500 Help Wanted

YOU DON'T HAVE TO BE CRAZY

But it helps! Have fun & make money simply making appointments - part-time - from our South-field office. Great pay plus. Contact Mr. O'Brien, between 10 and 6: 354-7687

WAITRESS - Experienced only. Good pay & tips. Kosey Island Inn, Winchester Mall, Rochester. Apply in person only.

EXPERIENCED alignment men, experienced frame men. Percentage plus weekly guarantee, paid accident and sickness, major medical and life insurance, dental and optical benefits, retirement plan plus paid vacation after 1 year. Farmington Sears, 34170 Grand River, Novi. 349-7350 or 25803 W. 8 Mile, Detroit. 532-6080

MAN NEEDED
For delivery work in Greater Detroit area. Must have good driving record.
Apply in person
23743 Mile at Beech

BENCH HANDS
ID-OD GRINDERS
Familiar with small precision tool work. Apply
Advance Stamping Co
12025 Dixie, Redford Twp
537-3500
An Equal Opportunity Employer

APPLICATIONS now being taken by the House of Fabrics for a mature, hardworking intelligent person for its store in Redford. Outstanding knowledge of sewing and ability to deal effectively with people essential. Job involves sales and light stock work. Apply in person at the House of Fabrics, 17220 Lahser. S. of Grand River. Redford

WANTED: Handyman with following, 60's Northville area 349-3750

HYDROTEL OPERATOR
Experienced. Days. Barget Mold & Die Co. 23500 Telegraph, Southfield 356-7870

LATHE HAND
Good man needed for tool and cutter work. We offer competitive rates, overtime, paid benefits, well equipped air conditioned shop with good working conditions. Apply in person or call 425-9075.
DUNN TOOL CO.
33100 CAPITAL
LIVONIA

RED WING
TICKET
WINNER

Tracy Strackhan
25585 Lyncastle Lane
Farmington Hills, MI 48024

But you must call the Promotion Dept. of The Observer & Eccentric by 5 p.m., Friday, March 18, 1977, to claim your TWO FREE RED WING TICKETS. 261-8600, ext. 243

CONGRATULATIONS!

BRIDGEPORT MILL OPERATOR
Experienced. Days. Barget Mold & Die Co. 23500 Telegraph, Southfield 356-7870

EXPERIENCED man for part-time janitorial work, Plymouth and Beech Daly area. 12 - 15 hrs. week. Early eve. Mon thru Fri. Apply 33921 Plymouth Rd

BENCH HAND, must be A-1. Top pay, overtime, benefits. 84 plus. EFCO TOOL, 11970 Mayfield, Livonia. 1 block N. of Plymouth Rd 1 block E. of Farmington Rd.

SURFACE GRINDER
Good man needed for tool and gauge work. We offer competitive rates, company paid benefits, well equipped air conditioned shop with good working conditions. Apply in person or call 425-9075
DUNN TOOL CO.
33100 CAPITAL
LIVONIA

BRIDGEPORT OPERATOR
Experienced Blue Circle, overtime, highest wages BIRDSALL TOOL, Farmington 474-5150

PROGRAMMER - 2 full years experience with COBOL application. Full-time position with paid retirement, insurance, vacation. Salary commensurate with experience. Send resume and salary requirements to: Arthur Frock, Livonia Public Schools, 15125 Farmington Rd., Livonia, Michigan 48154.
An Equal Opportunity Employer

GOLF EQUIPMENT SALES
Full or part-time Experience needed. Apply in person at Northwood Golf, Maple at Crooks. Troy.

FITTER -LAYOUT MAN
METAL FABRICATING SHOP
Experienced making set ups, leading, tacking, conveyor corners, racks, weldments. Liberal benefits. Overtime. Top pay. Farmington area.
535-6604

HAIRDRESSER assistant, part-time, license required. Birmingham area. 341-2777

YOUNG boy or girl wanted for delivery service. Must have own car or station wagon, be bondable and have insurance. Contact Larry 355-5330

BARMAIDS and Waitresses wanted. Garden City area, apply after 6 PM. 421-6820

EMPLOYMENT COUNSELOR
People ability and Sales or Public contact experience can lead to an exceptional future with Sterling Marketing, the world's largest employment service. Call Mrs. Fromm at the Birmingham office. 644-4400.

