Help Wanted

504 Help Wanted Office-Clerical

EXCELLENT TRANSCRIBER
Needed on zeros 800 or 850 1 line
Afternoons, 3-9 pm
Apply Mon thru Fri 9-3
19360 Middlebelt, Suite 310
Livonia
478-1130
NO FEE

MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

EXECUTIVE SECRETARY required for Southfield firm. Typing, filing & mute duties. Call Mon thru Fri, 9am-5pm 424-8770

EXECUTIVE SECRETARY
Working for president of manufacturing firm located in Wayne. Fantastic opportunity for career minded individual. Must have solid secretarial background, good typing, and shorthand skills. $260 per week. Apply immediately.
Somebody Sometime
272-8500

EXECUTIVE SECRETARY, with shorthand who can be flexible in regard to working hours, for placement in executive offices in Southfield. Telegraph & 12 Mile. Salary commensurate with ability. Call Crystal, 531-7850

EXECUTIVE SECRETARY Permanent part time. Southfield area. Challenging position serving top executives. Call for appt. 557-2757

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Must have attention to detail and responsibility. Call for more information 352-3229

EXECUTIVE SECRETARIES
Major international location opening new corporate offices in West suburban area. Excellent opportunity to land top notch positions at this prestigious firm hires complete new secretarial staff. Generous starting salary from $13,000 to $17,000. Fantastic fringes, good advancement potential and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EXPERIENCED Secretary-Receptionist with bookkeeping experience for growing Southfield Real Estate firm. Call Ann between 8 30 - 5PM, 355-1780

EXPERIENCED SECRETARY for 1 man office. 3-4 days a week. Insurance experience. Hospital W. Bloomfield 363-3914

FREELANCE TYPING
Terrific beginning opportunity available for typist with good statistical ability. Rapid advancement and growth potential. Full benefits and excellent working conditions. 352-3229

FILE CLERK
Expanding company needs full time person for filing & related jobs. Near area 644-6200

FILING. Typing, answering phone. Must enjoy working with numbers. Four to five days a week. Apply North American Manufacturing, 29925 Telegraph, Southfield

FORTUNE 500 COMPANY needs part time clerk typists (2 days weekly) with good typing skills and 40 words per minute, some office experience required. Attractive office environment located in Troy area. Please send resume to box 2880 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME front office position now available at prestigious Racquet Club. Excellent working conditions & benefits package. Must enjoy people, have pleasant personality and abilities to meet people a must. Apply in person: Franklin Racquet Club, 29350 Northwestern Hwy., Southfield 352-8000

504 Help Wanted Office-Clerical

Gas Gold & Groceries
are all going up! KELLY SERVICES can provide the opportunity to earn extra money to help you keep up with the days rise in prices. We have many temporary assignments available for TYPISTS, BOOKKEEPERS, GENERAL CLERKS and others. KELLY SERVICES offers top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. Apply at the KELLY OFFICE nearest your home.

Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2238 S. Telegraph, Bloomfield Hl
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 125, Southfield
424-9100
Somebody Sometime
272-8500

EXECUTIVE SECRETARY, with shorthand who can be flexible in regard to working hours, for placement in executive offices in Southfield. Telegraph & 12 Mile. Salary commensurate with ability. Call Crystal, 531-7850

GENERAL INSURANCE office needs girl to handle dictaphone & miscellaneous work. Full time Southfield area. 352-8686

GENERAL OFFICE
Receptionist, Typist Work
Immediate opening for mature, reliable personnel needed. Please call for an appointment between 10-4 PM 644-9091

GENERAL OFFICE HELP. Must like figures, knowledge of bookkeeping helpful, varied duties. Full time. Apply in person between 3am-4pm. Great Lakes Wholesale Drugs, 17731 Levan Rd. Livonia

GENERAL OFFICE - dealership experience preferred. Southfield 354-6600

GENERAL OFFICE duties will include typing, filing, answering phone and other office related tasks. Starting salary is $140 & up per week depending on experience plus benefits. Modern office. Call Dorothy 863-6002

GENERAL OFFICE
Southfield property management, Northland area. For posting rents and typing. Pleasant working conditions. Recent experience not necessary.
Marson
569-5555

GENERAL OFFICE
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
355-2424

GERMAN CLERK TYPIST
We are looking for a bi-lingual clerk for our International Division. You must be fluent in German and English, have a good Math aptitude and an excellent phone manner. If interested, contact Debbie Dudgey.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, Mi 48037
355-9300, ext. 283

GREAT OPPORTUNITY
For a sharp college or high school girl to earn $5.00 an hour on Saturdays for office sales position. Call 11AM-6PM Monday through Saturday.
478-3830

