500 Help Wanted

RENTAL Agent for Apartments, experienced, must type, 40 hour week, Southfield Area. 557-0819

RESIDENT COUPLE
Excellent opportunity for mature couple to advance with large apartment complex in Westland. Excellent salary plus apartment. Husband experienced repairman. Call 455-7100

RESIDENT MANAGER with minor bookkeeping experience needed to manage, lease four apartment complex. $12,000 to $18,000 plus health & pension. Send resume to: PM One, 8137 W. Grand River, Suite C, Brighton, Mich 48116

RESTAURANT help wanted, waitresses, cooks, busboys, pizza makers. Apply in person Mon. - Thurs. 3-5PM. Little Caesars Pizza Parlor, 19118 Grand River, Redford. 255-2150

SANDERS

We have immediate openings for FOUNTAIN SALESPEOPLE who enjoy working with the public. Must be available for eve or evening shifts. Positions available in Birmingham and Bloomfield.

APPLY IN PERSON:
250 N. Woodward
(near Hamilton in Birmingham)
8:30 to 4 PM Mon. thru Sat.
An Equal Opportunity Employer

Screw Machine Apprentices & Set-Up Men
For American Metal Products. Excellent opportunity. Apply today.
S.M.C.
800 Junction, Plymouth

SERVICEMAN
Electronics background for CCTV and film surveillance cameras. Expenses and salary. For appointment. 399-0600

SERVICE STATION now taking applications for certified mechanics & wrecker drivers. Apply in person Joy & Merriman Standard. 31411 Joy Rd, Westland.

SERVICE STATION Attendant needed, day or evening shift. Also wrecker driver and mechanics helper. Any shift. Full or part time. Apply in person, Maple and Crooks Shell Station, 1401 West Maple, Clawson.

SHAMPOO PERSON - applications being taken for part time or on-call work. License needed. Northville. 349-0064

SHIPPING CLERK TRAINEE

Immediate opening for a electronic distributor. Excellent entry position in growth industry. Training starts with physical handling of stock. Very good benefits. Farmington area.

Call J. Woods 477-7586

SHIPPING Receiving Foreman - experienced, you control Perfection automotive, Call Waters. 591-0111

A Shoe Manager TRAINEE
$10,000 to $22,000
Guaranteed salary plus bonus. Call Harley.
Personnel Recruiters
358-3300

SPECIAL ACTIVITIES COORDINATOR
Coordinate, implement and evaluate recreation programs to include activities for the mentally and physically impaired. Associate Degree in Recreation or Therapeutic Recreation or related field required. Applicants must be Farmington Hills residents, seniors 18 years or more, possess and work in the lower living standard income level. Contact Parks & Recreation Office, 24705 Farmington, City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

STAT CAMERA OPERATOR
Person with minimum 2 years experience in making negatives, various screens and straight line shots. Must be able to handle high work load.
Reply Box 232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

500 Help Wanted

SNOW SHOVELERS & 4 wheel drive personnel wanted. Available anytime, have own transportation, good pay. 535-9290

A STOCK BROKER TRAINEE
$15,000 to $30,000
Compensation commensurate with experience and ability. Call Mike.
PERSONNEL RECRUITER
358-3300

SUPERVISOR
MARKETING LITERATURE
Fast growing marketing department and major division of Top 500 Corporation is looking for individual to handle preparation of catalog & brochures for printing. Responsibilities including compiling and lay out of material plus work with outside illustrators and type setters in final preparation for printing. Previous or related experience highly desirable. College degree required. Opportunity to grow in a professional marketing/advertising organization. Desirable compensation and benefit package. Send resume in confidence to: Attention Jack Scherer

Box 256
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

SUPERVISOR, small group home for mentally handicaped in Livonia. Degree in Human Service plus experience in residential treatment. Call Mr. Roberts for interview
TELEPHONE RECRUITERS
Monday thru Friday, 9PM-9PM
W. Bloomfield, Marsh of Dunes
Call Barb 851-8000

THE WALL STREET JOURNAL is taking applications for permanent part time carrier positions in Southfield. Applicants must be 18 and available to work Monday thru Friday 5am to 8:30 am. Car necessary. Hourly wage & mileage. Interested applicants please call 965-8888

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

TUBING
Warehouse Assistant Foreman
Must have experience with tubing and other steel products. Call Mr. Brown for interview with this rapidly growing and aggressive company.
PRIME TUBE INC.
13101 Eckles, Plymouth
478-7060

VIC TANNY INTERNATIONAL
Typist/Entry Level. Accurate and dependable. Apply in person, 1500 N. Woodward, Birmingham.
Ask for Cathy.

