500 Help Wanted

RECREATIONAL ASSISTANTS
Mature individuals needed for supervision and maintenance of pool, tennis court and lake in West Bloomfield Condo. Salary based on experience. Familiarity with pool equipment preferred. 855-5132 or 855-5133, ext. 15

RECREATION PROGRAM COORDINATOR
CITY OF SOUTHFIELD
Salary range $14,737-17,734 plus $2,948 COLA and a comprehensive benefit package. Must have experience in administering a large scale recreation program involving a wide variety of activities, the ability to plan, coordinate and schedule programs of a municipal recreation facility, and a degree in Recreation or a closely related field.
Apply: City of Southfield, 26000 Evergreen Rd. Southfield, 48076, by Friday, May 16, 1980.
Equal Opportunity Employer M/F

RECREATION SUPERVISOR
$10,212 - $12,154 year, full time, professional position to direct and coordinate recreation activities at Camp Dearborn. Degree in Recreation Administration or closely related field plus considerable related experience required.
Apply Civil Service, Dearborn West City Hall annex, 4300 Maple.
Equal Opportunity Employer M/F

REGISTERED ARCHITECT
For architectural division of medium sized design/build firm. Individual must be production oriented & have industrial & commercial experience. Salary commensurate with ability & qualifications. Send resume to R. De Mattia Co., attn. Robert A. De Mattia, 19500 Middlebelt, Livonia 48152. Confidence guaranteed. 478-7730

RELIEF COOK
DIETARY AIDES
PART TIME
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield
352-7390

RELIGIOUS SCHOOL DIRECTOR for W. Bloomfield Temple. Send resume to box 790 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RETAIL MANAGER OR ASST. MANAGER
Experienced in:
•Cost Control
•Promotion & Display
•Employee training & Motivation
•Purchasing
NEEDED.
To operate independent retail corporation with 2 outlets in Birmingham & Livonia.
Starting salary is based on experience & individual motivation.
Benefit package, and paid vacation included.
Send complete resume with references to: Mr. Novack, Gags & Games Inc., 17234 Farmington Rd., Livonia, Mich. 48152 or call 261-1040 10AM-3PM, 425-3310

RETIREE
Landscape maintenance work. Condominium in W. Bloomfield area. Working conditions, steady work. Call between 9am-4pm. 539-1935

SECURITY GUARDS
Full or part-time. Clean records. Transportation. Dependable.
Call 284-3240 between 9 AM and 5 PM.

SERVICE STATION attendent, both shifts, full & part time. Apply in person, Maple - Lahser Shell Station, Mon. thru Fri. 8-6pm

SERVICE STATION HELP
Champlin Service, 18535 W. 7 Mile. See Mr. Slovsky between 8AM & 3PM. Mon. thru Fri.

SHIPPING & RECEIVING
Clean cut man for Warehouse work. Experience not necessary. Livonia area. 522-8990

SHIPPING & RECEIVING
ambitious individuals for orders, stocking, shipping & receiving for transmission Merchandising. Must be high school grad, with good math ability and detail orientated. Benefits. Send resume to: Parts PO box 543 Plymouth Mich. 48170

SUMMER JOBS
CLERKS
SALES/STOCK
Applications are now being taken at our main office for full time and part time summer jobs. Must have own transportation, be 18 years or more.
For more information, call Mon. thru Fri. between 9AM-3PM at:
963-7781
CUNNINGHAM DRUG STORES INC

500 Help Wanted

SHOP HELP & DELIVERY HELP
Full Time
Livonia Area
591-2424

Spring Positions
NOW OPEN
Work available part time in our telephone sales department. Excellent opportunity for college students. Call Mrs. Hayes from 3 to 7 PM at
533-7748
Redford Area

SR. ACCTS. RECEIVABLE-CONSTRUCTION
Heavy experience in Construction, Billing, Sub Contractor billing, waivers & collection on cycle billing. MUST HAVE ALL OF THIS BACKGROUND. Salary $18-$20,000. Fully paid benefits. Fee Paid.

MAINTENANCE
APARTMENT COMPLEX
Must have heavy experience. Salary very much open depending on experience. Paid Benefits. Fee Paid.

