Help Wanted

504 Help Wanted Office-Clerical

CLERK TYPIST
CREDIT DEPT
Minimum typing skills 55 w.p.m. Competitive salary, all fringe benefits. Contact Mr. Kay

PANASONIC
23975 Research Dr.,Farmington
477-2760
An Equal Opportunity Employer

CLERK TYPIST
Temporary full or part time person for Southfield based mortgage company. Must be familiar with mortgage documents, possible full time permanent after initial assignment. Top wages. Call Barb 355-9200, ext 265

Credit Investigator
Insurance Clerk
Some typing. Small loan bank experience. Southfield area.
Call: Mr. McCauliff
CITICORP HOMEOWNERS, INC.
552-8000

DATA ENTRY operator openings for experienced & trainees with good typing speed. Open shifts on afternoon & weekends, all positions are seasonal. Located in western Livonia. CEH Computax, 12433 Globe. Call Gail 591-1668

ENJOY NUMBERS?
FEE PAID
Nationwide firm offers excellent career opportunity for your accurate typing, and good figure aptitude! Paid tuition.
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

EXECUTIVE Secretary - modern professional 25 year old firm in southfield needs experienced Secretary. Must be proficient in shorthand and type at least 65 WPM. Excellent fringe benefits, salary open. Call 356-8181

EXECUTIVE SECRETARY
flagship 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
$10,000
Sales manager needs experienced career-minded person to run the office. Your clerical expertise and pleasant phone personality will get you this position. Great Southfield location. Call Carol today.
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
Needed by Farmington Hills manufacturer. Must be exceptionally sharp on details. Will handle special projects. This is a modern, computerized 4 girl office. Excellent pay and benefits for the right self-motivated person. Call for appointment.
478-1200

Executive Secretary
Immediate opening for Secretary to president of established manufacturing company located in the Birmingham area. Good secretarial skills required.

Please send complete resume, with salary history, to Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED Bookkeeper/Receptionist for photography studio in Troy.
350-0660

EXPERIENCED LEGAL Secretary
For general practice in Wayne-Westland firm. Salary commensurate with experience. Call Terry. 729-2300

EXPERIENCED LEGAL Secretary for Law firm in Farmington Hills. Salary commensurate with experience & ability. Call after 1 PM. 626-3448

EXPERIENCED Legal Secretary needed for growing Southfield law firm, excellent typing & shorthand skills required, salary negotiable. 353-0920

FULL TIME Real Estate Secretary, experience preferred. Typing essential, shorthand desirable. 14 Mile, Middlebelt area. 851-4990

GENERAL OFFICE - Pleasant personality and good typist. 885-6121

504 Help Wanted Office-Clerical

GENERAL OFFICE
Typing required, figure skills. We will train. Apply in person: Holiday Inn, 38123 W. 10 Mile Rd., Farmington Hills.

GENERAL OFFICE. Good typist & experienced with calculator. Hours 10:30am - 7pm. Livonia. Call for appointment 427-4460

GENERAL OFFICE:
We are seeking a girl interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call Liz at 353-3209

GENERAL OFFICE
Experienced office clerk for typing, filing, detail work and keypunch operation. Must be good with figures. Call after 4 PM.
355-2530

EXPERIENCED legal secretary, with excellent shorthand & typing skills, for Troy office. Large firm practice. Salary commensurate with ability. 362-3660

EXPERIENCED SECRETARY
1 girl office, substantial responsibility. Typing, shorthand, light Bookkeeping. Salary open. Troy. 649-1171

EXPERIENCED SECRETARY
Northwest Detroit area
Good typing & office skills required. Good telephone presence necessary. Excellent Salary range open. Also need experienced receptionist.
For personal interview, call
Steve Beauchamp at 831-0904

EXPERIENCED Typist on electric typewriter. Calculator experience helpful. Responsible, accurate. Small office. Part time leading to full time. Call 569-1440

EXPERIENCED
WORD PROCESSING OPERATOR
for Bloomfield Hills office. Call Mary Lou 9-5 851-8868

FRONT DESK Receptionist. $140. (Entry Level - Will train. Accurate Typist! Call Rosemary Ford Personnel 424-6616

FULL TIME Clerical position. General office work, light payroll punching experience. Send resume or 21175 Telegraph, Southfield, Mi. 48034, attn: JoAnn Bitonti.

