504 Help Wanted Office-Clerical

EXPERIENCED full charge bookkeeper thru trial balance and financial statements. Male or female. Computer imput and readout experience preferred. Troy office location. Call for interview. 649-4500

OFFICE HELP needed for private club. Must be willing to work evenings only. Tuesday thru Thursday 5PM-Midnight, Friday & Saturday 6PM-2AM. Apply in person: The Danish Club of Detroit, 22711 Grand River, from noon till 4PM, Monday thru Saturday.

LEGAL Secretary, experience preferred, not required, Southfield Firm. Shorthand not necessary. 569-0888

AFTERNOON full time postion available in Private lab for clerical and processing type of work. No experience necessary. Call Monday through Friday between 12-3 PM. 557-8080

EXPERIENCED

Secretary with advanced typing and shorthand skills. Good organizational skills and effective PR contact required.

Apply in person:
PERSONNEL OFFICE
MADONNA COLLEGE
36600 Schoolcraft
Livonia, Michigan, 48150
Equal Opportunity Employer M/F

SECRETARY OPERATIONS

VLASIC FOODS, INC. has an immediate opening for mature, experienced secretary in the Operations Department. Requirements include typing 70-80 WPM, dictaphone transcribing, good working knowledge of accounting record keeping, and 3 to 4 years clerical experience. Please apply at:

Vlasic Foods Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

LEGAL SECRETARY

PRESTIGE LAW FIRM
SOUTHFIELD

Work for 1 attorney. Interesting, varied trial practice. Must be independant, capable and decisive. I'm looking for someone who can assume responsibility and work as a team with me. No shorthand necessary.
Apply by phone or mail to:
Lynn Shecter, Bushnell Gage Reizen & Byington, 3000 Town Center, Suite 1500, Southfield, Mich. 48075. 444-4848.

INSURANCE

Large Troy Agency requires permanent part time help experienced in casualty and/or property insurance. Previous agency or company experience essential. Work schedule flexible. Contact E. Denby or H. Alexander.

643-4800

SECRETARY

Typing 65 wpm. Able to use Dictaphone equipment. Shorthand required. Farmington Hills area. 478-6717

EXECUTIVE SECRETARY, 8 Mile, Grand River area, Redford. With Bookkeeping experience. 5 day week. For appointment, call 255-4010

TYPIST - good opportunity with Southfield based marketing company for person able to type 60 WPM or more. Position offers variety of typing assignments. Please call Personnel Dept. for appointment 352-5900
An Equal Opportunity Employer

BOOKKEEPER

Manufacturing firm (150 people) all machine postings, must be experienced on NCR, IBM or Burroughs Bookkeeping Machine and able to type 45-50 WPM. Responsibilities include payroll, receivables, payables, etc. up to trial balance. Excellent opportunity for bright intelligent person. Modern offices. Send resume to Box 213, Hazel Park, 48030.

FULL TIME Secretary for Methodist church in Farmington Hills. 40 hours per week. Must have good secretarial skills and pleasant personality. Call for appointment. 476-8860

RED WING TICKET WINNER

D. Murray
38040 Richland
Livonia, MI 48150

Please call the promotion department of the Observer & Eccentric by 5 p.m., Tuesday, February 6, 1979, to claim your two free RED WING TICKETS. 591-2300, ext. 243.

CONGRATULATIONS!

LEGAL SECRETARY experienced, mature, for general practice. Fast typist, hard work, good pay. Oakland Mall area. 588-7272

TYPIST Southfield area. Front desk position, recent experience not required. Send resume to Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE Claims Trainee. 8AM-4:30PM Monday thru Friday. $3.41 per hour to start. Jeffries-Inkster Rd area. Call Mrs Barnett. 534-4406

CLERICAL

Newark Electronics, an enterprise of Premier Industrial Corp. has an immediate opening for a person with a pleasing telephone voice. Other qualifications include light typing, filing and other related clerical duties. We offer a pleasant working environment along with a complete compensation program which includes many fringe benefits. If you meet qualifications and would like to arrange for a confidential interview, please call Mr. C. Reiman,
967-0600, ext. 251
An Equal Opportunity Employer

CLERK-TYPIST

Permanent position in automotive sales office located 7 Mile-Middlebelt area. Position requires typing skills of 55 WPM, good salary and benefits program.
478-2800

GENERAL Office, bookkeeping and light typing in Livonia near the city of Plymouth. 525-5710

SOUTHFIELD SECRETARY
Part time, must type, have pleasant phone voice, light bookkeeping. Approximately 20 hours per week for 2 girl office. Will train. Ask for Dennis 557-3434

ATTENTION

WE'VE MOVED

MANPOWER

TEMPORARY SERVICES

Previously located at 24755 5 Mile, Redford - has relocated. We wouldn't want anything like a simple change of address to put you out of touch with the exciting job assignments we have for you (and your friends). So please - make note:

EFFECTIVE
FEBRUARY 1, 1979
Our New Address Is
19500 MIDDLEBELT
SUITE 310 E
Livonia, Mi. 48152

Just N. of 7 Mile Rd. Across from the Livonia Mall in the Livonia Office Pavilion.
Our New Phone Number Is:
478-1130

After all, we'd hate to break up a relationship that "works" so well. And anytime you're in our new neighborhood, stop in. Janet, Mary-Ann, Dottie and Pam will be there to make you feel at home ... in our new home.