504 Help Wanted Office-Clerical

Immediate Opening
Let your clerical talents make money for you. Type 50 WPM. Learn new skills. Advancement guaranteed. Call today.
649-5900
Snelling & Snelling PERSONNEL

INSURANCE CLAIMS officer. Some typing & phones, experience helpful but not required, call Laura for appt. 8:30-4:30. 879-2200

INVENTORY CONTROL ASSISTANT
Manufacturing division of an established company located in Bloomfield Twp. needs an inventory control assistant to assume responsibilities for production reports, responsibilities include clerical and secretarial assistance to materials management & inventory controls person. Typing of 40 w p m & accuracy with figures a must. Ideal spot for someone who enjoys varied duties

Corporaal Small office environment and excellent employee benefit package. To arrange for an interview, please call Mary at 937-0710

LEGAL SECRETARY
To assume responsibilities for Legal office specializing in Real Estate, Estate planning and Corporate business. Overlooking Atrium - Tel-Twelve area. Excellent hours. Salary and incentive bonus commensurate with ability and experience. For appointment call:
642-9400

LEGAL SECRETARY - Typing & shorthand required. Will train someone with good skills & aptitude, salary commensurate with experience. Birmingham Farm. 645-1009

LEGAL SECRETARY, Experienced General law practice in Southfield. Call Mr. Ambrose after 4PM 356-7800

LEGAL SECRETARY, experienced Shorthand required, interest in Domestic Relations. Excellent salary and benefits. Southfield area 352-8686

LEGAL SECRETARY and gal friday for new Birmingham office. Will train. Desire college grad or student who wants night law school or para-legal career. Good pay. 645-0750

LEGAL SECRETARY. Experienced for partner in Birmingham firm. Litigation practice in divorce, criminal & municipal Salary open. 645-1100

LEGAL SECRETARY - experienced general practice, plush Town Center office, diversified position, benefits. 358-1000

LEGAL SECRETARY
Top skills, well organized. Top pay for a young aggressive Bloomfield Hills management labor law firm. 356-5670

LEGAL SECRETARY, Experienced for Southfield Law Office. Good salary and benefits. Immediate opening. Call Marilyn 358-0100

LEGAL SECRETARY needed for Southfield law firm. Experience in negligence law helpful but not necessary. Good typing & dictaphone skills a must 559-4210

LEGAL SECRETARIES
Many additional positions are available for candidates with legal experience. The positions are located with private law firms and attorneys throughout the tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional service. Isn't it time you called Personnel at Law?
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 1580
SOUTHFIELD, MICH. 48075
Southfield 356-5720
Dearborn 336-5774
Hemisphere Center 567-0145
Troy 619-2166

LEGAL SECRETARY - part time, 2 days, for Southfield (Town Center) office. Excellent & experienced typist. 352-8686

LEGAL Secretary for Southfield law firm. Must have previous experience in litigation. Salary commensurate with ability. Full benefit package.
Call 358-4650

LEGAL SECRETARY
Experienced and well qualified Legal Secretary needed full time for small Birmingham office dealing in corporate and real estate law. Call 644-4433

LEGAL SECRETARY with experience in Civil Litigation for Bloomfield Hills law firm, excellent typist skills, no shorthand, salary commensurate with experience & ability. Fringe benefits Call 858-2443

LOBBY RECEPTIONIST - Troy firm, accurate 50 WPM typing & 2 years office experience necessary, lovely personality, full benefits, $800, fee paid

TYPIST - Secretary, fascinating Southfield firm, 60 WPM typing required, immediate opening, benefits, $700, fee paid

ACCOUNTING — clerk, accurate typing, knowledgable in benefits, deductions & trial balance, for radio station, benefits, $800

LOIS RAY PERSONNEL
559-0560

LOVE TYPING?
Growing suburban company needs responsible person with good typing skills for varied position in sales department. Good starting salary, full benefits, room for advancement and company pays our fee. Hurry!