GENERAL OFFICE help wanted. Please contact: Leonard A. Turowski & Sons Funeral Home. Livonia. 427-3400

GENERAL OFFICE - experienced in 10 key adding machine & typing. Apply in person Opportunity Sales, 3170 Walnut Lake Rd., Walled Lake.

GENERAL OFFICE, full or part time. Some typing, phone work and record keeping. Greenfield, 9 Mile area. Call between 8 and 4:30 PM 968-3900

GENERAL OFFICE CLERICAL
Interesting position with local investigation/security organization located in N.W Detroit area. Type 45 wpm, billing, payroll, but leads into investigation duties. Full time, but hours flexible. Excellent fringes. Call Bill Mon thru Fri 10am-4pm. 837-8733

GENERAL OFFICE - Challenging position for experienced and mature individual possessing good math, grammar, shorthand, typing, and dictaphone skills. Must be a self-starter dealing with people. Ability to take charge and work independently needed for various administrative duties. 25-30 hours per week with the option to set your own hours. Northwestern & 13 Mile area. Call Mr. Garfield 855-1010

GROWING SOUTHFIELD COMPANY needs responsible person with excellent typing, good phone personality and math aptitude. Good salary & benefits. Call Rose Marie. 354-4940

GROW WITH US
Position open for bright gal who is a self starter, innovative, with math aptitude and accounting background. Accurate typing essential. Lots of detail work. If qualified call Virginia at 643-8500

KEYPUNCH - part time, Livonia based bookkeeping firm seeks evening shift data entry person on in house Burroughs 86. Hrs. 5-9 pm., 5 days week at $4.25 per hr. Position available immediately till end of May. Further employment dependent on mutual agreement. Experience preferred but will train if you type at least 45 WPM. Call after 3pm 591-1242

504 Help Wanted Office-Clerical

Happiness IS....
an exciting new job with Somebody Sometime. We need your skills for temporary jobs in your area. Positions available are:
Typists
Figure Clerks
Secretaries
Apply now and start your temporary position tomorrow
Somebody Sometime
Southfield 272-8500
Madison Heights 545-1700
Livonia 525-5170
Dearborn 565-3500

IMMEDIATE full time opening in existing aviation field, Pontiac Airport. Good typing and shorthand skills required. Send resume to ADI, P.O. 508, Pontiac, Mich. 48056, attention Mrs. Dorothy Warell

IMMEDIATE OPENING for typist with ability to type 45 WPM, basic knowledge of spelling & grammar.
Excellent salary, fringe benefits, & working conditions. Located in Southfield.
Call Personnel, Fireman's Fund Insurance Co. 557-5700.
Equal Opportunity Employer M/F

INSURANCE AGENCY
Opening for qualified rater trainee for commercial lines department. Some experience at company or agency level required. All employee benefits. Farmington Hills 553-4800

INSURANCE
Agency has opening for full or part time clerk-typist. American Center Bldg., SW. Call Mrs. Wick, 354-9400

INSURANCE
Expanding Southfield agency looking for girl to work in personal lines department. Prefer experience in automobile or homeowners. Will train right person. Telephone Mrs. Hunt 644-5847

KELLY CAN!
KELLY SERVICES - CAN help you keep your office skills from getting rusty! KELLY - CAN help you earn extra money! KELLY - CAN provide an interesting variety of top assignments, top pay rates, merit increases, bonus referral plan and paid vacations for word SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS CLERKS and more. Stop in to the KELLY Office nearest your home and find out about all the things KELLY - CAN do for you.
Not an Agency - Never a Fee
29449 W. 6 Mile, Livonia
522-4020
2339 S. Telegraph, Bloomfield H.
642-9650
859 W. Big Beaver
Suite 100, Troy
362-1180
4000 Town Center
Suite 1235, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

KEY DISC KEYTAPE
Immediate opening. All 3 shifts. Experience necessary. Salary commensurate with experience. 424-9428

KEYPUNCH OPERATOR
for Farmington area company, afternoons 4-12, minimum 6 months current working experience required on IBM 5496-129 or Decision Data 9810. Hourly rate commensurate with ability & experience. Call Mr. Peshan for appointment. 313-478-4300

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

LEGAL SECRETARY
Experienced in domestic relations. Good typing and shorthand skills. Five plus years experience. Excellent salary and benefits. Call Monday through Friday, ext. 156, 559-7500

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

LEGAL SECRETARY
Experienced, small congenial office, Southfield area. 353-1241

LEGAL SECRETARY
Some experience required, full or part time. Southfield. 557-0140

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred. Salary commensurate w/experience. Benefits. 355-4141

