Help Wanted

504 Help Wanted Office-Clerical

CREDIT UNION
needs experienced collections clerk.
557-2736

Customer Service

FEE PAID. Talk with clients, solve problems, and much more for nationwide firm! Super benefits!
YORK & COUNTRY EMPLOYMENT CENTER
474-1717

DEPENDABLE GAL for Manufacturing Engineering office. Filing, typing (65 WPM), pleasant phone voice, salary commensurate with experience. Send resume to: OEM Technical Sales, Inc., 28423 Northwestern Hwy., P. O. Box 216, Southfield, Mich., 48037

EARN EXTRA $$$

Be a "SOMEBODY SOMETIME" temporary employee. We have temporary assignments available in the Farmington & Wayne areas for:

SECRETARIES
DICTAPHONE TYPISTS
SWITCHBOARD OPRS.

We pay top rates for your skills. Come in and see us.

Somebody Sometime

LIVONIA
17332 Farmington Road
(In Burton Executive Park)
525-5170

DEARBORN
420 Village Plaza
565-3500

CLERICAL OPPORTUNITIES

Mortgage company in prime Southfield location has openings for individuals with good office skills including minimum typing of 45 WPM. Excellent salary structure commensurate with ability or experience plus outstanding fringe benefits. For appt. call Mrs. Fischer
355-0500
Or apply directly at:
GRAHAM MORTGAGE CORP.
3000 Town Center, Suite 2-9
Southfield, Michigan
An Equal Opportunity Employer

CLERICAL. Insurance Agency in Southfield needs mature woman for misc. typing and some light bookkeeping. Excellent fringe benefits. 557-7152

CLERK

Must have good basic math skills, accuracy and typing 40wpm. Will compute & type letters and do calculations. Excellent opportunity in our group department. Call Mr. Bingham.
Macabees Mutual Life Insurance
25800 Northwestern Hwy., Southfield
357-4800, ext 203 or 208.
An Equal Opportunity Employer

For large insurance agency located in Southfield. Call Gayle Farmer for an interview: 353-1800

CLERK/TYPIST

Investment counselor needs versatile person for office position in Birmingham area. Must have bookkeeping experience, excellent typing, good telephone manner, willingness to use dictating equipment and aptitude for figures. Pleasant working conditions
John Cooper Associates
644-4514

EXCELLENT TYPIST - For modern Troy office, experienced or will train on Mark Cord Typewriter. Accountants with experience & ability. Good benefits. Phone morning
Age No Barrier.
An Equal Opportunity Employer

EXCITING CAREER opportunity in growing vital transportation industry. Entry level position with advancement possibilities in management capacity in hard working conscientious individual. Call for interview.
348-4400

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.
355-3209

EXECUTIVE SECRETARY $14,000 FEE PAID

Fortune 100 corporation! Top benefits.
Snelling & Snelling
336-7400

EXECUTIVE SECRETARY $14,000 FEE PAID

Fortune 100 corporation! Top benefits.
Snelling & Snelling
336-7400

EXECUTIVE SECRETARY FEE PAID

Established Company needs your good communication skills. Be right hand to Executive Director. No shorthand. Great benefits. Don't hesitate! $11,700. Call Kathy.
353-2090
SNELLING & SNELLING PERSONNEL

EXPERIENCED legal secretary for Bloomfield Hills law firm, flexible person must be able to assume responsibilities and handle client relations, call Cheryl
647-6560

EXPERIENCED LEGAL Secretary needed for Birmingham/Southfield law firm. Excellent working conditions and fringe benefits.
643-3200

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Farmington Hills Mfr. - V. P. of Sales requires a sales oriented person with above average skills. Good shorthand and typing a must. Prefer a self-starter who can handle detail work. Excellent pay. Benefit package includes pension and profit sharing. Good working conditions. Call Mrs. Springer, 478-1750.

