Legal Secy $900
Sales Secy $750
Manufacturing Sec'y $725
Excellent benefits. Majority of our companies pay our service fee.
PROFESSIONAL PERSONNEL
357-4810

CLERK - TYPIST, 45 WPM or better, one full-time position and one part-time opening, 5 PM thru 9 PM opening. Heavy phone work for our department of weekly publication. Livonia area, near transportation. Call Mrs. Thomas, 261-8300

CLERK for Mondays and Tuesdays, typing not necessary, for Auto Dealer. $2.50 per hour. Own transportation, call Betsy, 251-4300

DEARBORN
Self starter with initiative and good skills to work in beautiful new offices. $150 - $170. Good organizer needed to coordinate boss's schedule. Call 563-8300.
HARRIET SORGE PERSONNEL

RECEPTIONIST-TYPIST. Part-time, late afternoons & evenings plus possibly sat. mornings. Position likely to develop into full-time. Send resume to Clinical Resources, Inc. 29566 Southfield Rd., Suite 100, Southfield, Mich. 48076.

SECRETARY
Experienced in property management, good typing and some shorthand skills. Excellent salary and benefits. 557-6082

BOOKKEEPER
Accounts' payable manual. Accounts Receivable and payroll on computer. Must be capable of reading and verifying figures. Call Tuesday between 10-3.
354-8777

504 Help Wanted Office-Clerical

PERSONNEL CLERK
Assist Personnel Manager with record keeping, telephone, appointments. Must be neat, personable, outgoing, and discreet. Downtown Detroit location. 5 days including Saturday. Full company benefits. Call M. Cooper for appointment.
962-3299

WANTED: A bright, responsible girl for General Office work in Oak Park. Typing a necessity. The person should like to work with the public as she will be trained to do sign custom framing. 398-4161

EXECUTIVE SECRETARY with experience for law office in Northville - Non area. Send resume to PO Box 400, Northville, Mich. 48167.

DICTAPHONE
OPERATOR
Mature gal to handle all dictaphone transcribing and filing maintenance. Must level in typing skills and spelling, shorthand helpful. Permanent position with fringe benefits in fast moving detail oriented manufacturer's representative office. Salary commensurate with ability. Call Mr. Pawlowski between 1 - 4 PM at:
355-3400

ONE LADY office for typing and shorthand. Beautiful air conditioned and heated office in 20 office building. Five days, 35 hours, self organizer, salary $900 or $1000, plus bonus. Prefer 15 to 20 years experience. Please state your resume and expected salary. Box 842, 22300 Gratiot, 11 Mile Rd., Southfield, Mich 48037.

BOOKKEEPING MACHINE operator wanted. Experience helpful, but not necessary. Will train. Salary open. Many benefits. United Paint & Chemical, 29201 Telegraph Rd., Southfield, near 10 Mile.

SECRETARY
Southfield corporate office is seeking a secretary with good shorthand and typing skills and a minimum of 2 years experience. Statistical typing experience helpful. Company offers excellent benefit package. Salary commensurate with experience. Interested applicants may call 355-1100, ext. 223
An Equal Opportunity Employer

TYPIST - RECEPTIONIST. Modern professional firm in Southfield looking for an ambitious girl. IBM equipment and general office duties. Must type at least 60 wpm, excellent fringe benefits. Call Vicki to arrange interview. 356-6181

SWITCHBOARD $600
Sparkling gal needed with experience to do light typing. Kathleen. 478-3303.
Snelling & Snelling Agency

ADMINISTRATIVE
ASSISTANT
Unique career opportunity for mature, experienced person to assist partner of large Northwest Suburban Professional Building. Require general office skills, pleasant personality, energy and ability to keep on top of varied challenges of this responsible position. Flexibility and attention to detail a must. Must be capable of handling correspondence. Shorthand desirable. Exceptional working conditions amid unusually congenial surroundings. Salary starting salary for a capable career oriented individual. Reply in confidence to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer

LEGAL SECRETARY. 1 year experience, general office skills. Law firm. Call 689-9400

GAL FRIDAY TO $150
W. suburban firm offers challenge and growth for gal with get up and go. Call Linda. 478-3300.
Snelling & Snelling Agency

Farmington
Typist
$650 Fee Paid
Never a dull moment here! Good typing required for these W. 9 Mile offices but there is also small public contact and phone work. Super, super fringes here, too. PERMANENT STAFF. Personnel.
352-8900

