500 Help Wanted

TOOL & DIE MAKEER

THE BATHEY MANUFACTURING COMPANY is a newly organized firm and the nation's largest manufacturer of wire mesh material handling containers. We are seeking an individual with at least 8 years experience who is familiar with progressive dies. This is a day shift position offering excellent pay, a benefit program which includes Profit Sharing, and a pleasant suburban location.

Apply in person
100 S. MILL ST.
PLYMOUTH, MI 48170
Equal Opportunity Employer M/F

RENTAL AGENT

Opening with large organization for rentals of suburban apartment complexes. Great opportunity for sales oriented individual who enjoys meeting people. Salary plus fringe benefits. Call after 4 PM

355-2430

RETAIL STORE needs person for general housekeeping. Apply in person at Silvers, Tel-Twelve Mall (Telegraph & 12 Mile).

RETIRED COUPLE
to manage new 50 unit apt. building. Able to do small maintenance. Southfield area 559-3222 557-0008

RETIREE Desired for full time maintenance work at a West Bloomfield swim club. Will include moving furniture, general repair & minimal painting. Knowledge of swimming pool operation & maintenance also helpful. Please call for interview during normal business hours. 661-0550

SALES CLERK/ BOOKKEEPER

We have a part time position available at one of our stores on the Northwest side of Detroit. Must be 18 years old. Previous cash register and bookkeeping experience would be helpful. For more information, call Mon. thru Fri. between 9AM-5PM, at: 963-7781

CUNNINGHAM DRUG STORES

TELEPHONE Interviewers for market research company, experience necessary. Evening positions available. Call 353-0343

STORE Activities Reps wanted. Must be dependable, have good personality & work well with public. Flexible hours. Apply in person Mon. thru Fri. 3PM-5PM. Mc Donald's of Southfield. 21299 Telegraph, (between 8 & 9 Mile.)

500 Help Wanted

WATS® safety instructor for christian childrens camp. Salary plus room and board. Presbytery of Detroit. 641-7370

WAITRESSES
Full & Part time. All shifts. Must be experienced. No summer help. Apply the Village Place, 4370 Orchard Lake Road, near Pontiac Trail.

WANTED hair stylist with clientele for Farmington Novi area salon. For information call days 476-2128
Evenings. 476-5934

WANTED part time meat clerk, must be fully experienced. Apply in person at: Michalak's, 18510 W. Warren.

STENOS
GENERAL LABORS
GOP Convention Work
Downtown - Long Hours
MANPOWER
TEMPORARY SERVICES
Call for Appt.
Livonia 478-1130
Troy 585-5595

SEAMSTRESS - full time. Paid holidays, paid vacations. 3-Way Cleaners, 3008 W. 12 Mile, Farmington. 626-0990

Security Guard
For apartment complex located in Warren. Must be mature and responsible. Call Mon. thru Fri., 8:30 to 5 PM

754-1101

SECURITY
PLAIN CLOTHES

Plain clothes security officers needed to join large Detroit based retailer. One year plain clothes experience required.

Excellent starting salary and full benefit package including: Fully paid Blue Cross, Blue Shield and Life Insurance

To arrange for an interview call Mon. thru Fri. between 9 am and 12 noon at:

963-1329

SERVICE STATION MANAGER
Afternoons. 5 years minimum experience, must have good references. Telegraph & 12 Mile Mobil. 356-7781

THEATRE HELP Wanted, ushers, concession workers & janitorial. Apply in person Mon. thru Thurs., 11am-8pm Showcase Cinemas, S. Telegraph & Square Lake Rd.

STOP!
We have a job for you. As a matter of fact, we have hundreds of job openings. Call 552-8579. JOB FINDERS INC.

500 Help Wanted

TYPISTS
CLERKS
SECRETARIES
SCOTT GROUP
TOTAL EMPLOYMENT SERVICE
NO FEE
BLOOMFIELD HILLS 334-9780
ROYAL OAK 542-9232

SET-UP PERSON
Person needed to do machine set-up on conventional machines and/or CNC equipment. Minimum. 2 yrs. experience. Send resume and salary requirements to:
Clipper International Corporation Personnel Dept. 8851 E. 7 Mile rd. Detroit Mich. 48234.
An Equal Opportunity Employer

SHAPER HANDS
Job Shop Experience
LONG PROGRAM
DAYS & NIGHTS
PEERLESS GAGE
13230 STARK RD. LIVONIA
261-3000

SPORTS OFFICIALS
Need experienced Baseball & Softball Umpires. $6 to $15 per game. Non-residents may apply. Apply immediately to: City of Livonia, Civil Service Commission, 33000 Civic Center Drive.
An Equal Opportunity Employer

SWIM INSTRUCTORS
LIFEGUARDS
POOL AIDES
WANTED. Must have current Lifesaving certification.
Apply at:
LIVONIA FAMILY Y
14255 Stark Rd.