LEGAL SECRETARY
Southfield area law firm of three lawyers dealing in real estate and corporate law, desire experienced legal secretary for substantial responsibility.
644-4436

LEGAL SECRETARY
Birmingham attorney desires mature, motivated and efficient individual to assist him in litigation machine and shorthand dictation & especially be able to spell because I can't. Helpful if you have more than nodding acquaintance with office management and general legal experience. Higher than average salary plus benefit package. Dorothy, 642-9406

LEGAL SECRETARY
$230 PER WEEK
Exciting opportunity. Prestigious firm. Fee paid.
Snelling & Snelling
336-7400

LEGAL SECRETARY
$11,700
Your legal background will get you in the door for your new career. This friendly staff in a luxurious Southfield office center needs your clerical background. Your career is waiting for you! Call Debbie today.
SNELLING & SNELLING
478-3500

LEGAL SECRETARY TRAINEE
Large prestigious law firm is offering this position as an opportunity and advancement. Good typing. No shorthand. Excellent benefits including dental. Hurry! To 1975. Call Kathy now.
353-2090
SNELLING & SNELLING PERSONNEL

LEGAL SECRETARY - Troy offices. Experience required. Salary commensurate. 362-2840

LEGAL SECRETARY
Southfield office. Salary commensurate with ability. Hours negotiable. Call Joanne at: 557-0710 or 557-1223

LEGAL SECRETARY, experienced for Southfield Town Center office. Proficiency in shorthand, dictaphone transcription & light bookkeeping. 358-1000

MANUFACTURERS REP'S OFFICE. Orchard Lake and 13 Mile rd. needs experienced general office help. 5 hours daily, good on phones, good typist, pleasant work. Send resume to box 366 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Looking for more income, better working conditions, more pleasant management, benefits, better hours, something closer to home? If your answer is "yes" to one or all of the above, the time to contact us is now. The demand for experienced Legal Secretaries is phenomenal! In general, the positions are offering $200-$250 to start. Sometimes more. At one sitting we can divulge the full particulars of all positions that meet your experience level. The cost: Absolutely nothing. Our corporate and attorney clients assume the charges for our professional placement service. Call, come in, or mail your resume in total confidence. Permanent, part time and temporary positions now available.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 522-3140
Renaissance Center 567-0141
Troy 649-2042

LIVONIA based management advisory firm seeks full time computer operator on IBM 5/34. Substantial part of job will be data entry. Keypunch or computer operator experience required. Training for this particular system and our application is necessary at our cost. Position available as of March 1, hourly rate dependent on ability, call after 3pm. Ask for Mr. Will 591-1242

MEDICAL RECEPTIONIST
Doctors office will train! This is a great opportunity to break into a new field. Put your good typing skills and personality to work for you and earn over $850 a month. Benefits are great, and this is fee paid. Call Wells today!
353-2090
SNELLING & SNELLING PERSONNEL

MEDICAL RECORDS SECRETARY. For home health agency in N. W. Detroit. Prefer medical records experience. Excellent organizational, follow-through and good typing necessary. Competitive salary, excellent benefits. Friendly atmosphere. 255-4300

MERRILL LYNCH is now accepting applications for full time positions in our operation department. Must be able to type 60 WPM or better. Must perform accurately under pressure. Call Tom Desmond, 9AM-4PM, 647-3300

OFFICE ASSISTANT
25 to 30 hours per week
College background required
851-0313

OFFICE CLERK
Payroll A.D.P.-accounts receivable, mini computer experience. Knowledge of reports. Southfield-Farmington area.
353-8403

OFFICE HELP NEEDED IMMEDIATELY
Full Time. Locals office of national Food Service Company needs person for order desk. Successful applicant will have flare for details & figures. Typing not necessary. Full Company benefits, no overtime or weekends. Apply Mon. thru Fri., 9 AM-3 PM. 13468 Stamford Ct., S off Schoolcraft, 1 blk. E. of Stark Rd.
An Equal Opportunity Employer

OFFICE MANAGER
Mature Management experience in all phases of small office including accounting to trial balance, hiring/supervising clerical staff, handling officers personal/confidential matters. Steno and typing absolutely necessary. Main-computer and selective typewriter operation helpful. Salary commensurate with experience. Pleasant working environment in Northwest Village. Send complete resume in confidence to Box 436, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Highly motivated mature office manager needed for engineering and manufacturing firm in Northwest Detroit. Requires knowledge of office management, bookkeeping, shorthand, good typing skills. Call 273-7592