PERMANENT STAFF
Southfield 353-0505

MAGAZINE PUBLISHER needs typist for circulation office to handle mail & phone. Some experience helpful. Non-Smoker preferred. Call 9AM-3PM Lisonia Area Ask Carmen 477-6620

MATURE, RELIABLE Individual with typing skills Call 10 AM to 2 PM 272-4822

MOHI - SEIK CNC OPERATOR
Experienced in programming & set up. Full benefits. Hybrol Manufacturing, Garden City 261-8030

Novi Receptionist
FEE PAID Put Your outgoing personality to good use working for friendly company! Lots of variety and super starting salary! Type only 50 WPM
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

504 Help Wanted Office-Clerical

OFFICE CLERICAL for service department. Good public relations and figure aptitude. Full company benefits N. W. area. For appointment contact Wm. Lewis at 477-1900
An Equal Opportunity Employer

OFFICE POSITION Open for mature woman in Southfield apartment complex. Will require accurate typing and figure work. Call between 9 am. and 3 PM 644-5554

ORDER DESK - SUPPLY CLERK
Will also call customers. Salary $750, with experience - more money. Some benefits. Fee Paid.
KEYPUNCH
Fisher Building Area
IBM equipment preferred. Salary $4-$5 per hour depending on experience. Fully paid benefits including Dental. Fee Paid
FINANCIAL SECRETARY
Southfield
Good shorthand and typing. Financial statements, contracts, accounting related experience. $13,000 range. Paid benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

OUTGOING GIRL to train in customer service for young expanding company. Good game of operations for sales and telephone personality are a must. Interviews need not call. Ultra Supply Corporation. Farmington Hills 476-3246

PART TIME POSITION - Light clerical skills required for receiving position for taking approx 18 hours weekly. Please call Scott, 9 AM-4 PM, Reedler Company 535-4560
An Equal Opportunity Employer

PART TIME RECEPTIONIST. Southfield office. 4:30 to 9 PM. Mon thru Thurs. 9 am to 1 PM. Sat. Office work and typing. Call Sue at 353-0037

PART-TIME SECRETARY for Law Office 9AM-11PM daily
Livonia 464-2712

PART TIME TYPIST & File Clerk. 15-20 hours per week. Must be accurate, 12 Mile - Southfield area. Call 557-1135

POSTING CLERK
Need Bookkeeping Clerk to do posting for accounts payable. Experience necessary. Must be able to maintain accurate records for busy company. Light typing required. 8:30am-5pm, Mon thru Fri. Benefits. Salary open. For appointment, call 576-1818

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing, filing, also required, work in a great atmosphere with a growing company, benefits, apply between 1:30-3:30 pm. Middle of Harbor, Grand River-10 Mile, Farmington Industrial Park 23847 Industrial Park Dr. Farmington, 474-0124

RECEPTIONIST
for modern office in Bloomfield Hills. Experience necessary.
338-4140

RECEPTIONIST - Insurance Company, Eight Mile & Southfield area, typing and clerical skills more important than experience 538-9520

RECEPTIONIST
Sales and engineering office, division of a major company, needs an alert individual with telephone experience, excellent typing skills & knowledge of general clerical duties. Located at 12 Mile & Telegraph. Please call between 9-10am - 4-5pm. Ask for Miss Rose.
358-4070
An Equal Opportunity Employer

RECEPTIONIST
For Birmingham pediatrician's office. 2-3 days and relief. 645-1741

RECEPTIONIST. Full time employment. Very Low farm Good typing skills and pleasant phone voice required Call A. R. Basile 362-2260

RECEPTIONIST
Full Time, experienced, some typing. Apply in person, 31600 Schoolcraft, Livonia Near Farmington

RECEPTIONIST, GTE Telephone Console Operator. Typist. Immediate opening. Farmington Hills Excellent communication & typing skills. Good starting salary & fringe benefits 478-2640

RECEPTIONIST SECRETARY- Immediate opening. Must have typing skills, & know proper office work. No shorthand or dictation. Must have good telephone manner. Should be neat, personable & reliable 258-1000

RECEPTIONIST Typist needed for general office work. Heavy typing, transcribing, experience helpful. Age 50-Mid-40s. Salary negotiable. Send resume including desired salary to MHS, Inc., 3000 Town Center, Suite 2240, Southfield, Michigan 48075 352-4327

RECEPTIONIST TYPIST
Immediate opening for experienced receptionist typist for general contractor location in Southfield. Must have pleasant Send resume & salary requirement to 2942 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate opening, must have pleasant telephone manner, typing & filing required, work with growing company, new location in Farmington Hills. 478-5330

SECRETARIES
LOOKING FOR A NEW CAREER? LARGE MANUFACTURING FIRM LOCATED IN FARMINGTON HAS SEVERAL OPENINGS FOR CAREER MINDED SECRETARIES MUST BE MATURE INDIVIDUALS PREFERABLY WITH EXPERIENCE IN ENGINEERING AREA. GOOD TYPING & SHORTHAND REQUIRED. WILL ALSO BE MAKING TRAVEL ARRANGEMENTS FOR EXECUTIVES. TEMPORARY ASSIGMENT TO RESULT IN PERMANENT EMPLOYMENT IN WAYNE AREA. $220 PER WEEK TO START.
Somebody Sometime
CALL 272-8500
For Appointment