EXECUTIVE SECRETARY
to assist top-level executive in organization and administration of company functions, policies and procedures. Successful applicant will deal primarily with upper level, management team members and attend all formal management meetings as participant and recorder. This is a prestigious position involving challenge, responsibility and high level of confidentiality. Excellent salary and fringes. Our present staff is aware of this opportunity. Reply in confidence to Mr. Detelzie, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Farmington area. Executive Director requires Secretary, highly skilled in shorthand & typing. Minimum 60wpm. Prestigious position. Challenging responsibility. Must be self starter. Salary negotiable. Commensurate with ability & experience. Send resume to Box 732, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED SECRETARY - must have excellent typing skills. Salary negotiable. Downtown Detroit office. Call between 9 a.m. and 5 p.m. 393-1988

FILE CLERK
Immediate opening. General office work. Filing and light typing duties. Must be good speller. Office presently located in Northland area. Will be moving to 12½ Mile and Telegraph in April. Call Fidelity & Deposit Co. 569-1990
An Equal Opportunity Employer

FILING CLERK
Cunningham Limp has an entry level position available in our marketing services department. Candidate must type 55 wpm.
Duties will include the preparation of companies advertising mailing and misc. clerical duties. Candidate will be trained on our word processing machine.
Outstanding company paid benefits.
For interview appointment please call
E. LABADIE
CUNNINGHAM LIMP
1400 N. WOODWARD
BIRMINGHAM, MI. 48011
647-6600 EXT. 246
An Equal Opportunity Employer

FOX PHOTO is now accepting applications for 4 am starting time in our Private & Billing Dept. Apply between 8,30 am - to 5 pm. 775 Davis St. Plymouth.
An Equal Opportunity Employer

GAL FRIDAY for construction business. Must be good typist and good with numbers. Salary open. N. W. area. Send resume to Box 713 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GAL FRIDAY
To do typing & other various duties
Including answering of telephone
Hay, 9 AM-4 PM, 591-0100

GENERAL OFFICE

Suburban Jewelry Distributor seeking Must like to deal with people. Interesting position which involves typing and general clerical duties.
CHESTNUT HILLS VILLAGE APARTMENTS
Office hours 12-4 daily
Closed Thurs.
852-6260

GENERAL OFFICE
Good typing skills, Full time.
Linda Area
Call Mary, 591-3322

GENERAL OFFICE $165. If you enjoy deadlines & typo 45 WPM.
Call Rosemary Ford Personnel
424-6616

GENERAL OFFICE
Southfield firm looking for accurate typist with good figure aptitude. Accounting background a plus. For more info call
353-3209

GENERAL OFFICE
National firm in Southfield needs ambitious and detail minded individual to handle varied duties, filing, typing and phone work. Excellent benefits. Call Mrs. Wiegand,
353-5300
An Equal Opportunity Employer

GENERAL OFFICE $220 A WEEK

Lots of variety! Large company, excellent benefits!
Snelling & Snelling
336-7400

GENERAL OFFICE for Highland Park location. Good typing skills, pleasant personality. Call between 8-12, Monday thru Friday.
883-8131

GENERAL OFFICE WORK
Typing, filing, answer phone, some sales experience helpful. Full time, 40 hours. Redford, Mich. Call for appointment.
534-6060

GENERAL OFFICE WORK
Job consists of filing, typing, outlined computer work & general office responsibilities. Call Dennis Smith,
Farmington Hills.

GENERAL OFFICE position available in Southfield for person with mature attitude. Light or verbal communication, phones, typing, invoicing. Must be good with figures & have attention for detail. Full time. Please call
353-5870

GENERAL OFFICE
Electrical manufacturer in Birmingham has opening for qualified person. Duties include telephone, telex, mail, filing & typing. Must be personable and willing to assume other general office duties. For interview appointment call
643-8500
phone:

INSURANCE AGENCY

In Birmingham has opening for person experienced in Auto or Homeowners underwriting or rating with qualifications leading toward Management Position. Salary open.
Days 646-6657
Eves. 681-0251

INSURANCE OFFICE (Livonia) needs Home Owners & Auto Rater. Additional Insurance knowledge preferred. Ask for Andy
525-8450

504 Help Wanted Office-Clerical

GENERAL OFFICE

Type 35 w.p.m. Call Personnel Manager 10am-4pm, Mon. - Fri. 358-3667.
TUNNEL BAR-B-Q
29161 Northwestern Hwy
near 12 Mile
Southfield

IF YOU'RE GOOD ...

