Help Wanted

504 Help Wanted Office-Clerical

BANK SECRETARY

Large suburban bank offers advancement and top benefits. Including dental! No shorthand, good typing. Hurry! To $400. Call Kathy now!

353-2090
SNELLING & SNELLING PERSONNEL

BIRMINGHAM CPA FIRM
Excellent opportunity for individual with General Ledger & Bookkeeping skills, who is interested in developing an accounting career. 644-6660

BOOKKEEPER- Experienced. Shorthand knowledge helpful. Required for construction company. Farmington area. Reply to Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER

Full charge, must be experienced and able to manage 5 person bookkeeping staff. We are a travel company located in Southfield and offer extensive benefits, salary open.

353-6035

BOOKKEEPER
Small office in Northwest Southfield, has immediate opening for individual experienced in General Accounting, including Taxes & General Ledger, through Financial Statements. Please mail resume with salary requirements to Controller, C/O TWI International, 29621 Northwestern Highway, Southfield, Mich. 48034

BOOKKEEPER thru Financial Statement wanted for Livonia CPA firm. Full time employment. Send resume to "Bookkeeper", Suite 224, 29200 Vassar Ave. Livonia, Michigan, 48152.

BOOKKEEPER TYPIST
Part time for public accounting office. Oak Park area. 542-0144

BUSY APARTMENT COMPLEX OFFICE IN PONTIAC TWP. NEEDS CLERICAL HELP TO TRAIN AS ASSISTANT BOOKKEEPER. MUST BE INTELLIGENT, MATURE, ACCURATE WITH NUMBERS, HAVE GOOD TYPING, FILING AND TELEPHONE SKILLS. MUST BE WILLING TO WORK CALL 10AM-NOON ONLY

334-0455

BUSY SOUTHFIELD office is looking for a well organized person with good phone and typing abilities. For interview, call Paula Huttula at 352-3750

BUSY SOUTHFIELD OFFICE is looking for well organized, full time administrative secretary. Duties will include general office work, such as telephone, typing, filing, TWXing, copying, at times, data collection for analysis. This is a growth company with good benefits. For interview call Joanne at

352-8181

CLAIMS ADJUSTER
FEE PAID. Immediate opening! Super benefits!
Snelling & Snelling
336-7100

CLERICAL. General office duties, preparatory computer work, mail processing, light typing, full time. Bloomfield Hills.
334-9024

CLERK - Assistant in purchasing dept. includes typing, filing, phone follow up, experience preferred, full Benefits, Plymouth area. 455-2200 ext. 216
An Equal Opportunity Employer

CLERK
National company has excellent entry-level spot for individual with good figure aptitude. Full benefits.
Snelling & Snelling
336-7400

CLERK-TYPIST familiar with 10 key adding machine. Apply in person: Ramsdgers, 34534 Plymouth Rd. Livonia.

CLERK TYPIST
Full time position for Insurance Clerk Typist. High School grad with accurate clerical and typing skills required. We will train for the position. Please call Sharon for interview.

647-8600

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for Clerk Typist. good typing skills & figure aptitude required. Excellent benefit package. Contact Mr. Love. 453-8500

CLERK TYPIST
needed for small construction company. Must be accurate, full time. Call Monday thru Friday 626-7671.

CLERK TYPIST
We are looking for a strong typist with good communication skills for our membership division. The right individual should possess typing of 55 wpm, knowledge of office procedures and an ability to organize work. If qualified, contact Sue Cebali.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300. ext 184

502 Help Wanted Dental-Medical

MEDICAL TECHNOLOGISTS
Immediate Positions available for Senior Medical Technologists. Baccalaureate Degree and/or M.T. registry preferred. Afternoon and Midnight shift positions. Requires extensive experience in Blood Bank, General Chemistry and Hematology. Highly competitive compensation and benefits. For details, contact F. Lyster, Manager Clinical Laboratory.
DETROIT OSTEOPATHIC HOSPITAL
12523 Third Ave.
Detroit, Michigan 48203
252-4000, Ext. 4220