504 Help Wanted Office-Clerical

RECEPTIONIST
Large West suburban engineering firm will train friendly person with good typing for front-desk variety job in beautiful office. Good starting salary, full benefits, room for advancement and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

SALES OFFICE $10,400
Busy rep. office in Southfield needs organized and detailed Typist. Lots of telephone contact with minimal typing. Must be fast learner to quickly assume pricing responsibilities and office management. Benefit package includes profit sharing. Reply stating salary requirement in confidence to P. O. Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Sales Promotion Public Relations Temporary Christmas Project 4 Hours a Day
Introduce a new product to the public in leading department stores near your home. A fun and interesting assignment plus holiday money. A training class provided. Call Liz Nichols for more information and a personal interview.
642-3050
Temporary Staff

SALES SPECIALIST. Move from entry-level training program to sales area where phone personality counts. Hubbly manner earns $800 to start. Accuracy counts.
Call 559-4144
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

SAVE GAS Work Close To Home
Interesting short and long assignments if you are an experienced
TYPIST
SECRETARY
KEYPUNCHER
WORD PROCESSOR
SWITCHBOARD OPERATOR
CALL S.O.S.
FARMINGTON 477-9840
ROCHESTER 651-1500

SECRETARIAL HELP wanted 2 days week, typing and shorthand required. 44 hour Farmington Call 474-5505

SECRETARIAL OPPORTUNITIES
Partial listing of current openings
ADVERTISING BKKPR
2 yrs. experience with an advertising agency. A/P, A/R, billing, payroll, time studies, job costing, pegboard experience $9-13,000 yr.
CUSTOMER SERVICE
Southfield location, 55WPM, for new division. Excellent communication skills $7-8,000 yr.
COLLECTION SEC'Y
2 yr. experience in collections, manufacturing environment, excellent verbal & written communication skills. Bookkeeping experience, credit investigation. 55 WPM. Mature individual, good clerical experience. Will lead to advancement. $11,000-12,500/yr.
ALL FEES PAID CALL KAY
PLACEMENT PLUS PERSONNEL 358-3250

SECRETARIAL POSITION
Bloomfield Hills location. Small office. Must be good typist. Familiarity with Real Estate Terms helpful. Salary plus Hospitalization. Please Call Mr. Dobson 642-7600

SECRETARIES TYPISTS RECEPTIONISTS
We have many interesting assignments, both long & short term in advertising, public relations, manufacturing, legal, marketing, etc. Choose your field. Top companies with many supplying Big Ben Call Pat now for more information and personal interview
TEMPORARY STAFF
Southfield 353-0505

SECRETARIES TYPISTS
Immediate Openings & Bonuses
DETROIT & SUBURBS
PERSONNEL POOL
NO FEE
LIVONIA
29200 Vassar
(7 Mile & Middlebelt)
478-8350

SECRETARY - ABC T.V. Network Sales Typing, shorthand & telephone communication skills required, synthmatic aptitude desirable. For interview call 446-1111 ext 534
An Equal Opportunity Employer

SECRETARY BOOKKEEPER-dependable experienced person to work full time, in small Farmington office. Good typing bookkeeping and communication skills essential. Ask for Sharon 478-7407

SECRETARY, bright, sharp with good clerical skills to train as legal assistant with large Southfield law firm at American Center. College preferred. Mr. Bernstein, 355 5900

SECRETARY
Experience necessary in General Insurance Agency office procedures. Downtown Northville Call 348-1122

SECRETARY, experienced for Birmingham Law Firm. 642-5555

SECRETARY - experienced for busy Livonia corporation, ask for Barbara 478-9206

SECRETARY for Farmington Hills corporation, excellent career opportunity for organized, dependable individual with good typing & shorthand skills. Pleasant work environment. Competitive salary & fringe benefits. Send resume in confidence to Box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
FTD is looking for a Jr. Secretary for our Education and Research Division. The qualified individual will be well organized, have good communication skills, a flair for detail and type 55 wpm. Dictaphone and/or word processing experience a plus. If interested, contact Sue Cebalk.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300 ext. 184

SECRETARY/GIRL FRIDAY
Insurance office in Southfield requires an ambitious girl to handle the office. Typing and pleasant phone manner essential. Benefits provided, salary open. Call 352-4114

504 Help Wanted Office-Clerical

SECRETARY
Experienced, to District Manager, Sales Office, Machine Tool manufacturer, Southfield. For the right, mature person. Excellent salary & fringe benefits. Call Mr. Stewart for appointment. 353-1280
An Equal Opportunity Employer