MIDNIGHTS, 7-11 Store. 160 S. Troy, Westland & 20 per hour to start. Over 18 years. Apply in person only. No phone calls accepted.

AUTO Mechanics, imported cars, well trained with U.S. car experience. Must have own tools. Salary, EFW. 552-9180

500 Help Wanted

EXPERIENCED, Dell waitresses wanted. Apply Piccadilly Restaurant, 25800 Telegraph, Southfield Mich.

DRIVERS
AUTO-VANS-SEMI
Long & short term assignments. Must have current chauffeur's license and good driving record. Apply at:
MANPOWER
TEMPORARY SERVICES
28063 W. 5 Mile at Beech Daly
681 W. Columbia-Downtown
Interviewing 9 a.m-3 p.m.
An Equal Opportunity Employer

SUBSTITUTE bus driver with good driving record. Contact: H. H. Johns Livonia Schools District. 462-4411

BUSBOYS
Needed. Full-time, experienced preferred but not necessary. Apply in person. See Mr. Hoffman after 6 PM.
Kingsley Inn
Bloomfield Hills

MACHINIST able to run most machines. Part-time retiree also considered. Trainee for Grinder and Turret Lathe also open. Call between 8AM-3PM. 476-1897

QUALITY CONTROL INSPECTORS
Paragon Division of Portec, Inc. has openings for qualified Q.C. Inspectors.

Duties require checking heavy metal fabricated parts, sub-assemblies, quality of welding and proper functioning of assemblies. Must be able to read Blueprints and be familiar with welding quality and methods.

Excellent salary and fringe benefits. Apply in person or forward resume to:
Manager, Employee Relations
PORTEC, INC.
PARAGON DIVISION
P. O. Box 355
Novi, Michigan 48050
An Equal Opportunity Employer

MASSUSSES WANTED
Hills & Dales Inn, Bloomfield
3407 Rochester Rd.
852-7420

JANITORS - Part-time evenings. Plymouth - Livonia area, must be dependable and have transportation 535-6100

Activities
Director
Full-Time
Apply In Person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd. River-8 Mile

BRIDGEPORT OPERATOR. Experienced. Apply in Person. Marlon Tool Manufacturing Corp. 12980 Wayne Road, Livonia

MALE and FEMALE applicants needed for positions open 139 W. Maple 644-4254
Birmingham Employment Bureau

BUSY HIGH FASHION
Hair cutting salon would like enthusiastic stylist with clientele. Opportunity for advanced training. 651-1334

WANTED - foreman for plastic injection molding plant in S. Oakland area. Applicants must have experience in electrical hydraulics, excellent benefits. Call between 8 am-4 pm 477-5434

Bridgeport Operators
Die Makers
Job shop experience on die detail. Nine dies and progressive dies. Long program
Waling Tool Co.
23485 Industrial Park Dr.
Farmington Hills

EMPLOYMENT opportunities are now available at Burger King for part-time day help. Hours between 11-2 Pm or 11-5 Pm. Benefits included. Apply at 540 Ann Arbor Rd., Plymouth.

EXPERIENCED MECHANIC, full-time, days, good pay with Hospitalization. Apply at 6490 Orchard Lake Rd. at 15 Mile Rd Standard Station.

Cashiers
THE DRY DOCK
is now hiring full & part-time Cashiers. Evenings plus weekends. Apply in person weekdays between 3 PM - 4 PM. 26855 Greenfield Rd (½ block south of 11 Mile Rd.)
Equal Opportunity Employer M/F

PORTER needed, 4:30AM to 11:AM. Experience not necessary will train. Apply in person. Burger Chef, 173 S. Hunter, Inkster.