You ought to be KELLY! We need SECRETARIES with shorthand, WORD PROCESSORS, BOOKKEEPERS, SWITCHBOARD OPERATORS, CLERKS & MORE. Keep your skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, merit increases, bonus referral plan and paid vacations. Apply Mon. thru Fri., 9 to 3 PM. at the office nearest your home.

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 105, Troy
362-1150
4000 Town Center
suite 1225, Southfield
352-7490
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

IF ...

You type 65 WPM, take shorthand at least 85 WPM, have light bookkeeping and dictaphone experience, and good communication and organizational skills, the sales office of a major company in Livonia area needs you. Must have resume. Long term assignment. Ask for Gayla.

Not an Agency - Never a Fee

KELLY SERVICES
"The Kelly Girl People"
29449 W. Six Mile, Livonia
522-4020
Equal Opportunity Employer M/F/H

IMMEDIATE OPENING for individual with general office experience. Must be able to type, operate printing calculator & have good basic writing skills. Rochester area. Call between 8:30am-3pm for appointment
852-4449

INTERNAL SECRETARY
Experienced homeowners/auto rating and typing. General agency. Top salary and benefits. Call Mrs. Ryan, 569-8400

INSURANCE & TAX CLERK

An intelligent, neat appearing, experienced person for GENERAL OFFICE work. Must be good with figures. Good starting salary and benefits. Call
MR. GOLDMAN for appointment.
557-7040

INTERNATIONAL ENGR. FIRM has an immediate opening that involves varied typing & shorthand. A greater level of confidentially, Agressive & Innovative Secretary, must have mini mum of 3 to 5 years experience with excellent typing & shorthand & general office skills. Competitive salary. Paid benefits. Call or send resume to
D.E.C International
45081 Geddes
Canton - 397-8586

INVENTORY CONTROL
Responsible position for good typist with well established corporation. Inventory experience will get your this fee paid post with great advancement potential. Over $10,000 and open now. Call Ann Wells.
353-2090
SNELLING & SNELLING PERSONNEL

Keydisc/Keypunch

Experienced operators and sharp trainees. Immediate openings, all shifts. Top pay plus incentive, excellent benefits.
LIVONIA 427-2000
UTICA 254-1910

KEY DISK OPERATORS - wanted for day or afternoon shift, full time only, must key 10,000 key strokes per hr. minimum. Salary negotiable based upon experience, write or call Kim Steele, Dataco, 28500 Concord Dr. N. Madison Hts. Mi. 48071. Located across from the Oakland Mall. 585-5660

LEGAL ARIEN
Terrific chance to be more than a Secy! Top skills admit you to Administrative duties. Start to $18,000. Salary open. Call eves. 644-4144
Your New Boss Pays Our Fee
HARRIET SORBE PERSONNEL

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
For Southfield Law Firm
Typing & shorthand required
Call Diane
557-8300

LEGAL Secretary, 5 years experience trial work desired. Shorthand. Rise Crom, major med. life insurance. Immediate vacancy. Southfield. 355-1720

LEGAL SECRETARY & Gal Friday. Birmingham lawyer will train person with college education & desire to be a lawyer or paralegal.
645-0750

LEGAL SECRETARY for established practice, Plymouth area, must be experienced, excellent typist, able to assume responsibilities of managing office. Send resume to box 6830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NOW READ THIS!

If your profile meets the following requirements you may apply for this 2 day a week position of Secretary/Asst for downtown Birmingham Interior Designer.
Male or Female
Neat Appearing
Fashionable Dresser
Outgoing
Easygoing
Type 50wpm
Organized
Reliable
Reliable
Creative Thinker
Do not call unless you fit all of the above.
645-8819

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
PERMANENT
TEMPORARY
Dozens of outstanding opportunities throughout the metro area are available immediately for those with experience. Need more income? Call for full particulars. Never a fee. Call for free placement assistance.
PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 532-3149
Renaissance Center 567-0141
Troy 649-3042

LIVONIA FIRM needs general office Box 716, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

or call 616-375-1290 - Collect

SECRETARY, architect's office in Birmingham. Typing, filing, telephone, Dictaphone and general office. 647-3600

SECRETARY

A super person who can type sparkling personality. Advancement & top salary are offered. Typing, shorthand or dictaphone required.
ALL FEES ARE COMPANY PAID
ROTH YUNG
Personnel Service 559-3300
THE Specialists

SECRETARY
Creative department of large advertising agency has opening for secretary with good shorthand typing skills. Excellent working conditions with congenial, busy group. Please send your resume to Box 701, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANUFACTURER REP'S office, Orchard Lake and 14 Mile area. Need experienced general office help. Good on phone, good typist. Pleasant work. Send resume to Box 724 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE woman wanted for light office and Bookkeeping duties. Apply in person: Tri-State Furniture, 25940 Michigan Ave., Inkster.

