504 Help Wanted Office-Clerical

KEYPUNCH TRAINEES

Here is a permanent job for the sharp keypunch trainee. If you have successfully completed a keypunch course within the last 3 months and desire to become above average operator, we have an opportunity available to you. Within 1 week we will begin our training program on the Midnight Shift (11 PM - 7 AM in our Dearborn location. If accepted, you will earn attractive starting salary and all fringes. To schedule introduction interview and aceptance test, call Mrs. Williams between 10 AM - 4 PM 278-1182

LEGAL SECRETARY
Salary open Shorthand essential. Experienced preferred. Suburban Northwest firm near expressway. For appointment call 626-8722

LEGAL SECRETARIES
Experienced
Northland area
Mr. Willis 864-3211

LEGAL SECRETARY. Southfield law firm, full time position Salary & benefits. Minimum experience 3 years 444-4848

LEGAL SECRETARY
Experience and excellent skills for Rent/Cen law firm Call Justine at 259-6470

LEGAL SECRETARY. Birmingham. Must have excellent skills and experience. Full time or flexi-time. Open salary and fringes 646-1800

LEGAL SECRETARY
Experienced, needed for 1 attorney office in West Bloomfield Shorthand, dictaphone experience required. Mag card or memory typewriter experience helpful Call 851-1050

LEGAL SECRETARY - Southfield Professional Office Center. Excellent typing skills, shorthand helpful but not required. Salary based on experience. Fringe benefits Call Mr Goodman 358-0020

LEGAL SECRETARY TRAINEE
Southfield area Excellent typing a must Many benefits. Please call Marion 354-7400

JOB HOT LINE

Call Diana to find out about our top paying secretarial positions.

524-1750
PERMANENT STAFF TROY

JR ACCOUNTING POSITION with a medium sized Westland manufacturing firm Job responsibilities Complete accounts payable function, inventory analysis & costing. Salary commensurate with ability. For interview call Mike Vagovich 464-1020

JUNIOR ACCOUNTANT, payroll, accounts receivable, payable, profit & loss, trial balance & management reporting. Send resume & salary requirements to P O Box 690 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd , Livonia, Michigan 48150

Keydisc/Keypunch

Experienced operators - top pay. Immediate openings for all shifts. Excellent benefits and incentive pay.

Livonia 427-2000
Utica 254-1910

SECRETARY
Local air conditioning distributor of large corporation - good pay, fringes, opportunity to advance. Call 552-5000

SECRETARY
MARKET RESEARCH CO.
Interesting position with variety. Makes travel arrangements, client contact, and use your good skills $11,000. Fee paid Call Nancy 353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY
needed for Sales Department of progressive Southfield firm. Typing and Shorthand required. Pleasant working conditions and excellent benefits. Salary commensurate with experience and willingness to learn. For appointment call 353-3209

SECRETARY
Southfield Manufacturer needs Secretary. Type 50 WPM accurately, light shorthand, some knowledge of accounting helpful Carrie. 358-3851

KEYPUNCH OPERATOR
needed for full time position in progressive Southfield firm. Some experience necessary, pleasant working conditions, excellent benefits. For appointment call 353-3209

KEYPUNCH OPERATOR

IBM-029
Minimum 1 year experience required. Will train as back-up Computer Operator. Southfield Company. Contact Mr. Carp

353-2244

LEGAL SECRETARY
Position available for person with good clerical skills in Troy office. Previous legal experience preferred, but not necessary. Salary commensurate with experience. Please contact Timothy Young at 879-0300

LEGAL SECRETARIES

Looking for more income, better working conditions, more pleasant management, better hours, somebody closer to home? If your answer is "yes", the time to contact us is Now. The demand for experienced Legal Secretaries is phenomenal! Openings exist throughout the tri-county area including downtown Detroit. In general, the positions are offering $200-$250 per week to start. Sometimes more. At one setting we can divulge the full particulars of all positions that meet your experience level. The cost? Absolutely nothing. Our corporate and attorney clients assume all charges for our professional placement service. Permanent, part time and temporary positions now available

PERSONNEL AT LAW

2000 TOWN CENTER
SUITE 2550
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Troy 649-2065
Dearborn 336-5777

LEGAL SECY., $10 M - Downtown prestige spot for excellent typist! Fee paid Rosemary Ford Employment Service, 17000 W. 8 Mile 424-8616

LEGAL TYPIST - trained in word processing, downtown Detroit law firm, 65 w.p.m Accuracy important. Pleasant offices. 963-2500

LIVONIA

$10,000!
Well known firm needs your good typing and flair for organization. Excellent advancement potential and great benefits!

TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

LOOKING FOR A CHALLENGE?
Entry level position available in the billing department of a young and growing Southfield firm. Must type accurately, be organized, and good with details. Excellent benefits and working conditions. If interested call 353-3209

Looking for a Job?