$ $ $ $ $ $
NURSE AIDES
No experience, up to $3.30 per hr. to start
With acceptable experience we offer a guaranteed raise. And look at the benefits:
1. Highest starting wages
2. Fully paid Blue Cross-Blue Shield
3. A Partner's share of the profits.
4. Free sick benefit program.
5. Nursing Scholarship Program.
6. Paid Vacation the first year.
7. Credit Union savings benefits.
8. Excellent working conditions
9. On the job training
10. Quarterly evaluations & regular advancements.
To join a first class nursing team, apply immediately in person up to 7 P.M. This is a limited offer.
FOUR CHAPLAINS
Convalescent Center
28349 Joy Rd., Westland
(Between Inkster & Middlebelt)
261-9500

504 Help Wanted Office-Clerical

CLERK-TYPIST
Southfield CPA office. Good salary, benefits. Office experience desirable, but not necessary.
PARKER, WITTUS & CO.
315 Travelers Tower
Call Miss Velan 354-4490

CREDIT MANAGER
Accounting or bookkeeping, collection experience required, candidate will handle collections for $1,000,000 receivables and establishing of credit. Salary & full benefits. Please send resume and salary requirements to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CUSTOMER SERVICE ASSISTANT
Our National organization is seeking an individual who possesses excellent organizational ability, a strong analytical background, good typing and communication skills and would be willing to work from 12PM to 8.15PM.
We offer a competitive salary and an excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebali.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
355-9300, ext. 184

DATA PROCESSING OPERATOR
Full responsibility for entering, balancing & preparing various small business computer system outputs. We need a self starter with experience in manufacturing data processing. Should be a fast accurate typist and thrive under pressure and deadlines. Company paid fringes. Send resume with salary history or telephone for an interview appt. Attn: M.L. Coy, Cox Communications, 15300 Fullerton, Detroit, Mich 48227. 313-835-5740
Equal Opportunity Employer M/F

EXCITING OPPORTUNITY FOR RIGHT PERSON WORKING FOR COLLECTION DEPARTMENT OF APARTMENT MANAGEMENT FIRM IN SOUTHFIELD. WILLING TO TRAIN INTELLIGENT, ARTICULATE, DEPENDABLE, ACCURATE PERSON FOR THIS DIVERSIFIED DEMANDING POSITION. MUST TYPE AND COMPOSE OWN LETTERS. CALL 10AM-NOON ONLY.

358-0459

EXECUTIVE SECRETARY. Permanent part time. Southfield area. Challenging position serving top executives. Call for appt. 557-7273

Executive Secretary
Opening for a secretary with typing skills at 80 WPM, ability to use dictaphone equipment and take dictation at 80 WPM, excellent salary, benefits & pleasant working conditions. If you are qualified call: Personnel Department
557-5700

Firemans Fund Insurance Company
Equal Opportunity Employer M/F

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information.
353-3109

EXECUTIVE Secretary to function as Gift Friday for president of sales & manufacturing organization. Typing required & shorthand desirable. Well experienced in general office procedures. Send resume to box 170, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED ACCOUNTS Payable bookkeeper for construction related company. Call Barbara at 478-0500 ext. 44.
Bob Saks Oldsmobile, Inc. Farmington Hills.

EXPERIENCED LADY needed for busy gastroenterologists office, must have good knowledge of medical terminology, all types of insurance, typing required, much personal contact with patients, 5 day week, Southfield area.
559-7770

EXPERIENCED LEGAL SECRETARY for growing Southfield law firm. Excellent typing and light shorthand required. Ext. 31.
354-3200

EXPERIENCED PERSON
Needed for typing, bookkeeping, insurance billing & payroll.
644-2900

EXPERIENCED SECRETARY
For busy auto insurance office in Northville. Salary open depending on qualifications. Call
349-5041

INTERIOR DESIGN firm seeks receptionist/bookkeeper for busy and personable Birmingham office. Full time, peg board duties required. Edward R. Born & Associates Inc. 250 S. Woodward, Birmingham.
642-6040

INTERIOR DESIGN Firm, need Receptionist & Order Clerk. Full time. Call 9AM-12Noon
548-3620

504 Help Wanted Office-Clerical

EXTRA $$$$ FOR CHRISTMAS IMMEDIATE OPENING
For Secretaries, Typists, Office Clerks, Marketing People, day & afternoon shift, must be 18 and have transportation.
Apply Mon, thru Fri. 9-3
19500 Middlebelt, Suite 310E
Livonia, Mi.
478-1130
Huntington Woods
26075 Woodward, Suite 305
543-1080
Renaissance Center
Tower 100, Room 1909
259-6511
Pontiac
2911 Pontiac Lake Road
682-7700
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