ACCOUNTING MANAGER
COST ANALYSIS
SOUTHFIELD
Heavy job & Standard Cost background plus Management. $25-$28,000. Full Benefit package. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

We have a job for you. As a matter of fact, we have a selection of employers who need people right now.
JOB FINDERS 552-8570

SURFACE GRINDER
Experienced for grinding throwaway insert tool holder bodies and special fixtures. Day work, some overtime, steady work and all fringes.
U. S. Tool & Cutter Co.
566-0735
An Equal Opportunity Employer

TEACHERS - one year Teaching Skills to earn good Part-time Income. Call Mr. Anderson for an appointment:
after 6PM 535-4723

TOOL CRIB ATTENDANT
Some experience in tool & drill sharpening. Age no barrier. If interested, call for interview, 281-5900

TOOL & DIE
Machine Repairman
Clean small manufacturing plant, good wages & benefits, steady employment.
Shaw & Slavsky, Inc.
13821 Elmira
(near Plymouth & Schaefer Rds.)

TOOL MAKER, MILL OPERATOR
Must have experience and tools. Full benefits, profit sharing. 272-1160

TRANE COMPANY
Phone solicitors. Part-time and full time schedule to assist, good voice needed. Earnings available up to $7 per Hr. Apply in person to Mike Lasala,
31500 W. Eight Mile Rd., Farmington.

TRAVEL AGENT- Must have current 2 years ticketing experience. International preferred. St. Ellis location. For interview contact Mrs. Libby, 643-1221

TURRET LATHE OPR.
HILLBAND
Set-ups Experience required
V-LINE PRECISION PRODUCTS ...
Redford Mi. ... 537-3663

TWELVE OAKS MALL has full time, part time and managers positions available for the noon to be open information/stroller rental booth. Ability to work with the public a must. Applications being taken at the management office, second level, 8am-5pm

UNEMPLOYED?
We are looking for management personnel for building related industry. Must like people. Income open. Top shelter and other benefits available. Free 3 month training program. Call S. Frank, CPA 645-1011

UPHOLSTERER
Full Time
Experience necessary, serious inquires only. 5440 Lyons, Troy. 477-8242

UPHOLSTERER WANTED
Experienced. Steady work. Good pay, good benefits. Call between 1PM-4:30PM. 545-1130

WAREHOUSE PERSON
Person needed to work in shop and warehouse. High school grad. Good driving record. Send brief work history to: Warehouse, P O Box 543, Plymouth Mich. 48170.

WE HAVE OPENINGS for experienced machine operators. Applicants must be able to read prints and do lay-out work. Apply in person only: 30365 W. 10 Mile Road, Farmington Hills.

WOMEN for Industrial Sales. To call on established repeat customers. Good starting salary. Apply within between 10 AM-4 PM. 35745 W. 7 Mile Rd., Redford At Beech

WRECKER DRIVER, experience only, part time, weekends. Apply at: 31825 Ford Rd. Westland.

YOUNG LADY interested in taking care of a sick woman, part time 5 hours daily, Mon. thru Fri. Reply to Po Box 532, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

ASSISTANT, DENTAL, Neat mature & experienced, full or part time, chairside, for Farmington Hills general dentist. Salary commensurate with experience. 476-8350

502 Help Wanted Dental-Medical

ATTENDANT
Needed for slight shift in psychiatric facility. Experience or psychiatric training desired. Call 9AM-3PM, Monday through Friday. 358-7144

WOODSIDE MEDICAL INC.
843 WOODWARD AVE.
PONTIAC

BILLING DEPARTMENT. Will teach computer billing but must have knowledge of medical insurance forms. Must type. Full time. Livonia area. Call Charlene 477-3509

BLOOD DRAWER. Immediate opening. Full or part time. Experience necessary. Glenwood Medical Laboratory, 33061 Glenwood, Wayne, Mi. 721-2050

C.O.T.A
Part time opening for certified occupational Therapy Assistant in western suburban hospital. Evening and weekend hours. Salary negotiable
Contact: MRS WEIL
353-0250

DENTAL ASSISTANT-Orthodontic office, negotiable hours, basic experience necessary. Sterling Heights-Troy area. 879-8370, 268-6370

DENTAL ASSISTANT mature, Orthodontic experience preferred. Excellent opportunity for motivated person. Farmington Hills. 855-2920 548-5110