NEEDED-Young man, 18 and over, must have car. Various office duties and errands. Send resume and references to: Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DRAFTSMAN
For rotating shaft seal manufacturer. Requires minimum of 2 years experience. Involves product and tool detailing. Layout experience helpful but not mandatory. Must be high school graduate.
LAB TECHNICIAN
Requires a detail-oriented individual with excellent mechanical skills who is capable of working under minimum supervision.
Selostomer Detroit, Inc.
23800 Research Dr.
Farmington, 48024
Farmington Industrial Park
10 Mile - Grand River Area
477-6100, ext. 57

SMALL ENGINE MECHANIC
Experienced and references
Non-smoker
474-4143

DESIGNER - Experienced, to design Electro-Mechanical Test equipment and hardware. Permanent position with growing company located in Troy. Phone 588-3617

HAIR stylists with clientele. No apprentices need apply. Preferably male. First class salon. Curry's Hairstyles, 30965 Ford Rd., Garden City. 427-3671

502 Help Wanted Dental-Medical

DIRECTOR OF NURSING

Enjoy working in a progressive 390 bed general hospital; Pontiac General Hospital is an acute care hospital accomodating 390 patients which encompasses a full range of services; currently undergoing dynamic expansion to neo-natal intensive care unit; 1400 employees including 290 RNS; serving over 17,000 patients annually. Pontiac General Hospital is located in an industrial, metropolitan, university, college and recreational area.

Salary commensurate with experience

Please submit resume before April 11, 1977 to:

PONTIAC GENERAL HOSPITAL
PERSONNEL DEPT.
Seminole at West Huron
Pontiac, MI. 48053
857-7216

We are an Affirmative Action Equal Opportunity Employer

500 Help Wanted

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

ELIAS BROS. restaurants now hiring cashiers and hostesses for days. Please apply at 21961 North western Hwy. or call 356-7670

INTERIOR DESIGNERS
For exclusive Birmingham based design firm. Seeking experienced designers who have the talent and aggressiveness to build their following. Replies held confidential. Send resume to Box 910, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

ARE YOU AN EXPERIENCED
CARPET
SALESPERSON?
Are you making top earnings? Are you happy where you work? Are you going to have promotion opportunity? If you're not getting the right answers ... call Mr. Melkonian. 553-0100
NEW YORK CARPET WORLD

GUITARIST looking for same to eventually form Rock & Roll Band. Serious only. 477-4758

CARPET Cleaner's Assistant. Full-time. 474-6641

SPECIALIZED FOSTER CARE
We are seeking families to become part of a special program for mentally handicapped individuals. These individuals will require Specialized care & training. Our professional staff will provide support & guidance, and $500 per plus month fee for their care. Call Macomb-Oakland Regional Center
286-2780

TENNIS INSTRUCTOR - Northwest area outdoor Tennis and Swimming Club, Middlebelt area. Part-time, some Teaching experience required. Salary commensurate. Send resume to Box 900, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

SALAD GIRL - full-time. Farmington Elks Club 476-1956

BENCH HAND
Good man needed for tool and gauge work. We offer competitive rates, company paid benefits, well equipped, air conditioned shop with good working conditions. Apply in person or call 425-9075.
DUNN TOOL CO
33100 CAPITAL
LIVONIA

SHAPER HAND and Bridgeport, minimum 5 years experience 478-8565

COOKS & waitresses wanted, day & night shift openings. Apply in person. Canton Big Boy, 42356 Ford Rd

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

WAITRESSES - If you have Number 1 potential, are hard working, and love it, I need you at Richard Lum's, Grand River at 7 Mile.

COOKS wanted. Apply Palace Restaurant, 30 Orchard Lake Rd., Orchard Lake Village 681-3222

SPRINKLER FOREMAN
Experienced in Design, Layout and Installation of Lawn Sprinklers. Established firm. Benefits. W. Detroit area. Daily, 9 AM - 6 PM, call
624-6667 626-9377

ATTENTION - RETIREES, Housewives, College Students. We need single copy newspaper delivery people in South Oakland County for the Detroit Free Press. Short hours, good pay, car required. Call 357-4868

WAITRESSES WANTED, bus boys and dishwashers. Apply Carmen's North, 50 West Tienken Road, Rochester.