TYPISTS
STENOS
KEYPUNCH
SECRETARIES
GEN'L OFFICE

Call our new number for appt.
9 am-3 pm Mon. thru Fri.

An Equal Opportunity Employer

SECRETARY wanted, excellent skills at shorthand, typing and composing letters, full time, benefits included, apply in person, 29200 Vassar, Suite 740, Livonia. Across from Livonia Mall.

PERMANENT-part time secretary/typist needed immediately for credit courses and real estate program at Birmingham Center for Continuing Education. Must be mature, responsible individual able to work alone. 20 hours per week Monday through Thursday, 2:30 to 7:30 PM. For information, call The University of Michigan Extension Service of Dearborn at: 593-5120

INSURANCE SECRETARY experienced in auto and home. Bookkeeping helpful. Rochester-Troy area. 852-3300 evenings 375-9468

SECRETARY NEEDED for Bloomfield Hills law firm. Good typing skills required. Call 644-8666

TELLER TROY AREA

Full time position available. Ability to meet the public. Accurate with figures. Some typing skill necessary.
PEOPLE'S FEDERAL SAVINGS
751 Griswold, Detroit
961-0170
An Equal Opportunity Employer

EXCITING front desk job opening for outgoing Receptionist Typist with some bookkeeping knowledge. Southfield area. 569-0411

TYPIST

Entry level position in Sales department for accurate typist with figure aptitude. Novi Michigan location. Benefit package. Good office environment. Call Barbara for appointment interview, at:

476-8100

PAYROLL Clerk wanted. Minimum 1 year experience in computer inputting of payroll desired. Light typing and some knowledge of general accounting procedures required. Knowledge of insurance procedures helpful. Good sarlary and fringe benefits. Wayne. Apply in person or call. 728-5400 ext 31
An Equal Opportunity Employer

CLERK-TELLER, part time for Credit Union Office, credit union experience preferred. Call between 9:30 AM-5 PM. 722-0523

JUNIOR Accountant/manager for import export firm in Southfield. Excellent growth opportunities. Salary flexible. 557-3353

WORK AT HOME
Researchers needed. Must have good eye sight for close work, good printing, ability to concentrate and sit for long periods. All materials furnished. Piece work equivalent $3 per hour cash. No withholding. Reply to: Research, Box 3001A, Pontiac, 48059.

RECEPTIONIST for Southfield law firm. Growing firm is looking for person who is career oriented, has good secretarial skills and memory typewriter experience helpful. Send resume to Karen, P.O. Box 120, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

RECEPTIONIST
Continental Restaurant Systems is seeking a part-time receptionist at our Southfield office. Light typing, 50 WPM and a pleasant personality a must. Hours are 11 to 3, Monday thru Friday. For an appointment call: Mr. Don Lawley at 559-9380. 29508 Southfield Rd.
Equal Opportunity Employer M/F

SECRETARY-right hand to sales manager, 1 girl office in Troy. Businesslike, cheerful, acurate typist. Send resume, with salary requirement, to Box 118, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BIRMINGHAM Group Insurance office requires a secretary and office supervisor. Individual should possess good typing and shorthand skills. Call Mr. Hiltz, Canada Life Assurance Co., 642-7717

EXPERIENCED mature gal Friday, must be good at figures, part time, possibly full, hourly rate negotiable, pleasant working conditions, call between 8 am-12 noon only Mon. thru Fri. 931-1700

PERSON to work in Novi office and showroom. Will handle gneral office work and showroom customers. We need an intelligent, quick learner with a pleasant personality. Salary commensurate with experience. Bookkeeping knowledge and public contact experience helpful. Call 349-4900

TYPIST, Statistical. Must be dependable and accurate. Farmington Hills CPA Firm. Call for appointment 478-2115

LEGAL SECRETARY, good skills required, typing, shorthand, dicaphone, full time. Will train. Good benefits. Established Southfield firm. 569-3070

EXPERIENCED person for general office, accurate typing a must, shorthand helpful. Livonia area, please cotact Mrs. Badia 525-1616

SECRETARY PART TIME, general office work, typing, some shorthand required. Northwestern & Lahser area. Hours 9am-Noon, 5 days per week. Call mornings 363-6880

TECHNICAL SECRETARY

Manufacturers representative of automotive original equipment manufacturers. Shorthand, typing, phone, detail work with figures. Self-motivated. Company benefits. Bloomfield Hills. Send resume to Box 116. Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

INSURANCE AGENCY
Challenging position in commercial lines department, will train eager beginner. Typing required, beautiful Southfield Office. Contact Mrs. Basso 358-1100

PAYROLL on bookkeeping machine and general office work. Must be able to type at least 50 WPM. 5 days per week. 35 hours. Paid hospitalization and other benefits. Salary open. Call Mrs. Turkal 557-9393

GENERAL OFFICE, Typist. Should be able to take shorthand. Full or part time. Southfield area. Call 358-3850

SECRETARY; BRIGHT, accurate with excellent clerical skills to train for legal work in large Southfield Law Office. Mr. Bornstein. 355-5000