DENTAL ASSISTANT
Experience preferred, but not necessary. 4½ days. Farmington area.
Call: 553-2171

DENTAL ASSISTANTS
Full and part-time. Are you interested in a diversified and interesting position in a Dental office. Former experience desirable. Please call: 437-8833

DENTAL ASSISTANT
Experienced only at a training. Full or part time, W. Bloomfield area. 851-5880

DENTAL ASSISTANT
CDA or experienced. Good pay, benefits. Northville area.
349-4740

DENTAL ASSISTANT - full-time. W. Dearborn, 4 day week. No Saturdays. Excellent benefits - Experienced preferred. 565-5507

DENTAL ASST - Southfield orthodontic office. Experience preferred. Blue Cross & other benefits. 358-5110

DENTAL HYGIENIST - Excellent opportunity for a highly motivated individual with good communication skills. Our office is located in the Plymouth-Canton area. For more information call 453-6531

DENTAL HYGIENIST part time, Monday & Tuesday or Wednesday, Benefits. Farmington area. 476-4400

DENTAL RECEPTIONIST, Bookkeeper. Prefer Mature person for challenging position, in growing Livonia dental office. 421-8121

DENTAL RECEPTIONIST
Full time employment available for experienced Dental Receptionist in very busy office. Must have accounting background. Office located in Southfield. For interview call, 557-3440

DENTAL RECEPTIONIST - Excellent opportunity to work in congenial multi-staff office in Plymouth. Experience preferred. Diversified duties and a pleasant work environment. Salary commensurate with ability. 453-8450

DENTAL RECEPTIONIST Assistant wanted. Modern Troy office. 4 day week. Experience with insurance forms. 362-2288

DENTAL RECEPTIONIST
Must handle insurance forms
4 afternoons per week
549-0439

DENTAL RECEPTIONIST
Experienced
Are you dissatisfied with your present job, wages, benefits? Now is the time to give us a call. For the past 3 months we have received dozens of applicants & are about to make a choice. 559-3050

HANDICAPPED CHILD CARE
WAYNE & OAKLAND COUNTIES
If you have 6 months or more experience working with handicapped, retarded or autistic children. Temporary Health Care Services can use you for a special care program. Full or part time. This is not a baby sitting job. References required.
Call Miss Weber. 835-9543

HYGIENIST
Full time, 4 days, no Saturdays.
Periodontal office, Birmingham area.
647-3548

INSURANCE BILLER
For Birmingham area office. Medical insurance experience, type 40 WPM. Beautiful office & environment. Hours: 9AM to 5PM, no Saturdays. Plus benefits. Salary Range - $700 to $800.
DAVIS-SMITH
Medical-Dental Personnel
557-7200
JOB LINE
24 Hour Service To Hear About Our Most Current Openings. 557-4958.

Laboratory Science Limited
A division of Alstar Medical Laboratory. UNDER THE THE DIRECTION OF DR. GORDON W. ROSE, PHD, has openings for medical technologists in the following departments:
HEMATOLOGY
SPECIAL CHEMISTRY(RIA)
Contact Laboratory Science Ltd. 24651 Telegraph, Southfield. Or call Virginia Campbell,
353-7500
LABORATORY TECHNICIAN
Internist,s office, Southfield. Excellent salary. Benefit and vacation program. Must have experience.
559-8660

LPN - MEDICAL ASSISTANT
OB-GYN, Part Time
Vena puncture experience necessary
559-4838

LPN
MIDNIGHTS
APPLY IN PERSON
GOOD WAGES, BENEFITS
WESTERN HILLS MANOR
530 W. Main St.
Northville

LPNS
FULL TIME
ALL SHIFTS
Apply in person
Whispering Willow Manor
49650 W. Warren
Canton

MEDICAL ASSISTANT to assist Doctors in busy OB-GYN practice in Southfield. Must have office experience and references. Light lab required. U. A., C. P., injections, etc. Benefits. Please call Darlene at: 569-5463 or 569-5463

MEDICAL ASSISTANT needed - G.P. Office, family practice. Experienced Only - VP, EKG & injections. Must be neat & pleasant. Dearborn Hts. 278-1822

MEDICAL ASSISTANT
Doctors office, Northwest area. Experience preferred. After 10am
538-7880

MEDICAL ASSISTANT
Part-time, Southfield area. Some experience necessary. Please call 353-4370 Mon. - Fri. between 9:30 AM - 12 PM.