SERVICE WRITER
Experience necessary. Hours noon to 9 PM. Good pay. Farmington area.
478-0500

COCKTAIL waitress, part time, weekends only, vicinity 7 Mile-Telegraph. 532-8748

FULLER BRUSH Co. has 3 well established Routes now open Livonia & Dearborn Area. 25 per hour, average to start. For interview. Call 476-2534

TRUCK DRIVER
To transport Mobile homes. Pay commensurate with experience. Call Terry Robinson at
GLOBAL MOBILE HOMES INC
353-5810

502 Help Wanted Dental-Medical

DENTAL ASSISTANT, experienced. Salary open. A specialty practice. Many fringe benefits. 647-7729

MEDICAL ASSISTANT, must be experienced for busy doctors office. Must be experienced in insurance work 357-3778

EXPERIENCED Dental Secretary wanted. Northville area. Call 349-7560

RN
PART-TIME, Day Shift
Apply in person
WILLIAMSBURG
Convalescent Ctr.
21017 Middlebelt, Farm.
Between Grd.River & 8 Mile

RNS or LPNS
11 PM - 7 AM, two - three nights a week. Apply at Garden Convalescent Nursing Center, 28270 Merlock, Livonia, near the Livonia Mall. 476-5350

NURSES AIDS
Full time, all shifts. Apply, in person. University Convalescent & Nursing Home, 36350 Five Mile Road, Livonia, located between Inkster Road and Middlebelt Road.

MEDICAL SECRY
For established practice in Plymouth-Canton area. Full-time. Good pay, good hours. Send resume to: Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RN'S, ICCU Supervisor and staff, 3 bed unit. Top salary, major benefits. Free Meals. Phone interview off John Lodge Brent Hospital 341-5300

DARKROOM Technician, part-time, 4 mornings for X-ray clinic. Redford. 937-8150

NURSES' AIDES
We are looking for mature and reliable women to work full or part-time in our nursing home. Come and fill out an application between 9 AM and 4 PM.
WHITEHALL
Convalescent Home
43435 W. 10 Mile, Novi

DENTAL Receptionist, full-time, some Extended chairside, Northville - Plymouth area. 348-8440

ORAL SURGERY Assistant, Birmingham area. Experience preferred. 258-7750

DENTAL TECHNICIAN
Experienced finisher for crown and bridge lab in Southfield area. Phone: 352-1775

NURSING SUPERVISOR
Full-time position on afternoon shift in modern, air conditioned 100 bed fully accredited Psychiatric Hospital. Leadership, administrative, teaching and supervisory skills required. Attractive salary and benefits. Contact Director of Nursing.
KINGSWOOD HOSPITAL
Ferndale
313-398-6200

502 Help Wanted Dental-Medical

RN or LPN
We are looking for a mature and dependable person with a love and understanding of older people to work full-time or part-time day shift. Compare our wages and fringe benefits. Phone for appointment.
349-9628
WHITEHALL
Convalescent Home
43435 W. 10 Mile, Novi

WHITEHALL HOME, 40075 Grand River. Help needed to sleep 11 PM - 7 AM shift. Call between 8 AM - 3 PM. 476-5447

DOCTORS OFFICE needs experienced person with knowledge of typing. 5 days a week and Monday evenings. Benefits available. Send resume to: Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Hawthorn Center
Announces
Immediate Job Openings For
RN's
To qualify, you must enjoy working with children. Be able to work in a creative and informal atmosphere. Want to participate in a well defined multi-disciplined treatment program for emotionally disturbed children. Be available for full-time employment, AM & PM shift rotation. No previous experience necessary. Orientation program and continuing inservice training for all staff. State Civil Service fringe benefits. Phone:
349-3000 Ext. 471
8 AM - 4 PM

DENTAL receptionist for specialty practice in Livonia. Must be mature, neat, able to work with people. Punctual and reliable. Duties include scheduling patients, filing, collecting money, record keeping and some typing. Hours: 8 to 5:30 PM, 5 days per week. No Sat. Send resume - typed, with sample of own handwriting to: Box 880, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

DENTAL ASSISTANT part-time, 3 days per week. Periodontics Practice in Livonia. Prefer trained and experienced person but will train right person. Must be neat, reliable and get along well with people. Hours 8-3:04. No Sat. Send resume in own handwriting to: Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