MEMBER SERVICE REPRESENTATIVE

National organization is seeking an individual who possesses excellent organizational skills, a strong analytical background, good typing and communication skills, and previous customer service experience.

We offer a competitive salary and excellent fringe benefit package to the successful candidate. If qualified, contact Sara Cebali.

FLORISTS TRANSWORLD DELIVERY ASSOCIATION
355-8300, ext 253

OFFICE CLERICAL - must have formerly worked in doctors office, with experience Blue Cross billing, call
398-6780

OFFICE MANAGER

Busy apartment complex office in Westland needs mature woman to train as bookkeeper/Office Manager. Very diversified job duties. Must be intelligent, have excellent math skills, good typing and telephone answering skills. Must be willing to work. Call 10AM to noon only.
358-0455

OFFICE MANAGER
TO $14,000
FEE PAID. Suburban company offers challenging opportunity to individual with 2 years administrative experience.
YORK & COUNTRY
EMPLOYMENT CENTER
474-1717

OFFICE POSITION
now available in customer service department of our Troy Headquarters. Experience preferred, but not necessary. Apply in person, Silvers, Tel Twelve Mall, 12 Mile & Telegraph

ONE GIRL office for Manufacturers Representatives. Light bookkeeping, some filing, 40 hour work week, $600 month, work in Rochester for Chemlawn Corporation.
852-7158

SECRETARY

POSITION available for an experienced secretary. Minimum typing 60-65 WPM, shorthand 80 WPM. For further information call Personnel Dept.:
Alexander Hamilton Life Insurance Co. Of America
12 Mile & Farmington Rd.
553-2000

SECRETARY TO MANAGER
Large national corporation needs diversified Secretary. Excellent typing skills. Their Northwest suburban sales office. Excellent benefits. Call
645-6720
An Equal Opportunity Employer

RECEPTIONIST-TYPIST
For large real estate office, Bloomfield Hills. Call Mr. Linebaugh, for confidential interview.
646-1234

RECEPTIONIST
For industrial distributor to greet people, answer phones with some typing & filing. Call Sandra Smith, at
Farmington Hills
476-8700

SECRETARY, - Typist, for Southfield CPA office, variety of duties, bookkeeping knowledge a will train, Mon. through hours, After 4 PM,
851-6876

SECRETARY wanted for busy lawfirm. Must be a good typist and have good spelling and punctuation skills. Ask for Diane.
558-4411

SECRETARY, we need a dependable person full time, 8:30am-4:30pm (35 hour work week) must have typing skills, some transcription ability. This is an interesting position with various responsibilities and good benefits. $757 a month to start. Southfield area.557-8510

SECRETARY $12,000 FEE PAID

Fast-paced firm! Grow with the best! Good skills and experience!
Snelling & Snelling
336-7400

SMALL FIRM establishing office in Plymouth/Livonia area has opening for a person with secretarial and clerical skills for Order Entry, Order Processing & Pricing, Sales & Technical correspondence, filing, etc. Accurate typing, calculator experience & high math aptitude required. Job involves telephone contact with supplier companies & customers as well as direct contact with company sales people. Attractive salary & benefit including bonus. Send confidential reply & resume to: Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

or call 616-375-1290 - Collect

TEACHER CMA, or equally qualified person to teach medical secretarial program at private vocational school in Livonia, part time.
478-8170

TYPIST

Fantastic opportunity to join an exciting team of friendly professional people. Excellent typing skills required for this super spot. Good starting salary, great benefits, unlimited advancement and a luxurious office can all be your! Send confidential resume to Mr. Dietrich, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SALES SECRETARY
We are seeking a dynamic person interested in a challenging secretarial position involving public relations work. Accurate typing 60 WPM and shorthand a must. Pleasant working atmosphere and full benefits. For more info call
353-2209