MEDICAL ASSISTANT
Position open in Allergy & Internal Medicine. Inj, EKG, Venapuncture experience. Apply at: Woodland Medical Center, 23514 W. 8 Mile.

MEDICAL ASSISTANT for busy Dermatologists' office in Southfield. Experience required. Pleasant working conditions. Ask for Betty, 557-7600

MEDICAL RECEPTIONIST - 2 years experience, typing, preferred, transcription forms. Five days a week, good salary & benefits.

MEDICAL TECHNOLOGIST - ASCP
Part time, with recent bacteriology experience, Alternating weekends.
Southfield location. 557-8080

MEDICAL TRANSCRIPTIONIST, full time. Minimum 1 year experience. Southfield. Call 552-1980

MEDICAL TRANSCRIPTIONIST for busy Livonia law firm clinic. Must be experienced. Full time. Call Michelle 477-5250

502 Help Wanted Dental-Medical

NURSE AIDE, experienced, needed for mentally alert young male quad. Part time care and meals in exchange for room & board. Call 641-1734

NURSE AIDES
& ORDERLIES
Wanted: Mature adults to work full or part time with the elderly in skilled nursing facility. Work as few as 4 hours, 3 days a week or as much as you can handle. Openings available on all 3 shifts. Liberal wages and fringe benefits. Opportunity for nurse aide certification program on premises. Contact Beverly Manor Convalescent Center, Novi. 477-2000

NURSE AIDS
Position available on
Midnight Shift
Apply in person
University Convalescent
& Nursing Home
28550 Five Mile Road
Livonia

NURSES' AIDES
Weekends Only. Will train. See Miss Watkins in person at
NIGHTINGALE WEST
NURSING HOME
8365 Newbergh Rd., near Joy Rd.

NURSES AIDE wanted for private duty, days, Westland area. 427-2048

NURSES NEEDED
Full Time
3PM-11PM Shifts
Call 483-5431

NURSES
Need extra cash on a part time basis? Positions available on the afternoon shift. Primary responsibility are treating patients nurse. Liberal wages. Hours to fit your needs, including 4-hour shifts. Contact Director of Nursing, Beverly Manor Convalescent Center, Novi.
477-2000

Nurses
RN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 20 SHIFTS OF 3-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES.
RN'S
TO $12.50 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM APRIL 21 THRU MAY 15, 1980 AND WORK COMPLETED BY JULY 7, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING SECTION 8. CALL NOW FOR IMMEDIATE OPENINGS.

P.T. ASSISTANT
Registered Physical Therapy Assistant needed for full time opening in Southfield. Excellent salary and benefits.
Call Personnel:
353-0250

RECEPTIONIST/Assistant for orthodontic office. Negotiable hours. Basic experience necessary. Southfield, Birmingham, Bloomfield area. 879-8400

RECEPTIONIST - part time, Oral Surgery office, Birmingham area. Medical or dental background necessary. Hours between 9am-5pm. 647-7334

RN -CHALLENGING POSITION
Looking for individual with strong Medical Surg background. Congenial Atmosphere with home health agency in Dearborn/Detroit area. Prefer RN. Excellent salary package. Openings for weekends & summer help only. 278-7000

RN - CHARGE NURSES
Join the Nursing Team in the Facility of the Year. Day/Afternoon positions available. Full/Part-time. Contact: Susan Heaton, RN.
Westland Convalescent Center
728-0100

RN - LPN
Full Time Afternoons
Call: MRS. QUINN
FRANKLIN MANOR
26900 Franklin Rd., Southfield
352-7390

RN - LPN
Full time openings
3pm - 11:30pm Shift
New wage scales
& Other competitive benefits
Contact Alice Haenggi
University Nursing Home
28550 Five Mile, Livonia
427-8270