GENERAL OFFICE - Mature person or homemaker. Bookkeeping experience helpful. Full or part-time, 5 days. Plymouth-Merriman area. 420-2067, 425-2920

EXPERIENCED Work Processing Specialist wanted for Southfield law firm. Call between 8:30AM-5PM. 557-8300 ext. 18

GENERAL Office, full time. Call daily between 10AM-2PM. Birmingham location. 644-6770

BILLING CLERK WANTED
POSITION OPEN IMMEDIATELY
Michigan Welders Service Center
11757 GLOBE RD., LIVONIA
591-3033
An Equal Opportunity Employer

SECRETARY. Established Insurance Agency in Troy. For interview, call Mr. Archey at 879-9000

ACC'TS PAYABLE CLK.

Experienced Accounts Payable Clerk with typing skills for Administrative office.
Please send resume to:
1845 E. Avis Rd.
Madison Heights, Mich. 48071
Att: Personnel Manager

OFFICE CLERK

Person needed for typing, detail work, accounts receivable, filing. Must be willing to learn keypunch operation. Office located in Southfield. Call between 4 & 6 PM, 355-2530.

GENERAL OFFICE & Go Bookkeeping - Southfield furniture store - 9am-5 pm daily, will train. Start immediately. 557-1800

RECEPTIONIST with light typing. Experienced. Grinders for Industry, 51300 W. Pontiac Trail, Wixom. 624-5755

EXCITING JOB OPPORTUNITY
If you like to work on your own, show initiative and enjoy a challenge, we have the job for you. We urgently require a person to run our new U.S. office in Farmington Hills, Mich. to help us launch our exciting new video-cassette series on patient education. Talent in marketing and office management required. Own transportation. Experience in typing, ledger accounting and customer relations are necessary. Send in your resume immediately to: Chirovideo Inc., Box 146, Station B, Ottawa, Ontario, K1P6C3, Canada.

INSURANCE
Agency has position open for person skilled in dictaphone and general office work. Insurance experience helpful. American Center Building, Southfield. Call Mrs. Wick, 354-0200

GENERAL OFFICE
One girl office in Southfield. We need sharp gal to handle telephone orders and warehouse communications. Must type. TWX experience helpful but not necessary. Call Mr. Edwards. 569-3758
An Equal Opportunity Employer

PART TIME CLERK-TYPIST, mimeograph & other machines. Pleasant working conditions. Birmingham area. Replies: Personnel, 1669 W. Maple, Birmingham, Mich. 48009

TROY AREA Corporation has openings for Secretary & Bookkeeper positions. IBM systems-34 helpul but not necessary. We will train. Salary negotiable depending on ability. For interview call 689-9206

ACCOUNTING CLERK. Orkin, a leader in the pest control industry, is currently seeking a detail oriented individual possessing good math skills & a desire to train for a broad range of clerical accounting assignments.
Selected applicants will receive an excellent starting salary & benefits program & the opportunity to develop your skills with a recognized industry leader.
For convenient interview appointment call 356-5080 Monday through Friday 9 A. M. - 5 P. M.
ORKIN
An Equal Opportunity Employer

GENERAL OFFICE person for medical supply company. Must have experience in billing. Blue Cross & Medicare. Excellent salary & benefits. Coolidge/9 Mile Rd. area. 543-7200

DICTAPHONE and General Office Clerk wanted. Must type 60 WPM. Part time schedule, 9 - 5, 3 day week. $3.75 per hour. 646-0992

INSURANCE AGENCY in Birmingham, has opening for person experienced in personal lines or commercial insurance. Opportunity to become a licensed solicitor. Will consider inexperienced person with college background who enjoys working with public. Typing required. Mrs. Babian. Days 646-6657. Evenings 681-0251

GENERAL OFFICE - excellent typist, dictaphone, able to handle busy telephones, must be experienced. Good salary and benefits. 646-8444
An Equal Opportunity Employer

CLERICAL TYPIST, full time. Light bookkeeping, will train. Ferndale area. References. Witbeck Appliance. 545-2600

ACCOUNTS PAYABLE & sales at prestigious private club in downtown Detroit area. Call for appointment at: 321-0020

EXECUTIVE SEC'Y

Bloomfield Hills custom builders are looking for a career minded individual. Experience in bookkeeping, office management and/or construction - a plus! Salary open.

645-2060

SALES ASSISTANT for Herman Miller Troy Showroom. Need self-directed individual with initiative and discretion. Essential requirements include good secretarial and communication skills as well as an aptitude for math. Experience in furniture industry helpful. Please contact Bea between 11AM-1PM. 649-4500

SECRETARY, experienced, for law firm, Fisher Bldg. Excellent skills required. Good benefits & pleasant working conditions. Salary commensurate with experience. Ask for Linda: 872-4820

TYPIST-Southfield Ad Agency needs top notch typist to train for computerized typesetter. 557-1851

SOUTHFIELD SECRETARY
Part-time must time, have pleasant phone voice, light bookkeeping. Approximately 20 hours per week for 2 girl office. Will train. Ask for Dennis 557-3434

MATURE WOMEN Preferred. Opportunity to sharpen your former office skills. Afternoon admitting receptionist. Monday through Friday, 11AM-7:30PM. Full time. Benefits. Woodside Medical Incorp. 338-7144

ACCURATE Typing more important than speed, chance for advancement in a growing micro-film company. Salary limited only to ambition. For information or Send Resume to: Ron Meyer Filming, Inc. 3010 Coolidge, Berkley, MI 48072 546-5622

EXPERIENCED KEYPUNCHERS
Needed for Tax Season. 2 shifts, full & part time positions. Apply in person, Mon. thru Fri., between 12 Noon-4 PM. Tymeshare Inc., 800 Plymouth Rd., Plymouth, Mich.