OFFICE MANAGER-RETAIL
Diversified duties full knowledge of A/R-NCR posting machine-daily balancing-banking. Must have 10 key machine skills. Knowledge of balancing accounts receivable-accounts payable, check register, purchase journal. Interviews only Tues., Feb 19, 9am-12 noon.
TOWNE & COUNTRY INTERIORS
23630 Michigan Ave.
(between Telegraph & Outer Drive.
Dearborn, Mi. 48124

OPENINGS AVAILABLE at Southfield Title Company. Good typing skills required. Call Jerry Staub 353-1800

PART TIME Receptionist and general office work, Birmingham area, ask for Jean, 647-2550

504 Help Wanted Office-Clerical

OPPORTUNITY KNOCKING
Executive Secretary - Office Manager for sales office of major company in Livonia area. Must have resume. Long term assignment. Ask for GUYLA
Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
29449 W. 6 Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

PART TIME clerk, for membership department, Southfield Center, 18 hours per week including Sunday. Call Judie Sandweiss 641-1000, ext. 168

PART TIME "Girl Friday" needed by manufacturers' representation, half days, 3 or 4 days. Time can be arranged. Good typing & filing experience required. Bookkeeping experience helpful but not required. References requested. Starting salary $4 an hour. Farmington Hills area. Phone for appointment: 553-2760

PART-TIME lease and rental assistant. Must type. Assorted office duties. 5 hours daily. Call Ms. Nowak, Armatrong Buick-Opel 525-0900

PART-TIME OFFICE. Hours 4 to 8 p.m., Sun. 10-4. Phone, typing & filing. THOMPSON-BROWN REAL STATE, West Bloomfield 626-0783

PART TIME POSITION OPEN
Mature woman needed for Telephone Sales. Light typing & some office work. Southfield area. Will train. Call for interview 351-6456

PART-TIME SECRETARY
9AM to 1PM, 4 day week. Small, pleasant office. Creative Benefit Plans Agency, Inc., 21411 Civic Dr., Southfield. Phone for appointment. 357-4061

PART Time Warehouse Clerk/Typist. Approx. 16 hours per week, AM. Typing & adding machine experience required. $3.75 per hr. starting. Call for appt. in AM. Vulcan Tools, 12747 Inkster Rd., Livonia. 522-3050

PAYROLL TYPIST
For Southfield based Construction firm. Must be good with numbers, type Min. 50 WPM. Computerized payroll system, nine months and related work. Will train on equipment.
Call 353-2910, 8 AM to 5 PM weekly.

PERSONAL SECY TO AN ATTY
Good typing a must, good grammar a must, shorthand or dictaphone knowledge a must, good career opportunity, will train. Call 644-4500

PERSON to answer phone and schedule service calls for technicians. Must be able to use maps and have good phone manner. Southfield area. 20 to 40 hours weekly. Call between 3PM to 5PM, Ask for Judy 557-4434

PERSON wanted to work in furniture store office. Experience helpful but not necessary. Please apply in person. Tri State Furniture, 20160 W. 7 Mile at Greenfield.

PRUDENTIAL
Opening for Personal Secretary to top Sales Rep. Salary negotiable. Require 55-60 typing and 80-100 shorthand. Permanent employment, pleasant working conditions and executive office facilities. Located in Southfield. 5 day week, paid vacation, excellent employee benefits. Phone Personnel for interview,
357-5000
Equal Opportunity Employer M/F

REAL ESTATE office in West Bloomfield. Interesting work and pleasant surroundings. Call Marilyn Sanders for appointment. 646-0001

RECEPTIONIST - TYPIST
For small service firm, Southfield Prudential Town Center, typing speed 60 WPM. 358-3730

RECEPTIONIST - SECRETARY with good bookkeeping skills for busy Troy office, mature, personable, neat appearance; well organized. 643-6352

RECEPTIONIST
Light typing, local filing. Dearborn Heights area.
Call Mr. Malone at: 278-5333

RECEPTIONIST-TYPIST
Architect's office. 15 Mile and Telegraph. For appointment call 645-0622

RECEPTIONIST
required for Southfield firm, 50WPM typing, filing & misc duties. Call Mrs. Hry Fri, 9am-3pm. 424-8770

RECEPTIONIST-FILE CLERK
Diversified person needed for growing distributorship in Plymouth. Some typing, must have good math ability. Paid insurance and benefits. Send resume to: Manager, P. O. Box 542, Plymouth, Mi 48170 453-7200