• SALES SECRETARY •
Small firm establishing office in Plymouth/Livonia area - has opening for a person with secretarial & clerical skills for order entry, order processing & pricing, sales & technical correspondence, filing, etc. Accurate typing, calculator proficiency & high math aptitude required. Job involves telephone contact with supplier companies & customers as well as direct contact with Company sales people. Attractive salary & benefits including bonus. Send confidential reply & resume to:
Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

A super person who can type sparkling personality. Advancement & top salary are offered. Typing, shorthand or dictaphone required.
ALL FEES ARE COMPANY PAID
ROTH YUNG
Personnel Service 559-3300
THE Specialists

SECRETARY
Creative department of large advertising agency has opening for secretary with good shorthand typing skills. Excellent working conditions with congenial, busy group. Please send your resume to Box 701, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary

Executive Livonia firm needs your good skills and personality. This is a relaxed office with nice people. Lots of variety in this job. Fee paid. Minimum $9,100. Call Joanne now!
353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY - experienced, part time, for management firm in Southfield. Real estate experience preferred.
569-3333

SECRETARY
For elementary school, 8 hour day, 10 months, fringe benefits, vacation. Apply Personnel Office, Bloomfield Hills School District, 4175 Andover Rd., Bloomfield Hills, 48013.

SECRETARY

for Farmington Hills corporate office. Excellent career opportunity for organized, dependable individual with good typing and shorthand skills. Pleasant work environment. Competitive salary and fringe benefits. Send resume in confidence to Box 642, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - for Bloomfield Hills law firm, good typing & dictaphone skills required. Legal experience not necessary.
642-0990

SECRETARY - For law office, part time, some legal experience preferred. Excellent typing & grammar required. Will train. Southfield area. 353-3040

SECRETARY - FULL TIME
For expanding 3 man Sales office in Southfield. Accurate typing, attention to detail and a pleasant phone voice are most important requirements. National Co. provides full benefits.
Call Kay, 557-1448 for an appointment.

SECRETARY
Immediate opening in Southfield CPA firm. Position includes statistical typing and general secretarial duties. We offer liberal salary, fringe & a pleasant working atmosphere. Call for appointment, Steve & Associates, 354-4448

SECRETARY/JUNIOR
Southfield-International Consulting, Accounting Firm
Phone Type, File.
353-8474

SECRETARY-Marketing research company dealing with auto manufacturers and advertising agencies. Varied duties. Good typing skills necessary. Shorthand helpful. Maple & Telegraph area. Confidential reply. Call Ginny, 647-6484

SECRETARY NEEDED for office manager of expanding company. Good field. Typing, and light bookkeeping. Call between 10-12.
569-6677

SECRETARY POSITION
Good typing skills, telephone work, some filing, 40 hour work week, $600 month, work in Rochester for Chemlawn Corporation.
852-7158

SECRETARY

POSITION available for an experienced secretary. Minimum typing 60-65 WPM, shorthand 80 WPM. For further information call Personnel Dept.:
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12 Mile & Farmington Rd.
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Fast-paced firm! Grow with the best! Good skills and experience!
Snelling & Snelling
336-7400

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or call 616-375-1290 - Collect

TEACHER CMA, or equally qualified person to teach medical secretarial program at private vocational school in Livonia, part time.
478-8170

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An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SPRING CLEANING?

POCKETS EMPTY?

We need you if you type 55 WPM and can work office hours - we also need SECRETARIES with shorthand, many temporary assignments available. Call for an appointment.

4000 TOWN CENTER
SOUTHFIELD
(suite 1225)
352-7490

KELLY SERVICES
"The kelly Girl People"
Equal Opportunity Employer M/F/H

TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE

NO FEE
BLOOMFIELD HILLS 334-9790
ROYAL OAK 542-9323

TYPISTS SECY'S STENOS

Urgently Needed In All Areas.
Want a challenging high paying job with the WORLD'S LARGEST TEMPORARY HELP SERVICE? Want a chance to become a "TIFFANY" award winner? Then come in and apply at the MANPOWER TEMPORARY SERVICE OFFICE nearest you.

