EMPLOYMENT

500 Help Wanted

PACKAGERS

Temporary assignments available in LIVONIA, PLYMOUTH, and the WIXOM AREAS. Must be 18 and have own transportation.

FOR MORE INFORMATION CALL

SOUTHFIELD 569-7500
LIVONIA 525-0330
WIXOM 669-2409
WARREN 977-0860

WITT SERVICES
The Temporary Help People

PART TIME sales person for Nobil Shoe Store at Fairlane Town Center. No experience necessary. Apply in person.

- PEOPLE NEEDED -
Earn $700. to $1,000 per month by sharing your home & providing care & training for an Adult with mental retardation. Call the Plymouth-Oakland Regional Center at, 1-266-2780

PERMANENT part time help needed, for local interior landscape firm, knowledge of tropical plants helpful but will train, looking for mature, dependable, motivated individual. Must enjoy working independently. Requires good public relation skills. Flexible schedule. Salary $4.75 hr. to $5.25 hr. depending on experience. Call between 8am - 3pm Mon. thru Fri. 953-0493

PHARMACY TECHNICIAN for professional pharmacy, exciting computer, benefits. No nights or Sunday. 476-8733

PHOTOGRAPHER and/or Salesperson With initiative, outgoing, personable. Must have car, can travel. Call between 3-5 PM. 533-3739

POSITION OPEN FOR JR. BUYER. Fast growing electronics company. 1 year experience in purchasing. Excellent benefits. Omicron Inc., 24320 Indoplex Circle, Farmington Hills. 474-2347

PRESSER
for John's Cleaners in Livonia. Must be experienced, good working conditions. Call
421-4880

PROGRAM MANAGER. Group home, delinquent adolescent boys. Westland area. Bachelor's Degree and 2 years experience required. Send resume to: Michigan Human Services, Inc., 28550 Ann Arbor Trail, Westland, MI 48185.

RADIATOR/REPAIRMAN
Experienced only, good wages & benefits for good man. 931-0330

RE-BAR DETAILER/DRAFTSMAN
Would require minimum of 2 years architectural drafting experience or education. Strong math ability. On the job training program, full time permanent position in the Brighton area. Call Holly Hurd 437-4141

RECEIVING INSPECTION TECHNICIAN

Important, international automotive company, based in Southfield, requires receiving inspector. Should be experienced in statistical quality control & other quality matters related to source inspection. Candidate must be a qualified experienced inspector capable of handling all phases of lab-type work & use of traditional checking equipment. Please send resume to Box 946, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST wanted for part time work for beauty shop. Southfield area 559-8229

RELIABLE hardworking person needed to work in tropical fish wholesale operation. No experience necessary 532-3232

RELIABLE young man preferred, with some mechanical aptitude for general shop help. Light machining, assembly, some driving. Must be 18 or over with good driving record. Apply at Power Components, 12605 Arnold, Redford.

RESTAURANT CAREER - $12,000 to $15,000, management training. Management experience or Bachelors Degree. Ray Green Personnel 559-1428

RETIREE

Cleaning and some stock handling for retail stores at Twelve Oaks Mall location. Permanent part time position. 5 days. 9 AM. - 12 Noon. Call for interview. 358-3933.

500 Help Wanted

RETAIL MANAGEMENT
Office & Art Supplies
Shopping Center Location

Pinger's has an immediate opening for a retail manager at our Tel-Twelve Mall store. You should be experienced in store operations, have a college background, and a willingness to assume responsibility. Starting salary, $11,700 to $13,000 plus a bonus plan. Hospitalization and Vacation. For appt.

FINGER'S
275 Executive Dr
Troy. 588-5411

SALES TRAINEE INDUSTRIAL
Position requires College, Aggressive personality. $12,000 Min./Full Benefits. Fee Paid.

PLANT MAINTENANCE ENGINEER
ME degree required. Project engineer maintenance, must know both Electrical & Hydraulic controls, plant lay-out will train, looking for mature, dependable, motivated individual. Must enjoy working independently. Requires good public relation skills. Flexible schedule. Salary $4.75 hr. to $5.25 hr. depending on experience. Call between 8am - 3pm Mon. thru Fri. 953-0493

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500 Help Wanted

SUBSTITUTE TEACHERS
All subjects, K-12, and Special Ed. $30 per day. Must have valid Michigan Teaching certificate. Northville Public Schools, 501 W. Main, Northville. 349-3400, Ext. 297.