VOCATIONAL ADULT Education - Medical Office Assistant Teacher, 2 evenings for a total of 5 hours per week. Write: Personnel Dept., Livonia Public Schools, 15125 Farmington Rd., Livonia 48154.
An Equal Opportunity Employer

WANTED: Full time maintenance person for a 110 room motel. Apply in person: Red Roof Inn, 24300 Senecca Ct., Farmington Hills

WANTED 10 ladies to show superior line of cosmetics. Call for appointment ask for Kelly. 477-0764

WE HAVE an opening for an Inspector. Ability to read blueprints and use measurement tools helpful. Apply at GSE,Inc. 23640 Research Dr. Farmington Hills.

WELDER
Experienced for steel fabricating shop. Apply in person at: Good-Fab Corporation. 23430 W. 8 Mile, between Beech Daly & Inkster, Southfield.

WORD PROCESSOR
Full time, permanent position for a Vydec Operator. 2 years of office experience and as a secretary or typist, typing skills 60 WPM, excellent spelling & grammer required. Vydec or Xerox 800 experience desirable.
We offer an excellent work environment and a comprehensive fringe benefit package.
Send resume including salary history incoinfidence to:
Corporate Personnel Office
Smith, Hinchman & Grylls
Associates Inc.
455 W. Fort, Detroit, MI. 48226
An Equal Opportunity Employer

YOUNG PERSON interested in learning construction trade for building specialty firm call after 12 noon. 261-7878

502 Help Wanted Dental-Medical

WE BELIEVE "THE PATIENT DESERVES THE BEST."

For over 10 years we have gained a reputation as a progressive skilled nursing facility that has never compromised its primary mission - quality individualized patient care.

We are currently seeking qualified RNs and LPNs for the 3-11 and 11-7 shifts to join us and help us with the challenge of helping others.

Come in or call
HENDRY CONVALESCENT CENTER
105 Haggerty Rd.
Plymouth, Mi.
455-0510

504 Help Wanted Office-Clerical

CREDIT CLERK

Growing suburban newspaper is seeking a qualified applicant for the position of credit clerk. Experience in credit and collection a must. Good communication, math and typing skills. Must be willing to train for relief on our switchboard. Applications will be taken at:

The Observer & Eccentric Newspapers
36251 SCHOOLCRAFT, LIVONIA, MICHIGAN 48150

We are an equal opportunity employer

502 Help Wanted Dental-Medical

A DENTAL RECEPTIONIST (Opportunity for mature person experienced in all facets of running front desk in 1 dentist live keyed office in Southfield. 353-7640 851-1121

BUSINESS MANAGER receptionist, intelligent, mature. Friendly, experienced for expanding dental group in Westland Livonia area. Must have knowledge in appointment scheduling, peg board, & pleasant telepone technique. Salary commensurate with ability. Confidential. Send resume to box 216 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHAIRSIDE DENTAL Assistant for progressive 3 doctor office in Livonia. Chair or equivalent experience. Excellent benefits package. 478-2110

CHIROPRACTIC OFFICE Assistant for Northville. Attractive & intelligent with clerical experience. Call Mon. Wed. or Fri. 537-3633

DENTAL ASSISTANT
4 handed Dentistry. Experience not necessary. Southfield area
646-2450

DENTAL ASSISTANT - excellent work environment, high quality, human relations oriented practice. Chairside position available. Experience preferred. Salary commensurate with ability. Please call. 538-3550

DENTAL ASSISTANT - full time for Livonia specialist's office. No experience necessary, willing to train. 261-7801

DENTAL ASSISTANT - Northville Area. Experienced in four handed chairside. Personable & ambitious. Pleasant atmosphere. 349-3644

DENTAL ASSISTANT
Experienced full time dental assistant needed for general practice in Novi.
348-9555

DENTAL HYGIENIST Wanted
Friday & Saturdays
Berkley/Royal Oak Area.
398-5545

DENTAL RECEPTIONIST - Recent dental experience necessary for Troy office. Dental insurance knowledge, open salary, excellent benefits. Box 208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DOCTORS SECRETARY
For Birmingham MD office. Insurance billing, board surgeries, peb board. Accurate typing, nice appearance and personality. Start at $800.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

EXPERIENCED Medical receptionist for busy internist office, pegboard & all front desk duties. Ask for Peggy 358-2744