LIVONIA
19590 Middlebelt, 3rd Floor
478-1130

ROYAL OAK
26075 Woodward, 3rd floor
543-1080

Ask how you can earn extra money with our talent scout referral program.

MANPOWER
TEMPORARY SERVICES
THE WORLD'S LARGEST
An Equal Opportunity Employer

TYPIST
$210 WEEK
FEE PAID

National firm needs you today!
Snelling & Snelling
336-7400

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

WORD PROCESSOR - major communication company has immediate opening for a Word Processor Machine Operator. Position requires individual with full knowledge of the operation of a Vydec Word Processor and a word processing systems; type at least 60 WPM; dictating machine equipment experience. Please submit resume to Barton Malow Co., att: Joe Ayres, P.O. Box 5300, Detroit, Michigan 48213.
Equal Opportunity Employer M/F

WORD PROCESSORS

Birmingham Law firm needs experienced word processors. Full or part time. Afternoons & nights. IBM OS - 6 experience a plus. To arrange an interview, call
Word Processing Manager
963 - 5420, ext 201
Miller, Canfield, Paddock & Stone
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

STENOGRAPHER, good skills, mature, expanding national company. Benefits in modern high rise building in Southfield. Carmen.
353-5880

STENO - Must be experienced. Part time. Flexible hours. Mature. 12 Miles/Farmington Rd. area.
553-5124

SOUTHFIELD based advertising agency - immediate opening for typist. Must type 60WPM. Good salary & benefits. Call
827-4343
Equal Opportunity Employer M/F

SOUTHFIELD LAW OFFICE seeks mature, experienced legal secretary on a flexible part time basis. Pleasant working conditions.
353-7727

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
TWO (2) COOKS - April thru October. Experienced preferred. Menu Range: Grilliwich to Banquets.
Godwin Glen Golf Club, 437-0178

ALA CARTE CAFE - SOUTHFIELD
is hiring. Prep cook, part time, 3 evenings. Dishwashers, bus boys, waiters, waitresses, lunch & dinner. Food & liquor service.
352-0710

ALL RESTAURANT POSITIONS
Elias Bros. Restaurants are now hiring full and part-time bussboys, Waitresses, Cooks and Service Assistants on the day and night shifts. Experience not necessary, will train. Apply in person daily between 8 and 11 AM at the Northland Mall Big Boy in Southfield.
Equal Opportunity Employer M/F

ARBY'S now hiring part time help, must be 18 yrs. or older and available to work on weekends. Apply or call between 2pm - 5 pm, 19000 Middlebelt (1 block S. of 7 Mile).
477-0057

ATTRACTIVE RESPONSIBLE hostess, Private club, Livonia area. Sat. & Sun. evenings. Call for appointment.
522-4030

BAR MAID, experienced, needed for day or evening shift. Apply in person. Andy's Bar, 14400 Plymouth Rd. near Southfield Rd.
837-5630

BARMAIDS & WAITRESSES
Charlotte Country Club
175 S. Veney, Westland
729-2414

BARMAID wanted weekends and nights.
753-3188

BLOOMFIELD CHARLEY'S now accepting applications for kitchen employment, full or part time positions available, apply in person 5436 W. Maple Rd., W. Bloomfield.
An Equal Opportunity Employer

BOX BAR & GRILL
Accepting Applications for
BARTENDERS male/female
WAITRESSES
COOKS
Apply in person 9 am to 5 pm. 777 W. Ann Arbor Trail
see Art Secord

BUS BOY
2 excellent day shifts now available. 7 to 2 PM. - 5 days, weekends off. 12 to 5 PM. - 5 days, weekends off. Excellent pay. Apply in person between 1 and 3 PM. Mon. thru Fri. or by appointment.
BLAKENEY'S
RANCH HOUSE
28331 Grand River, Farmington
477-3340

CAR HOP
FULL TIME - DAYS
Paid vacation and meals. Apply:
Livonia Big Boy
PLYMOUTH & FARMINGTON RDS.
421-4349

CHEF POSITION available in private health club. Must be experienced in purchasing, food cost control, staff supervision, banquets up to 350, open dining. Salary range: $20,000-$24,000.
623-8305

COOK
Experienced, mature. Must have references. Full time evenings.
Apply in person.
Franklin Club Apts
28301 Franklin Rd., Southfield
OR CALL SUSAN
353-2057

COOK - SHORT ORDER
Apply in person or call. Time Fine Food, 31271 Plymouth Rd., Livonia.
261-8290

HOSTESS
Excellent part time shift now available. Top pay. Must have neat appearance. Apply in person 1 to 3 PM. Mon. thru Fri. or by appointment.
BLAKENEY'S
RANCH HOUSE
28331 Grand River, Farmington
477-3340

505 Help Wanted Food-Beverage

is now accepting applications for
FULL TIME COOK
with management potential.