A SUPERVISOR TRAINEE
$12,500 to $15,000
National Food chain, guaranteed salary. Call Stan.
Personnel Recruiters
358-3300

TAX PREPARERS. Need experienced person to prepare individual 1040's in Troy area. Flexible hours.
Call 9AM-5PM 528-3133

TAX PREPARERS with prior experience or recent completion of the H&R Block or equivalent tax course to do 1040 work for Troy based firm. Hours & salary negotiable. Send resume to box 9580observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TEACHER
Building Trades. Experience certification or 3 years of experience in building trades. 40 hours per week, $8.25-$10 per hour. Plymouth-Canton Community Education Department. 459-1183

TEACHER for Nursery School, Wayne Westland area. Early morning hours. Must be experienced. Call for interview. 595-2262

TELEPHONE INTERVIEWERS
requires clear distinct voice good ability with public. $3.25 per hour plus bonus. Am-Pm hours available. Call Dave for interview. 424-9582

TEST ENGINEER
With BSME with hydraulics or pneumatics experience.
ACE CONTROLS INC.
476-0213

TODDLER/PARENT
PROGRAM DIRECTOR
Professional role available to special person with strong background in Early Childhood Education beginning Jan. 1981. Planning & implementing weekly sessions in unique program for Tot Gym & Parents.
NURSERY SCHOOL TEACHER
Unique developmental program needs special person with strong background in Early Childhood Education beginning Jan. 1981. To apply for either or both positions:
Call 261-2716, 693-9604 or 628-5638

TOOL ROOM
Machinist Apprentice
Minimum 3 years experience. Own tools. Liberal employee benefits.
S.M.C.
800 Junction, Plymouth

TRAINEES - (2) insurance Established clientele, all fringe benefits $250 to $250 per week to start. Salary plus commission. Only mature persons wanted. 425-3510

TRAVEL AGENT.
Must be experienced in domestic & international travel & Sabre. Good benefits. Southfield area 424-8123

TRUCK DRIVER - semi diesel, 13 speed, experienced, on call $4 hourly plus road premium. Average 1 and 2 nation free, fit for heavy lifting 441-2125

VALET PARKER hourly rates plus tips. Must be 18 or over. Apply in person in office. Diggons, 30555 Grand River. Farmington

WAITER & WAITRESSES
Poppin Fresh Pies now accepting applications for waitress positions. Apply in person 11 Mile & Greenfield.
An Equal Opportunity Employer

WAITRESS
Part time, afternoons, 3PM-8PM. Good tips & salary plus meals. Plymouth area 455-6161

WANTED PERSONS from Oak Park, Southfield, Birmingham, Bloomfield area with own transportation for Sunday, early morning hours home delivery of NYT. $20 guaranteed. For interview, call 552-9600

WAREHOUSE PERSONNEL. Individual for automotive warehouse, capable of phone answering, order taking and billing. Good wages and benefits 931-0355

353-2090
SNELLING & SNELLING PERSONNEL

MEDICAL TRANSCRIPTIONIST: experienced, for X-Ray office in Livonia. Full or Part time 464-7300

NURSE AIDES
Full time and part time openings on afternoon and midnight shift, and weekends available on all shifts in skilled nursing facility. Liberal wages and fringe benefits for service programs on premises. Contact Assistant Director of Nursing, 477-2300
An Equal Opportunity Employer

NURSE AIDES, ORDERLIES
Full and part time openings, week starting Nov. 3. Interviews given Mon. thru Fri. 9am-3pm. Farmington Nursing Home, 31605 Folsom Rd. 477-6400

NURSE AIDES
TOP WAGES!
Full & part time positions available. 2 years experience required.
TEMPORARY
HEALTH CARE SERVICES
835-9490

NURSE AIDES
Weekends only, all shifts
Will train. Good benefits. Modern nursing home. See Ms. Watkins
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Ry Rd.
An Equal Opportunity Employer

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
35000 Franklin Rd., Southfield

NURSE AIDES
Full time - Midnight & Afternoon shift
Apply Tuesday, Oct. 28th, 1980
10am-4pm, University Convalescent Nursing Home, 28350 Five Mile Road, Livonia.