ACCOUNTS RECEIVABLE CREDIT CLERK
Bamal Corporation a medium sized fastener distributor located in the Farmington Freeway Industrial Park desires an experienced person to handle credit approvals and process cash receipts. Person must be neat, orderly and well organized. Call between 2 and 4 pm. 477-8100 ext 17
An Equal Opportunity Employer

PSYCHOLOGICAL CLINIC needs clerk typist/receptionist with good typing skills. Long Lake-Telegraph area. 646-3500

AUTO DEALER
Northwest area GM Dealer needs experienced light bookkeeper with knowledge of accounts receivable and accounts payable. Excellent pay and full fringe benefits. Contact Mike Sante at Morris Buick Co. 342-7100

RECEPTIONIST
Needed for Southfield Law Office. Typing & Experience necessary. Call 352-9083

AUDITING CLERK TRAINEE
Challenging entry level position for sharp person in progressive Southfield firm. Typing required. Excellent benefits. Rapid advancement opportunities. No previous job experience necessary. Call 353-3209

THREE POSITIONS available with rapidly growing title insurance company located in Southfield. Typist - must be able to type 50 WPM or better. Recording Clerk - must have some knowledge in the area of proper preparation of legal documents and Finals Clerk - has experience in setting up final policies or some title insurance background. Call John Ogle at 569-3100.
An Equal Opportunity Employer

PROMOTION PROGRAM SECRETARY
Intelligent, trustworthy person needed for expanding Southfield firm. Must type and be good with figures. Will handle all types of duties. Excellent benefits and pleasant working conditions. Call 353-3209

ACCOUNTING CLERK

Immediate opening for general Accounting Clerk to assist in all phases of accounting. Must be fast and accurate with 10 key calculator and have a basic knowledge of accounting procedures. Central Livonia location, modern office, hospitalization and life insurance. Hours 9 AM to 5 PM. Send resume to: P. F. M., P. O. Box 2469, Livonia, Mich. 48151.

LEGAL SECRETARY - Southfield office, excellent skills required, experience not necessary. 355-4141

MATURE WOMAN - for telephone soliciting, excellent working hours. Family Heating Company. 422-8080

SECRETARY - IMMEDIATE Opening - Experienced in bookkeeping a must. One girl office in Farmington. Call for appointment: 474-8400

OFFICE GIRL WANTED
15-20 hours per week for small Birmingham office. Light typing, filing, telephone, some bookkeeping. Must be dependable, ambitious, attractive and able to handle details and follow-up. Maturity an asset. Call C.A. 477-6351

SECRETARY NEEDED 1 girl office, must know typing, some bookkeeping, mature, good salary & benefits. Troy Area. 362-2336

WINTER BLAHS GOT YOU DOWN

Long and short term positions available near your home.

INTERESTED?
FOR MORE INFORMATION
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9842

EXPERIENCED MAG CARD Secretary needed for Associate in growing Southfield law firm. Excellent benefits and salary. 354-3200, ext 21

GENERAL OFFICE
CLERICAL

Typing and calculator experience helpful. Good salary and excellent fringe benefits.
Exotic Rubber & Plastics
23936 Industrial Park Dr., Farm.
477-2183

INSURANCE AGENCY needs experienced commerical lines person. Salary open. Southfield area. 275-5076

LEGAL SECRETARY needed for Bloomfield Hills law firm. Minimum 2 years experience with excellent skills. Salary commensurate with ability. Contact Susan at 642-3739

CLERK TYPIST
Prefer mature woman with previous office experience now desirous of returning to work. Starting salary, $120 a week. Call for interview. 478-6900

SECRETARY-experienced in accounts payable or receivable for office in Troy. 2-5 years experience preferred. Excellent benefits and pleasant surroundings. Send resume to: Sablin International, Box 289, Birmingham, Mi. 48012.

BOOKKEEPER-OFFICE Manager, for busy Dental office-Detroit. Administrative ability with high degree of maturity & sense of responsibility - absolutely necessary. Excellent clerical skills required. Some dental experience & accounting background desired. Good opportunity for right person. Salary commensurate with credentials. Send Resume to: Box 101, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

HEALTH CLAIMS EXAMINER, 7 Mile and Lahser. Salary commensurate with experience. 531-7850

PAYROLL CLERK

Novi manufacturing company requires person experienced in all payroll functions. Knowledge of computers is helpful. Excellent company benefits and salary commensurate with experience. Call 349-6300 for appointment.