References needed but no experience necessary. Must apply in person only between 2 PM - 4 PM Mon. thru Fri., at:

25610 West Eight Mile, Southfield
BONANZA RESTAURANT

MERIWETHER'S RESTAURANT

Is Now Accepting Applications
For The Following:

Cook Supervisors
Floor Supervisors
Dishwashers
Line Cooks
Prep Cooks
Janitor
Bookkeeper/Secretary
Cocktail Waitress/Waiter
Bartenders
Bus People
Host/Hostess
Waiter/Waitress

Previous restaurant experience is not necessary. We have an excellent training program. Please apply in person between 10 am-6 pm.

MERIWETHER'S RESTAURANT
25485 Telegraph Rd., Southfield, MI.
(North of 10 Mile on westside of street)

Equal opportunity employer Male/Female

505 Help Wanted Food-Beverage

COUNTER HELP needed for day shift, easy hours for working mother, $2.25 an hour to start. Apply: Burger King Restaurant, 13 Mile & Southfield Rd., Southfield.

DAY WAITRESSES - apply in person: Northville Charley's, 41715 W. 7 Mile, Northville.

DISHWASHERS - Full time & extra. Must be available to work day & evening shift. Apply in person to Robert Malchera, Speaker & Welcander, 34W-11AM, Dearborn Inn, 20301 Oakwood Blvd, Dearborn.
An Equal Opportunity Employer

ELIAS BROS. bowmile Shift, Hostess, Waitress. In Top of Troy Bldg. 755 W. Big Beaver & I-75.

EXPERIENCED cook wanted nights only. Call
752-2188

EXPERIENCED COOKS, and Bus Persons. Apply in person.
Pear Tree Restaurant, 34699 Plymouth Rd. corner of Wayne Rd. Livonia.

EXPERIENCED DELI GIRL
Reasonable hours Good pay
Simon Party Store
334-2723

EXPERIENCED short order Cook
looking to learn management qualities. Good pay. Blue Cross. Paid vacations. Apply in person, JB Pub, Twelve Oaks Mall. Novi.

EXPERIENCED WAITRESS
Apply in person 11am-5pm
Hatch Lounge
14850 Telegraph

FOOD SERVICE MGR.
Looking for outgoing & self initiating assistant manager for large, independent suburban restaurant. A minimum of 3 yrs. supervisory experience and the desire to work with forward thinking management team will qualify you. Good salary & complete fringe benefit package plus profit sharing & bonus incentive. Send resume to box 6734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HELP WANTED - male/female. Dietary Aides. Full and/or part time. Presbyterian Village.
538-9135
Bill Masterson - Livonia
478-8100

HOLIDAY INN OF SOUTHFIELD
Has immediate openings for the Rooster Restaurant. We are also opening a new restaurant in 5 weeks with openings in the following areas: Restaurant Mgr. Restaurant Supervisors, Catering Mgr., Waiters, Waitresses, Asst. Executive Chef & Cooks. Please apply in person to Mr. LeGoff, 24555 Telegraph.

HOSTESS - experienced, mature, weekend, evenings. John Laffrey's,
538-4688

HOSTESS

Part time position available. Must be dependable, competent, and able to work weekends and holidays.
Apply in person:
ORIGINAL PANCAKE HOUSE
19355 W. 10 MILE RD
Between Southfield & Evergreen

Housewives College Students High School Seniors

BURGER KING is now hiring - we offer a good starting wage, free meals and many other benefits. Come in now and help us "make it special" at BURGER KING. Following shifts are now open - lunch, dinner, weekends and closing. Apply:
BURGER KING
6½ & TELEGRAPH

NIGHT Restaurant Manager, experienced only, in food & beverage. Must have good references and be bondable. Call Sandy after 10PM.
522-5822