E.D.P. Control Clerk
Immediate opening for individual with ability to balance computer reports to work at our Troy Office. Background education in accounting desirable. Keypunch and/or typing ability desirable. Will work 6 AM to 2 PM; hours may vary, some overtime. Apply in person Monday thru Friday, Personnel Dept., 5th floor.
1st Federal Savings of Detroit
1001 Woodward
Detroit, Mich.
An Equal Opportunity Employer

FIGURE TYPING
Terrific beginning opportunity available for typist with good statistical ability. Rapid advancement and growth potential. Full benefits and excellent working conditions. Call
353-3209

FOR IMMEDIATE EMPLOYMENT
We need a temporary Secretary/Receptionist with shorthand or equivalent in our busy Birmingham office. We offer excellent working conditions and benefits while earning for your skills. Experience preferred. Salary negotiable. Call
646-5525

FULL TIME Salary position, as Clerk Typist in pleasant office atmosphere. Included are all company benefits, for personal interview call & ask for Dianne Pike
968-0300

GAL FRIDAY
Experienced person familiar with all office functions including: Accounting/Purchasing/Customer Service, as well as possessing secretarial skills. Salary commensurate with experience. Call for appointment.
355-3300

KELLY CARRIES KLOUT
Don't go back to work without us. KELLY SERVICES is tops in the temporary help field. KELLY offers top assignments, top pay rates, short increases, bonus referral plan and paid vacations. We need 1 SECRETARY with some hand. TYPISTS, BOOKKEEPERS, CLERKS and more. Keep your office skills from getting rusty while earning extra money for the holidays. Come into the office nearest your home to apply.
Not an Agency - Never a Fee
29449 W. 8 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
999 W. Big Beaver
Suite 100, Troy
362-1180
23777 Greenfield
Suite 123, Southfield
424-9100
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

KEYPUNCH OPERATOR. Experienced keypunch operator part time, min. 20 hours a week. For appointment call Mon. thru. Fri. 9 to 11 AM. Wilding Division, Bell and Howell Co. 18000 W. 8 Mile, Southfield, Mich.
548-2900 ext.365
Equal Opportunity Employer M/F

LEARN - computer field! Southfield company needs general office secretary, no shorthand, salary $700 to $750 full benefits and fee paid.

SECRETARIAL - research assistant, for large Bloomfield firm. Will be working in statistical support area, analyzing and evaluating ongoing programs. Good math aptitude a plus. Typing 65 WPM, shorthand 65 & salary $14,000 with full benefits and fee paid.

SECRETARY - to prepare closing statements for Bloomfield investment company. Shorthand not necessary. Nice hours, salary $854 plus benefits and fee paid.

ADAMS & MARTIN
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings.
646-8780

LEGAL SECRETARY. Experienced. Prime location in Travelers Tower. General law practice flexible hours. Call Mr. Ambrose. 354-7800

LEGAL SECRETARY.
Who can assume substantial responsibility wanted for small Birmingham office.
644-4433

LEGAL Secretary for Southfield law firm. Must have previous experience in litigation. Salary commensurate with ability. Full benefit package.
358-6660

LEGAL SECRETARY with experience for Bloomfield Hills law firm, no shorthand, excellent typing, salary commensurate with experience and ability. Call
644-3443

LEGAL SECRETARY, part time for Farmington Law Firm, Ask for Sue
478-5606

MATURE RECEPTIONIST position open in Town Center Building for successor with cheerful disposition and experience in office duties. Must be willing to learn. Salary and fringe benefits commensurate with experience.
Ask for Marcia
353-1150

504 Help Wanted Office-Clerical

LEGAL SECRETARY
for Bloomfield Hills law office. Excellent skills a must. Benefits. Contact Cherri
644-4449

LEGAL SECRETARY
Top skills, well organized, top pay for strong aggressive Bloomfield Hills Management Labor Law firm. 358-5670

LEGAL SECRETARY
Experienced. Beautiful office with Young Team. Fee Paid.
Advance Employment 559-2710

LEGAL SECRETARY
$325 per week. Fee paid. Choice of suburban or downtown location.
Snelling & Snelling
336-7100

LEGAL SECRETARIES
Highly respected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

GENERAL OFFICE
good typist, pleasant phone voice. Southfield firm needs you.
Call 559-8484

GENERAL OFFICE
No typing. Full time - 5 days. Southfield office. Pleasant working. Sick time insurance. Bonded Collection Corp.
23077 Greenfield, Southfield,
430 Advance Building.