RN'S - LPN'S
- ENJOY -
• YOUR FREEDOM
• YOUR FAMILY
• YOUR PROFESSION
- TRADITIONAL WAGES -
- OUTSTANDING BENEFITS
- YOUR CHOICE OF -
• Assignment
• Schedule
PART TIME/FULL TIME
MEDICAL PERSONNEL POOL
Bimfld/Pontiac 334-9220
Detroit/Sfld. 569-1950

RN'S, LPN'S
GRADUATE NURSES
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-5PM, at:
CAMBRIDGE NURSING HOME, W. 18633 BEECH DALY 255-1010

RNs & LPNs
Revised pay scale. RNs start - $7 - LPNs start $6. Pleasant working conditions. Vesoy Continued to Redford 3999 Vesoy, in Wayne. Call Mrs. Harding or Mrs. Mayrille, 326-6600

RNs & LPNs
RNs, part time, swing shift, alternate weekends, contingent basis.
LPNs, full time, afternoon shift. Possible 12 hour shift when opening available.
Apply:
KERN HOSPITAL
21230 Dequindre, Warren

RNS OR LPNS
Full or part time
Midnight shift
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm
Between Grd River & 8 Mile
476-8300

RN SUPERVISOR
PART TIME
We have an immediate opening for a part time RN Supervisor on the afternoon shift. The selected applicant should have 2 years experience in Medical Surgical Nursing and one year experience in Supervision. We offer an excellent salary, a benefit package and a congenial work environment. If you are interested in working 20 hours per week, please call Personnel.
Metropolitan Hospital
& HEALTH CENTER, WEST
28303 Joy Rd., Westland
522-6800, ext. 268
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD
17000 W. 8 Mile Rd.
LIVONIA 478-3300
PONTIAC 332-8078
2505 Elizabeth Lake Rd.

RN'S
Needed for afternoon & night shifts in psychiatric facility. If you've been waiting to give more patient care here's your opportunity. Call 9AM-3PM Mon. thru Fri.
WOODSIDE MEDICAL INC
843 WOODWARD
PONTIAC

R.N./L.P.N.
Day shift. Full time. Good starting salary. Hospital insurance. Modern nursing home. Good benefits.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.

SUBURBAN OPHTHALMOLOGIST office requests a neat, pleasant receptionist for 4 mornings & 1 afternoon per week. Send resume to Box 816 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WEST DEARBORN AREA
Dental Assistant wanted, full time, for orthodontic office. Good pay, opportunity for advancement, fringe benefits. General dentistry assistant experience necessary. Call 9AM-5PM. 274-4400

WHITEHALL HOME on Grand River needs mature Nurse Aide, 21 or older, for part time work. Call 474-3412

X RAY TECHNICIAN
Experience required. Part time or full time. Dearborn Hgts. area. Wage negotiable 274-0441

504 Help Wanted Office-Clerical

Accounting
Cost Clerk
Immediate full time opening for beginner. Must have good math aptitude and know proper use of adding machine. Starting pay $3.65 per hour with union increases. Free meals and excellent benefits. Apply in person Monday thru Friday, 9 AM to 3 PM to the second floor, Location, located on the ground level of the Airport Hotel. Or call Mrs. Bundarin at 941-3029.
Host International
Metro Airport
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE Supervisor - Bloomfield Hills location. Experienced in retail sales, typing required, dictaphone a great plus. Large full time department opening on season. Send salary requirements and resume to: R. H. Investments, 2232 Franklin Rd, Bloomfield Hills, 48013. Attn: Terry.

ADMINISTRATIVE - secretary, excellent typing skills required for top executive of national firm. $15,500, paid parking.

MAG CARD - operator, Troy legal firm. Typing 75 WPM, self starter.

SECRETARY - beautiful busy marketing company, typing 75 WPM, self starter with good phone ability, $12,000, fee paid.
LOIS RAY
PERSONNEL
559-0560

ADMINSTRATIVE
SECRETARY
TO $11,400 - FEE PAID
Like working with executives, having an active roll in Company decisions, & advancement opportunity?
Then call Mark, 649-5900.
SNELLING & SNELLING

ALL
Clerical Skills
NEEDED
KELLY SERVICES has assignments for CLERICAL & SECRETARIAL SKILLS in your area. For your convenience we have opened a SPECIAL RECRUITING CENTER in Garden City, if interested interview between 9 AM. and 3 PM. Mon. thru Fri.
32669 W. WARREN
(at Venoy)
GARDEN CITY
522-4020
KELLY
SERVICES
The Kelly Girl People
Equal Opportunity Employer M/F/H