SECRETARY For full time employment with Troy Law firm. Salary commensurate with experience. Please call A. R. Basile, at 362-2260

SECRETARY
Immediate opening for a secretary for UNION OPERATIONS
Must have good typing & secretarial skills. 3-5 years secretarial experience required. Excellent salary & benefits.
American Sunroof Corporation
18600 Hallmark, Southgate, 48195
Attn: Ruthanne Kelly
An Equal Opportunity Employer

Secretary
Immediate opening in the credit department of a Farmington manufacturer. 2 years secretarial experience necessary, preferably in credit collections. Excellent typing and transcribing abilities required. Some college background helpful. For interview please call
476-7100 Ext. 296
Diamond Automation Div.
23400 Haggerty
Farmington, MI 48024
Equal Opportunity Employer M/F

SECRETARY
Interested in working for a large local professional firm? A secretarial typist position is available. Resumes are not necessary for applicants with two years levels Excellent fringe benefits and competitive salary. Please respond to Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
needed for Sales Department of progressive Southfield Company. Typing and shorthand required. Excellent working conditions and benefits. Salary commensurate with experience and willingness to learn. For more information call Liz at 353-3209

SECRETARY NEEDED - Holy Redeemer High School, S.W. Detroit. Skills needed are Typing 65 WPM, some shorthand, knowledge of office machines, able to prioritize, have pleasant school office under pressure, handle confidential matters, and need to understand and speak Spanish. Contact Principal 8 AM-2:30 PM. 841-4432

SECRETARY. Part time, shorthand & typing required, general office' work. 15Mile-Northwestern area Call between 9 30AM-4 00PM. 626-5555

SECRETARY
Position in one girl office. Accurate typist in Shorthand desirable, and varied office duties. Experienced only.
Horiba Instruments
12160 Farmington, Livonia
525-2600

SECRETARY-RECEPTIONIST experienced in telephone communications for showroom opening in Troy. Excellent working conditions & fringe benefits. Send resume to Mr. Baker, Box 554, Troy, Mi. 48099

SECRETARY-RECEPTIONIST, to assume office, etc, some light typing Bloomfield Hills, call Karen 332-3660

SECRETARY-SALES
AHA, a subsidiary of a manufacturing company located in the Southfield area is seeking a qualified individual for a secretary and a secretary for the Sales Vice President.

Required skills include accurate typing, shorthand, and strong organizational abilities.

This position offers a growth potential, profit sharing, and a good benefits program. Salary commensurate with experience.

For an appointment, please contact
Denise Petrucci
644-9400 ext. 233
Equal Opportunity Employer M/F
Affirmative Action Employer

Secretary to work in Southfield lawfirm. Experience not necessary but good typing skills essential. Neatness and dependability a must. Kum
557-1155

SECRETARY
Work at busy Detroit Metropolitan Airport. Experienced secretary needed for our top executive. Must have shorthand and good typing skills for a prestigious office with diversified duties. Must have our appearance and poise to handle a great deal of contact with employees, air line executives and the general public. Salary commensurate with experience. Full range of benefits and free parking. Please call or come to Airport Motel between 8 AM and 3 PM, Monday through Friday or call Mrs. Bundarin at 941-3029

Host International Metro Airport
An Equal Opportunity Employer

SECRETARY, Bookkeeping knowledge desired, but not essential. For Southfield C.P.A. firm. If you have these qualifications call 352-8086

SEEKING individual with good typing skills, math aptitude & previous office experience for various clerical positions Call Paul Geyer, 557-2533

SOUTHFIELD LAWFIRM seeking experienced legal secretary. Call Pat, 354-4030

TWO PART TIME temporary clerical workers needed for American Cancer Society office in Southfield, filing, typing, telephone. Will train. Apply in person Mon. or Tues. from 3-4 pm, 29500 Southfield Rd. N. of 10 Mile. 557-3353

TYPE SETTING & KEYLINING Position open for the experienced or willing to learn. Must have typing speed 40 WPM and math background. $3 per hour for the learner, $3.50 start for experience. Part time - call before 10 AM, Call Jackie 9 AM-5 PM, Monday thru Friday for interview. 478-0669

TYPIST - experienced, required for Livonia CPA firm, full or part time, reply to box 2936 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST
Work exciting Temporary Jobs For Glamorous Co.
Many Scott Group Assignments Go Permanent
There Is Never A Fee Charged To You
Brush Up On Your Skills Call Us For A Fun Position
SCOTT GROUP
334-9790
1383 N Woodward Suite 102
Bloomfield Hills
or 542-9232
738 S. Washington
Royal Oak
TOTAL EMPLOYMENT SERVICE