LIVONIA $139
To assist the Bookkeeper and handle accounting duties. Type 50. Any office experience helps.
SHARROW & ASSOCIATES

PURCHASING $585
Suburban firm needs sharp, gal with order or stock book position. Experience to work in purchasing department. Excellent advancement. Call Ann. 478-3300.
Snelling & Snelling Agency

Dr's Helper
Troy
$750/Mo.
This is not a misprint. Top salary of $750 month for very busy receptionist. Experience helpful - all types of people - very important. Super benefits include dental insurance. PERMANENT STAFF. Personnel.
388-8900

SECRETARY, 1 girl office, 37½ hours per week. Interviews - 2 PM to 4 PM; Friday, Monday, Tuesday. Livonia area. 255-8200

LEGAL secretary, Southfield, - 12 Mile area. Light typing, some shtd. Good typing & shorthand skills required. Legal experience preferred. Call Jan. 557-8330

Back To
Work?
Farmington
$600/Mo.
Like to get back in the work market? If you have kept your good typing up and would like a variety general office position in "fun" Farmington, this is for you. All benefits of course.
388-8900

LEGAL SECY for Birmingham firm. Needs experience in legal, plus good skills. Salary to $800 plus benefits. Fee paid.
RECEPTIONIST for Troy company. 50 wpm, typing needed. Salary, $550 - $600. Plus benefits. Fee Paid.
SECRETARY - BOOKKEEPER for Troy company. Trial balance experience and typing needed. To $750, plus benefits. Fee paid.
PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS 10-3
WEEKENDS 12-3
ALL JOBS
FEE PAID

504 Help Wanted Office-Clerical

SECRETARIES
Excellent companies in N.W. and N.E. suburban locations. Good typing and shorthand skills preferred. Good potential and benefits. Salary commensurate with abilities. Fee Paid. Equal opportunity employers.

ALLIS-JOHNSON PERSONNEL
Quakertown Plaza, 32969 Hamilton
Farmington Hills 478-3900

SUPERVISOR TRAINEE - Will train bright goal oriented person with leadership ability for position as supervisor of busy ad department of weekly publication. Require some general secretarial work experience. Prefer college or business school background. Livonia location. Own transportation. Call 261-8333

NEED SECRETARY with shorthand or dictaphone skills. 1PM - 5 PM daily, for Southfield sales office. Phone. 354-1619

Sales Secretary
We are looking for a mature person with previous office experience for an established firm in Farmington. Good typing and shorthand skills required. Call for an appointment.
477-5700
An Equal Opportunity Employer

INSURANCE AGENCY
Experienced girl, commercial or personal lines. Southfield area. 775-0976

OFFICE MANAGEMENT 50% OWNER. Non existing Medically related, personnel employment agency in the area. Salary, $12,000 yearly, investment, $15,000. Office experience, bookkeeping or secretarial skills necessary. License desirable but not essential 626-0726

LEARN AUTO DEALER accounting & office procedures. Full-time position. Must have some bookkeeping education-background & be a good typist. Apply with Office Manager, Livonia VW, 34501 Plymouth Rd.

GIRL FRIDAY - for concrete company. Salary open. Call to: P.O. Box 2565, Livonia 48151.

CLERK-TYPIST, 60 WPM, salary commensurate, with experience. 7 Mile-Telegraph area. Call Crystal 531-7830

Secretary
Large modern Detroit area teaching medical complex has an opening for highly skilled SECRETARY to work at management level for administrative personnel.
This position offers an exciting and rewarding challenge, career development and a congenial working environment. Our starting salary is highly competitive with a fully paid benefit program including family Blue Cross-Blue Shield and dental insurance benefits.
The necessary requirements are: typing 60 WPM, shorthand 90-100 WPM and previous secretarial experience functioning in a responsible capacity for department head or director.
Send complete resume, stating salary expectations, to: Box 604, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.
An Equal Opportunity Employer.

PERSON FOR order dept. Must be dependable and accurately type 45 w.p.m. Personal interview only. Apply at Sliter Wall Covering, 31193 Schoolcraft, Livonia

IMMEDIATE opening for career oriented girl. Job responsibilities primarily typing shipping, filing, answering phone 261-6470

RECEPTIONIST
SWITCHBOARD
Southfield office of national firm, typing 50 WPM, $540-$580, fee paid.
LOIS RAY PERSONNEL
559-0560

OFFICE PERSON NEEDED. Duties will include filing, phone reception work, typing (accuracy most important). Noth Inc., Troy. Phone for appointment. 545-7031

BOOKKEEPER
Aggressive, energetic bookkeeper for Southfield corporation. Must have experience in the following: Payroll preparation, payables, computers, journal entry & trial balance. Good salary. For interview, call:
355-7000

BOOKKEEPER
General Office, typing 50 WPM, through trial balance. Troy firm. $250, fee paid.
LOIS RAY PERSONNEL
559-0560

LEGAL SECRETARY, Evergreen, 11 Mile area, experienced, good typing and shorthand skills required.