SECRETARY - PRICING CLERK for automotive parts company in Troy. Good typing and some math required. Excellent company benefits. Call Mr. Joseph. 879-1920

FULL TIME Customer Service Rep & related office duties for active company. We are looking for someone who is career-minded & can work independently & is willing to grow with company. Excellent working conditions. Located in Birmingham/Southfield area. Typing required, shorthand preferred. Call 646-5522

SWITCHBOARD OPERATOR, experienced or will train. Apply in person at 21121 Telegraph Rd., Southfield. Alsar.

HIGH SCHOOL OR College, 10 key Experienced preferred, good math background, excellent fringe benefits, including insurance, profit sharing, & credit union, $3.50 per hour. Southland Corp., Troy 528-0711

WOMAN WANTED for property management office. Work includes accounts receivable, payable, payroll, payroll taxes, typing. Vast experience not necessary but must love figures & be willing to learn. 855-0300

BOOKKEEPER, Accounts Payable and Receivable, travel company, Southfield office. Experienced preferred. 336-6400

NATIONWIDE PRINTER
The John H. Harland Co., nationwide printer of check and bank documents has an opening for a customer service/office employee. We are looking for a person with good typing (50 wpm), filing and communication skills. Excellent benefit package and pleasing work environment. If you have a sound work history, and would like a job with a growing company, please call for an appointment, 8AM-5PM, Monday thru Friday. 522-9268
An Equal Opportunity Employer

A BANK SECRETARY
$198. Wk. Spots available. Fee Paid by Employer for persons with Typing & Shorthand, previous experience not necessary. Employment Center. 569-1836

SECRETARY-RECEPTIONIST. Professional office in Southfield needs mature individual to handle a variety of duties including telephone and greeting clients. Typing required. Small, friendly office. Good benefits. Call 355-5823

SECRETARY
Good typing, dictaphone, Troy area, legal or leasing experience preferred. Send resume to: Box 106, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

BOOKKEEPER/ACCOUNTS PAYABLE with switchboard experience preferred. For auto dealership. Blue Cross fully paid. 10 Mile and Woodward. Ask for Irene or Karen 548-4600

SECRETARY, full time, 1 girl office in Birmingham, excellent typing, light bookkeeping, experience necessary. Call for appointment. 646-4560

ANSWERING SERVICE
Switchboard. Will train. All shifts and Part-time. Southfield 353-6006

SECRETARY
Want to go back to work? Perhaps you haven't worked for a few years but once had terrific Secretarial skills. You're excellent in selling & linguistic skills. You're a little rusty on the Typing but you're intelligent & have a good sense of humor. You would love to work in a Birmingham Advertising Agency, if they would offer you the right kind of hours & a chance to grow. If this advertisement sounds like it fits You - call for appointment. 645-0300

BOOKKEEPER

Year round, part time position, performing general bookkeeping duties. Work approximately 15 hours per week, to include Friday & Saturday.

Prior Bookkeeping Experience Preferred
Applicants must be mature, work well with numbers, & have neat handwriting. Benefits, including food discount, provided. Call the Manager between 5 & 9PM to arrange appointment for personal interview. 349-9380
FRIENDLY ICE CREAM SHOP
331 No. Center St., Northville
Equal Opportunity Employer M/F

ACCOUNTING COMPUTER OPERATION

Madison Heights food distributor seeks full time person for order entry, invoicing, accounts receivable, and related functions. An easy-to-operate modern computer system will help you perform these duties. Past computer background will be helpful. This interesting job pays well and includes good fringe benefits. For more information and to schedule interview please call Sharon at 358-1760

look us over

is there a job for you?

we need

Clerks
Typists
Secretaries
Keypunch
Switchboard

CALL NOW TO ARRANGE FOR A FRIENDLY INTERVIEW

Southfield 557-7711
Detroit 962-9650

OLSTEN

Temporary Services

SECRETARY for small Southfield law office. Two years experience necessary. Salary commensurate with ability. Phone Mr. VanDusen, 559-5670

GENERAL OFFICE Help wanted, 3-4 days per week for a Life Insurance Agency. Good typing essential, no experience necessary. Call Mrs. Martin Tues., Wed., or Thurs. at 354-3700

INSURANCE-PERSONAL LINES. GENERAL INSURANCE AGENCY IS IN NEED OF AN INDIVIDUAL WITH GENERAL AGENCY EXPERIENCE IN PERSONAL LINES. THE PERSON WE SEEK SHOULD BE ABLE TO RATE, SELL COVERAGE TO PROSPECTIVE CUSTOMERS AND BE FAMILAR WITH THE POLICIES AND FORMS. MUST BE ABLE TO TYPE AND HANDLE OWN CORRESPONDENCE. CONVENIENT SOUTHFIELD LOCATION AND COMPETITIVE STARTING SALARY. CONTACT MR. JOHNSTON OR MRS. PATTERSON 353-9600

LEGAL SECRETARY needed for Farmington Hills law firm. Good typing & dictaphone required, excellent benefits. Call Linda Widrig 851-8600

SECRETARY for Mortgage company, experience helpful but not necessary. Full time. Excellent benefits, salary negotiable. Contact Mr. Fleming, Diamond Mortgage Corporation, 23077 Greenfield, Suite 106, Southfield. 557-7040