NOW HIRING
For the Following Locations
6308 WAYNE RD., WESTLAND
(All shifts Available)
45132 FORD RD., CANTON
20101 SOUTH MERRIMAN, WESTLAND.
Apply in person at:
TACO BELL
45132 FORD RD., CANTON

WAITRESSES, COOKS, Bartenders. Full & part time. Apply in person Brookiane Golf Club, 44115 Sst Mile, corner of Sheldon.
348-1010

WAITRESSES & kitchen help (pizza & sandwiches) needed at Antonio's Shields Bar & Pizzeria, 25101 Telegraph, Southfield.

WAITRESSES wanted, day shift, Mon thru Fri. Experienced. Chez Raoul, 23925 W. 8 Mile.
534-0004

505 Help Wanted Food-Beverage

OLGA'S KITCHEN
BIRMINGHAM
OLGA'S KITCHEN is accepting applications for full and part time COUNTER HELP; flexible hours, days, evenings and weekends available.
Apply in person at: Olga's Kitchen, Birmingham, Monday thru Friday 9 Am. to 3 Pm. or call.
647-2760
An Equal Opportunity Employer

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 wanted, good pay. Apply in person at Student Body Lounge, 28118 W. Warren, Detroit.

WAITRESS - experienced, cocktails & dinner, evenings. John Laffrey's,
538-4688

WAITRESS
Westland Lounge
No experience necessary
427-5622

WAITRESS. Experienced only. Athens Family Restaurant, Harvard Row Mall, 11 Mile at Lahser Rd., Southfield.

WANTED: busboys and waitresses. Apply in person. The Spaghetti Company, 11005 Middlebelt Rd., Livonia.

506 Help Wanted Sales

ACCENT YOUR POSITIVE

Join our professional sales team. Super bonus plan. FAST START TRAINING & Most Calls today life of confidential interview!
Steve Lathan - Southfield 557-4700
Dick Randazzo - Plymouth 455-5200
Bill Masterson - Livonia 478-8100
Jerry Pociask - Westland 721-4400
Pat Sheehan - Dearborn 388-2500

Chamberlain

ACCOUNT EXECUTIVE - we need a sales oriented person who is interested in an unlimited income. A person who is bright, educated, & maybe looking for a challenge. Must be self motivated, detailed problem solver, with capacity for extreme output. All in all a very superior type & something of an individualist. $15,000 - $20,000 to start, depending on sales experience.
Call Mr. Gofine or Mr. Foulos 549-4900

ADVERTISING SALES
Earn $100 per week, 25% commission, bonus, leads. Ask for Mr. Agosta,
434-9040

ADVERTISING SALES
Earn $15,000. to $30,000. plus per yr. in commission plus generous bonus program. Experienced professional salespeople preferred.
425-4764

ADVERTISING

Southfield sales firm looking to fill 3 openings in their sales staff. No experience necessary, paid training for those who qualify. Starting salary $250 per month & up. No traveling. Call Dale Thompson between 8am-5pm for appointment.
559-2173

AGENCY AVAILABLE
Farmers Insurance Group
Offers complete training program, minimum guarantee per month. Learn without disturbing present job. 537-3256

A GREAT MOVE

Our Southfield office is now expanded our offices to Florida, Kansas and Missouri. In need of sales people in Livonia/Redford area. Exceptional training program for a quick start. Call Ray Kaplan,
477-2600

AMBITIOUS COUPLES
No experience necessary. Proven sales and marketing plan designed to reward effort. Unlimited, interesting, pleasant work. Unlimited earning potential. After 5PM
455-6346

ASSISTANT MANAGER
Fashion denim store chain looking for young aggressive self starter to train as assistant manager. Apply in person.
The Bottom Half
Westland Mall

505 Help Wanted Food-Beverage

OLGA'S KITCHEN

COMING TO OAKLAND
Olga's Kitchen is accepting applications for full and part time positions - days, evenings, weekends - for the following:
WAITRESS/WAITER
COOK
BUS PERSON
HOSTESS/CASHIER
Apply in person as follows:
Monday, Mar. 24, Wednesday, Mar. 26 and Friday, Mar. 28, at the Oakland Mall Community Room.
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