504 Help Wanted Office-Clerical

SOUTHFIELD office, full time position available with person with mature attitude for typing, invoicing, overseeing orders & phones. Good verbal communications. Please call 353-5670

STATISTICAL TYPIST - Experienced, part time, flexible hours, for CPA office located near 10 Mile & Greenfield area 557-1911

SECRETARY - $12,000
Large suburban corporation offering comprehensive Benefit Plan which includes Blue Cross with Master Medical & Dental Plan Standard vacation + ONE (1) WEEK PAID BREAK BETWEEN CHRISTMAS & NEW YEAR. Book flight & travel arrangements for Management Corporate Administration. Schedule travel itinerary & handle correspondence Type 65 - prefer dictaphone experience. Fee Paid
525-7875
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SWITCHBOARD OPERATOR
Large manufacturing firm in Wayne area needs switchboard receptionist immediately. Please contact:
Somebody Sometime
Southfield 272-8500

VICTOR
TEMPORARY SERVICES
We Get Personal
When you're matching qualified people to interesting jobs, you have to get personal. When you're placed on a temporary assignment, you can be sure that you'll fit right in. With Victor, you can work when and where you like — become eligible for bonuses — fit your work schedule to your life style. At Victor, we care.

We need
SECRETARIES
TYPISTS
GENERAL CLERKS
Call 362-4070
Victor Temporary Services
An Equal Opportunity Employer

WELL RESPECTED Southfield Law firm looking for correspondent secretary who is sharp, responsible & excellent typist 645-5940

505 Help Wanted Food-Beverage

BARMAID
BARMAIDS & WAITRESSES wanted for new suburban lounge restaurant. $250 week, must wear costume. Call;
478-2234

BARMAIDS & COCKTAIL waitresses Spaghetti Company, Ask for Dave 552-5880

BAR PORTERS
We have immediate openings in our busy cocktail lounge for bar porters. Previous experience preferred.
Please apply in person to
Personnel Office
Mon thru Fri
9am-1pm 3pm-6pm
SHERATON SOUTHFIELD HOTEL
17017 W. 9 Mile Rd
Southfield, Mich.
An Equal Opportunity Employer

BONANZA Help wanted. Positions available, day cook, full time, evening hostess, part time, evening bus persons, part time. Apply in person between 2-4PM. Bonanza, 7 Mile and Farmington Shopping Plaza.

BUS BOYS - DISHWASHERS - part time, afternoons & weekends, apply in person Ramo's Horn Restaurant, 8350 Middlebelt, S. of Joy Rd. in Westland.

BUS PERSONS
Immediate opening, day or night shift. Apply in person 2 - 4pm. Tues - Sat. Kay Bonham
TUNNEL BAR-B-Q
29161 Northwestern Hwy.
Near 12 Mile
Southfield

BUS PERSONS MAINTENANCE HOSTESSES COAT CHECK
NOW TAKING APPLICATIONS
Apply Monday - Friday
Between 3PM - 4PM
THE DRY DOCK
26855 GREENFIELD
At 11 Mile Road

CASHIER AND DELI COUNTER
Will train, good pay. Full or part-time. 14 Mile-Middlebelt area.
Call after 2 PM. 851-8110

CASHIER, HOSTESSES, Bus People, Day Waitresses, apply in person, ask for Peggy Kinner, Holiday Inn of Southfield, 26555 Telegraph

CHEF - experienced, full time, good hours & benefits. Hoek's Bavarian, 27331 S Mile, Redford.

COCKTAIL LOUNGE
Do you like people? Full time position attending sea food counter in our popular cocktail lounge. Noon to 8PM, Mon thru Fri.
Please apply in person:
Personnel Office
Mon Thru Fri
9am-1pm 3pm-6pm
SHERATON SOUTHFIELD HOTEL
17017 W. 9 Mile Rd.
Southfield, Mich.
An Equal Opportunity Employer

COCKTAIL WAITRESS
Evenings and weekends
full or part time, will train
Bel Aire Lanes 476-1550

COCKTAIL WAITRESS, experience preferred, approx 20-25 hours per week. Apply in person Mon.-Fri.,5-8PM Hines Park Inn, 36655 Plymouth Rd., Livonia.