FARMINGTON PODIATRIST seeking office assistant/receptionist. Minimum wage. 728-4300

FULL TIME Medical Assistant for surgeon's office in Berkeley. Must know medical terminology. Call 551-2003

GENERAL practice in Canton seeks full time receptionist and rover assistant. Would consider part time, experience preferred. 397-8282

LPN and MEDICAL ASSISTANT for family practicing clinic, part time. Southfield area.
569-7010

LPN, prefer Shapero Grad. Non-smoker. Mon. Tues. Thurs. Fri. no nights or weekends. OB-GYN office Premium job for right person.
Call Beth. 355-2085

LPN'S
To $21,600/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview.
MED-STAFF
557-2505

LPN
With WESTLAND CONVALESCENT CENTER "1979 Facility Of The Year."We are seeking charge nurses to motivate and stimulate nursing staff and patients. Afternoons and midnights shifts. Excellent benefits. New wage scale. No experience in Geriatrics necessary. Will provide in-service. Contact Ms. Easton, R.N., Director of Nursing at 728-8100.

L.P.N.
FULL TIME
Afternoon and Midnight positions available. Good starting salary. Hospital insurance. Modern nursing home.
See Mrs. Ferguson.

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

MATURE Receptionist needed for busy Garden City clinic, must be flexible. Call Linda. 421-6030

MATURE RECEPTIONIST
Required for small friendly Southfield Medical office. Part time, 3 afternoons and Saturday mornings. Must be able to type accurately and enjoy working with people. Excellent opportunity for re-entry into job market. Call mornings 559-5595

MEDICAL ASSISTANT, Southfield area. Call answering service 353-6566, leave name & number with code 468.

MEDICAL ASSISTANT wanted, experienced preferred. Seven Mile-Southfield area. ask for Robyn 355-7550

MEDICAL ASSISTANT - part time needed for Livonia doctors office. Approx 30 hours, experience helpful, front office experience added plus. 261-6605

MEDICAL ASSISTANT, full time, with at least 2 years experience in EKG, venapuncture & injections. Berkley.
548-2440

MEDICAL ASSISTANT for doctor's office in Farmington area. Venapuncture, EKG, etc. Billing & X-ray would be helpful. Call 535-8525

MEDICAL RECEPTIONIST - Dermatology office. Knowledgeable of front desk. Full or part time. 4 day week plus Sat a.m. Birmingham area. 642-6111

504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITY
Our worldwide organization is seeking a BILLING CONTROL CLERK.
This entry level position requires a candidate with a pleasant telephone manner, an aptitude for figure work, good typing skills and the ability to deal effectively with people. We offer a complete benefits package, including dental plan, to the qualified candidate. If qualified, contact:
Sue Cebalt,
355-9300, ext. 253
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy.
Southfield, Mich. 48037
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Experienced. Front desk, insurance forms, Mon. thru Fri. 9-5. Southfield area. Ask for Linda 559-4885

MEDICAL RECEPTIONIST
Part Time Mornings
Northville area
Call 569-0107

MEDICAL RECEPTIONIST
Mature dependable, Mon thru Fri, 5-8pm. Pegboard experience preferred. Will train with good math background. Light typing for medical claims. Beaubrero area. 271-5400

MEDICAL RECORDS CLERK
Immediate full time position available for an experienced Medical Records Clerk. Must be proficient in ICD-CM coding and abstracting data from this charge patient records. Typing skills and knowledge of medical terminology are essential. Apply or call: Personnel Department, Northwest General Hospital, 8741 W. Chicago, Detroit, Michigan, 48204. 934-3030. Ext. 147.
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Full time position. Experience a must. Good salary potential. Southfield-12 Mile Rd. Call for interview. 552-1840

NURSE AIDES - EXPERIENCED
Full and part time. Training class starting Dec. 9. Interviews given 9am-3pm. Mon thru Fri. Farmington Nursing Home, 33405 Folsom. 477-7400

NURSE AIDES
Westland-Garden City-Downriver
TOP WAGES!
Full & part time available.
2 years experience required.
CALL NOW!
835-9490

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
27600 Franklin Rd., Southfield

NURSES
RNs, LPNs
Highest
Pay Rates
for
Per diem/Staff Relief
RNs $9.75-$15.25
LPNs $8.15-$12.25
staff builders
Health Care Services
Call Steve Farrow, RN
Director Home Health Care Services
22255 Greenfield, Southfield
313 557-8050
Equal Opportunity Employer M/F

ORAL SURGERY assistant, full time, Monday thru Friday, 40 hour week. Livonia area. 427-2366