Let Personnel Staff do the looking while you work temporary jobs. We have temp openings for secretaries, bookkeepers, typists, keypunch, receptionist and accounting clerks. Call Pat.

TEMPORARY STAFF
353-5505

Mature, Congenial, Experienced Typist Type 50WPM, dictaphone & general office skills St. Vincent Sarah Fisher, a residential treatment center for children 626-7527

SECRETARY
To High School Principal, good typing, shorthand preferred, able to work with people. 12 month position, $9343-10,443. Full benefits. Northville Public schools, 501 W. MainExt 206. 349-3400

SECRETARY-TOP GAL
Good typing, good thinking, good math. Excellent opportunity. Salary open. All benefits. Bookkeeping and shorthand advantageous 649-1015

SECRETARY wanted for Southfield law firm, legal experience helpful but will train if necessary. Good typing skills required 559-4210

SECRETARY
Will work with Corporate planning & administration Will report to Director of Planning. Qualified applicant will type 70WPM, communicate well personally & over the telephone, emphasize accuracy & be a self-starter. Statistical typing is required. Offices located near Crooks - I-75 in Troy. Pleasant working environment. If interested & qualified, Call R. L. Johnson, 879-7100

504 Help Wanted Office-Clerical

MEDICAL RECEPTIONIST-TRAINEE $190
For X-ray department. Greet patients at front desk, schedule appointments and pull files for doctors. Excellent advancement potential, full fringe benefits including dental, cost of living and uniform allowance. Regular office hours, type 45.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

MORTGAGE ACCESSOR
National mortgage banker's firm. Experienced. Excellent benefits. Call Mrs. Marks, Personnel. 559-2350
An Equal Opportunity Employer

NATIONAL Finance Company, division of Borg Warner, has immediate opening for general office position, good typing & accounting skills required. Salary plus benefits. 15 Mile-Southfield area. 557-2627

NO SHORTHAND
Troy firm offers to $10,800 for dictaphone typist seeking heavy public contact position with variety of duties, fee paid.
Durham Employment. 569-1522

A BETTER WAY. . 559-7773

OFFICE CLERK

Weekends & Holidays. 7 AM-3:30 PM, good Typing Skills. Previous office experience desirable. Call Mrs. Mollet, 8 AM-3 PM.

REDFORD Community Hospital

An Equal Opportunity Employer

OFFICE HELP
For retail chain, located in Southfield. Figure & Calculator aptitude, experience helpful but not necessary. Includes fully paid Blue Cross & Profit Sharing. Please Call 358-1191

ONE Receptionist, 2 Tellers, Typing and good Math ability necessary. Downtown location. 35 hours, $170. Call for appointment. 965-8640

OPENING FULL Time Receptionist
Must have phone experience and figure aptitude. Typing skills necessary. Livonia-Plymouth area. Call Mrs. Taylor from 9am to noon at 464-1200

ORDER CLERK

VLASIC FOODS has an immediate opening for an Order Clerk for taking telephone orders from brokers and customers.
Requirements include having a pleasant telephone voice and proficiency on a 10 key adding machine. Order desk experience helpful but not mandatory. Apply at:
Vlasic Foods Inc.
33200 W 14 Mile
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

PART TIME CLERICAL
Evenings, light typing.
Staten Realty.
557-4600

PART TIME PERSONNEL CLERK
Looking for responsible person 4 hours per day, pay range, $3.36 - $4.18 per hour. Contact West Bloomfield School District Personnel Department. 682-3555

PAYROLL CLERK, computer payroll, taxes, full time. Excellent benefits. Jewish Community Center, West Bloomfield. 661-1000

SECRETARY
The nations leading franchiser of retail book stores has an immediate opening for an experienced secretary. The following requirements are necessary: Typing (general, dictaphone, statistical), shorthand and good telephone skills. If you possess these skills, enjoy working with people and like hands, please call Mr. Wronski in Livonia. 525-1500

SECRETARY $13,000 PLUS COLA
Challenging new position to assist VP of major corporation. Maintain business calendar, book travel arrangements, schedule and attend meetings and coordinate conferences. Shorthand or speed writing for your convenience. Excellent benefits including dental, 3 weeks paid vacation. Employer paid fee.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY, 36½ hour week, typing 60 WPM, shorthand 90 WPM. Salary based upon experience. Immediate opening. Mr. Bassett, 273-9082.
Trolley International Corp.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PAYROLL CLERK
Immediate openings. Computerized system. Good working conditions. Call for interview, West Bloomfield School Personnel Department. 682-3555

PAYROLL CLERK

3 to 4 days per week processing time slips for Computer set-up. Light typing. Must be accurate. Some payroll experience preferred. Send resume to:

MEDICAL PERSONNEL POOL

P.O. Box 2040
Southfield, Mich.
48037

PERSONAL SECRETARY - Mature person who can handle 2 businesses. Extra hours with extra pay when required. Good typing and pleasant telephone manner required. Must be able to drive. Bloomfield Hills area. Send Resume and salary information to Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FOR General Office. Mature Woman preferred. Full time position. Southfield Area. Call for appointment. 352-1692

PERSON FRIDAY for Berkley building construction company office. Will train. Must be bright. Permanent position. Reply to box 756, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON WANTED for typing and general office work. Apply in person 9 to 11 AM or 2 to 4 PM, Monday thru Friday.
Universal Weatherstrip Co
21566 Schoolcraft, Detroit.

PLYMOUTH Builder-Developer needs mature secretary with knowledge of bookkeeping and real estate procedures. Approximately 20 hours per week. Send resume to P.O Box 372, Plymouth, Mich. 48170.

POLICY HOLDER SERVICE - Record keeping. Insurance office, consider part-time. Southfield - 8 Mile Road. 538-9500

PRODUCTION TYPIST

50 to 55 WPM. Accurately
American Title Insurance Co.

353-0900
An Equal Opportunity Employer

RECEPTIONIST WANTED
Livonia area. Those between 9-11 am for appointment. 525-4000

RECEPTIONIST, Typist, Bookkeeper and general office work. Must have good eyesight and be skilled with small objects. 9 Mile - Middlebelt. 474-9180

RECEPTIONIST, Birmingham Law Firm. Min. typing 50 wpm, phone, filing, and various general office duties. 642-2000

RECEPTIONIST SECRETARY
for Southfield firm, quick & pleasant phone manner important. Modern surrounding, good salary & excellent benefits. Call after 2pm 358-2727

RECEPTIONIST
Farmington area manufacturer needs receptionist with clerical skills. Must be accurate typist. For interview contact Ms. Hayes 478-1200

RECEPTIONIST

For Emergency Room
10:30 to 7 AM, Fri. & Sat. Evenings. Good Typing Skills. Previous office experience desirable. Call Mrs. Mollet, 8 AM-3 PM.

REDFORD Community Hospital

An Equal Opportunity Employer

SHARP GIRL for development department in life insurance office in Birmingham. Figure aptitude & life insurance experience essential. Good typing skills necessary. Benefits offered. 647-4949

SECRETARY

Our Service Department is in need of good secretarial help. Excellent bulletin board experience helpful. Excellent working conditions. Call for interview

476-7100, Ext 277
Diamond International Corp.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

SECRETARY-RECEPTIONIST
Harper Woods area. At least 5WPM on IBM executive typewriter. Good pay & fringes for right person. Duties include some cost work, etc. Must be accurate with figures. Send resume including phone number to Box 764 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST - TYPIST for modern Southfield office. Good typing and telephone skills a must. Call Mrs. Bessesen. 424-8800
Equal Opportunity Employer M/F

RECEPTIONIST
Southfield financial service company seeks an experienced receptionist. Responsibilities include: courteous and efficient handling of incoming telephone calls, (5 lines). Typing, and general office work. Good typing skills necessary. Salary commensurate with ability and experience. For an appointment, call Mrs. Kraksal 559-5955

RECEPTIONIST

$11,000-$12,000
Meet 3rd greet people from FRONT DESK of international firm. Light typing a must. Fee paid. Benefits. Call Sandee.

644-4600
SNELLING & SNELLING AGENCY

RECEPTIONIST DOCTORS OFFICE

Client contact and lots of diversity in active office for pleasant personality. Start with billing experience! Hurry! Up to $12,400

353-2090
SNELLING & SNELLING PERSONNEL

RECEPTIONIST TYPIST

A perfect job for someone who likes to meet people, handle incoming calls and do misc. typing. Call Marcia Morgan for more information and a personal interview for this fee paid position.

524-1750
PERMANENT STAFF Troy

RECORD CLERK. Finance Services Company has an immediate opening for a person experienced in accounting and record keeping. The individual we seek should be a high school graduate. Additional education in accounting is preferred but not required. The job requires 10 key calculator experience, light typing, and filing. Duties include processing and verifying daily activity reports, maintaining records for customer accounts, and reconciliations of monthly records. A good starting salary, comprehensive benefits, and excellent working conditions accompany this position. For more information call, Commercial Credit Business Loans Southfield ext 11 352-2776
An Equal Opportunity Employer

RESTAURANT office needs person for daily sales reports & charges summary. Experienced preferred. Southfield location, call between 10am-2 pm. 641-6770

Sales/Marketing SECRETARY

If you are an experienced secretary with typing 50 WPM, possess a pleasant phone manner and people oriented, we are looking for you. This position offers variety, good starting salary and benefits with a growing Livonia Company. Call for appointment.