TAILOR/FITTER
LORD & TAYLOR

Now interviewing for full time for experienced tailor for fitting position.

Apply at Fairlane Store, Fairlane Town Center, 18900 Michigan, Dearborn, Monday thru Friday 10am-12 & 2-4 Personnel Office.
An Equal Opportunity Employer

TOOLROOM, experienced Machinist, capable of running Mill, Lathe, etc. Excellent opportunity and benefits with a growing company. LDJ Electronics, 669-3623

500 Help Wanted

WATCHMAN
Swing shift
Apply Immediately:
STAHL MFG.
12282 Woodbine, Detroit

WELDER
FITTER
Experience only
MICHIGAN AUTOMATION COMPANY INC
REDFORD AREA
538-5800

WOMANS HANDBAG STORE seeks female over 21 years old to do stock work, full time 35 hours. Northwest area. 357-1600

xIMMEDIATE OPENINGS

Suburban company has 15 openings available to hard workers. Positions include service, stock & display & must be filled by May 1. Company training & benifits. Average salary $5-$7 per hour. Call for interview.

537-0015

YOUNG AMBITIOUS man eager to learn trade, full time. Apply Friday only. Farmington Cabinet Co., 30795 W. 8 Mile Rd, Livonia.

502 Help Wanted Dental-Medical

AMBITIOUS SECRETARY
For Livonia doctor's office. Front desk, insurance experience. Salary negotiable. 522-6622

ASSISTANT
For Oral Surgery office
Livonia
427-2330

CERTIFIED X-RAY Tech. full or part time for busy doctor's office. Farmington Hills area. Call Monday or Wednesday, ask for Cathy. 553-6468

DENTAL ASSISTANT- Responsible person wanted for part time position, Wed. Fri. & Sat. Woodward-11 Mile area. Experience preferred but not necessary. 359-1200

DENTAL RECEPTIONIST - experienced with appointments and insurance, 4½ day week, benefits, Southfield area. Please, Jean Patterson, call Dr. Denes 557-2616

DENTAL RECEPTIONIST 2 years recent experience, full time responsible individual for Troy office. Must have knowledge of insurance & peg board system. 689-9818

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Experienced for modern Westland practice Full time.
422-5560

DENTAL ASSISTANT, for orthodontic office full time, permanent position. Preference to CDA. Apply to Box 204 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FAMILY PHYSICIANS OR INTERNISTS to practice in well known doctors office in Dearborn, Michigan & Greenfield Ave. Full apartment upstairs. 626-1144, 647-8733, 851-3622

HYGIENIST - experienced preferred. Salary negotiable to experience. Westland area. 728-1730

JEWISH Home For Aged. Southfield. Part time R. N. day shift. $8.50 per hour, $32 daily, pro rated sick days, holiday pay. Call Ms. Young 8am-2pm Mon thru Fri. 352-2336

LIVELY OFFICE needs personable Hygienist for Tuesdays and alternate Saturdays. In Plymouth/Livonia area. 420-2040 or 626-1494

LPN
MIDNIGHTS
APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 W. Main St.
Northville

LPN or MED. ASS'T
If you have a Hospital oriented background, we may have the position you are looking for. National Hospital Service Co., has full time office position available for staffing coordinator in our Detroit Branch office. Duties involve staffing for a temporary Nursing Service. Candidate should have pleasant personality, organizational skills, ability to work independently & enjoy telephone communication & a busy work day. A minimum of 3 years recent work experience in a Hospital or Physician's office required. Excellent work history MANDATORY. On call responsibility involved. If you meet the qualifications for this challenging & varied position, please call 354-1640 from 10am-3pm, Mon. thru Fri. All inquires confidential.