NURSES
ATTENTION RN'S
AT WEIGHT LOSS CLINIC
Are you looking for that special career opportunity? Would you like to return to work or change jobs?
Counsel and encourage others towards health and nutrition. Share in the efforts and rewards of our clinic team.
Full Time, Mon-Fri
Warm and Congenial atmosphere
Salary plus bonus
For Openings in Bloomfield, Troy Dearborn, Livonia
Renaissance Center
Call Geri 355-2418

NURSES
Full or part time, come in or call, Henry Ford Convalescent Center, 105 Hague, Rd. Plymouth

NURSING AIDES NEEDED
For midnight shift, and backup for all shifts. Apply in person. Whispering Willow, 44656 Warren Rd., Canton.
459-7060

RN or LPN
Needed for part time midnights & full time afternoons at modern Nursing Home, Dorvin Convalescent Center, 29278 Morlock, Livonia, one block south of 8 Mile on Middlebelt.
478-0650

502 Help Wanted Dental-Medical

ABCARE
HOME HEALTH CARE AGENCY
In Southfield, seeking mature individual with some medical experience, front office skills, basic bookkeeping a must 4-9 days per week, must be flexible.
424-8377

WE NEED
Nurse Aides & Orderlies
Afternoons & Midnights

If you are interested in work in the health care field, why not consider our facilities. If you are 18 years of age, we will pay $3.10 per hour, plus a premium pay of $1.00 per shift for weekends. Benefits include sick pay and vacation pay.
IMMEDIATE OPENINGS
ON ALL SHIFTS
Please apply in person on weekdays between 10 AM & 4 PM, and see Camelot for yourself!

CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia

ASSISTANT Medical Receptionist. X-Ray experience. Part or full-time. Experienced preferred. Dearborn Hts. & Westland area. 274-5641

BUSY OB-GYN practice needs office manager with strong background in personnel management, treatment room procedures, insurance billing, pegboard bookkeeping. Only experienced need apply. Contact Mrs Goodloe, Mon. thru Fri., 8am-5pm 474-6595

CHAIRSIDE DENTAL ASSISTANT
Enthusiastic experienced person needed full time for General practice. Located Schoolcraft - Telegraph area. Days 534-6440, Evenings 534-6587

DENTAL ASSISTANT. Full-time. Oral Surgery Office, Birmingham area. Must have dental background or previous experience. Good benefits.
Call between 9-5PM, 647-7316

DENTAL ASSISTANT
Looking for a great job, lots of responsibility, fun people to work with? Plymouth, Livonia area. If you're sharp and have some dental experience call
455-2560 or
453-2560

DENTAL ASSISTANT, experience preferred, full time, Canton area. Call between 8am-6pm 455-6070

DENTAL ASSISTANT
Chairside, general practice, full time, no evenings, experienced preferred. Top salary. 354-4344 Eves 626-2681

DENTAL ASSISTANT for team dentistry in highly motivated general practice. Experienced or CDA preferred. Salary & benefits commensurate with abilities and experience. Northville. 348-2410

DENTAL CHAIRSIDE ASSISTANT
Oak Park. 1 year experience, some reception experience helpful. Good pay and benefits. Great opportunity to work with a friendly, sharp staff. 968-2268

DENTAL HYGIENIST
Plymouth-Canton area. Part time. Please send resume to Box 938 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST Assistant for Birmingham specialty practice. Dental experience necessary, excellent benefit program, salary & advancement opportunity. 477-7739

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST-with assistant experience, full time. Farmington Hills office. 626-7588

DENTAL RECEPTIONIST
Experienced necessary, full time, Plymouth area. 453-9413

DENTAL RECEPTIONIST
Full time. Experienced preferred. Berkley/Royal Oak area Call 398-5545

DENTAL RECEPTIONIST
for pleasant Southfield office. Dental insurance forms, cash, good rapport with patients. Part time, and recall 1½ hour lunch, no Saturday, full fringe package with good salary

MEDICAL ASSISTANT
Busy Livonia Doctor office needs your general assisting skills. Injections, VP's, EKG. Hours can be 4½ or 5 day week. Excellent opportunity. Salary to $868