261-9400

SALES/RECEPTIONIST
Wanted for photographic studio. Full or part time. Tues. thru Sat., 10 AM - 6 PM. Experience preferred. Apply at Focal Point Studios, 32017 Grand River, east of Farmington Rd.

SALES SECRETARY

Excellent secretarial opening for young sharp gal, working with our executives in an action sales department. Duties are different each day so you will never be bored - so if you like a pleasing personality, good appearance and a great attitude and would like some variety for a change - call for details. Good benefits. Must type 45-50 WPM and be able to start soon. Attitude is more important than experience.
CALL BOB 543-1666

SALES SEC'Y

FARMINGTON HILLS
Rapidly expanding company needs outgoing person with good typing and 1 to 2 yrs. experience for challenging position in plush office. Good starting salary, full benefits, very promotable and company pays our fee.
PERMANENT STAFF 522-4210

SECRETARY
Excellent typing skills required and prior dictaphone experience preferred for general office work in insurance claims office. Salary open, ph- bee-- Call for interview appointment. Bradley-Thomas Adjusting Co., 27465 Southfield Rd., Lathrup Village. Near 11 Mile. 559-3939

SHARP SECRETARY
with good skills needed for Financial Planning office in Southfield area. Salary open. 353-7670

504 Help Wanted Office-Clerical

SECRETARIES interested in working one day, one week or many weeks. $3. and up per hour. Suburban Secretarial Service Inc. 459-6337

SECRETARY/BOOKKEEPER
General office experience with bookkeeping background preferred. Friendly office, Town Center Building, Southfield. Ask for Mary Jane, 9 AM - 5 PM. 352-9555

SECRETARY - Bright beginner's spot. If you have excellent typing and general office skills, call today. Salary $7,000-$8,000. Full benefits. Call Joan, Secretarial Office Service
"Where you never pay a Fee"
569-8480

SECRETARY - Dearborn area, immediate start. Qualifications: typing, bookkeeping, filing, time keeping. Hours, 8am-5pm, 5 days per week. Salary commensurate with qualifications. To arrange contact Pat Leech. 566-4070

SECRETARY

Dynamic growing Southfield Corporation needs a secretary for their personnel department. This is not just a secretarial position. The person we are seeking must be able to become an integral part of our management team. Your duties will be extremely varied and your work environment exciting. Excellent opportunity for advancement. You must be able to inter-act well with the public and upper level management. If you have at least 2-5 years previous secretarial experience and/or formalized secretarial training with typing 70wpm and shorthand 90 wpm, we would be willing to train you in the functioning of our personnel department. If you are ready to begin an exciting and rewarding career with our company call 9-5:30 354-5464

SECRETARY

Excellent secretarial skills are needed immediately. Temporary position - summer. Call for interview:

476-7100, Ext 277
Diamond International Corp.
23400 Haggerty Rd.
Farmington
Equal Opportunity Employer M/F

SECRETARY

EXPERIENCED
- for foreign trade office. Reasonable hours, good office, light work. Must be good business correspondent, good typist and good phone manner. Starting June 1st, starting salary depended on qualifications Please send resume, 3000 Town Center, Suite 1040, Southfield, Mich 48075.

SECRETARY
For Southfield law firm. 2 yrs. experience. Salary commensurate with ability and experience. Call 424-8980

SECRETARY for Southfield law office. Good typing skills required. No prior legal experience necessary. Reply to Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for law office, pleasant phone manner and typing skills. Farmington Hills area, call 855-5260

SECRETARY for 1 girl office, much phone work, light typing. Full benefits working with attorney TV rental corporation Call 9AM-4:30PM. 642-7480

SECRETARY for Birmingham Patent Attorney, shorthand & typing skills required, salary commensurate with experience, good benefits, beautiful offices Call Mrs Watterson, 645-7000

SECRETARY
For home office of electronics oriented firm. Good benefits. Pleasant Farmington office.
Call Jim 477-7700

SECRETARY - for growing CPA firm relocating soon to beautiful new offices in Town Center, Southfield. Excellent fringes and working conditions. Statistical typing and part CPA experience required. Bookkeeping ability preferable. Salary commensurate with ability. Call Mr. Isenberg to discuss your future with us. 353-4450

SECRETARY FULL TIME
Permanent secretarial help needed in 2 person Birmingham office. accurate typist with good filing skills required. Must be self motivating. Position involves billing medical insurance. Will train. 642-6767

SECRETARY- good typing, light shorthand and general office skills. Accurate more than typed words. Superior company, moving to Southfield in June. Salary $9-10,000 Call Joan at:
Secretarial Office Services
"Where you never pay a fee"
569-8480