LPN or trained aide, 30 years of age or older to take care of elderly couple living in lovely surroundings. Days & weekends. Must be skilled with full experience and ready references. 645-6788

DENTAL ASSISTANT
Chairside Experience
Part Time - Dearborn
562-3388

DENTAL HYGENIST - Novi office needs part time dental hygenist. Tues and Fri 349-9555

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST - Progressive Office, located in Dearborn Hts. area, needs friendly, organized person for front desk; who not only likes people but can do accurate, detail work. Part-time & full-time hours, but must be available for Saturday for approx. 6 hours. Ask for Ann. 271-4160

DENTAL RECEPTIONIST
Full time position open for people oriented person with experience for growing Garden City practice. Call 422-5200

DENTAL TECHNICIAN trainee, will train as crown and bridge waxer, must have artistic ability, dental knowledge helpful, willing to take dexterity test. Hunter Dental Ceramics, 558-1050

LPNS
FULL TIME
ALL SHIFTS
Apply in person
Whispering Willow Manor
46650 W. Warren
Canton

MATURE Reliable Receptionist and Doctor's helper wanted for Westland physician's office. 4 day week, permanent position, experience helpful but will train. Reply to Box 225, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full or part time, Northland area. 569-0157

MEDICAL ASSISTANT
Part time. Experienced, for Doctor's office in Dearborn Heights. Joy and Telegraph. 561-5410

MEDICAL ASSISTANT-Reliable, interested in working full time for ophthalmologist Bloomfield area. Experience preferred but not necessary. 332-4544

MEDICAL BILLING CLERK
Medical terminology desired. Encoder of records for computer processing. Troy office location. 362-1850

MEDICAL full or part time. X-ray technician registered, experienced. Troy area. 649-4449

MEDICAL LAB TECHNICIAN
Experience necessary in Urinalysis, Hematology and Chemistry for Southfield's doctor's office laboratory. Call between 8AM-11AM. 557-5660, ext. 219, ask for Barb.

MEDICAL RECEPTIONIST
Medical Billing experience preferred - Hoebeter area. Phone between 9AM & 5PM.
652-3300

MEDICAL RECEPTIONIST
Mature experienced person for Ophthalmologist office. Full time Southfield Area. 353-1754

MEDICAL/Receptionist/Secretary - Telegraph 12 Mile area. Pay commensurate with ability. Send resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TYPIST
Wanted for busy allergist office in Farmington Hills, dictaphone experience helpful, experience with medical terminology & all insurance forms needed. Flexible hours. Call between 10 AM-3 PM, Mon thru Fri. 851-8655

MEDICAL TYPIST
For X-Ray department, experience helpful. Redford area. Ask for Theresa 531-6200 ext 302

MIDNIGHT NURSES
Full or part time, come in or call, Henry Convalescent Center, 105 Hagerty Rd. Plymouth 455-0519

NEEDED: we know you're out there! Person with common sense, intelligence, ambition and personality to assume medical assistant and medical secretarial position in cardiologist office in Renaissance area. Never a dull moment! Experience necessary. For details call 963-3636

NURSE AIDS - Midnight Shift
University Convalescent,
28550 Five Mile, Livonia.

NURSES AIDES
Top pay and benefits. Care for patients in their home. Professional Medical Personnel, 642-3050

NURSES
AIDS
AFTERNOONS
APPLY IN PERSON
GOOD WAGES, BENEFITS
WISHING WELL MANOR
520 W. Main St.
Northville

Nurses
RN'S
LPN'S
$200 FREE!
PRESENT THIS AD, COMPLETE AN APPLICATION, WORK 30 SHIFTS OF 2-11, 11-7, OR JUST WEEKENDS AND RECEIVE $200 FREE IN ADDITION TO ALL OUR TOP WAGES.
RN'S
TO $12.50 PER HOUR
LPN'S
TO $9.30 PER HOUR
THIS OFFER FOR NEW APPLICANTS WHO APPLY FROM JUNE 9THRU JUNE 30, AND WHO WORK COMPLETED BY AUG 29, 1980.
Kimberly Nurses
354-1640
FULL AND PART TIME POSITIONS AVAILABLE IN ALL AREAS INCLUDING ICU/CCU/OB. CALL NOW FOR IMMEDIATE OPENINGS.