PRODUCTION TYPIST, part-time. Tuesday, Wednesday and Thursday, 4:30 to 12 midnight. Must test at 70 WPM. Fourteen Mile-Dequindre area. Call Jan, Monday thru Friday, 1 to 4 PM. 585-7800

TOP NOTCH LEGAL SECRETARY
For Renaissance Center Law Firm. Legal experience required, excellent typing and good shorthand required, word processing experience helpful. Call Anita at 847-6800

RECEPTIONIST/Typist for Bloomfield Hills Architectural Firm; 45WPM. Call for appt. TMP Associates. 338-4561
An Equal Opportunity Employer

PAYROLL

Experienced person needed for part time payroll position. Must have good figure aptitude & be able to type at least 45 WPM. Roger Penske Chevrolet, 28111 Telegraph, Southfield.

LEGAL SECRETARY WANTED
For Southfield law firm. Must be experienced. Salary open. For an appointment call: 559-9888

SECRETARY for Troy law firm, 2 to 3 years secretarial experience required, word processing experience preferred. Salary commensurate with experience. Ask for Mr. Fried, 643-8300

FULL TIME position, all general office skills required. Located in Bloomfield Hills area. Call between 8:30 and 4:30. 338-9611

RECEPTIONIST/TYPIST

Full time for a busy Livonia / Plymouth area engineering firm, must type in excess of 70 WPM and use dictaphone. Call for appointment.
591-2271

SECRETARY

with business machine experience to run computer & handle varied office duties for manufacturer in Royal Oak. Pleasant working conditions, good benefits including profit sharing & pension plan. Send resume, including salary history to Box 736, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150.

KEY PUNCH OPERATOR

Familiar with IBM 129 or 029. Excellent opportunity to work with and learn Data Entry work. Liberal employee benefits.
APPLY TODAY:
S.M.C.
800 Junction, Plymouth

TYPIST

With engineering or manufacturing related background required by firm located in Redford Twp. Shorthand helpful. Liberal employee benefits. Apply immediately:
STAHL MFG.
12282 Woodbine, Detroit

BOOKKEEPER

Experienced Real Estate BOOKKEEPER for Century 21 Real Estate firm located in Livonia. Call:
261-4200

RECEPTIONIST/Typist for Bloomfield Hills Architectural Firm; 45WPM. Call for appt. TMP Associates. 338-4561
An Equal Opportunity Employer

TEMPORARY NO FEE

SECRETARIES
STENOS
DICT. TYPISTS
SR. TYPISTS

Get the best assignments in town at the highest rate of pay. We respect your needs and interests and will put you to work when and where you prefer. 1 easy phone call will give you all the information you want.

478-8350
OFFICE
PERSONNEL POOL

OFFICE POSITION OPEN FOR SOUTHFIELD CLOSING DEPARTMENT. TYPING REQUIRED. FULL TIME. CALL MR. STAUB 353-1800

BOOKEEPING POSITION IN SOUTHFIELD TITLE INSURANCE AGENCY. FULL TIME. CALL MR. STAUB 353-1800

Keydisc/Keypunch

Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.
Livonia 569-2220
Utica 254-1910

505 Help Wanted Food & Beverage

COOK
Part time position to prepare meals for students and staff at Leader Dog School, Rochester. Call 8:30 AM.-4:30 PM. Ext. 22. 651-9011

BARMAIDS & WAITRESSES
Fenmore Lounge
533-4630

COOKS
Day shift only. Apply:
Lad's Restaurant
Farmington & 5 Mile

COOK WANTED - for night shift in private club. Call the Chef Wed. thru Sun. 644-2500

DISHWASHER-PORTER - 7 AM. to 3 PM., 5 days. Apply: Botsford Inn, Chef George. 474-4800

KITCHEN HELPER - days, experienced, $140 per week. After 5 PM. 349-1888

506 Help Wanted Sales

CAREER NIGHT

Learn how you can succeed as a Real Estate Sales Associate

How do you get started?
What does it take to become professional?
What are the hours?
What is the earning potential?

This may be the opportunity you have been waiting for.

SNYDER KINNEY & BENNETT, INC.

Tuesday
Feb. 6, 1979
7:00 P.M.

4272 Orchard Lake Rd.
West Bloomfield
Call for Reservations
851-7000

REALTOR®

505 Help Wanted Food & Beverage

COOKS

We are a chain of over 700 quality restaurants and are seeking 4 professional COOKS to begin advance orientation for our restaurant which is opening soon in Bloomfield Hills.
Experience must include breakfast & egg cookery, grill & broiler background and general food preparation. In addition, must be able to coordinate several other cooks and order production. Applicants must be 18 or over. We offer $4.50 per hour and up depending on experience; free insurance; paid vacations; profit sharing and merit wage reviews.
To grow with DENNY'S, apply Monday thru Wednesday, February 5th thru the 7th from 9 AM. to 7 PM. at:
1500 N. WOODWARD
(1 blk. S. of Long Lake Rd.)
BLOOMFIELD HILLS

DENNY'S

An Equal Opportunity Employer

BUS PERSON
Over 18, experienced only need apply. Days or Nights Availabe Apply at: Sultan's Table - Corner of 10 Mile & Southfield.
An Equal Opportunity Employer

COOKS HELPER
Bloomfield Hills Area. Kitchen experience necessary. Broiler & prep. Part time of Full. Call Mr. Maxfield 644-9412

BUSBOYS - DISHWASHER
To work evenings. No experience necessary. Apply at The Chalet, 39305 Plymouth Rd., Livonia.