X-ray Transcriptionist
Experienced for Radiology Dept. of multi-specialty clinic. Knowledge of Mag Card or Xerox 800 ETS helpful. General secretarial duties included
Call
538-4700, Ext. 266

KITCHEN help, part-time. Call Mrs. Doehn, Hendry Convalescent Center, 103 Haggerty Rd., Plymouth. 455-0510

OPTOMETRIC ASSISTANT needed for Westside office. Full-time 547-0200

EKG TECHNICIAN, experienced, must have car, excellent salary. Detroit Metropolitan area. 647-2789

NURSE AIDES
FULL OR PART TIME
ALL SHIFTS
Apply in person between 9 & 4 Pm.
FRANKLIN MANOR
CONVALESCENT CENTER
352-7390

RNS LPNS AIDES
Needed immediately for part-time and full-time shifts. Call HEALTH CARE 1
RN owned and operated
588-2583

HOUSEKEEPER - day shift, full or part-time. Apply Hendry Convalescent Center, Plymouth

NURSES AIDS
ORDERLIES
All shifts. Experienced preferred, but will train. Apply at:
Dovin Nursing
& Convalescent Center
29270 Morlock, Livonia
476-0550

NURSES AIDES - all shifts, full or part-time, will train. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth

RN'S, afternoons, full or part-time, days, part-time. For quality Convalescent Nursing Home. Apply Hendry Convalescent Center, 105 Haggerty Rd., Plymouth

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY. Inc job opportunity in Southfield office, need 80 WPM. 3 years recent exp. for excellent pay. Send resume to Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Type 50 wpm. Experienced in Payable, Receivable, Bank Deposit, Or Equivalent in Business Training Important. Courses 338-7040

DICTAPHONE TYPIST - Seeking general office background in manufacturing. Southfield area. No fees to pay. Professional Temporary. 356-1818

SECRETARIES
PRESTIGE
Long term assignment. Shorthand needed to fill permanent job positions. Call Nancy or Patricia for office nearest you.
356-7337
VICTOR TEMPORARIES

INVENTORY GIRL for retail chain located in Southfield. Work with figures, experience helpful but not necessary. Excellent wages, fully paid Blue Cross and profit sharing. 354-1191

FULL CHARGE Bookkeeper. Industrial balance for machine tool company. Industrial experience. Full fringe benefits. Good location. 525-9365

GENERAL OFFICE, answer phones, type sales correspondence, etc. Apply in person Electron Structures, 28000 Gateway Park Drive, Farmington Hills 476-5260

SUBURBAN
OPPORTUNITIES
SECRETARIES, $700 Fee Paid. S.H. 88. Type 45 and use dictaphone. 1-2 years experience for Southfield CPA office.
TYPIST, $800. Fee Paid. CPA will train good typist for statistical typing. Southfield area.
INSURANCE CLERK, to $750. Fee Paid. Commercial property or casualty experience preferred. Great Southfield agency.
SECRETARY (2), $850 plus. Fee Paid. 80 plus S.H. Prior secretarial experience. For Southfield land developer.
INSURANCE CLAIMS, to $750. Fee Paid. No-fault auto insurance preferred. Type 45. Farmington.
EXECUTIVE SECRETARY, to $800. Fee Paid. Experienced secretary for V.P., Marketing. Excellent benefits. Nice!
Call Mrs. Evans 477-9840
SUBURBAN PERSONNEL

RECEPTIONIST, full time. For N.W. Suburban Veterinary Hospital, starting immediately. Phone reply, be clear, detailed. Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

504 Help Wanted Office-Clerical

ASSIST Controller in growing manufacturing company, N. Macomb County. Must be able to handle all phases of bookkeeping thru JE, G/L, T/B, monthly financial statements, detailed analysis. Supervise A/R, A/P, payroll. Accept RESPONSIBILITY, PRESSURE. College accounting credits preferred. Salary commensurate with exp. Send resume, including salary and home telephone number, to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARIAL position with large brokerage firm in Southfield. Call Mrs. Nelson between 8 and 4:45 PM 354-5119

GIRL Friday-Steno. Small Inkster office, Northland area, excellent opportunity. 342-0500

LEGAL SECRETARY - For expanding Troy law firm. Liability experience required. No shorthand. Individual duties in delightful location. Salary $893 to $780 Fee Paid

SECRETARY - For Birmingham company, good skills required to work for Vice President. Excellent location. Salary $736 with benefits and fee paid.