SECRETARY - immediate opening in Southfield CPA firm. Position includes statistical typing and general secretarial duties. We offer liberal salary, fringes and a pleasant working atmosphere. Call for an appt. Shore & Assmov. 358-4444

SECRETARY
RECEPTIONIST
- TROY AREA -
Good typing and shorthand skills desired. Experience necessary. Good pay and liberal benefits.
CALL MR. POPPY
588-0781

504 Help Wanted Office-Clerical

SECRETARY

Just one year experience qualifies you for $12 - $13,000 to start with light shorthand and dictaphone. Move into administrative area for top idea man. Super benefits and quick review.
Call 649-4144
Your New Boss Pays Our Fee.

HARRIET SORGE PERSONNEL

SECRETARY
RECEPTIONIST
Expanding Troy computer firm in need of secretary receptionist. Good clerical skills a must. We offer an excellent medical/dental insurance plan. Salary commensurate with experience. Interested applicants call Lynn Fanok
879-7600

SECRETARY
SMALL manufacturing firm needs girl Friday for 1 girl office. Experience in typing, telephone, payroll, light bookkeeping, preferred.
Quality Precision Products
36216 Plymouth, Livonia
591-3121

SECRETARY
Person Friday to General Manager. A prestigious position. Manufacturing excellent typing, some shorthand, diversified duties, salary $12,000. Fee paid.

PRODUCTION CONTROL CLERK
TROY - Excellent production control or inventory control required. $800 range. Fully paid benefits including dental. No Agency Fee.

DENTAL RECEPTIONIST
Southfield
Experienced only. Filing, Dental Insurance. Setting up appointments & collections. $700 - $750 Mo. to start.

BOOKKEEPER WITH
REAL ESTATE
For Southfield Construction Co. $300 week min. range. Benefits. No Agency Fee.

PERSON FRIDAY - TROY
Excellent typing, dictaphone experience, prefer export background, also prefer some Spanish language, able to compose letters. $800 - $950 range. Full benefits, including dental. No Agency Fee.

DEGREED ACCOUNTANT
Must have some accounting experience. Supervision experience desirable. Salary $375 weekly. Full benefits. No Agency Fee.

BEGINNER POSITION
General Office duties. Filing, typing 40 WPM. Will be typing checks for insurance Company. Salary to $150. Full benefits. No Agency Fee.

SECRETARY
Administrative type position. Must be able to compose own letters. Typing 55 - 60 WPM, shorthand required. Salary $800 - 900 depending on experience. Full benefits. No Agency Fee.

PERSON FRIDAY
For Birmingham Insurance Company. Must have good figure aptitude, good accuracy. Must be able to type 35WPM have Life Insurance experience. Salary $9100. Full benefits. No Agency Fee.

KEY PUNCH
PART - TIME
70 - 30 hours per week. 129 - 029 experience. Eventual full time position. Salary $3.50 per hour min. Full benefits. No Agency Fee.

PROGRAMMER
RPG language - Cobol language. Will be working on Burroughs 1700. Must have work experience. Salary $1500 - $1800 monthly. Full benefits. No Agency Fee.

BETTY HAMIL PERSONNEL

424-8470

SECRETARY - prefer stable, intelligent woman to assist in payroll, minor bookkeeping and daily posting. Psychology clinic. Located in Birmingham area. $4.50 per hour. Call Merlin Newburn 644-2900

SOUTHFIELD General Insurance Agency desires employee to act as receptionist. Claims handling experience in general office experience desired. 352-8669

STATISTICAL CLERK. Good with numbers. Some bookkeeping & typing experience desirable but not essential. Excellent working conditions & benefits. Send personal & work resume including salary history to Mr. Miller, Sheplers Inc. 5621 Schaefer, Detroit Field, Southfield, Mich. 48075 or call 559-1580

STATISTICAL TYPIST
production work, good pay for willing worker. Long Lake and Telegraph area. 646-8333

STAT TYPIST with general office skills and bookkeeping background for Southfield CPA. Full time. Excellent working conditions. 557-0440

STENOGRAPHER
Life Insurance Company located in Plymouth has Stenographic opening in Marketing Department. Typing speed 50-55WPM. Shorthand Skills or Dictaphone experience helpful. Excellent benefit package. Contact Mr. Lane. 453-8500

SUBURBAN TRAINEE!