WAITRESS
Days and night shift. Full and part time. Apply in person between 9 am and 11:30 and 2 pm to 4 pm. See Dee.
BOX BAR
777 W. Ann Arbor Tr.
Pymouth, Mi.

COOKS

EXPERIENCED
Paid hospitalization, holidays & vacation. Good starting pay.
STAFFORD'S RESTAURANT
6303 ORCHARD LAKE RD.
West Bloomfield
ORCHARD MALL
851-8952

BUSBOYS and dishwashers. Blue Cross insurance and paid vacations. Apply in person. Great Dane Restaurant, 31646 Northwestern Hwy.

GRILL COOKS

Experienced Grill Cooks for standard menu in busy airport restaurant. Must be able to work days or afternoons including weekends and holidays. $4.11 per hour. Paid insurance, vacations and holidays. Apply in person to the Personnel Office located on the ground level of the Airport Hotel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin 941-3029.
Host International
Metro Airport
An Equal Opportunity Employer

WAITRESSES
BUS HELP
BARTENDERS
KITCHEN HELP

Please apply in person Tuesday, Wednesday or Thursday between 2 and 4 PM.
40941 W. 8 MILE
NORTHVILLE

COOKS

FULL TIME
DAYS - Paid vacations and meals. Apply in person:
SMART ALEX
FOOD & SPIRITS
WONDERLAND CENTER
(in the Market Place)
LIVONIA 522-6834

BARMAID full time, nights. Woodland Lanes, Livonia. 522-4515

HOUSEWIVES

Blazo's Pie Shop accepting applications for waitresses. 3 to 4 nights per week, hours 5 PM-11 PM. Apply in person at 449 Wayne Road, Westland.

FOOD Service Supervisor. Industrial cafeteria near city of Plymouth. Send resume to Manager, P. O. Box 2415, Livonia, Michigan 48152

WAITRESSES & BARTENDERS - Super Bowl. Apply to: 45100 Ford Rd., Canton. 459-6070

EARN extra money, part time morning work serving food to retirees. Call for an appointment, Franklin Club Apartments 353-2810

MALE OR FEMALE-Second Cook. Broiler, sandwich, salad experience. Day shift. Excellent benefits & working conditions. For appointment 353-8179

WAITRESSES, bartenders, hostess & cook, full or part time. Experience necessary. 425-8530

Restaurant Workers
Part-time/Full-time
Day and Evening positions available. No experience necessary, we will train.
APPLY IN PERSON
TO MANAGER
BETWEEN 2-4PM or 7-9PM
RUSTLER STEAK HOUSE
15301 Telegraph - Detroit
Equal Opportunity Employer M/F

COOKS wanted for Italian Restaurant, pay commensurate with experience, good working conditions and hours. Apply at Fior D'Italia, 12 Mile & Northwestern Highway, Franklin Shopping Plaza. 357-3280

WAITERS - WAITRESSES - Cashiers wanted full or part time. Experience desirable, openings on 2 shifts. Apply Fior D'Italia, Franklin Shopping plaza, Northwestern Highway at 12 Mile Rd. 357-3280

GENERAL CAFETERIA work, 7 AM-3 PM full time, Farmington area. Call Marie at 553-2000 ex.327

COOKS - Bus Boys - Waitresses for both days & nights. Apply in person Monday thru Friday 2-6 PM, 28875 Franklin Rd., 12 Mile Northwestern area, Southfield.

DISHWASHERS

Night shift, benefits. Apply in person between 3 & 5 PM to Kitchen Manager.
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

KITCHEN HELPER, 11 am to 7:30 pm. Pleasant working conditions. Bedford Villa Nursing Home, Southfield. 557-3333

COOKS
Full time, 6 am to 2:30 pm & 11 am to 7:30 pm shift. Air conditioned kitchen, fringe benefits. Bedford Villa Nursing Home. 557-3333

MITCH HOUSEY'S in Livonia needs Waitresses, Bus Boys, Hostesses. Must apply in person. 28500 Schoolcraft. 425-5520

COCKTAIL WAITRESS - full time, evenings & weekends, Farmington. 476-1550

BARTENDER/BARMAID - experienced. Full time. Apply: Botsford Inn, Mr. Anhut. 474-4800

KITCHEN AND COUNTER HELP. Apply at Charlies Rib Cage, Country Village Center, 20099 W. 12 Mile Rd., Southfield.

WAITRESSES, experienced, for night shift. Dishwasher for night shift. Short Order cook, experienced in breakfast. All must be over 18. Apply in person. Van's Place, 25710 Ford Rd. at Beech Daly, Dearborn Heights.

DISHWASHER

Days. Easy pace, good pay, good people, nice fringes. Neat and Well-groomed Only need apply. Apply 2-4:30 PM, Mon. thru Fri. at:
Steak and Ale
12 Mile & Orchard Lake Rd.