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

EXPERIENCED orthodontist assistant, part time Birmingham office 653-2317

E.M.T.s wanted. Full and part time. Must be state licensed. Competitive pay and benefits. Call Dave, Mon. Wed & Fri 662-7714

FOUND - English Sheepdog female, 5 Mile & Telegraph, Redford. Call anytime 292-5417

FRONT DESK
Dental specialty office. Medicare - Uticaarea Call 286-3350

HOUSEWIVES - STUDENTS - Nurses Aides, to assist in well man, for 7 am - 3 pm shift, full or part time. Opportunities for advancement. Apply Hendry Convalescent Center, 105 Hagerty, Plymouth 455-0150

LPN Clinic or doctors office, experienced, apply at 22341 W. 8 Mile, between 10AM-4PM

LPN
For doctor's office in a medical center in Novi 348-8000

L.P.N.
FULL TIME
Day, midnights, and afternoon positions available. Good starting salary. Hospital Insurance. Modern nursing home. See Mrs. Ferguson

NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Jay Rd.
An Equal Opportunity Employer

MATURE WOMAN with dental experience. Business background, pegboard helpful. Full time, long term employment. Livonia - Plymouth area. 591-5636

MEDICAL ASSISTANT
Farmington area, part time, excellent opportunity slip salary 474-5618

MEDICAL ASSISTANT, full time for Southfield Internist. Experienced with Vena puncture, injections, EKG and front office Call 559-0799

MEDICAL ASSISTANT
Experienced in EKG & Laboratory for busy Doctors office Birmingham location Call 647-4429

MEDICAL RECEPTIONIST
For busy Birmingham Doctors office. Experienced only. Call 647-4429

MEDICAL RECEPTIONIST - Plymouth surgeon's office, mature, experienced, knowledge of insurance billing. 5 days. Days 453-0320 Eves. 349-3744

MEDICAL RECEPTIONIST
Prefer medical experience. Typing & general office. Michigan-Telegraph area. Metro-Home Health. Village Plaza 273-7000

MEDICAL RECEPTIONIST office manager for front office. Experience required with typing, dictaphone, pegboard insurance forms. Birmingham - Troy area Call 645-3687

MEDICAL RECORDS, RECEPTIONIST needed for busy Southfield office. Typing experience preferred. Call between 6 pm and 8 PM 435-2672

MEDICAL SECRETARY. Full time with up to date experience in medical billing for busy Troy OB-GYN office. Experience need only reply. 643-7775

MEDICAL SECRETARY
$10,400 - $13,000
Your front desk appearance and good typing skill count here. Medical office experience and knowledge of insurance forms necessary. Hurry
Call Maryellen today
353-2090
SNELLING & SNELLING PERSONNEL

502 Help Wanted Dental-Medical

SECRETARY/BOOKKEEPER
Part time N.W. area. Good typist, some experience preferred, excellent hours and good wages. Call between 10-12 noon only 535-7783

SECRETARY-RECEPTIONIST
For growing aggressive orthodontic practice in Birmingham. Must have experience in typing, bookkeeping & insurance claims. Full time position.
647-0696

SOUTHFIELD OFFICE needs medical assistant to do EKG, Vena Puncture & injections, experience preferred. Ask for Judy 557-6713

TWO LPN'S for part time in geriatric facility. Two or three am shifts per week including every other weekend. Oak Hill Nursing Home, 34225 Grand River, Farmington 477-7373

X-RAY TECHNICIAN
Full time position. Large medical complex. Must be registered. Good benefits. For personal interview call Ron
533-4700, ext 278

X-RAY TECHNICIAN sales & in service, Southfield area. Call 559-9657

X-RAY TECHNICIAN
Part time work at medical clinic.
Call Mr. Johnston. 464-9200

X-RAY TECHNICIAN
Registered, part time some weekends, Redford area. 937-8155

X-RAY TECH
Part Time, Mornings
Troy Area
649-4449

504 Help Wanted Office-Clerical

ACCOUNTING

Novi contractor has immediate openings for highly motivated personnel as Accounts Payable and Payroll Clerks. Contracting experience required. Demanding positions, require quick, alert individuals. Call

348-2800
An Equal Opportunity Employer

A SECRETARY for small, busy office. Must assume responsibility, good typing skills required, extensive client contact, opportunity to learn legal, salary open. Woodward near 19 Mile. 546-5393