BOOKKEEPING and General Clerk, small office. Good typing required. Full benefits. To $175 per week depending on experience and ability. Call after 1PM 544-0077

SECRETARY for exciting Ad Agency. Must be organized in a busy way. Good skills required. Company has excellent benefits, lovely offices, and a great group of people. Salary $650 to $750 and the job paid. 557-8330

SECRETARY for small office of Southfield financial analyst. Some bookkeeping background needed. Salary $500 to $700 for 37½ hour week and unusually good benefits.

GENERAL office clerical for accounting dept. of Warren Co. Salary $650 and fee paid.

SECRETARY for nice Troy Co. Good skills for variety job. Salary $650 to $700 and nice fee arrangement.

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

MAG CARD Operator, Farmington Hills area. - Good benefits. Call Lynne Wirding. 851-8500

PAYROLL Clerk - Bookkeeper, full-time, Birmingham area, must have experience with computer payroll system, salary commensurate with experience. Call 642-6600

BOOKKEEPER- SECRETARY thru trial balance, Ghostine Inc. 195 W. Ann Arbor Trail, Plymouth. 453-5728

FULL-TIME experienced legal secretary desired for sole practitioner moving to Town Center, Southfield. Salary commensurate with experience. Send resume to "Secretary", 24220 Hawthorne Court, Novi, Mich. 48127.

EXPERIENCED INSURANCE SECRETARY for large Commercial Agency. Moving to Farmington Hills. Must be Excellent Typist, 80% typing, heavy telephone & public contact. Salary commensurate with experience. Excellent benefits. Send resume to: Box 646, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

SECRETARY for sales office. Southfield location, good typist. Knowledge of dictaphone, diversified work. Office experience necessary. Call for interview. 358-0560

FULL Charge Bookkeeper for busy retail store. Book thru trial balance. Excellent pay plus benefits. 477-3284

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BOOKKEEPER. Experience in accounts payable and receivable for busy wallpaper store, benefits. Call 477-1991

BIRMINGHAM SALES - Incentive company requires customer service representative for full charge handling of mail and telephone inquiries. Excellent typing and office experience required. 644-4000

Production
Control Clerk
Production Clerk needed for manufacturer in Farmington. Experienced in general office procedures with good math aptitude. Full-time position with excellent benefits. Call for interview
476-7100, Ext. 296
An Equal Opportunity Employer

FULL-TIME clerical for Southfield firm located at 12 Mile & Telegraph. Experience in home building desired but not essential. Hours flexible. Call Ann Davis at 353-4500

SECRETARY for 2 girl manufacturer's representative office. Must have 2 years of secretarial experience including shorthand. Most duties are applicable to earn technical terms. Order and quotation experience helpful. Reference needed. Salary, 37½ hours, 12 Mile near Northwestern. 355-1813

TEMPORARY-
ASSIGNMENTS
SWITCHBOARD OPERATORS, cord and cordless. DICTAPHONE OPERATORS and KEY PUNCHERS. Must have experience. All areas. Call WITT SERVICES, 967-0220. Equal Opportunity Employer.

FULL-TIME Filing Clerk and good typist. Apply at: Narad Inc., 14175 Michigan Ave., Wayne. Please do not disturb.

MATURE WOMAN for light Bookkeeping and typing. Part-time, hours flexible. Call Mr. Tesler, right person. Southfield location. Reply to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST
High School grad. Neat appearance. Some typing. 5 day week. Company benefits. Call for appointment.
RAMSHAW PHOTO
29299 Franklin Rd., Southfield
358-5110

SECRETARY
At least 5 years experience desired for office in Livonia. Call Equitable Life Assurance Society of U.S. An Equal Opportunity Employer M/F

ACCOUNTING CLERK, fast growing Livonia firm. Will train for accounts receivable and payable. Write employer, good working and good benefits. Ask for Kathy. Call 525-5400

BOOKKEEPER
$9,600 FEE PAID
To trial balance. Knowledge of computer in-put, typing. Zelda, 559-0560