PART TIME Medical Assistant, experienced. Vena-puncture, EKG, chest X-ray, Northland area.
559-6370

PATIENTS PLEASE!!
$7,280 TO START
A pleasant phone manner and a desire to do the best is on "call" for a local medical clinic. Warm, friendly surroundings and good benefits.
Call Debbie.
SNELLING & SNELLING
478-3500

PHARMACIST ASSISTANT, fully experienced only, on line systems, good pay & benefits, no nights, Sundays or holidays. Plymouth Rd. near Evergreen. Call 6am-3pm. 275-1455

RECEPTIONIST, Southfield area. Call answering service 353-6566, leave name & number with code 468.

RECEPTIONIST
Ophthalmologist's office to supplement present front desk staff. Birmingham - Bloomfield area, fringe benefits. Send replies to Box #240Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY
Needed for small office in Bloomfield Pontiac area. Accurate typing and letter composition skills required. Must have good telephone voice and confidence in meeting clients. Call between 9am-3pm Monday thru Friday, ask for Mrs. Snyder. 334-9220

RESIDENT AIDES for new supervised residential care facility opening in Farmington Hills Call Mon thru Fri. 9-5pm 553-9560

RN - LPN
and receptionist wanted. Full time. Southfield. 569-0150

RN
Nursing Director
Small, basic care facility. Geriatric nursing supervision experience required. Livonia area. Salary plus benefits. Fee paid. Call 642-3050. Permanent Staff.

RN OR LPN
Days, 7-3. Good pay and benefits. Apply in person. Walking Well Manor. 550 W. Main St., Northville.

504 Help Wanted Office-Clerical

A BANK SECY to $14,000
No Fee for previous experience. Typing & Shorthand Skills required. Excellent benefits. Employment Center. 549-1636

ACCOUNTING PERSON, part time, 25 hours. Must be knowledgeable in accounts payable, P/L and balance sheet. Call for appointment. 837-1911

Accounts
Receivable Clerk - On Call
We need an accounts receivable clerk to help us on a part time on-call basis at our westside office located at Greenfield and Jeffries Expy. Must have accounts receivable experience, be able to type accurately, use a 10 key calculator and be available on call full days week. Equal Opportunity Employer M/F

ACTUARY
for excellent Northwest Insurance firm. Degree Major - Math.
Good analytical & communicative skills. Salary, $12,600 - $14,000.
Fee Paid. Call
552-8320
Assoc. In Personnel

BOOKKEEPER - Experienced in general accounting including taxes and general ledger for varied clientele of a Southfield CPA firm. Excellent opportunity. Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Dental-Medical

RN
Afternoon shift openings in modern 184 bed skilled care facility. Flexible scheduling & competitive wages & benefits. Call Director of Nursing.
University Nursing Home.
28550 Five Mile, Livonia
427-8270

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

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA - Schoolcraft Professional Bldg. 33900 Schoolcraft, Suite L6
425-6316
SOUTHFIELD - 17000 W. 8 Mile Rd. Suite 271
569-4400

RN'S - LPN'S - AIDES
Flexible Scheduling, Top Pay
Variety of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA
33900 Schoolcraft, Suite L6
425- 6316
SOUTHFIELD
17000 W. 8 Mile Rd. Suite 271
569-4400

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
Positions available in 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 8AM-3PM, at:
CAMBRIDGE NURSING HOME, M.
18633 BEECH DALY 255-1010
An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit and suburban facilities.
Call today for an interview.
MED-STAFF
557-2505

R.N.'S
$11 PER HOUR
A VARIETY OPPORTUNITY!
If you are seeking variety and a flexible work schedule this is the ideal situation for you. Call or stop by.
16415 W. 8 Mile, Southfield
TEMPORARY
HEALTH CARE SERVICES
835-5400

STAFFING
COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good phone manner and be detailed oriented. Full time positions from 8am-5pm and 3pm to 11:30pm. Southfield location. Call Alice Alexander RN, for interview
MEDICAL
PERSONNEL
POOL
352-6111

TWO RN'S, LPN'S OR GNS, for part time in pediatric office. 2 or 3 day shifts per week, including every other weekend. Oak Hill Nursing Home 24235 Grand River, Farmington. 477-7373

RED WING TICKET WINNER
Mark Schumaker
2024 Far Hill
Bloomfield Hills

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, December 2, 1980 to claim your 2 free RED WING TICKETS!
591-2300 ext.244
CONGRATULATIONS!