502 Help Wanted Dental-Medical

RNs and LPNs
Full time and part time
PM shift for a 50 bed/private psychiatric hospital. Apply
Ardmore Acres Hospital
19810 Farmington, Livonia
474-3500

RNs and LPNs
Full and part time. Flexible scheduling. Excellent benefits.
Farmington Nursing Home
30405 Folsom, Farmington
477-7400

RNs
FULL TIME
2PM-11:30PM(E.R.)
11PM-7:30AM(E.R. & CHARGE)

Competitive Salary & Benefits
Shift Differential Pay
In-service Program
Congenial Working Conditions

Call Mrs Caylor 531-6200, ext 408
REDFORD
COMMUNITY HOSPITAL
An Equal Opportunity Employer

RN'S, LPN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
3 blks W. of Lahser

RN'S - LPN'S
Extended care facility has openings for full time and part time All shifts Wayne, Michigan Call
Mrs Mayville, RN, or Mrs Harding, RN
326-6660

RN'S, LPN'S
Positions available on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Fringed pay scale and good benefits. Good orientation offered for Geriatrine Nursing. Contact Nursing Director between 8AM-5PM, at
CAMBRIDGE NURSING HOME, W
18633 BEECH DALY 255-1010
An Equal Opportunity Employer

OPTICAL DISPENSER
Experienced - for Ophthalmologist's office 6 Mile & Greenfield, Detroit
341-3621

OPTHO DENTAL ASSISTANT
Experienced
338-0030

PART TIME Help wanted for pleasant dental office in Lathrup Village. Flexibility & experience a must. For interview, call 559-5370

PART-TIME Physician's Office General Office work. Knowledge of BC/BS, Medicare, Medicaid Non-Smoker. Birmingham area. Send resume to P.O. Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Typist, oral surgery office, Birmingham area. Must have medical or dental background & minimum of 65 WPM. Call between 8AM-5PM 647-7336

RECEPTIONIST needed for chiropractic office in Farmington area. Non smoker, some typing required. Mon Wed & Fri 9-12 & 3-6 pm 478-0200

RECEPTIONIST-Garden City. Physicians office. Full time. Willing to work 3 evenings a week. Send resume to Box 374, Garden City, Mi 48135

RECEPTIONIST part time in Pediatric for from 3-6pm & every other Sat. 9-12 noon. Send resume Beaumont Medical Bldg. Suite 122 Troy, Mich. 48098 828-5210

RN - LPN
Charge Nurses wanted for skilled Nursing facility, full time and part time. 3-11 shift. Salary commensurate with experience. Excellent benefits. In-service program on premises. Call Director of Nursing 477-2300
An Equal Opportunity Employer

RN & LPN
Full or part time, afternoon shift
Apply The Arnold Nursing Home, 18500 W 7 Mile, 9 to 4 PM. Mon thru Fri 531-6001 ext. 38

RNS or LPNS
Full & Part Time
Afternoon & Midnight Shift

COMPETITIVE SALARIES
PAID VACATION
PAID BLUE CROSS
WILLIAMSBURG
Convalescent Center
21017 Middlebelt, Farm.
476-8300

RN'S
TO $22,800
Choice of shifts, hours, location, facility
Full & part time available, call today.
TEMPORARY
HEALTH CARE SERVICES
835-5400 DETROIT
647-0070 SOUTHFIELD

SCHOOL NURSE
RN. $22 work days per year. Handicapped students. Experienced preferred. $13,367 to $15,523. Excellent benefits. Northville Public Schools, 501 W. Main, Northville, 349-3400, Ext 206

SECRETARY/BOOKKEEPER
Part time, 25 hours per week. Good typist, some experience preferred, excellent hours and good wages. Call between 10-12 noon only 535-7783

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For growing aggressive orthodontic practice in Birmingham. Must have experience in typing, bookkeeping & insurance claims. Full time position.
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Part Time, Mornings
Troy Area
649-4449

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348-2800
An Equal Opportunity Employer

A SECRETARY for small, busy office. Must assume responsibility, good typing skills required, extensive client contact, opportunity to learn legal, salary open. Woodward near 19 Mile. 546-5393