CLERK TYPIST - For Marketing Division in Southfield area. Salary $590 to start with full benefits and fee paid

CIT OPERATOR - For large Ad agency. Good typing required. Salary $550 to $600. Good benefits and fee arrangement.

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

GENERAL OFFICE WORK, Bloomfield Hills area 642-2922

PRICING, Inventory Control, general office typing, good with figures. Must be experienced. Farmington area. 476-5878

EXEC SECY - PART-TIME. Mature, neat appearing person for Northwest Birmingham office. Must have good clerical and typing skills. Self-motivation is mandatory. Send resume to Box 881, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Secretary
9 AM to 1 PM. 5 days per week. Good wages. Must have small shop manufacturing background for 1 girl who can handle payroll, billing, receivables, etc. Plymouth. Telegraph area Call between 8:30 to 10 AM only.
531-7901

LEGAL Secretary, neat and well groomed, for downtown Birmingham office. Legal experience helpful, typing 75 WPM or better. Dictaphone experience. Shorthand not required. Covered parking provided 642-3000

GENERAL OFFICE WORK, Bloomfield Hills area 642-2922

FULL-TIME Secretary. Apply 33925 Plymouth Road, Livonia, west of Farmington Road

RECEPTIONIST - for Troy company. Accurate typing needed for this public contact spot. Salary $550 - $575. Plus benefits. FEE PAID.
RETURNING TO WORK? - All you need is a good math aptitude for this accounting Clerk job in Troy. Salary $600. plus benefits FEE PAID

PREFERENCE
PERSONNEL
362-3420
CALL WEEKDAYS TIL 9
WEEKENDS TILL

EXPERIENCED Bookkeeper. Flexible part-time 25-30 hours. Potential for growth with Dearborn equ. at 'House of Fabrics'. 534-9010

FULL & part time office help for jewelry store. Must have at least 2 years experience with references. Some typing required. Jewelry background helpful Call Miss Elliott. 593-3890

EXECUTIVE
SECRETARY
Well known company in Southfield wants a bright person with typing skills of 60-70, and shorthand. 80-100 Salary $10,000 a year, plus many benefits FEE PAID Call Carole Berhorst

American
Personnel Agency 355-5526

LEGAL SECRETARY - Experienced in Personal Injury. For Troy law firm. Shorthand necessary, excellent pay & opportunity. 643-7828

SECRETARY For Troy Attorney. Congenial Atmosphere, Fringe Benefits. Mature, with Good Secretarial Skills. Call after 5 PM 853-3295

BOOKKEEPING Assistant familiar with Receivables and payables and operating bookkeeping machine. Transportation available, located Harper-Grand Marsical Center Mount-ain to Troy August 1977. Mr. Glaser. 831-3151

CLERICAL
Must like working with figures and be adept on 10 key adder. Pleasant working conditions. Full benefit program including profit sharing. Apply Friday, 8 AM - 4 PM.
ALL STAR BOYS
12985 Wayne Road, Livonia
(Off Schoolcraft)

ACCOUNTS PAYABLE. Experienced in Residential construction. Southfield area. Call Mrs. Evans, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

SECRETARY for Editor Dept. of National Publication. Must type, file, and have super phone manner - and willing to do all dirty work. Proof reading and excellent English skills necessary. Previous publication experience helpful. Send resume to: Job P.O. Box 1064, Birmingham, Michigan, 48012

RECEPTIONIST for Bloomfield Hills Law Firm. Some typing, legal experience not required. Call Mr. Neukoff. 642-6718

TEMPORARY
JOBS
A variety of openings available in Detroit & Suburbs for:
TYPISTS/50 W.P.M.
RECEPTIONISTS
SECRETARIES
Call:
GALLAGHER
TEMPORARY PERSONNEL
968-1530
MINIMUM AGE 18

COMPUGRAPHIC typist, keyline experience helpful, will teach. Birmingham area. 644-0404

RECEPTIONIST - Typing required, general office experience. Hours 8-AM-PM, Monday through Friday, 20200 Vernor, Southfield.