RN OR LPN
Part time - Wednesday, Thursday, Saturday for Clinic in Southfield. 851-5219

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - chairside, certified preferred. New office, Plymouth Canton area. Send resume to Box 206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT
Full or part-time. Some experience or training preferred. 4½ days or less per week. Very pleasant office in the Northland-Nine Mile Medical Building. Call 569-3535

DENTAL ASSISTANT, EXPERIENCED, chairside & office management, excellent opportunity, salary open. Redford area. 534-5010

OPHTALMIC ASSISTANT. Experience desired but not necessary. Must be pleasant and eager to learn. Salary commensurate with capabilities. Excellent fringe benefits. Please reply to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - Full time medical assistant, receptionist needed, minimal typing required, for new Southfield office. 538-0660

PART TIME Receptionist for physician's clinic. Experience necessary. Redford Twp. area. For interview call between 3 PM and 6 PM. 349-1444

PATHOLOGY secretary for private lab, must have extension transcription experience. Immediate full time opening, excellent salary & benefits. 476-1900

RESPIRATORY
THERAPIST
Immediate opening, Graduate Registered Respiratory Therapist on the afternoon shift. Will consider recent grad. Excellent wages and benefits.
DETROIT
OSTEOPATHIC HOSPITAL
12523 Third Ave.
Detroit, Michigan 48203
252-4000, ext. 4081

RN for Farmington Hills allergy office. Experienced, mature individual desired. Send resume to Box #754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - LPN
Needed to function as charge nurses. Days/afternoons, full/part time. Join the team at The Parkway of The Year. Flexible, new wage scale. Contact: Susan Heaston, RN. 728-6100.

RN - OR CIRCULATOR
Part time, 3 days a week, alternate Saturdays. NO HOLIDAYS, NO CALL, NO SHIFT ROTATION. Apply:
KERN HOSPITAL
21230 Dequindre
Warren

RN or LPN
MIDNIGHTS
FULL OR PART TIME
Apply at:
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
Call Mrs. Ostlund
326-1200

DOCTORS OFFICE - NW Detroit, part time positions open for outgoing responsible individual as medical assistant or receptionist. Hours flexible. No medical experience necessary as we will train ambitious individual looking for a part time career position. Must be self starter, able to work independently with minimum supervision. Experience preferred. Send your resume to Personnel Dept., 31000 Lahser Rd., Birmingham, Mich., 48010.

ADVERTISING Secretary, experience necessary. Will be involved in all areas of advertising. Lake Orion area. 373-1690

ATTENTION
PLEASE
Immediate opening in large suburban firm. Good accurate typing, detail, benefits $850 a month. Fee paid. Call
644-4600
SNELLING & SNELLING
AGENCY

AUTO DEALERSHIP car biller
Dealership experience required no others need apply. Farmington Hills area. Contact Mrs Frontiera for appointment at 471-0850

AUTO DEALER
wants
CAR BILLER
Experienced. 5 day week, paid Blue Cross, many benefits. Call Bob Wallin,
KRUG LINCOLN MERCURY
21531 Michigan Avenue
DEARBORN
274-8800

AUXILIARY PAYROLL business office position for person with payroll experience, strong emphasis in employee fringe benefits. Knowledge of data processing preferred. Must be able to work well with staff. Excellent salary and fringe benefits. Send resume as soon as possible to: Van Buren Public Schools, 555 W. Columbia, Belleville, Michigan 48111, Att: Business Office. 697-0174

BOOKKEEPER office manager with secretary skills. Neat appearance. Troy area. 362-2337

502 Help Wanted Dental-Medical

RN'S - LPN'S
Schedule when you are available to work. Top pay.
AMC HEALTH CARE I
SOUTHFIELD 569-2598
17000 W. 8 Mile Rd
LIVONIA 478-2590
19500 Middlebelt
PONTIAC 443-4976
3595 Elizabeth Lake Rd.

RNS-LPNS-Staff relief and private duty. Choose your hours, days and assignments. Top wages, benefits. Professional Medical Personnel 642-3050

SOUTHFIELD Internist's office needs part time medical assistant, must know X-Rays, EKG, Venapuncture & pulmonary function testing. Microbiology and lab helpful. Call 358-2316

STRAITH MEMORIAL Hospital
23901 Lahser Rd. All surgical hospital in Southfield is seeking a part time registered nurse for afternoon shift 4pm-11 midnight. Apply in person or call the nursing director at 357-3366

504 Help Wanted Office-Clerical

ACCOUNTING Clerk position available immediately, must have experience operating Calculator, Retail background helpful, excellent fringe benefits through Southland Corp. (7-Eleven) Call 528-0711

ACCOUNTING
POSITION
Summer Only
Troy based marketing firm is in need for a full time summer Accountant. The right individual must be at least of Junior status and be enrolled in a college accounting program. To be considered, please call Pam-Marketing at 362-2188 between 9 AM - 5 PM., Thurs., Fri., and Mon. only.