GENERAL OFFICE
Interviewing now for various positions involving telephone answering, filing, figure work, typing & switchboard. Call for appointment. 354-6333 or 455-8554

GROWING LIVONIA firm has a Secretarial opening which must be filled immediately. Excellent office salary, profit-sharing, vacation, and benefits. Call for appointment.
525-2700

HEALTH EDUCATOR
Undergraduate or graduate degree in Health Education required. Experience in organization experience preferred. Excellent benefits. Hiring range $11,500 to $14,000. Send resume only to Project Manager, American Cancer Society, 25900 Southfield Rd., Southfield, Mi 48076

IBM SYSTEMS 6
WORD PROCESSOR OPERATOR
With very good typing skills, proof reading & punctuation background with some experience on automated equipment, liberal fringe benefits. 37½ hr. work week. Apply at W. Bloomfield Twp. Clerk's Office, 4263 Orchard Lake Rd. 6:30-4:30 Mon. thru Fri.

IMMEDIATE OPENING
In 1 girl office. Typing, bookkeeping, telephone. Flexible hours - Ideal for working Mother. Salary commensurate with experience. 661-5383

LEGAL SECRETARIES
Many outstanding opportunities are available for candidates with legal experience. Positions are located with private Law firms and Industry throughout the Tri-County area. Permanent, part-time and temporary assignments are available immediately. Never a fee to you for our Professional service. Isn't it time you called Personnel At Law?
PERSONNEL AT LAW
1000 TOWN CENTER, SUITE 2060
SOUTHFIELD MICH., 48075
Southfield 356-0060
Dearborn 336-5777
Renaissance Center 567-0161
Troy 362-8044

LEGAL SECRETARY, general law practice. Some corporate & probate experience helpful. Good Birmingham location. Call.
645-1210

LEGAL SECRETARY needed for Farmington Hills law firm. Shorthand & dictaphone required, excellent benefits. CLOSE to home. Call
476-2390

LIGHT TYPING, filing, general office
Part time, 2 days, 9 AM-1 PM
Southfield area
624-2390

MAG CARD OPERATOR
For growing Southfield law firm specializing in corporate, pension area and estate planning. Ext. 21. 354-3200

MATURE individual for contractor's office. Some knowledge of figure aptitude skills a plus. 13 Mile-Beck Rd. area.
348-3400
An Equal Opportunity Employer

MORTGAGE LOAN PROCESSOR
Southfield mortgage company seeks a loan processor familiar with FHA, VA, & FNMA rules & regulations. Pleasant surroundings, good benefits. Pay commensurate with experience. Call Mary Ray McGuire, 353-4700

NEED HELP WITH EXTRA Christmas Expenses
Temporary assignments available for experienced:
SHORTHAND
TYPISTS
MAG CARD
SWITCHBOARD
Call for appointment
Suburban Office Services
ROCHESTER 651-7520
FARMINGTON 477-8840

NOVI VARIETY
Friendly office needs your good typing and flair for organization!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

AN OFFICE MANAGER
Well established suburban company seeks an experienced office manager to supervise clerical and secretarial staff of 4. Excellent benefits and $12,000 plus. Fee paid. Call Judy today.
353-2050
SNELLING & SNELLING PERSONNEL

Office/Clerical
Full time positions available. Basic clerical skills required. Experience with 3rd party insurance forms helpful, fringe benefits. Livonia location. Call
427-2000, Ext. 263

OFFICE HELP
Use your clerical skills to obtain flexible employment. Call Marty.
336-5663

OFFICE MANAGER for small CPA office. Varied duties - secretarial, receptionist, statistical typist, telephone answering, some accounting. Salary based on experience. 537-3901

PERMANENT PART TIME
General Office work. Apply Youth Center Store, 761-18 Mall.
353-1040

PLANT CLERK
Immediate opening for Plant Clerk, day shift. Must have a background in general office duties - secretarial, receptionist, statistical typist, telephone answering, some accounting. Salary based on experience.
537-3901

504 Help Wanted Office-Clerical

OFFICE — manager, Troy, supervision experience, good typing & bookkeeping knowledge, benefits, $12,00, fee paid

ADMINISTRATIVE - secretary, personnel dept. excellent typing, good written & verbal skills, experience screening & benefits, $13,000, fee paid.