FEE PAID
©Large company offers exciting opportunity to learn and advance. Hurry! Super benefits and salary!
TOWN & COUNTRY
EMPLOYMENT CENTER
474-1717

SUPER STENO. 90 - 100 WPM, typing 70 WPM, accuracy a must. 9:30 to 5PM. Small friendly firm located in Southfield. $900 monthly. 559-2100

SUPERVISOR TRAINEE - organized, independent achiever to manage insurance agency staff. Responsible for selection, training, supervision, budget, & technical assistant in sales staff. Liberal benefits, some travel, relocation required. Send resume to Judie Copland, Mutual Of New York, 3331 W. big Beaver, Troy, Mi. 48084.
An Equal Opportunity Employer

SWITCHBOARD operator for private club, nights and weekends. Call any day but Monday. 331-0020

SWITCHBOARD

The main office of D.O.C. located in Southfield needs an experienced Switchboard Operator. Job will also include patient information calls and other varied duties. This is an extremely busy board requiring an exceptional person. Must have good phone voice and ability to relate well with the public. Call Personnel 9 AM to 5:30 PM.

354-5464

TELEPHONE OPERATOR and receptionist, typing skills necessary. Troy area. 588-6504

TELLER

Full time position is open at our Southfield branch office, located at 10 Mile Rd. West of Telegraph. Requires ability to meet the public and be accurate with figures. Call Manager for interview at:

354-9030
1st Federal Savings of Detroit
An Equal Opportunity Employer

TELLER

Full time position is open at our Ferndale office, located on Woodward near 9 Mile Rd. Requires ability to meet the public and be accurate with figures. Call Manager for interview at:

564-6583
1st Federal Savings of Detroit
An Equal Opportunity Employer

TWX OPERATOR
Local air conditioning distributor of large corporation, good pay, fringes, opportunity to advance.
552-5000

504 Help Wanted Office-Clerical

TRAVEL AGENCY GROUP SALES ASSISTANT

Exciting position in beautiful suburban high rise. Good typing and sales personality. Travel benefits. $10,000. Call Joanne Heading today.

353-2090
SNELLING & SNELLING PERSONNEL

TROY AREA - Mature person for busy office. Light bookkeeping, secretarial skills assistant to Promotional Advertising Director. Appearance important. 643-5242

TYPIST, Bookkeepers, Legal Secretary, Secretaries and General Office needed for some excellent part time and permanent positions in the NW suburbs and Detroit. Top jobs, top pay. Call Joan at Secretarial Office Services, "where you never pay a fee"
559-8480

TYPIST-CLERICAL

Familiar with accounting office procedures. Must be experienced in typing statements and tax returns. Livonia location, fringe benefits. Ambitious, permanent, full time persons need only apply. Salary open and salary requirements to Box 754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST

Clerical duties, 45 - 55 WPM, liberal fringe benefits, call Mrs. Andrews:

358-0015
ZURICH INSURANCE CO.
21567 Northwestern Hwy.
Southfield 48075
Equal Opportunity Employer M/F

TYPIST for CRT machine, minimum 45 w.p.m., accuracy in typing numbers important. Full time, permanent position. 8AM-5PM. Call Mr. G'Leary, BS Electronics, 24443 Schoolcraft, Livonia. 525-1155

TYPIST- Part time, 2 or 3 days a week. Must be able to use dictaphone and have recent office experience. Farmington Hills firm.
Hyman & Associates. 851-6500

TYPIST RECEPTIONIST $775
Front desk position in marketing department of large suburban corporation. Type quotes and occasional correspondence, greet visitors, book travel arrangements. Excellent benefits and potential. Full fringe benefits including dental. COLA and 3 weeks paid vacation.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

TYPISTS FILE CLERKS

COLLEGE STUDENTS
HIGH SCHOOL GRADS
HOUSEWIVES

Have temporary jobs now & thru the summer. All types of work.
Interviewing 9am-3pm
Must be 18 & have transportation

MANPOWER

TEMPORARY SERVICES
19500 Middlebelt, Suite 310E
Livonia
478-1130
26705 Woodward, Suite 305
Huntington Woods
543-1080
2911 Pontiac Lake Rd.
Pontiac
682-7700
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

TYPISTS-WORD PROCESSING

Immediate openings for Typists in our Secretaries Department. Successful applicants must type 60 wpm. Prefer applicants with knowledge of IBM MTST or other related word processing requirements.

We offer an excellent starting salary and complete fringe benefit package. We are located in an ultra modern setting accessible to major freeways.

Please write or call:

Personnel Administrator

GIFFELS ASSOCIATES, INC.