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
Clerk needed full time to handle deposits, posting & inquiries. Extensive benefit package offered. Send resume or letter noting experience to Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Excellent communication skills and take-charge attitude will help you obtain exciting and challenging position with our established firm. Good typing and organizational abilities for administrative assistant for new department, needed immediately. Contact Mr. Green at 591-6292

ADMINISTRATIVE ASSISTANT
$12,500 FEE PAID

Important position in this large firm needs high energy person with at least one year skills in organizational abilities. Beautiful home office and good advancement offered. Hurry. Call Kathy today.
353-2090
SNELLING & SNELLING PERSONNEL

ADVERTISING - agency in prime Southfield building needs secretary for Sr. V.P. Good clerical skills and phone manner required for this glamour job. Salary $12,000 to $13,000 plus benefits and agency fee paid

ATTORNEY - involved with wills and trusts needs secretary, no shorthand, prestigious Bloomfield law firm, well established, salary will earn $12,000 plus benefits. Fee paid

ADAMS & MARTIN
PERSONNEL
920 Maple Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

APPLY NOW
CLERKS
RECEPTIONISTS
SR. TYPISTS
SECRETARIES
We need your skills to work in the Livonia, Farmington, Southfield and Dearborn areas. These temporary jobs provide an excellent way to improve your references. Work long or short term assignments. Apply now

Somebody Sometime
TEMPORARY HELP
Livonia 17322 Farmington Rd
(in Burton Executive Park)
525-5170
Southfield-16415 W. 8 Mile
272-8500
Dearborn-23400 Michigan Ave
Suite 420, Westborn Plaza
565-3500

ARE YOU EXPERIENCED?
TYPISTS
SECRETARIES
SWITCHBOARD
WORD PROCESSORS
We have temporary positions close to home. Call for appointment.
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

ASSISTANT TO STOCK BROKER

Assist established stock broker. Birmingham location, to service accounts and help develop new business. Compensation related to producer's success. Experience in brokerage industry a must as candidate required to become registered in near future. Send resume to Box 834, Birmingham, Mi. 48012

ATTENTION HOUSEWIVES
For work in fall call
MANPOWER
TEMPORARY SERVICES
WE NEED
SR. TYPISTS
WORD PROCESS OPRS.
For appt. call;
LIVONIA 478-1130
TROY 585-5595

BIRMINGHAM law firm seeks multilevel secretary with experience. Shorthand, dictaphone helpful. Benefits, salary commensurate with ability. Call Pat 645-0800

BIRMINGHAM Law Firm seeking take charge person with experience. Divorce and personal injury experience necessary. Excellent starting salary and benefits. 645-9565

EXPERIENCED Bookkeeper Typist. For I girl office. Must be able to handle responsibilities and deal with people. Call George Nyman. 647-3335

BOOKKEEPER
A Southfield CPA firm seeks full charge bookkeeper. Must be able to type, do payroll, tax returns and post to general ledger. Prior CPA office experience helpful. Full time, permanent position. Call 647-6364

BOOKKEEPER
Experience required, some typing, pay is negotiable. Located in Southfield area. Call for further information.
559-7404

BOOKKEEPER - full charge, NW Detroit area. Send resume to Box 938, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
FULL CHARGE
Thru trial balance for Southfield travel company. Requires responsible person able to handle large volume and supervision of staff. Minimum 3 years full charge and supervisory experience. Extensive benefits. Call

642-2838

BOOKKEEPER Novi Area. Full Charge through trial balance. Construction experience desirable. Equal Opportunity Employer. Send Resume to box 982 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Part time. Must be able to post check registers & do bank reconciliations as well as type for an Accounting Firm located in Southfield. 645-3007

BOOKKEEPER-Secretary, Southfield Firm requires Secretary-Bookkeeper with typing, general office & bookkeeping knowledge through Trial Balance. 552-3550

504 Help Wanted Office-Clerical

BOOKKEEPER
To work in Southfield. Experienced with financial statements, payroll and sales taxes. Full time 557-2537

BOOKKEEPER - to work 30 to 40 flexible hours per month. Some experienced with computer accounting systems helpful. Call Kate 442-1810

CASHIER/RECEPTIONIST
Prefer light Bookkeeping experience. Full Time. Mon. thru Fri. Apply at Ernest Motor Sales, 32715 Grand River, Farmington 477-6400