EDITORIAL - secretary, excellent typing, dictaphone experience, beautiful Troy Office, $10,400, fee paid.

LOIS RAY PERSONNEL
559-0560

RECEPTIONIST
For Birmingham Pediatricians office. 3 days & relief. Call between 9 & 12
645-1741

RECEPTIONIST/TYPIST - must have excellent phone manner, good typing skills, minimum 50 WPM. Permanent full time position. Tel-12 area. 644-8060

RECEPTIONIST And Insurance Girl
Able to do medical insurance and reception work for Dearborn area. Pleasant voice
299-6090

RECEPTIONIST
Enjoy the People and the Potential this Firm offers along with $160-$200 start. Incoming and outgoing calls crowd your board making noise and personality count. Call 649-4144
Your new boss pays our fee
Harriet Sorge Personnel

RECEPTIONIST - FILE CLERK
Southfield law office, some typing required, full time.
644-6414

RECEPTIONIST-TYPIST
Bloomfield Hills Area
626-8000

RECEPTIONIST-SECRETARY for Troy law firm. Fast, Accurate Typist. Legal background, but not required. Commensurate with experience. Salary open.
643-5300

RECEPTIONIST/Typist. Northwestern suburban company needs full time help. Experienced. Typing 60 WPM. Excellent telephone. Telephone experience required. Benefits. Call M. Gelinas.
478-0770

RECORDS CLERK
Figure aptitude & typing skills necessary. Excellent opportunity in a dynamic College atmosphere. Troy Area.
524-2121
An Equal Opportunity Employer

RPG II PROGRAMMER
Must have experience, afternoon shift. You will be involved in operations, programming & systems. Salary based on ability & experience. Medical, dental pension paid by company. Mail resume to Box 136, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Immediate opening. Must have good shorthand, typing skills & ability to handle sales administration details. A minimum of 3 years experience & or formal training required. Salary negotiable. Excellent working conditions & benefits. Location, Prudential Town Center, Southfield. For interview, phone
354-0790

SECRETARIAL
Sales assistantial position for responsible person with flexible hours in Bloomfield Hills. A chance to grow for an experienced Lady. Call Nancy 9 am-1pm at 647-3300

SECRETARY-ABC TV Sales. Typing, shorthand and light bookkeeping. Call for details. 444-1111 ext 534
An Equal Opportunity Employer

SECRETARY - Bookkeeper-Receptionist for architect's office. Excellent typing & bookkeeping skills essential. Reply T. Rogvey Assoc Inc, 28333 Telegraph, Southfield,
357-5332

SECRETARY CREDIT
Self motivated person with good secretarial skills and preferably credit experience. Will act as secretary in credit department and credit function. Generous benefits package.
Please apply in person:
Personnel Office
Mon thru Fri
9am-1pm 3pm-4pm
SHERATON SOUTHFIELD HOTEL
12801 W. 8 Mile Rd.
Southfield, Mich.
An Equal Opportunity Employer

SECRETARY - experienced. Must have excellent typing skills. Some bookkeeping - 1 Girl Office in downtown Birmingham area. 644-6560

SECRETARY
Experienced, Articulate, well groomed. Excellent skills. Fee paid. Advance Employment 559-2710

SECRETARY, Experienced to do general office work, filing, typing, bookkeeping. Call for Appointment 476-3181

SECRETARY
Fantastic chance to join the staff of Major Marketing firm. Learn Media Development & Presentation techniques. More ahead from Secy start, $12,000-$13,000.
Call 562-8900
Your New Boss Pays Our Fee.
HARRIET SORGE PERSONNEL

SECRETARY
Farmington Hills-based shopping center developer is looking for a sharp individual with excellent shorthand & typing skills to be secretary to top executives. Various duties, including compilation of sales data, make this a challenging position. Excellent working conditions, good benefits. 8:30am-5pm.
851-8800

SECRETARY
For 1 girl region office in Birmingham. Experience necessary.
643-7333

SECRETARY for 1 girl office. Commercial real estate sales and development. Medium typing (65 WPM), light bookkeeping, and telephone. $250 week. Prudential Town Center, Southfield.
353-7464

SECRETARY
For sales department, good shorthand ability, excellent spelling, grammar & accurate typist. 60 hr. week. Good starting pay. Top full range company paid fringe benefits. Located in Farmington Hills.
CALL ED KRESKI
553-4300

SECRETARY for large apartment complex in Canton. Minimum typing speed 65 WPM., knowledge of general office procedures plus excellent English, composition and organizational skills mandatory. Must be able to start immediately. Full 40 hour week, 8 to 6 PM, Sunday and Wednesday off. Life and health insurance paid by company. 50% discount available on apartment. Call Mon. thru Fri., 9 to 6 PM, for interview.
453-2424

SECRETARY - full time, general office skills: typing, filing, paper work processing. Medical Data System, 6715 22 Mile Rd, Utica, between Ryan & Shelby Rds.