EXCELLENT OPPORTUNITY for the right person to figure warranty claims and filing in expanding service department. Call 548-2400

GENERAL OFFICE - bookkeeping experience required, salary, excellent benefits, pleasant surroundings. Call for interview appointment. 255-1050

504 Help Wanted Office-Clerical

PERMANENT part-time, 3 day week, $3 hour, mature woman, type strong 50 WPM, dictaphone, must have transportation. Birmingham area. 646-0982

ADMINISTRATIVE
SECRETARY
Beautiful Detroit firm, strong backbone, excellent secretarial skills, benefits. $800 to $1,000. Fee paid.
LOIS RAY PERSONNEL
559-0560

SECRETARY - STENOGRAPHER. Person with or without prior secretarial experience for position in the office of the Commanding General 70th Division (Training) U.S. Army Reserve. Starting grade commensurate with qualifications or will school train an energetic person with desire to succeed. Call CPM Martinez 477-7970

Sales
SECRETARY
Typing, 60 wpm, shorthand 80 wpm. Work for sales manager and salesmen, light bookkeeping, customer contact, salary commensurate with experience.
LOIS RAY PERSONNEL
559-0560

LEGAL SECRETARY, experienced for general practice in Southfield area. Immediate opening. Skills must be A-1. Salary commensurate with ability 424-8455

PART-TIME, challenging position for dependable, well organized Secretary with good skills. Liberal benefits. Call Mutual of New York, Southfield. 358-2150
Equal Opportunity Employer M/F

LEGAL Secretary for Birmingham law firm. Work concentrating in corporate and estate planning. Excellent typing and light bookkeeping required. 645-1210

Nice Office
Oakland Mall
$650/Mo.

This super friendly, fast growing company near Oakland Mall wants You. You're perfect if you type 50 WPM and have some office experience with any bookkeeping ability. Excellent advancement. PERMANENT STAFF. Personnel.
388-8900

BOOKKEEPER, experienced full charge through trial balance. For busy 2 girl retail office in Farmington. Ask for Colleen 477-5284

SECRETARY with typing and steno skills in Bloomfield Hills area. Salary commensurate with experience. Call Mr Sutton 858-7020

BOOKKEEPER for radio-television sales store. Could be part-time. Apply in person, Brown Magnavox, 31155 Plymouth, Livonia

SECRETARY
Require accurate typist for general office work. Challenging position with wide range of responsibilities. Hours 9-1 PM. 5 days per week. Ask for Walt or Joe
525-5603

CLERICAL HELP NEEDED. Bookkeeping Helpful. Call 354-3223

RECEPTIONIST-Secretary needed for rapidly growing apartment management company in Southfield. Starting salary, $520 month plus benefits. For appointment, call Janine at 559-0353

SOUTHFIELD real estate company has a diversified position available for a mature individual with experience, to answer phones and a variety of other general office duties. Call Ext. 118, 559-2000

LET THE SUN SHINE
IN SOUTHFIELD
SUNNYGIRLS has come to Southfield. One of the nation's leading temporary help services has a multitude of assignments for you to choose from. We need clerks, keypunchers, typists, steno. Hurry and call.
569-6144

SECRETARY - RECEPTIONIST. Established insurance agency in Troy location. For interview, contact Mr Archey at 879-1900

TYPIST - RECEPTIONIST. Small, pleasant, Livonia office seeks mature personable individual with good typing ability. Resume including salary requirements, please: to Box 908, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

EXPERIENCED bookkeeper for electrical contractor located in Livonia, salary commensurate with experience. Send resume to Box 906, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

Dictaphone Typist
Immediate temporary opening for individual possessing good typing and transcribing skills. Good pay, voice Work in busy Southfield office. Call now.
SUNNYGIRLS
569-6144

CLERK/TYPIST
Good opportunity in accounting department for person able to type 50 wpm, established marketing and sales promotion company. Located in Plymouth - Greenfield area. Call 273-6900 for appointment.