504 Help Wanted Office-Clerical

Are You A ...
SECRETARY
STENOGRAPHER
DICTAPHONE OPERATOR
PBX OPERATOR
WORD PROCESSOR
We have temporary assignments.
CALL NOW
FOR MORE INFORMATION
LIVONIA 525-0330
WARREN 977-0660
SOUTHFIELD 569-7550
WIXOM 669-2409
WITT SERVICES
The Temporary Help People
BEGINNERS CAREER
Just starting out? Good typing skills? This nationwide company wants you! Full time, part time, flexible hours, job sharing. Security and advance-ment too! For details, call Joy
SNELLING & SNELLING
478-3500

ADVERTISING - mature woman, long hours, hard work, great rewards. Typing, shorthand, bookkeeping, fast, paced office, full time including Evenings and Sunday afternoons. 559-0391

BOOKKEEPER/Secretary - part time. All round person able to handle business affairs. Call 855-5380

BOOKKEEPER with 3-5 years experience. Plymouth. Call for an appointment. 459-0760

BOOKKEEPING- Data entry on IBM system 34, accounts payable & general office work. Farmington Hills. Contact Pam Evasta 851-8400
An Equal Opportunity Employer

NEED
CHRISTMAS MONEY?
We Need Sr. Typists
Word Processor Operators
Also For Heavy Work
General Laborers
For Appt. Call;
LIVONIA 478-1130
TROY 585-5595
MANPOWER
TEMPORARY SERVICES

CHRISTMAS EXPENSES?
Temporary Positions Close To Home
SECRETARIES
SENIOR TYPISTS
WORD PROCESSORS
CALL FOR APPOINTMENT
SUBURBAN
Office Services
Rochester 651-1500
Farmington 477-9840

Clerical
SECRETARY
Position available with America's first liability insurance company located in Southfield. We offer:
• Competitive salary
• New office location
• Diversified work assignment
• Comprehensive benefits package
You must have a reliable means of transportation to and from work, typing skills of 60-50 words a minute of related experience.
Please apply at
Manufacturers Hanover
Mortgage Corporation
27555 Farmington Rd.
(corner 12 Mile Rd.)
Farmington Hills, Mich. 48018
Equal Opportunity Employer M/F/H

CLERK
Radio Dispatcher
West Bloomfield Township has an opening for a clerk-radio dispatcher in its police department. Applicants must have a good speaking voice, good clerical skills and be able to work rotating shifts including nights, weekends and holidays. Thorough background and reference check. Salary, $12,184.90 per year to start plus liberal fringe benefits. Please apply no later than 5 P.M. Dec. 5th, 1980 at:
West Bloomfield Township Hall,
4640 Orchard Lake Road,
West Bloomfield. 626-1311

CLERK/TYPIST
General office procedures plus use of mobile radio, good typing and filing skills and pleasant phone manner important. $9,684 per year. Applicants must be - Farmington Hills residents, unemployed 15 of the last 18 weeks, and within the lower living standard income level. Call Personnel Office for appointment or information. City of Farmington Hills.
474-6115
Equal Opportunity Employer M/F

CLERK TYPIST
Life Insurance Company located in Plymouth has opening for CLERK TYPIST. Light typing required. Excellent benefit package. Contact: MR. LOVE
453-8500

CLERK/TYPIST
Typing with speed & accuracy & ability to take dictation required. Duties include typing correspondence, preparation of reports, mail distribution, telephone communication & filing. 998-0326
An Equal Opportunity Employer

CONTROLLER
needed for small Livonia firm. Mail resumes to: Fuji Bonds Inc. 33788 Veronica, Livonia, Mich. 48150

504 Help Wanted Office-Clerical

CRT OPERATOR
2 YEARS EXPERIENCE
Will work in accounting area, able to type. Non-smoker. $750' - $900 range. Fully paid benefits including dental, optical and tuition refund. Fee Paid.

UTILITY CLERK
Heavy follow-up on inventory control, excellent math ability, experience preferred. $180 per week minimum. fully paid benefits including profit sharing. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

CUSTOMER SERVICE TRAINEE
Expanding Livonia company will train friendly person with good figure aptitude and light typing for entry level variety job with lots of customer contact. $750 to start plus full benefits including dental. Excellent opportunity for advance as company grows. Hurry! Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

EMPLOYMENT COUNSELOR
Private Dearborn agency is seeking a person that has worked in an employment agency with experience in writing clerical placement. This is an excellent opportunity with a salary for the person interested in continuing their career in the placement business. For personal call; Graebner Employment Service 565-3504.