SECRETARY TRAINEE
$180 per week, fee paid
Snelling & Snelling
336-7400

SECRETARY wanted for advertising office, good typing, shorthand a plus, salary & benefits negotiable. Southfield area.
352-8778

504 Help Wanted Office-Clerical

SECRETARY - FULL TIME
Office in Birmingham needs competent person, to work with computer. Accurate typing & filing skills required to bill medical insurance. Send resume to Box 156,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Immediate opening exist for the position of Secretary to the General Manager. The individual must mixed well as a salesman, have progressive experience as a secretary, well-organized and display a poised business manner with excellent oral and written communications skills. To arrange for a convenient interview, please send resume with salary history to Box 158, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY-IMMEDIATE OPENING
Computer consultant firm seeks an experienced secretary, who can handle client typing, dictaphone & oral/written communications. The candidate should be personable with excellent skills and initiative. Salary commensurate with experience plus excellent benefits. Send resume or call Deborah Ross.
CIBER, INC
30400 Telegraph, Bingham Farms
642-2900
An Equal Opportunity Employer

SECRETARY in Community education. Experienced, self motivated, shorthand skills required. Call between 8AM-5PM. West Bloomfield Schools. 851-7600

SECRETARY
Mature dependable, to work in 3 girl office of small manufacturing company in Farmington Hills. Must be good typist with dictaphone & general office experience. Hours flexible. Call or write

CMI
PO Box 670
Farmington Hills
Michigan 48024
478-5600

SECRETARY needed immediately to perform basic office duties and learn car rental industry. Minimum 2 years recent secretarial. Typing required minimum 55wpm. Troy area. For appointment call Mrs. Boles, American Rental System.
649-1300

SECRETARY NEEDED for ad agency in Troy. Good typing skills required; experience required. 362-4890 ext. 213
An Equal Opportunity Employer

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- Northwest area C.P.A. firm has permanent position for individual with 3 years minimum C.P.A. office experience. Excellent salary & fringes. 642-5240

SECRETARY- PART time, shorthand & typing required. General office work. Farmington area. 2 Mile area. Call between 9:30am-4pm. 626-5595

SECRETARY - permanent part time for growing Southfield law office. Good typing required, flexible hours. 647-4900

SECRETARY
Two companies need individuals for temporary positions. Call Marty.
358-5669

SECRETARY WANTED for full time employment with Troy law firm. Salary commensurate with experience. Call A.R. Basile at
643-2260

SECRETARY WANTED
We are looking for a mature minded gal to assume basic secretarial responsibilities. Good pay & benefits. Ask for Scott Phillips.
525-7855

SECRETARY - Word processing experience preferred but not essential, typing 65 WPM, dictaphone, attention to detail essential. Hours 10 AM-6 PM. Salary commensurate with experience. Call for interview.
353-6050

SECRETARY $900 PLUS
FEE PAID. Plush address, company offers fantastic career opportunity. Excellent benefits.
Snelling & Snelling
336-7400

SECRETARY. Bright energetic girl needed for busy expanding office in Southfield. 60 WPM typing, dictaphone, light bookkeeping. Immediate opening for experienced person with good skills. Call 8am-5pm. 355-1050

SECRETARY, 15 - 20 hours. Bloomfield Hills. 645-7771

SOUTHFIELD law firm seeking experienced, full time legal secretary. Call Vickie
559-6508

SOUTHFIELD. Secretary/Receptionist in one girl office. Must be able to take shorthand and do light bookkeeping. 4 days, 40 hrs. Mon. thru Thurs. Call Craig Jackson,
352-3430

TYPIST RECEPTIONIST
For Southfield CPA firm. Good with figures. Call
557-4940

TYPISTS
Earn top rates with temporary positions Call Marty.
358-5669

TYPIST FEES PAID
Benefits include tuition reimbursement
Snelling & Snelling
336-7400