SECRETARY - full time with bookkeeping skills, capable of managing the office of a small company in Westland, must possess good typing & shorthand skills, be responsible, well organized & able to handle a wide variety of duties. Please call 485-7118

504 Help Wanted Office-Clerical

RECEPTIONIST
Phones are ringing - waiting for you to answer this ad. Typing - pleasant personality to meet & greet.
ALL FEES ARE COMPANY PAID
ROTH YOUNG
Personnel Service 559-3300
THE Specialists

RECEPTIONIST
SWITCHBOARD OPERATOR
Must have minimum 2 yrs. experience at front desk. To work in busy office in Oak Park. Job includes scheduling appointments, filing & typing (35WPM). Excellent location, $4. to $5. per hour with full company paid benefits. Call Roger at 967-0500
An Equal Opportunity Employer

RETAIL DEVELOPMENT Firm has immediate opening for an experienced, mature Secretary with ability to work without direct supervision. Position requires good typing, shorthand, grammar, telephone contact. Excellent, fully paid Company benefits including insurance package & profit sharing. Southfield location. Salary negotiable. Call 569-4600

SALES ASSISTANT
Entry level position with one of the largest industrial electronics distribution in the nation. Clerical and phone skills preferred but will train the right person. Benefits and profit sharing. Call Steve Martinez at 525-1600

SALES SAVVY
Detail ability VIP for this Troy group. Involve order desk, invoicing, posting to inventory and time study. Computer knowledge helpful but not necessary. Salary commensurate with ability.
645-7200

SOUTHFIELD LAW Firm seeking full-time experienced Legal Secretary. Pleasant atmosphere.
Call Vicki, 353-6506

STATISTICAL Typist and General Office. Livonia area CPA firm. Pleasant atmosphere. Call Mrs. Wick, 354-9400

STENOGRAPHER
Dictaphone experience, good typist.
642-7215

TELEPHONE SALES
Due to Company expansion, needed additional Telephone Sales Gals. Work from office, 5 days, hours 9 AM-4 PM. Apply at Mayer Janitorial, 25743 W. 7 Mile Rd., corner Beech Daly.

TELLER
Full time position is open at our office located in Lathrup Village on Southfield & Santa set (1/4 Mile). Position offers public contact with excellent working conditions and competitive salary and benefits. Candidate should have a good math aptitude and light typing ability. Apply in person 10 AM to 3 PM
1st Federal Savings of Detroit
27777 Southfield Rd.
Lathrup Village
An Equal Opportunity Employer

TYPING, Accounts Payable background. Small office, 10 Mile and Southfield area. Will train right person. Start $150 a week. Call for interview 356-6430

TYPING POSITION AVAILABLE with rapidly growing title insurance company located in Southfield. Must be capable of typing minimum 50WPM. Call Dave Lavarnie, 569-1200
An Equal Opportunity Employer

TYPIST-order desk, accurate 55-60WPM. Dependable, will train. Taylor Engineering, 32567 Schoolcraft, Livonia. 425-7000

TYPIST - PART TIME
50 w.p.m., evenings, $5 an hour. Troy area. Fee paid.
Monarch Personnel 773-5900

TYPIST - SOUTHFIELD OFFICE
Full time for Real Estate office, call 559-3200

TYPISTS
Positions available for full time typists. Knowledge of Medical, Insurance, life insurance, credit union services plus 3 weeks paid vacation.
National Acoustic Systems. Call Mr. Baldwin. 353-2685
An Equal Opportunity Employer

TYPIST
Tired of being classified as a Typist? Why not use your skills and be a Secretary. Company will train if you can type 70WPM. Shorthand helpful.
SHAFER
EMPLOYMENT SERVICE
23726 Woodward 544-4400

TYPIST- To be available on a call basis. Mon. thru Fri. Minimum 35 hrs. per week. Type 60 WPM or better. Transcriber experience, excellent spellers can be to full time. Start $5.30 per hour. Southfield Rd.-12 Mile. Interview Sat. only.
424-9788

TYPIST. A dynamic Farmington Hills firm needs accurate and quick typist. Good spelling required. Right person can grow in the job. 3 to 5 days per week. 851-4455
An Equal Opportunity Employer

VICTOR
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6404
An Equal Opportunity Employer

V.P.'S SECRETARY
$10,000
Your nice phone personality, combined with your clerical experience and skills will land you this job. This Fortune 500 company, has a great location in suburban Farmington. Plus a friendly staff and beautiful offices. Call Debbie.
SNELLING & SNELLING
478-3500