CMI Corporation
An Equal Opportunity Employer

ACCOUNTS PAYABLE, min. 2 Yr. experience. Pegboard, high volume. W. 8 Mile location. Please send resume to PO Box 102, Southfield, Mich., 48037

Accounts Payable
BOOKKEEPER
Detroit based manufacturer seeks individual with 2 years experience & 55 WPM typing. Good growth potential for the right person in an automated environment. Jeffries-Wyoming area. Please call Mr. Megoski 931-3200, Ext 226

ADMINISTRATIVE ASSISTANT
For group insurance marketing & analysis firm. Experienced in contract analysis, forms, terminology & client contact a must. Salary to $15,000 commensurate with experience. Call Billie 649-1990

ADVERTISING AUDITOR
We are looking for an experienced, self-starting individual to fill an entry level position of Co-operative Advertising Auditor. CRT experience is helpful, typing essential. The individual we are looking for will primarily handle auditing for co-op advertising program, also including client contact, correspondence & other related responsibilities. 1-2 years of previous business experience preferred. Send your resume to: Personnel Dept., 31000 Lahser Rd., Birmingham, Mich., 48010.

504 Help Wanted Office-Clerical

BOOKKEEPER or accountant for insurance agency. Top pay for top work. Send resume to P.O. Box 17, Franklin, Mich 48025.

BOOKKEEPER/SECRETARY
Small Southfield Law firm. Assist in business management, legal matters. Min. 3 Yrs. experience with receivables, payables, bank reconciliation, etc. Must have shorthand, typing and dictaphone. Benefits. 352-5440

BOOKKEEPER- Southfield location for management & building company. Account payable-receivable, payroll taxes, trial balances. Good pay. 353-2545

Bookkeeper/Statistical Typist
Full-time for CPA firm. Experienced only.
Call 8-5 pm. 427-2038

BOOKKEEPER
Your pleasant personality and peg board experience are needed in this friendly suburban office. Excellent career opportunity. $10,400. Call Joanne now for an appointment.
353-2090
SNELLING & SNELLING
PERSONNEL

BOOKKEEPER
$200 A WEEK
Excellent opportunity at suburban location!
Snelling & Snelling
336-7400

BOOKKEEPER.
Permanent part time position, experienced helpful but will train. Flexible hours. 541-3792

Can You Type
55 WPM?
Temporary assignments near your home. We need all office skills:

WORD PROCESSORS
SWITCHBOARD
STENEOS

SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

CASH CONTROL - clerk, Troy, 2 to 3 yrs. experience, bank reconciliation, journal entry, for large management corporation. $10,400, fee paid.

SECRETARY - prestigious legal firm, no legal experience necessary, shorthand 100, typing 70 WPM, excellent benefits, $14,000, fee paid

LOIS RAY
PERSONNEL
559-0560

CLERICAL
GOOD TYPIST and filing clerk for commercial warehouse account. Afternoon shift. Livonia area 644-5550

CLERICAL POSITION
Now Selecting a capable person for Clerical typing, 50 wpm and accurate! Position with large apartment complex; 1 Southland helpful. Mon. thru Fri., 40 hours week. Vacation, paid Holidays, Blue Cross and life insurance available. $4.56 per hour to start with regular increases.
474-7284

CLERK TYPIST - beginners position, 45 to 55 WPM accurately, dictaphone necessary, good spelling a must, no shorthand, Birmingham area. Call Jan for appointment 9 to 4 PM. week-days. 647-8700

CLERK TYPIST, general. Luxurious new Lathrup Village office. 28 year old NYSE Inter. Corp. Top wages to qualified person. Apply in person Fri only, June 13. 26400 Southfield Rd. Between 10 and 11 Mile Rds. Personnel Dept. General Development Corp.

CLERK/TYPIST
Smith, Hinchman & Grylls Associates, Inc. is a large progressive Architectural Engineering firm.

We have an immediate full time opening in a field office located in Troy for an entry level Clerk Typist. Light typing, filing, and receptionist duties included. Applicants should be self-starters and have some previous office or co-op work experience.

Please call 864-3000, Ext. 2182 to arrange for an interview.

An Equal Opportunity Employer

COLLEGE GRAD
With strong Secretarial skills for Entry Level Advertising position - Administrative Secretary. Must want to learn the business and be promotable, type 70wpm, be trained and experienced in office procedures, and clerical routines. No shorthand. $10,000-$13,000 to start, plus Blue Cross.
Redford Area. Call 255-4183

COLLEGE STUDENTS
Full time Secretarial position. Available this summer in small Birmingham office. Typing, reception & light bookkeeping experience helpful. 646-1922

500 Help Wanted

ENGINEERS

BRING YOUR CAREER INTO FOCUS WITH THE TECHNOLOGIES OF THE 80's AND 90's!