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

WANT TO GO BACK TO WORK?
But not for 40 hours a week every week?
We need qualified TYPISTS and SECRETARIES for short and long term temporary assignments in good locations.
LET US HELP YOU GET BACK IN THE MARKET PLACE.
PERSONNEL POOL
NO FEE
LIVONIA
7 Mile Middlebelt area
478-8350

WORD PROCESSOR, or excellent typist, part time evenings, flexible hours, call Debbie School,
353-5800

505 Help Wanted Food-Beverage

HEAD COOK
Experienced, mature, with management experience.
WAITRESS/SUPERVISOR
Part time. Experienced, mature.
APPLY IN PERSON
Franklin Club Apts.
28301 Franklin Rd., Southfield
353-2810

ARBY'S
Sales people wanted part time days or nights. Must be 18 years or over. Apply in person: 21149 Plymouth Rd., Redford Township.

BARTENDER
Position available at the Birmingham Athletic Club. Evening shift, good pay & benefits. Call
644-5050

BARTENDERS - Part time, must have experience preferred, will train if necessary. Addison Oaks Conference Center. Call
693-8355

BROILER COOK - eves. experience necessary, apply in person, ask for Dorine Cook, Holiday Inn of Southfield, Telegraph & Lodge, no phone calls.

BUSBOYS
COOKS
CASHIERS
NOW HIRING
FULL & PART TIME
Apply between 1:30-4:30PM
Monday thru Friday
MOUNTAIN JACK'S RESTAURANT
2350 Rochester Ct.
Just S of 14 Mile in Troy
An Equal Opportunity Employer

BUS BOYS
FULL & PART TIME
APPLY IN PERSON
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

THE RED CEDARS
23055 TELEGRAPH RD.
AT 9 MILE

WAITRESS
HOSTESS
BUS BOY
Part time day and evening shift now available. No experience necessary - we will train. Excellent working conditions. Apply in person between 1 and 3 PM. Monday thru Friday.
BLARENEY'S RANCH HOUSE
23333 Gratiot River, Farmington
477-8545

506 Help Wanted Sales

CENTURY 21
Experience Not Necessary
3 weeks schooling (we will reimburse you for the cost of this schooling) will prepare you for your career. Earn Also free on the job training plus free Century 21 training program will prepare you for making your first real estate salesperson. It's well worth taking about, so let's do it. WESTLAND OFFICE located at 8276 Merriman, just north of Ann Arbor Trail. Century 21, ABC Realty, Steve Barrer 425-3150

ACTIVE BUSINESS seeking homemakers - large family income potential from home. For interview call:
721-5500

AGGRESSIVE Women and Men looking for extra Christmas money. Sell 14 K Gold Italian charms and charms. Part-time opening available in Metro west area itself. Call for appointment. 651-3424

ALL AROUND person for part time or full time work for Jewelry store. Address Excellent working conditions. Experience necessary, with references. 8 Mile H. Grant, Inc. 861-7333

AREA CUSTOMER REP
We are looking for an enthusiastic self-motivated individual who will be trained for public contact with our customers. This is a full or part time position with a major suburban organization. Reliable transportation is essential. This interesting new career position pays up to $250 per week with room for advancement for the right person. If interested call Cynthia Logli after 9:30am at 548-2333, ext 31.

ASSISTANT MANAGER
For Childress wear. Must have previous retailing managerial experience. Must be able to work Sundays. Call
353-1040

ASSISTANT SALES MANAGER
The large influx of new licensee necessitates expansion of our management team. You can relate satisfaction both in extra income and the knowledge that you are helping train these new sales associates. Join the phenomenon of our day, in the real estate field (Management classes are available at our sales academy). Call Bob Dwyenne for a confidential personal interview.
642-8101.