WANT TO be an Electrical Engineer? Young Man or Women with good Architectural Drafting hand. Troy Area.
362-2660

1STENOS TYPISTS
Long & Short Term Assignments.
MANPOWER
TEMPORARY SERVICE
Apply Mon. thru Fri.
19550 Middlebelt, Suite 310E
Livonia, Mi.
476-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-5511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

APPLICATIONS now being accepted for full and part time work as pizza cooks. Apply in person after 3pm, 3717 Crooks Rd. Troy, Mich & 5648 W. Maple Rd. Bloomfield Twp. Little Caesars Enterprises.

504 Help Wanted Office-Clerical

SECRETARY to work in Brokerage firm, downtown Rochester. Good math and typing skills required. Call Gail. 652-6400

SECRETARY with general office experience. Accurate typist. Farmington Hills location. Some Data Processing background desired but not required. All insurance & benefits paid by Company. Profit Sharing Plan. 477-7448

SECRETARY $13,200
handle flight arrangements and travel itinerary for well established suburban company offering comprehensive benefits which include paid Blue Cross and dental plan. Qualified candidate will possess previous secretarial experience with typing speed of 60 and some shorthand. Fee paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SMALL BUSINESS looking for an experienced mature person who can perform the following duties: secretarial, light bookkeeping, typing, accounts receivable & payable, order processing, purchasing, and customer phone contact. A challenging opportunity for someone interested in a young expanding company. Salary commensurate with ability and experience. Send qualifications and resume to: Box 484, Home Sales, 23414 Industrial Park Court, Farmington Hills, Mich. 48024.
474-6666

SMALL TOOL SHOP in Birmingham has immediate opening for an industrial widow! Who is an accurate typist with a pleasant telephone personality. Duties include order desk, invoicing, posting to inventory and time study. Computer knowledge helpful but not necessary. Salary commensurate with ability.
646-7200

SOUTHFIELD LAW Firm seeking full-time experienced Legal Secretary. Pleasant atmosphere.
Call Vicki, 353-6506

STATISTICAL Typist and General Office. Livonia area CPA firm. Pleasant atmosphere. Call Mrs. Wick, 354-9400

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27777 Southfield Rd.
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TYPING POSITION AVAILABLE with rapidly growing title insurance company located in Southfield. Must be capable of typing minimum 50WPM. Call Dave Lavarnie, 569-1200
An Equal Opportunity Employer

TYPIST-order desk, accurate 55-60WPM. Dependable, will train. Taylor Engineering, 32567 Schoolcraft, Livonia. 425-7000

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50 w.p.m., evenings, $5 an hour. Troy area. Fee paid.
Monarch Personnel 773-5900

TYPIST - SOUTHFIELD OFFICE
Full time for Real Estate office, call 559-3200

TYPISTS
Positions available for full time typists. Knowledge of Medical, Insurance, life insurance, credit union services plus 3 weeks paid vacation.
National Acoustic Systems. Call Mr. Baldwin. 353-2685
An Equal Opportunity Employer

TYPIST
Tired of being classified as a Typist? Why not use your skills and be a Secretary. Company will train if you can type 70WPM. Shorthand helpful.
SHAFER
EMPLOYMENT SERVICE
23726 Woodward 544-4400

TYPIST- To be available on a call basis. Mon. thru Fri. Minimum 35 hrs. per week. Type 60 WPM or better. Transcriber experience, excellent spellers can be to full time. Start $5.30 per hour. Southfield Rd.-12 Mile. Interview Sat. only.
424-9788

TYPIST. A dynamic Farmington Hills firm needs accurate and quick typist. Good spelling required. Right person can grow in the job. 3 to 5 days per week. 851-4455
An Equal Opportunity Employer

VICTOR
TEMPORARY SERVICES
-Now Hiring-
GENERAL CLERICAL
TYPISTS
FILE CLERKS
No Experience Necessary
Call Today - Work Tomorrow
TROY 362-4070
SOUTHFIELD 569-6404
An Equal Opportunity Employer

V.P.'S SECRETARY
$10,000
Your nice phone personality, combined with your clerical experience and skills will land you this job. This Fortune 500 company, has a great location in suburban Farmington. Plus a friendly staff and beautiful offices. Call Debbie.
SNELLING & SNELLING
478-3500

WANT TO Be an Electrical Engineer? Young Man or Women with good Architectural Drafting hand. Troy Area.
362-2660