Architects/Engineers/Planners
25209 Telegraph Road
P.O. Box 5025
Southfield, Mi. 48037
(313) 355-4600, Ext. 1330 or 1237

Equal Opportunity Employer M/F

TYPIST - To $10,000
Expanding N. suburb firm has 3 openings offering a variety of responsibilities plus public contact for a good typist with dictaphone or general office experience. Fee paid. Fringes.
Durham Employment 569-1522

TYPIST WILLING to learn dictaphone. Receptionist & switchboard skills desireable but not essential. Excellent fringe benefits. Send personal & work resume including salary history to. Office Manager, Jewish Family Service, 24123 Greenfield, Southfield, Mich. 48075 or call 559-1500

WANTED FULL or part time receptionist. Southfield Athletic Club. 355-0080

WORD PROCESSOR - Downtown Detroit law firm. Legal experience not required. $5 up to commensurate experience. Pleasant offices. 963-2500

505 Help Wanted Food-Beverage

COOKS

With experience. $10,000-$12,000 yearly. Apply in person:

Franklin Club Apts
28301 Franklin Rd., Southfield
353-2810

HOSTESS

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

WAITRESS CAR HOPS

FULL TIME
DAYS & AFTERNOONS
Good pay, paid vacations and meals. Apply:
Livonia Big Boy
PLYMOUTH & FARMINGTON RDS.
421-4349

WAITRESSES

FULL OR PART TIME
Days or afternoons, to serve elderly residents in elegant dining room in Southfield. We will train.

Franklin Club Apts
353-2810

ASSISTANT COOK
Prefer middleage lady willing to work days, 8 am to 4 pm. Will train, top starting wage. Apply at The Chalet, 30505 Plymouth Rd. Livonia.

ASSISTANT MGR.
Our restaurant in Farmington Hills has a full time position open for an Assistant Mgr. fully paid on-the-job training program, benefits include food allowance, paid vacations, sick days, group medical & dental, etc. Previous experience helpful but not required. Interviewing Wed. May 16, between 2-5 pm. Friendly Family Restaurant, 24234 Orchard Lake Rd. 474-5877

505 Help Wanted Food-Beverage

Bakers & Bus Help

Full time BAKERS to work midnight shift. Will be making a variety of pastries, cakes, pies and breads. $3.87 per hour to start. Must be experienced.

Full time openings for BUS HELP. Must be willing to work any shift including weekends and holidays. $3.24 per hour plus benefits.
Apply in person to the Personnel Office located on the ground level of the Airport Hotel between 8 AM and 3 PM, Monday through Friday.

Host International Metro Airport

An Equal Opportunity Employer

BAR MAIDS & Waitresses, full and part time. Apply: Gaslight Crutch Lounge, 18730 Northville Rd. between 11AM and 1PM. 348-3173

BARMAIDS-WAITRESSES opening new lounge on W. 8 Mile. For information call 533-4630

BARMAID
wanted for restaurant and lounge. Troy area 689-2322

BARTENDER & COCKTAIL/FOOD Waitresses. Experienced. Cocktailers also needed. Shakespeare Inn, 24000 Plymouth Rd., Redford Twp. Ask for Mr. Jarrus or Mr. Agney 538-3100

BARTENDER

Full or part time
Night shift
Experience required
Apply in person

THE BLOOMFIELD CANOPY
6560 Orchard Lake Road

BARTENDER, Part time.
Brookside Inn
44115 W. 6 Mile, Northville
348-1010.

BARTENDERS
Full and part time.
Garden City Disco.
422-0300

BAR WAITRESSES & BAR MAID
wanted full and part time work. Days and nights. Experienced. Livonia area. 425-1484

BIG BOY RESTAURANT
needs waitresses for day & night shift. Apply 15750 J.L. Hudson Drive, Southfield 569-0030

BUS BOYS

PART TIME
Apply in person
Nugget Restaurant
30686 W. 12 Mile Rd.
Farmington

BUS HELP & WAITRESSES
Part time, all shifts. Apply in person. Old Time Deli, Orchard Lake & 12 Mile Rd. 532-2191

BUS PERSONS

Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 Mile
Between Southfield & Evergreen

BUSSING POSITION AVAILABLE
Days. Full time. Apply at. 29855 Northwestern Hwy. in Southfield or call 352-0710

COOK

Experienced, mature female preferred. Apply after 2PM.

Village Pump
32350 W. 8 Mile
Farmington

COOK
Looking for man or woman with some previous experience in cooking. Excellent working conditions. Guaranteed 5 day week, good salary & fringe benefits. Apply in person at Bloomfield Open Hunt Club, 655 E. Long Lake, Bloomfield Hills. 644-9412

COOKS

Full & part time positions now available for dependable energetic individuals with trait.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W 10 MILE
Between Southfield & Evergreen

COOKS
Full time, 11 am to 7:30 pm. Afternoon shift. Air conditioned kitchen. Bedford Villa Nursing Home. 557-3333

COOKS
SALAD PEOPLE
DISHWASHERS
Please apply anytime after 2 PM. The Prudential Town Center, 13½ Mile and Evergreen, Southfield. (THE GOLD HIGHLINE) We are located above the theatre. No phone calls, please.