ALL FEE PAID
BIRMINGHAM-Growing Firm offers $12,000 start. Will train for word processing. Loads of client contact. Paralegal possibilities.
PERSONNEL-Get involved with people in this spot needing detail coordinator with typing skill for $900.
Harriet
Sorge
Personnel
SEE US ACROSS FROM K-MART HQ
5001 W. BIG BEAVER RD.
SUITE 106
649-4144
Anxious For a Change?
$11,400
FEE PAID. Suburban office needs people oriented customer service person. Typing, filing and lots of phone work. Super benefits! Call Thom
SNELLING & SNELLING
478-3500

BOOKKEEPER - experienced to assist senior bookkeeper. 553-7007

BOOKKEEPER for Southfield CPA. Must have at least 2 years experience in a CPA office.
569-5120

BOOKKEEPER
One day per week. Southfield office. Send resume and salary requirements to Robert M. Cluts Co., 23200 Southfield Rd., Southfield, MI 48076.

BOOKKEEPER
Part-Time Days
Thinking of returning to work? Join our growing chain of innovative children's wear stores in an interesting, diversified position. Must be available to work 5 days a week, including Saturday. Bookkeeping experience required. Immediate liberal employee discount.
APPLY IN PERSON:
The Childrens' Place
Fairlane Town Center
Dearborn, MIch.

BOOKKEEPER
Small construction company located in Dearborn has opening for someone experienced at running a one person office. Responsibilities include full charge of accounting, payroll & accounts receivable. Send complete work & salary history in strictest confidence to: Mr. Wallis, 2510 S. Telegraph Rd., Suite 105, Bloomfield Hills, MI 48013.

BOOKKEEPER
Mackey & Mackey, CPA'S recruiting for an Equal Opportunity Employer

BOOKKEEPER for a general ledger. Must be experienced in all phases of double entry system. Sales tax, unemployment and federal withholding deposits and returns, Union reports, some cost accounting. M-69 and Crooks area.
553-7600

504 Help Wanted Office-Clerical

APPLY NOW FOR
GOP
CONVENTION
Plus Other Office Assignments
Typists & Stenos Needed
Apply Mon. thru Fri. 9-3
LIVONIA
19500 Middlebelt, 2nd 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 ORIGINAL
An Equal Opportunity Employer

ASSIGNMENTS
Near your home for experienced:
MAG CARD OPERATORS
DICTAPHONE TYPISTS
STENOS
SWITCHBOARD OPRS.
SUBURBAN
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

AUTO DEALERSHIP
Needs Assistant Cashier/Bookkeeper. Experience preferred full time. Start at once - call Lottie Smith for appointment.
LOU LaRICHE
CHEVROLET
Plymouth Rd. - Just West of I-275
Plymouth
453-4600

AVAILABLE NOW
Partial Listing of Current Openings
TYPIST - Immediate opening for self motivated individual with good typing skills. Knowledge of Word Processing background a must (medical a plus). Salary $11,100 - $14,200/year.
SECRETARY - Architectural firm, 1 girl office, friendly atmosphere. 55 WPM, good phone manners (shorthand a plus). Starting salary $9,100/yr.
All Fees Paid. Call Today
PLACEMENT PLUS
PERSONNEL 358-3250

BILLING PERSON FOR MEDICAL SOUTHFIELD
Tabulation, input for computer. Must have experience. $700-$800. Paid Benefits. Fee Paid.

TRAFFIC FOR TV STUDIO
Must have heavy experience excellent phone, expediting. HEAVY TYPING. $250-$275 per week min. Full Benefit package. Fee Paid.

INVENTORY CONTROL
HEAVY INFLUENCE
SOUTHFIELD
Excellent typing, letters, phone, $250 per week Min. Fully Benefit package. Fee Paid.

VOLUME TYPIST FOR MORTGAGE RESEARCH
90WPM. Minimum typing speed required. Medical terminology is a profitable, stepahead skill. $13,000-$15,000 to start. Full benefits. Fee Paid.