1STENOS TYPISTS
Long & Short Term Assignments.
MANPOWER
TEMPORARY SERVICE
Apply Mon. thru Fri.
19550 Middlebelt, Suite 310E
Livonia, Mi.
476-1130
26075 Woodward, Suite 305
Huntington Woods
543-1080
Renaissance Center
Tower 100, Room 1909
259-5511
2911 Pontiac Lake Road
Pontiac
682-7700
NO FEE
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

APPLICATIONS now being accepted for full and part time work as pizza cooks. Apply in person after 3pm, 3717 Crooks Rd. Troy, Mich & 5648 W. Maple Rd. Bloomfield Twp. Little Caesars Enterprises.

505 Help Wanted Food-Beverage

BAR MAID
Charleys Country Bar, 875 South Venoy, Westland. Apply after 6PM Thurs.-Fri.
729-2214

BAR PERSON
For part time work in bowling lanes call for appointment
353-4540

BONANZA
now taking applications
PART TIME HELP
DAYS OR NIGHTS
Apply in person
between 2-4PM, Mon. thru Fri.
38350 W. 10 Mile Rd.
Farmington Hills

BUS BOYS
FULL TIME
APPLY IN PERSON ONLY
NUGGET RESTAURANT
30685 W. 12 MILE RD.
FARMINGTON

BUS PERSON for cafeteria-style restaurant. Days shift. Share gravity in tips. Good working conditions. Botsford Market of Birmingham: 646-6553

CASHIER needed Monday thru Thursday, Days. Apply in person Machus, West Maple. 644-1018

COCKTAIL WAITRESSES. Full time, evenings, experience only. Apply in person Tues thru Sat. after 7pm. Dilons, 2265 N. Woodward, Berkley

Cooks, Dishwashers, Salad, Waitresses, Waiters, Bartenders, Hostesses, experience not required. Apply between 3 and 6 pm. 1002 N. Main, Rochester.

COOK - Short Order
Experienced only. Days. 8143 Phone after 5 PM
349-1888

COUNTER PERSON wanted to work 8am-3pm, Monday thru Friday. Apply at Papa Romano, 23900 W. 9 mile, Southfield. 354-0070

DELIVERY PERSON wanted to work 11am-3pm Monday thru Friday. Must have own car. Apply at Papa Romano, 23900 W. 9 Mile, Southfield.

DINING ROOM WAITRESS
Experienced only. Days. Downtown Rochester. Call Mrs. Parr. 651-3246

DISHWASHER
Day shift, full time. Immediate opening. Apply in person between 3 & 5 PM
Machus Red Fox
6676 Telegraph Rd.
Near 15 Mile Rd.

DOWNTOWN Restaurant looking for experienced cooks. Days & nights available. Call for an appointment and ask for Sue. 963-3131

EXCITING Marvin's New York Deli Waitresses wanted, lunch shift. Apply between 2 and 5 PM daily at Marvin's, 30100 Telegraph between 12 & 13 Mile.

EXPERIENCED night bar maid wanted. Apply days in person only The Toy Box Lounge, 24351 W. 6 Mile Road, Detroit.

FLAG'S FINE FOODS is seeking (2) young people, male or female, for full time work. Must be neat, clean, conscientious and have a desire to learn. For interview: 8747 Middlebelt, corner of I-94 X-Way.

FOOD & hospitality are a great mix. We have openings in food & retail management. Experience or degree is preferred. Call Ann Petku & Assoc, 424-8870

GIRL WANTED to work at Dino's Pizza on Northville. Will train as day manager. Must be 18 years old. Apply for hour: 11am till 5pm Mon thru Fri. Apply at: 1053 Novi Rd., Northville

GRILL HELP
Nights, mature. Apply in person at Pizza Bones, 42091 Ann Arbor Rd. Plymouth 453-4850

WAITRESS
Experienced luncheon waitress for Kenny's Taylor Cafe restaurant. Flexible hours & excellent benefits. Apply in person Monday thru Friday 10am-4pm

LORD & TAYLOR
TWELVE OAKS MALL
An Equal Opportunity Employer

ACCEPTING APPLICATIONS
HOSTESS
5 DAYS, 11:30AM - 2:30PM
COOKS
DAY & NIGHT SHIFTS
Apply Mon. thru Fri., 3PM - 4PM
THE DRYDOCK
25855 GREENFIELD, SOUTHFIELD
S. of 11 Mile
An Equal Opportunity Employer