DIAMOND JIM BRADY'S

COOKS-WAITERS-WAITRESSES
Full & part time positions available. Above average wages, preferably over 18 Interviewing Wed. May 16, between 2-5 pm. Friendly Family Restaurant, 24234 Orchard Lake, Farmington Hills 474-5877

COOKS - 3rd shift. Wages commensurate with experience. Apply in person Sambo's Restaurant, 14349 Telegraph Road, Redford.

COOK to take charge of kitchen. Must have experience and good references. Part time pastry girl. Excellent opportunity. Ask for the chef 255-1225

DAY & EVENING DISHWASHER ALSO CASHIER

Resturant Duglass
29269 Southfield
(Farrell's Shopping Plaza)
424-9245

DAYS OR EVENINGS. Part or full time. No experience required. Apply in person between 2 and 4 Pm. or 8 till 11 Pm. Hardee's of Farmington, 23224 W. 8 Mile, at Middlebelt.

DINO'S Pizza - Delivery and pizza maker, $2.90 an hour, $.50 per delivery. Apply 8981 Wayne Rd., Livonia. After 4PM. 522-9646

DISHWASHERS - part time evenings, 5 PM. to midnight. Farmington Hills area restaurant. 851-4094

DOORMAN BOUNCER
Full time
Garden City Disco
422-0300

EXPERIENCED COOK
For Banquets
Weekends
Call 737-8130

HELP WANTED
Pantry person, 8am-4pm Mon. thru Fri. Salary negotiable. Line cook wanted nights full time, salary negotiable. Experience preferred. Apply in person only.
Double Eagle Restaurant
5725 Rochester Rd., Troy, Mich.

HOSTESSES
Mature women for days or evenings. Full or part time. Apply in person Wednesday or Thursday, 4-6 PM. Ask for Mary or Anne. Leather Bottle Inn, 23937 W. Warren, Garden City.

HOSTESS
Full time, excellent hours.
Apply in person only. Dunkin Donuts
24710 Telegraph, S. of 10 Mile Rd.

HOSTESS - Phone girl, full time, apply in person Claim Diggers Restaurant, 30515 Grand River, Farmington.

KITCHEN HELPER - days, experienced in food preparation. Farmington Hills restaurant. 851-4094

505 Help Wanted Food-Beverage

THE J.L. HUDSON TWELVE OAKS MALL

12 Mile-Novi Rd. at I-96

Progressive Detroit Metro based retailer seeking
RESTAURANT PERSONNEL
With experience in cooking/general kitchen utility function. Excellent benefits.

Apply in Person at the
Personnel Office
Third Level
9:30 AM-4 PM MON. thru SAT.

HUDSON'S
TWELVE OAKS MALL
27550 Novi Road, Novi

An Equal Opportunity Employer M/F

McDonald's Needs People

McDonald's

Now hiring full and part time day shift personnel.

- Attractive starting rate
- Supervised training
- Good working conditions
- Regular raises
- Flexible schedules

For information, phone
647-0099

or apply in person at the Beverly Hills location,
31655 Southfield Rd.

An Equal Opportunity Employer.

BONANZA
STEAK HOUSES

MANAGER TRAINEE

Southfield Area

Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.

For appointment, call
474-0203

BONANZA RESTAURANT

BONANZA
ATMOSPHERE ON A BUDGET

BONANZA is now taking applications for our new Bonanza at 10 Mile and Grand River in Farmington Hills.
FULL TIME - PART TIME
NO EXPERIENCE NECESSARY

COOKS
CASHIERS
BUS PEOPLE

DISHWASHERS
COUNTER GIRLS
HOSTESS

STUDENTS
Good Jobs for after school and weekends
ADULTS
Day Hours are flexible so you can get your kids or spouses off in the morning and still be home to greet them in the afternoon.

APPLY AT
THE BONANZA AT
38350 W. 10 MILE
1 blk W. of Grand River
Monday thru Saturday 2-4 p.m.

NOW ACCEPTING FULLTIME APPLICATIONS

CHEFS
WAITRESSES
COOKS

OTHER POSITIONS AVAILABLE

DISHWASHERS
BUS HELP
Apply in person:

PERKINS CAKE & STEAK

501 S. Wayne Rd.

ANNOUNCING NEW
BURGER CHEF
IN REDFORD

We are now hiring full and part time, day and night employees. Positions available—include:

HOST/HOSTESSES
COUNTER SALES
FOOD PREPARERS
PORTER
CLOSERS

We offer:

GOOD PAY
CHOOSE YOUR OWN HOURS
FREE UNIFORMS
PAID VACATIONS
EXCELLENT TRAINING
ADVANCEMENT POTENTIAL
AND MUCH MORE!

Please