BARMAID OR Bartender, part time weekends. Trophy Room Pub, Dearborn Heights. Call mornings for appointment 274-6278

WAITRESS, full time. Apply in person, Time Fine Foods, 33971 Plymouth Rd., Livonia; or call 261-8890

GRILL MAN, full or part time, days. Lenny's Deli, 29556 Orchard Lake., Rd., Farmington Hills. 851-5444

WAITRESSES & COOK. Afternoons and weekends. Apply at Guernsey Farms Dairy, 21300 Novi Rd., Northville. 349-1466

FULL & PART TIME, applications being taken Tuesday, February 6, between 9AM-5PM. A&W Root Beer, Dearborn Heights, 26233 Ford Rd.

PIZZA maker wanted, pay $2.90 per hour for afternoon and weekend work. Apply in person between 3 and 5PM Mon. thru Thurs. 38141 Ann Arbor Rd, Livonia.

BIRMINGHAM Chinese Restaurant needs waitresses, busboys & dishwashers. Good income. Call 642-8386

CHARLEY'S CRAB
Looking For:
Oster Bar Person
Dishwasher
NIGHTS
Must be 18. Apply in person: 5498 Crooks Rd. (at I-75), Troy.
An Equal Opportunity Employer

COUNTER Help. Make pizzas and sandwiches. Part time and full time. Days and nights. 17 or older. Apply Granny's 33048 W 7 Mile, Livonia.

DELIVERY Person, 17 or older. Must have own transportation. Minimum wage plus tips. Apply in person, Granny's 33048 W 7 Mile, Livonia.

THE PIZZA PAISANO
11 MILE & EVERGREEN
is looking for day time help
Call after 2PM
569-8200

GOURMET CHEF WANTED
Experienced, please send resume and picture to 30325 W. 6 Mile, Rd. Livonia, Mi. 48154

PART-TIME POSITION

We need men & women to work some early evenings to closing, 3-4 time per week, hourly rate plus gratuities to equal above-average starting wage, uniforms furnished, no experience necessary as we provide training, must be over 18 years of age, and have dependable transportation. For information, call Manager between 5-10 PM, 349-9380.
FRIENDLY ICE CREAM SHOP
331 No. Center St., Northville
Equal Opportunity Employer M/F

DAY HELP NEEDED
8 AM. - 4 PM. Apply between 8 AM. - 11 AM. Monday thru Friday. Burger Chef, 33340 W. 12 Mile Rd., Farmington Hills. 553-0680

EXPERIENCED, Part-time cook for banquets. Ask for Bill or Nick, 477-8050

McDONALD'S

is now accepting applications for:
DAY HELP
Rate $3.10 per hour.
- Apply in person -
38400 TEN MILE
near Grand River
FARMINGTON HILLS

WAITRESSES
Wanted. Must be 18. Apply Dino's Pizza Parlor. 31525 Joy Rd., Westland. 261-3720

HOSTESS

FULL TIME & NIGHT POSITIONS.
NO EXPERIENCE NECESSARY.
APPLY IN PERSON.
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

506 Help Wanted Sales

CAREER NIGHT
Gallery of Homes
LECTURES ON HOW TO SUCCEED AS A REAL ESTATE SALES CONSELOR
Gallery of Homes experts answer all your questions on a challenging career in real estate.
TIME: 7-9 PM
DATE: Thursday, Feb. 8
LOCATION: 607 Main St., Plymouth
SIGN UP TODAY
453-2210

LOOKING?

Livonia Office of National Company now expanding Sales Force in Office Food Sales. Applicant must be neat & willing to learn. Above average commission opportunity plus salary & auto allowance. No over night travel. All Benefits. Call for appointment. Mon. thru Fri.
522-7873

505 Help Wanted Food & Beverage

THE J. L. HUDSON
TWELVE OAKS MALL

12 Mile-Novi Rd at I-96

Progressive Detroit Metro based retailer seeking

RESTAURANT PERSONNEL

With experience in cooking/general kitchen utility function. Excellent benefits.

Apply in Person at the
Personnel Office
Third Level
9.30 AM-5.30 PM MON. thru SAT

HUDSON'S
TWELVE OAKS MALL
27550 Novi Road, Novi

An Equal Opportunity Employer M/F

MANAGEMENT OPPORTUNITY IN HOSPITALITY FIELD

CONTINENTAL RESTAURANT SYSTEMS entered the state of Michigan with the opening of STAG & HOUND in Grand Rapids in March of 1974, today we number 8 full service restaurants in Michigan and have plans for even further growth in the state. Nationally we are located in 12 states and operate 63 dining establishments. To complement our expansion we are seeking people with proven leadership abilities to enter our Management Training program. Individuals selected to join us must possess high standards, a willingness to devote the time and energies necessary to be successful, and the talent to lead people.

We offer a comprehensive training program, excellent benefits and competitive compensation. For an appointment, call or send your resume to:

MR. DON LAWLEY
313-559-9380

CONTINENTAL RESTAURANT SYSTEMS
29508 Southfield Rd., Suite 200
Southfield, Mich. 48076
An Equal Opportunity Employer M/F