COFFEE SHOP
We have immediate openings for bus persons and room service. Varied shifts.
Please apply in person:
Personnel Office
Mon thru Fri
9am-1pm 3pm-6pm
SHERATON SOUTHFIELD HOTEL
17017 W. 9 Mile Rd.
Southfield, Mich.
An Equal Opportunity Employer

COOK - experienced in Italian cooking, nights, Farmington area restaurant. 851-4094

COOK NEEDED. Prefer mature person with experience. Shift 5:30AM-3PM. Apply in person, 9AM-4PM; Monday through Friday. Westland Convalescent Center, 36137 W. Warren, Westland

COOKS - experienced short order, full time, all shifts, good pay, apply in person. Rama Horn Restaurant, 8350 Middlebelt, S. of Joy Rd. Westland. 261-0553

505 Help Wanted Food-Beverage

COOKS & FOOD PREP persons needed, experience preferred but not necessary. Apply Leather Bottle Inn. 28937 W. Warren, Tuesday thru Friday between 2-4PM. See Wooly.

COOKS
Full & part time positions now available for dependable energetic individual- will train
APPLY IN PERSON
ORIGINAL PANCAKE HOUSE
19355 W 10 MILE
Between Southfield & Evergreen

COOKS PREP COOKS
Experience not essential, just hard workers with a good professional attitude, willing to work in a team effort. We will train in broiler cooking, product presentation, prime rib cutting techniques and food preparation. To arrange an interview call 557-0570 between 8AM-11AM, Monday - Friday.
THE DRY DOCK

COOKS - Short order, Full or part-time. Good pay. Apply in person or call Time Fine Foods, 23971 Plymouth, Livonia 261-8250

COOKS
We have openings in our kitchen for cooks with at least 3 years experience. Varied shifts. Generous benefit package.
Please apply in person:
Personnel Office
Mon thru Fri
9am-1pm 3pm-4pm
SHERATON SOUTHFIELD HOTEL
17017 W. 9 Mile Rd
Southfield, Mich
An Equal Opportunity Employer

DARLIN LILLY'S needs bus persons, dishwasher, cooks and pantry help. Apply at 29200 Orchard Lake Road, Farmington Hills.

DAYTIME UTILITY PERSON
Job duties: Light maintenance and utilities. Dishwashing. Monday thru Friday, 8 30AM-5PM. Good pay and benefits. Apply in person
Steak and Ale
32750 Concord Dr
Madison Heights
588-4650

DIETARY AIDE
Mature person only, 11 30AM-8PM Mon. Apply in person 8AM-4PM, Mon. - Fri. Westland Convalescent Center, 36137 W. Warren, Westland.

DINING ROOM
We have several openings for waiters-waitresses with at least one year experience. Also, an opening for a hostess
Please apply in Person
Personnel Office
Mon thru Fri
9am-1pm 3pm-4pm
SHERATON SOUTHFIELD HOTEL
17017 W. 9 Mile Rd
Southfield, Mich
An Equal Opportunity Employer

DISHWASHER, full time days. Apply Palace Fine Foods, 28304 West Seven Mile Rd., Livonia 476-9070

DISHWASHERS
Not in school, mature. Hours 4 PM - Midnight, Call Stacey at the Sycamore Hotel, Plymouth, Michigan. 453-1620

DISHWASHERS
12 30 4 30 PM and evenings, Monday thru Friday, good starting wage. Apply at The Chalet, 39305 Plymouth Road, Livonia

EXPERIENCED pizza maker wanted Also kitchen help. Full or part time. Apply at Vernos Pizza, 41132 W. Ann Arbor Plymouth 420-0333

EXPERIENCED WAITRESSES - immediate openings. Apply at Frank's Bavarian, 27331 S Mile, Redford.

HEAD WAITRESS
Position open at Palace Fine Foods family restaurant. 1759 Plymouth Rd., Ann Arbor, just 2 miles W. of US-23. We are prepared to examine and organize our service staff on our afternoon shift. Pick your own days off. See or call Dan or Debbie. 663-1464

HOUSEWIVES/STUDENTS
And any others available for part time positions. Douglas Food Corp. is now accepting applications for positions in their Mobile Kitchens. Duties may include some cooking as well as cashiering and acting as a hostess. Approx. 6-5 hours per day beginning as early as 7:30 AM. Evening positions will develop.
Apply Monday thru Friday, between 8AM-4PM at:
32616 Industrial Rd., Garden City
427-5300

INEXPERIENCED HOUSEWIVES
Will train
Banquet Service
Mayflower Hotel, Plymouth, Michigan
$4 an hour and up. Apply in person.

KITCHEN AIDES
Full time, apply Hendry Convalescent Center, 105 Hagerty, Plymouth. 455-0510

KITCHEN HELP wanted. Experience necessary. Excellent salary & pleasant surroundings. Apply in person between 8AM-5PM. Contact Chuck Moller or Bill Stavros, Red Timbers Inn, 40280 Grand River, Novi.