CHEER UP
If
you are a ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPERATOR
PBX OPERATOR
WORD PROCESSOR
We have temporary assignments
CALL NOW
FOR MORE INFORMATION
LIVONIA 525-0330
WARREN 977-0860
SOUTHFIELD 569-7500
WIXOM 669-2409

WITT SERVICES
The Temporary Help People

CLERICAL

Our servicing division is continuing it's expansion program for individuals who are looking for a temporary job plus steady hours. Positions including accounting skills, good communication skills and Math aptitude

Pleasant surroundings, merit increases and full range of benefits including BC/BS, dental, optical, tuition reimbursement, award qualified candidates who display an eagerness to learn

We invite you to apply in person to the Personnel Department of our new office on the corner of Farmington Rd and 12 Mile, during the following hours

Mon thru Wed 9-11 AM and 1-4 PM

MANUFACTURERS HANOVER
MORTGAGE CORPORATION
27555 FARMINGTON RD
corner 12 Mile Rd
Farmington Hills

Equal Opportunity Employer M F H

CLERK
General office clerk. Some typing required. Mature person preferred for permanent position. Benefits and profit sharing. Phone for appointment
ACE CONTROLS, INC.
23435 Industrial Park Dr.
Farmington Hills
476-0213

CLERK TYPIST
Immediate opening in Southfield area for individual with good clerical skills. 40-50 w.p.m. Phone. Must have good attention to detail
MICHIGAN
NATIONAL BANK
OAKLAND
552-7562
An Equal Opportunity Employer

CLERK TYPIST position open in Southfield office. Typing 35 wpm. No office experience necessary. Call Kathy Pritchard at 353-3300

CREDIT CLERK
$800
For well established Farmington company. Qualified candidate will have some general office background, preferably with credit or finance. type 45 Full benefits
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

DEAR LEGAL SECRETARIES
AND EMPLOYERS
Thank you for your overwhelming response to my Ads and services. So many of you have gone out of your way to telephone your positive comments with such marvelous words of encouragement. I am indeed gratified and sincerely appreciative of your support. My purpose is to build this business into the most professional and reliable legal personnel agency synonymous to no other in our city. I am presently seeking experienced Legal Secretaries to fill Open Job Orders in the Tri-County area. Any interested candidates should call "Joanne"
MANSFIELD & ASSOCIATES
LEGAL PERSONNEL
30200 Telegraph Rd. Suite 121
Birmingham, Mi 48010
646-4210 -
Division of Human Resources Group

DEPUTY COURT
Clerk Typist
Full time.
Also clerk/typist, part time mornings. Redford Twp resident only. Call Mrs. Hallock.
531-3110 ext 240

EMPLOYMENT
COUNSELOR
For rapidly expanding well established agency. Previous experience preferred, but will consider individual with proven sales background. Excellent 1st year salary potential with regular commission rate and bonuses. No Fee

525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE ASSISTANT
Very successful company president needs a super assistant with great shorthand, typing, organizational skills, and be experienced working with top level executives. Must be able to coordinate a lot of details and be free to travel as a company representative when necessary. Outstanding opportunity - great salary, benefits and potential. Send confidential resume to Mr. Blue, P. O. Box 681, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

EXECUTIVE SECRETARY
Two busy partners at this professional firm need a secretary. Must have excellent skills and experience dealing with top level executives. Statistical typing necessary. Excellent starting salary and benefits. Send confidential resume to Mr. Bauer, P. O. Box 681, Southfield, MI 48037.

An Equal Opportunity Employer

EXPERIENCED LEGAL Secretary needed for Birmingham law office. Mag card experience helpful. Some shorthand required. Good typing skills needed. Call 647-4663

FILE CLERK
For insurance agency. General office duties. Typing required. Busy office. Excellent working conditions. Southfield location. 355-4100

FRITTER APPLIANCE has a full-time opening for a mature person as an Assistant Cashier at their main office. Responsibilities will include: supervision of Data Entry Clerks & Data Control. Accounts Receivable or bookkeeping experience necessary. Apply in person between 8AM-4PM, Mon. thru Fri. Fritter Appliance, 35961 Schoolcraft Rd., Livonia, Mi.