ACCEPTING APPLICATIONS for full and part time Waitresses and Cooks. Good benefits, vacation pay and meals furnished. Apply between 8 & 11 AM and 2 & 5 PM at 24901 Northwestern Hwy., Southfield. Elias Bros. Restaurant.
An Equal Opportunity Employer

MAITRE D' wanted for Suburban Country Club. Excellent wages & benefits. Call Mon. thru Fri., after 10AM. 851-2200

MATURE Individual needed for Amy Joy Donut shop, full & part time positions open for midnight only. Good pay, pleasant working conditions. Apply in person at Amy-Joy Donuts, 21320 Middlebelt, Livonia.

OPENINGS FOR
Days & Weekends
Good Starting Wage
Good Benefits
Apply at
BURGER KING
23660 Telegraph, Southfield
(At 9 Mile)

POSITIONS NOW AVAILABLE - the Arby's Roast Beef Restaurant located at 672 W. 14 Mile Rd. in the Oakland Mall is looking for good people like you. They have positions open for day or evening help, if you have a flexible schedule this is for you. Homemakers are welcome. Please apply daily between 2-5pm for personal interview.

SHORT ORDER Cook - for 9 to 3 PM. Farmington Hills restaurant. 626-0318

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

STORE ROOM ATTENDANT
Wanted for suburban Country Club. Excellent wages & benefits. Call Mon. thru Fri., after 10AM 851-2200

TOTAL FOOD SERVICE
from Beef Wellington to Hamburger. If you can manage - call Hayward at Ann Petks Assoc. 424-8870

WAITERS
Well established Restaurant, Northwest Suburb - Quality Food & Service. Openings available for Dinner & Split Shift - Waiters with professional Restaurant Experience.
Please reply to: Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WAITRESSES
ALL SHIFTS
Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 2 & 5 PM.
Bates Hamburgers
33406 Five Mile, Livonia
Middlebelt at 9 Mile, Farm

505 Help Wanted Food-Beverage

Hardee's
Morning, Afternoon & Evening positions available.
Full or Part-time
STARTING SALARY
$3.10 PER HOUR
Minimum Age - 16
Apply in person: 8 to 10 AM or 7 till 9 PM.
HARDEE'S
OF FARMINGTON
8 MILE RD.
NEAR MIDDLEBELT

BONANZA
KING OF JEWELS OF A BUDGET
MANAGER TRAINEE
LIVONIA AREA
Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.
APPLY MON. THRU FRI. Between 8 AM-10 AM, 2 PM-4 PM
38350 W. 10 Mile Rd.
(1 blk. W. of Grand River)
BONANZA RESTAURANT

KITCHEN MANAGERS
Meriwether's, a fully licensed restaurant chain soon to open in Southfield and Warren is searching for kitchen managers who have:
- practical and supervisory kitchen experience.
- ability to control; food quality, food cost, and labor cost.

We offer a competitive salary/benefit program and opportunity for advancement. For appointment call Mrs. Mahoney or send resume to:
Windspan Inc.
3221 West Big Beaver Rd.
Suite 101; Troy, Mi. 48084
(313) 643-7363
An Equal Opportunity Employer M/F

NOW HIRING
J. Ross Browne's
WHALING STATION
J. Ross Browne's is now hiring restaurant personnel. Full or Part time. Lunch or Dinner. We will train.
FOOD WAITERS/WAITRESSES
COCKTAIL WAITRESSES
BUS BOYS/BUS GIRLS
HOSTESSES
MAINTENANCE MEN
BROILER COOKS
CASHIERS
FOOD PREP
DISHWASHERS
MANAGEMENT TRAINEES
Apply in person between 8 AM and 6 PM
Monday thru Saturday
See Michael Eng
J Ross Browne's
Is located at
2262 Telegraph Rd.
Bloomfield Hills, Michigan
(Intersection of Square Lake Rd. and Telegraph)
Adjacent to Showcase Cinema Theatres
Equal Opportunity Employer M/F
Due to various state labor laws, we are forced to set a minimum age of 18.

CAREER OPPORTUNITIES
RESTAURANT MANAGEMENT
PIZZA HUT
DOESN'T PROMISE ITS
MANAGEMENT
THE WORLD-
JUST A
SECURE, REWARDING
PART OF IT
By joining forces with one of the world's leaders in the rapidly expanding restaurant industry.
SO, if you are a career minded high school grad with the facility for figure work, record keeping, possess the ability to train and sup