At General Electric, we see the coming decades as one of the most productive and exciting times in the history of mankind. We are applying new technology to make tomorrow better than that which came before. For today's engineer, these are exciting times indeed. If you share this view, we invite you to join us for informal career discussions at our

CAREER OPEN HOUSE!

Friday, June 13: 3 pm - 8 pm
Saturday, June 14: 8 am - 3 pm
At the Sheraton-Southfield Motor Inn

Technical managers from 9 G.E. facilities will be on hand to answer your questions. We are interested in meeting with professionals who have degrees in: Electrical Engineering, Mechanical Engineering, Math, Physics, Industrial Engineering, and Computer Science. Openings are available in:

- SIMULATION SOFTWARE
- SYSTEMS ANALYSIS
- CAD/CAM TECHNOLOGY
- DATA BASE ANALYSIS
- RADAR SYSTEMS
- NAVIGATION & GUIDANCE SYSTEMS
- AERODYNAMICS
- AVIONICS
- AIRCRAFT & SPACE
- ADVANCED MANUFACTURING ENGINEERING
- PRODUCIBILITY ENGINEERING
- ACOUSTICS
- SYSTEMS PROGRAMMING
- COMPUTER GENERATED MAGERY
- COMPUTERIZED TEST SYSTEMS
- ANALOG/DIGITAL DESIGN
- COMMUNICATION SYSTEMS
- ELECTRONICS PACKAGING
- THERMODYNAMICS
- TRANSMISSION & POWER
- TRANSLATION DESIGN
- RELIABILITY ENGINEERING
- INDUSTRIAL ENGINEERING
- TEST EQUIPMENT DESIGN

While you help us build a better tomorrow, our benefit package will help insure a better future for you and your family. We offer an excellent salary, based on your education and proven technical accomplishments. If you are unable to attend our Open House, please call 800/638-1915 toll free weekdays, 9 am - 5 pm, or send your resume in confidence to: Thomas W. Mastandrea, Manager, Aerospace Human Resources Department, General Electric Company, Aerospace Group, Valley Forge Space Center, P.O. Box 8555, Philadelphia, PA 19101.

GENERAL ELECTRIC
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Our worldwide organization is seeking a mature Administrative Assistant to work in our Advertising and Public Relations division. The qualified individual must have typing of 60 wpm, shorthand 80 wpm, an aptitude for figure work, a flair for detail and the ability to organize and follow through on assignments. We offer a competitive salary and excellent fringe benefit package to the successful candidate. If qualified, contact Sue Cebalt.

355-9300
extension 253

FTD
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION

SECRETARY
In this new position you would be working within our corporate accounting group. Responsibilities would be wide ranging. You should have strong secretarial, organizational, and communicational skills. Experience in an accounting environment would be desirable.

Guardian Industries is a growing and diversified company with sales approaching, $300 Million. We offer a competitive salary and a comprehensive employee benefit package. For immediate consideration forward a resume to: Robert Merrick.

GUARDIAN INDUSTRIES
43043 W. 9 Mile Rd.
Northville, Michigan 48167
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
United Stationers Supply Company, a major wholesaler of office products, has an immediate opening for an Executive Secretary. This position reports to top division management and plays a key role with all levels of management.
Requirements include superb secretarial skills - shorthand, data transcription and typing of 60 wpm (minimum). The ideal candidate should be self-starter who views the secretarial career as vital, important and essential. Being a Certified Professional Secretary is a plus. Interested applicants should either call R.P. Shemetulskis at 425-6000, apply in person or submit a resume to the Personnel Department, United Stationers, 32432 Capitol Drive, Livonia, MI 48150.
An Equal Opportunity Employer

CALLING ALL
Students - Teachers - Domestic Engineers
Start your SUMMER FUN FUND
Temporary Assignments Available

ALL AREAS
Secretaries - Stenographers
Dictaphone Operators
Clerks - Typists
LIVONIA-PLYMOUTH AREA
Packagers - Light Industrial
Suitable for Women

BE A
WITT WORKER
Ask about our
BONUS & GOLD
CARD PLAN

WHY DELAY	DIAL NOW
Livonia	525-0330
Dearborn	565-8060
RenCen	259-7788
Southfield	569-7500

WITT SERVICES
The Temporary Help People