TYPIST
Must be able to type 55 WPM and have an aptitude for detail work. Competitive salary with fully paid benefits. Southfield location. Call
557-3200, Ext. 254

LEGAL Secretary, experienced, Livonia law firm. Salary commensurate. 352-1611

Livonia
Beginner
$600/Mo.
No experience necessary, super nice company will train good typist. Pleasant office and fast paced motion job. Earn big while your learn job. Excellent fringes." PERMANENT STAFF. Personnel.
388-8900

RECEPTIONIST for physician, part time, 18-22 hours per week, near Southfield.

PROMPT, necessary, part time or full, 3-5 days, prefer recent experience, 18 - 20 years, please type resume with WPM, Typing and Shorthand, salary expected. Livingwi office, Evergreen Office Center, 100 Bloomfield, Suite 100, Southfield, Mi. 48075. A. Bradley. No phone calls.

RENTAL AGENT
Previous recent experience in renting apts. Must be able to handle General office duties & type typing. Pleasant, Oxford Place Apts., 15345 Plue In Taylor, On Northline Rd., just E. of Telegraph.

SECRETARY - good with figures. Some typing and telephone skills. Comfortable small office, Southfield - 12 Mile 557-7722

GROWING INSURANCE AGENCY
Is looking for
CLAIMS CLERK - TYPIST
Experienced preferred, good typing skills, good telephone manner, excellent benefits. Call 532-2100 area.

504 Help Wanted Office-Clerical

No Typing
Troy
$650/Mo.
Hate to type? Strictly clerical position is mostly filing and other detail work. Previous office experience helpful but not really necessary. All usual benefits plus surprise extras. PERMANENT STAFF. Personnel.
388-8900

GENERAL BOOKKEEPER with experience. Full-time typing. Telegraph & 7 Mile. 531-7850

TYPIST
Permanent Part-time. Experienced typist. Mornings, afternoons or evenings, Saturdays or Sundays. Weekside company. Send resume and hourly wage requirement with hours available to Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

Telegraph Rd.
Typist
$650/Mo.
Great job with variety plus Good typing 50WPM minimum necessary. Must be able to file accurately, learn procedures easily and enjoy meeting the public. Salary $650 per year. Applicants must be: Farmington Hills residents - unemployed by or recently underemployed. City of Farmington Hills. 31555 11 Mile Rd
474-6115

FULL-TIME, 16-12 weeks. Interesting and diversified work, light typing/filing. Telephone experience helpful. 557-2990

PROPERTY Management. Experienced in all inside office procedures. Tenant and landlord relations, rental collections and follow-up. Must type 557-3682

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Typists
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Madison Heights 585-1100
Dearborn 563-3500

BOOKKEEPER - part-time for CPA firm. Experience through trial balance. General office skills including payroll, payroll tax returns and reports. Light typing. Send resume to Box 904 Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia Michigan 48150

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ASK FOR OFFICE NEAR YOU

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GENERAL OFFICE ASSISTANT Birmingham location, must have typing, accounting and bookkeeping experience. Call 646-5525

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WE NEED IMMEDIATELY
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WANTED ASSISTANT bookkeeper for part time work, must have male or female, call 992-3500

506 Help Wanted Sales

SALES Trainee, hobbies, Midwest largest hobby distributor has inside sales position open. Sales, inventory control and sales related duties which could lead to outside sales. Sales or retail experience desired, but not necessary. Salary and profit sharing. Join a growing company in a growing field. For personal interview call Gerald Kennedy, United Model Distributors, Livonia. 422-0800

WE NEED
Six individuals to train for responsible positions. We are a growth minded week to start. Call Pat 1-20-11 A/M or 3-4 PM. 356-1380

THOMPSON-BROWN, Livonia, now hiring experienced men for industrial retail sales. Call 261-5400, ask for Mr. Lewis

RECEPTIONIST
To do Telephone canvassing & light clerical duties between 9 - 5 PM. Call Mr. Gold 557-3500

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