BILLING TYPIST
Excellent opportunity with invoices ($300 per day) Excellent typing Salary $750 Full Benefit Package. Fee Paid. Tuition refund. Dental & Optical. Fee Paid.
BETTY HAMIL PERSONNEL
424-8470

BLOOMFIELD HILLS law office seeks secretary with excellent shorthand and typing skills. Benefits. 644-4410

BOOKKEEPER
With Casualty insurance experience. Salary negotiable. Farmington Hills area. Please send resume to Box 872 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Career Seeker
$207 a WEEK
Southfield location! The most outstanding benefits ever. Basic secretarial skills. Call Sandy.
SNELLING & SNELLING
478-3500

CASHIER
For Auto Dealership
Dealership experience required. No others need apply. Farmington Hills area. Contact Mrs. Frontiera for appointment at
471-0800

CASHIER needed, for small exclusive auto dealership. Responsible cashiering, filing, accounts receivable, light bookkeeping, full time. Mon. thru Fri. 9:15-6:15, apply Erhard Motor Sales, 32715 Grand River, Farmington. Ask for Mary Costiglio 477-6400

CLERICAL
Miscellaneous duties, including filing, errands, typing and mail. Fringe benefits. Southfield location. 552-7350

CLERK-TYPIST. Immediate opening for interesting and diversified position. Must have ability to type 50WPM, pleasant phone manner and accuracy with figures required. Compete benefit package. Call Chris. 358-6585

CONGENIAL secretary/office manager needed for small Birmingham office. Sales tax, accounts, shorthand, typing, and administrative abilities. Job offers variety and pleasant surroundings. No age requirements. Salary commensurate with ability. 645-3666

CONTROLLER
For large Insurance Agency in Southfield. Insurance background preferred but not required. Good benefits. All inquires confidential. Send resume to Box 979 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

C.R.T. OPERATOR
Full time position available for an individual with experience in data entry using a visual data system. Excellent benefits (health insurance, dental, life, vision, vacations plus paid shut-down time at Christmas).
Apply at or send resume to:
DELTA DENTAL PLAN
OF MICHIGAN
31700 Northwestern Highway,
(near Northland)
Southfield, Mich., 48075
An Equal Opportunity Employer

ENTRY position available in Export business. Previous office experience. Fast accurate typing necessary. Send resume PO Box 81, Southfield, MI, 48037

EXECUTIVE ASSISTANT
Challenging opportunity with a Southfield construction firm. Highly developed office skills and a flair for public contact are a prerequisite. Call for an interview 353-3440

EXECUTIVE SECRETARY
Rapidly expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and confidentiality. Call for more information. 353-3190

EXPERIENCED Legal Secretary needed for Birmingham Law Firm. Excellent benefits. 642-3200

EXPERIENCED LEGAL Secretary for Bloomfield Hills law firm. Salary commensurate with ability. Ask for Mr. Rose 334-0643

EXPERIENCED legal secretary wanted for Bloomfield legal service firm. Must be typing & good shorthand required. Some bookkeeping experience helpful. Call Cheryl 647-8440

504 Help Wanted Office-Clerical

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. Fee ayp't. call Mrs. Fischer.
355-0500
or apply directly at:
GRAHAM MORTGAGE CORP.
4300 Town Center, Suite 878
Southfield, Michigan
An Equal Opportunity Employer

EXPERIENCED PERSON wanted for Inventory Control & Order Desk for a Livonia Sales Office. Must be good with figures, have experience with Customer communication & type 60 WPM. Must have own transportation. Please call Delores Vida 525-1468

EXPERIENCED SECRETARY
For Southfield law office, full time. Contact Sam Konikow, 569-3700

FOOD BROKER
& Mile - Southfield area needs reliable person, part time, 3 days for General office duties. Call 351-6488

GENERAL CLERICAL
Good math & typing is must for a fast growing Southfield company. Call Rose Marie, 354-1440

GENERAL OFFICE help for Southfield property management company. Phone skills, typing, light bookkeeping, filing. Full time. 842-4800

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Call for appointment, 559-1770

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French speaking secretary with good typing to work for international firm located in Southfield. Meet international clients-a super job for a super company! Plush offices. Excellent starting salary. Top benefits include dental & company pays our fee. Call at once.
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