CENTURY 21
LIBBY & ASSOC. SOUTH

AVON
To Earn Good Money As An Avon Representative
Call Today for details
427-4000 546-1877
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505 Help Wanted Food-Beverage

WAITERS
WAITRESSES
Full and part time positions available immediately. Varied shifts, some weekends.
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

Waitresses
AFTERNOONS & MIDNIGHTS
FULL TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

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 and BAR MAID
Garden City area. Call between 3 PM and 6 PM. Tues. thru Sat. Ask for Rudy
GAT-2200

Waitresses Needed
Must have good food & liquor experience. Must be able to work some split shifts for banquets. Apply in person before 6PM.
THE RED CEDARS
23055 TELEGRAPH RD.
AT 9 MILE

WAITRESS
HOSTESS
BUS BOY
Part time day and evening shift now available. No experience necessary - we will train. Excellent working conditions. Apply in person between 1 and 3 PM. Monday thru Friday.
BLARENEY'S RANCH HOUSE
23333 Gratiot River, Farmington
477-8545

506 Help Wanted Sales

CENTURY 21
Experience Not Necessary
3 weeks schooling (we will reimburse you for the cost of this schooling) will prepare you for your career. Earn Also free on the job training plus free Century 21 training program will prepare you for making your first real estate salesperson. It's well worth taking about, so let's do it. WESTLAND OFFICE located at 8276 Merriman, just north of Ann Arbor Trail. Century 21, ABC Realty, Steve Barrer 425-3150

ACTIVE BUSINESS seeking homemakers - large family income potential from home. For interview call:
721-5500

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CENTURY 21
LIBBY & ASSOC. SOUTH

COOK
For Evening Shift
Apply in person
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

COOK
Needed for all shifts. Must have knowledge of grills. Italian & American food $3 per hr. and up. Must be experienced and dependable. Apply in person between 2-4PM Tuesday through Friday at Cafe Flora, 12 Mile & Northwestern, Franklin Shopping Plaza.

COOKS
FULL & PART TIME
DAYS, EVENINGS
LATE NIGHTS
18 years old & over
Good pay & benefits
Apply in person
DENNY'S
39500 Ann Arbor Rd.
Plymouth
1 blk. E. of I-275

DAY DISHWASHER
Needed immediately. Good pay. Apply Pipers Alley, Troy. 649-3480

DAY PREP & Day and night Dishwasher. Apply in person. Northville Charley's, 41132 W. 7 Mile, Northville

DISHWASHER
Apply:
SARATOGA TRUNK RESTAURANT
42050 Grand River, Novi
349-7770

DISHWASHERS
Young men preferred, part time weekends.
ORIGINAL PANCAKE HOUSE
10 MILE E. OF EVERGREEN
357-3399

EXPERIENCED BARTENDER
Nights
Call For Appointment
Nemos Rescen 259-1525

GRILL COOK
NEEDED FOR
SNACK BAR
Weekends
Over 18. Apply in person
MAYFLOWER LANES
26600 PlymouthRd.
½ mile W. of Beech Daly

HELP WANTED Full or part time positions available, experience helpful but not necessary. Will train the right people. Apply in person at Italian Cesar's Pizza, 43460 Ford Rd. at Lilley.

KITCHEN HELPER needed, all around, some cooking, for lodge located in Plymouth, Call Mr. E. Cole between 8am-5pm 453-1780

NEW ROCK 'N ROLL Club opening. Waitresses wanted. Good pay and commissions. Full time, must be 18. Call between 11:30am-3pm. Monday thru Friday. Ask for Barbara or Pam. 722-3060

SHORT ORDER COOKS
FULL & PART TIME
Apply in person only
Nugget Restaurant
30685 W. 12 Mile Rd.
Farmington

TIGRESS SUPPERCLUB, belly dancers, experienced only. Apply at 5845 Merriman at Van Born. Or call
722-5423

TIGRESS SUPPERCLUB immediate openings, hostesses, barboys, dishwashers, porters, day or night positions. Apply 5845 Merriman at Vanborn.

UTILITY PERSON
To work days in small restaurant in Plymouth. $3.50 per hour. Contact Nancy, Cozy Cafe, 15 Forest, Plymouth
453-3210

WAITERS & WAITRESSES
Full & part time, day positions, above average wages, apply in person. Fri. 3-5, Sat. 11-2. Friendly Family Restaurant, Farmington Hills, 24324 Orchard Lake Rd.
474-5877

WAITERS & waitresses wanted full time for suburban country club. Excellent wages & benefits, meals, B.C. & B.S. Call Wed thru Sun after 12 noon.
851-2300

WAITRESSES
Experienced only. Full & part time
Good starting wage. Mr. Magoo's, Call Canton
397-1988

WAITRESSES
Full or Part time, evenings, apply in person after 6PM Mama Mia Restaurant 30210 W. 8 Mile, Southfield.

506 Help Wanted Sales

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Century 21 Robec Properties will be interviewing career minded people who are inter