LADIES, part time, day or night shifts, no experience necessary. Apply at McDonald's, Ford Rd. & Middlebelt, Garden City, 808 Rochester Rd., Rochester; or Pontiac Trail, S. Lyon

MANAGEMENT OPPORTUNITY, no experience necessary, will train. Benefits. Apply at McDonald's, Middlebelt & Ford Rd., Garden City, 808 Rochester Rd., Rochester or Pontiac Trail in South Lyon

PLYMOUTH TOWNE ARTS.
Now hiring full time cooks & waitresses, must have experience in restaurant cooking & waitress service. Call Mr. Morris 455-0510

STEAK AND ALE
is now accepting applications
for the following positions:
BARTENDERS
DAY & NIGHT BUSBOYS
NIGHT KITCHEN PERSONNEL
COOKS
Please apply in person between 2-4PM
Steak and Ale
24606 Northwestern Hwy.
Southfield 353-7448

WAITRESSES
ALL SHIFTS, Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm

WAITRESSES & BAR MAIDS
Full time, Apply Monday - Friday, 11AM-3PM. Delta Lady Lounge. 545-5483

WAITRESSES, COOKS, BUSBOYS
Experienced. Apply in person to:
The Pear Tree Restaurant,
34899 Plymouth Rd., Livonia.

WAITRESSES COOKS & General Utility
Machus West Maple
160 W. Maple, Birmingham
Call 644-1018

WAITRESSES & COOKS
Day & night shifts. Apply in person: 19100 Middlebelt Rd., Livonia. (Across from the Mall)

WAITRESSES
Full time positions now open. Good working conditions. Apply in person: Canton Big Boy, 45250 Ford Rd.

505 Help Wanted Food-Beverage

Michael's
Family Restaurants
is now taking applications for
WAITRESSES
COOKS
DISHWASHERS
HOSTESSES
Apply in Person
39455 10 Mile
(at Haggerty-Novi)

MORNING - AFTERNOON & evening hours available for reliable people, no experience needed, apply in person between 2-5pm or 8-10 pm Hardees of Farmington, 29224 W. 8 Mile, Near 8 Mile Middlebelt

NOW TAKING APPLICATIONS FOR:
BARTENDERS
Apply in Person Monday-Friday
Between 3PM - 4PM
THE DRY DOCK
26855 GREENFIELD
(At 11 Mile Rd.)

PART-TIME. Monday thru Friday. Immediate openings for Cooks, Cashier, Salad Prep, Porter, Apply Tues - Nov. 13th, between 10AM-3PM. Sinai Hospital, Main Lobby, 6767 W. Outer Dr.
An Equal Opportunity Employer

PART-TIME WAITRESS, Flexible hours. Contact Nancy, Cozy Cafe, 15 Forest Place, Plymouth 455-3310

SALES CLERK for counter, full time. Apply at Aldwych Scotch Bakery, 23566 Five Mile, Redford Twp

SENIOR CITIZENS
Looking for extra income?
Jobs Available
Dishwasher, Cooks, Pantry
Apply at:
Darlin' Lilly's
29200 Orchard Lake Road
Farmington Hills

WAITRESSES
Mornings or Evenings for banquet style serving at Apartment complex
Apply in Person
Franklin Club Apts.
28301 Franklin Rd.
Southfield
353-2057

WAITRESSES- Needed Livonia area for night shift. Apply 31735 Plymouth Monday through Friday between 4 30PM-8 00PM

WAITRESSES & WAITERS - day and night shifts. Apply in person Northville Charley's, 41122 W. 7 Mile, Northville

WAITRESSES WANTED
Part time positions, 3-4 nights a week from 5pm-10pm Apply in person Kostes Island, Grand River-Halstead, next to K-Mart 478-0440

WAITRESSES & WAITERS
$225 - $300 per week
Fast Track. Must be experienced, mature & dependable.
Apply between 2-4 PM
Mon thru Fri
Cafe Fior
Franklin Shopping Plaza
12 Mile - Northwestern
357-3280

WAITRESSES
Days or nights, full time or part time W. Bloomfield area Ask for Betty
851-9390

WAITRESS WANTED - Experience not necessary. Apply at Lounge in Westland 33100 Ann Arbor Westland
Call 427-6622

506 Help Wanted Sales

CENTURY 21
Experience Not Necessary
3 weeks schooling (we will reimburse you for one of our 3 week schedules) will prepare you for your license exam. Also you on the job training plus free Century 21 training program will prepare you for making money as a real estate salesperson. If you are not thinking about, so let's do it. WESTLAND OFFICE, located at 8276 Merriman Rd. just north of Ann Arbor Trail. Century 21, ABC Realty,