504 Help Wanted Office-Clerical

FULL CHARGE Bookkeeper with typing experience for Southfield office. 5 day week, good salary, benefits. Bloomfield Hills area. Call for appointment 358-3600

GAL FRIDAY. Experienced in automotive field helpful. Able to do bookkeeping and billing, phone answering 931-0338

GENERAL OFFICE-full time, must be good typist & have knowledge of all general office procedures Farmington Area 357-3400

GENERAL OFFICE CLERICAL
Southfield
Work hours, 8 AM to 4:30 PM
549-2660

GENERAL OFFICE - Typing, receptionist, switchboard, billing, all around. Full benefits. Apply at Peerless Gage, Inc., 13320 Stark Rd. Livonia. 48150

GENERAL OFFICE help. 20-25 hrs per week, excellent opportunity to grow to 40 hrs. High school graduate, some phone solicitation. Farmington Hills 851-8440

GENERAL OFFICE WORK. Some dictation, 5 day week - 35 hours. Southfield, 10 Mile area. Excellent benefits, salary commensurate with experience. Mrs Torkal 557-9393

GENERAL OFFICE Career opportunity. Full time position now available in expanding Southfield Corporation. Good salary & benefit package, convenient office location. Experience desired training available. Ask for Jean 442-4200

GENERAL SECRETARY
$11,000 PLUS-FEE PAID
Outstanding professional for this firm. Responsibility and opportunity are offered, plus profit sharing and great benefits. Call Mike. Trey
SNELLING & SNELLING
649-5900

GROWING SOUTHFIELD location is seeking an experienced accounts payable clerk. Exposure to EDP & keypunch. Experience in this area helpful. Resume to T Marquis, Box 403, Southfield Mich 48037

HYGIENIST
4 days, no evenings, no Saturday. Redford area. Pleasant working conditions 531-2250

IF YOU are an exciting & vivacious person willing to work hard, love to meet the hours of 8:30AM-3:30PM you may qualify for the position open with our client located in Northwestern Oakland, Northwestern Middlebelt, Farmington Hills.
RECEPTIONIST. SECRETARY
Must enjoy answering phones & have have dictaphone and statistical typing background. Secretarial applicants need only apply Call Ms Goetz 851-5040

INDUSTRIAL DISTRIBUTOR has opening for Inside Order Desk, good at Customer contact General Office duties & typing Phone. 358-2560

INSURANCE AGENCY, Birmingham area, career opportunity for person with 3 years casualty insurance agency experience in commercial lines dept. Salary open Days 646-6837, Eves 681-0851

INSURANCE AGENCY
Opportunity for person having company or agency experience in rating of commercial auto, general liability and fire. Salary open Farmington Hills 626-8543

INSURANCE - Birmingham agency looking for person with surety experience. Please call Judy 645-6232

INSURANCE SECRETARY
Suburban insurance company will pay the fee for your experience in this field and your ability to handle responsible position. To $12,000 Call Maryellen for interview now
353-2090
SNELLING & SNELLING PERSONNEL

KELLY NEEDS YOU!!!

KELLY SERVICES has immediate temporary assignments available for TYPIST, STATISTICAL TYPIST, DICTAPHONE, SECRETARIES, ACCOUNTING CLERKS, WORD PROCESSORS & SWITCHBOARD OPERATORS. We offer top assignments, merit increases and paid vacations. If interested call for appointment Mon. thru Fri., between 9 AM & 1 PM at the office nearest you

29449 W. 6 Mile, Livonia
522-4020

4000 Town Center
(suite 1225)
Southfield
352-7490

999 W. Big Beaver, Troy
(suite 100)
362-1180

2239 S. Telegraph
Bloomfield Hills
642-9650

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

KEYPUNCH OPERATOR

FTD has an opening for a Keypunch Operator with experience or training from a Keypunch school. Experience on Entrex equipment desirable

If qualified, contact Sue Cebalt, Florists' Transworld Delivery Association
555-9500, ext 152

RECEPTIONIST: receptionist Good typing & filing skills required. Bloomfield Hills area. For appointment 647-6860

LEGAL FEE PAID $$ Open

Centrum Center Court as we have been for 16 years serving the Legal Community and Bloomfield Hills, a good work experience, $10,740, fee paid

EXECUTIVE - secretary for Troy executive, excellent typing, shorthand and experience, frequent overtime required, $14,000, fee paid.

SECRETARY - Southfield, typing 60 WPM, shorthand 80 WPM, experience required,