EXECUTIVE SECRETARY
Administrative Assistant
Challenging opportunity with growing design & consulting firm. Successful applicant will be working with company president, & senior project consultants. Position requires prior executive level experience & excellent composition & editorial skills. Degree, word or data processing experience helpful but not essential. Top salary & benefits. 8 mile & I-275 location. For interview call 851-8500.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
For luxury suburban Hotel. Must enjoy working with public. Excellent fringe benefit package.
Call 559-6500, ext. 7253

EXECUTIVE SECRETARY
TO PRESIDENT
$13,000 PLUS FEE PAID
Once in a life time opportunity. Aggressive suburban firm offers outstanding benefits, variety, decision making, and even some travel. Put your expertise to better use. Call Mark.
SNELLING & SNELLING
649-5900

EXEC. SECYS.
Executive Level openings in Corporate offices of excellent companies in N.W. areas. Requires good skills, shorthand & typing, as well as office experience with top management. Starting salaries in mid teens with excellent benefits. All fees paid.
ALLIS-JOHNSON PERSONNEL
553-2020

EXPERIENCED Legal Secretary for expanding Troy firm near Somerset. Practice is mainly corporate, tax and estate. Need good typing, shorthand and dictaphone skills and would prefer knowledge of Mag card II. Excellent working conditions and benefits. Call Mr. Hagan for appointment. 645-6610

EXPERIENCED legal secretary for Southfield law firm. Typing 65WPM, shorthand 85WPM. Ask for Diane or Linda at 557-8300

FILE CLERK TYPIST
Wanted for Southfield Insurance Co. Must be able to type. Contact Sandy at 353-5800

Ford Auto Dealer
Expanding Accounting Department. Bookkeeping Machine Experience preferred. Redford area. 7 Mile and Grand River. Excellent pay and fringe benefits to qualified applicants. Please call C. Kruse for interview appointment.
538-6600
Stark Hickey West Ford

FULL CHARGE Bookkeeper, 5 years experience with heavy payroll. Familiarity with computer reports helpful. Call Mrs. Reihm between 8-4, 348-4800

GAL FRIDAY, part time. Approx 20 hours per week. Typing and Phone hours a must. Call today. Med staff.
557-2505

GENERAL OFFICE, experienced, good clerical skills, shorthand preferred. Company paid benefits. National real estate company, Southfield area.
353-5880

GENERAL OFFICE
Experienced person with good figure aptitude and ability to work well with people. Must type. Company moving to new Troy office location in January. Call Jean at 362-8000

GENERAL OFFICE W. Bloomfield firm looking for sharp girl with excellent typing and telephone skills. Salary open, located in the Pine Lake Mall, Lone Pine & Orchard Lake Rds. Call Kathy or Karen. 851-3503

GENERAL OFFICE WORK
Permanent position, typing a must, some filing, billing, phone work. North Redford Construction Service Company. Send resume to Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
$220+
Plush office, Livonia location. Your 1-2 years experience plus 50 WPM. Typing gets you super boss and a great opportunity. Comfortable atmosphere in this fast growing company. Call for more information.
GRAEBNER EMPLOYMENT
565-3502

I AM CURRENTLY seeking additional qualified secretaries for fine career positions in Southfield and Birmingham. The job market is bouncing back and I can help you find the rewarding situation you want. Many employers will pay the service charge for good skills and experience. Call me today for more information. Carol Lee.
SNELLING & SNELLING
649-5900

INSURANCE SECRETARY
with basic insurance background for commercial and/or personal lines department. Apply in person at 32215 Grand River, Farmington or Call for appointment. 474-3511

Inventory Clerk
$650
Will train to handle Kardex inventory for Livonia position of established company. Excellent opportunity to advance full benefits with frequent guaranteed raises. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

504 Help Wanted Office-Clerical

GIFT WRAP
Fee Paid To $12,000
Package makes pretty with this Southfield firm. Shorthand a plus for bright typist interested in Directors Aide spot involving heavy public contact.
562-8900 649-4144
Your Fee Does Not Pay Our Fee
HARRIET SORGE
PERSONNEL

JUNIOR SECRETARY
Permanent career spot offering solid future with a professional firm, includes great benefits and starting at any $850 or higher. To qualify you need fast, accurate typing. Call JAN for an appointment. TODAY. Company anxious to hire this week.
PERMANENT STAFF
SOUTHFIELD 353-0505

Learn The Business
$9100 PLUS
FEE PAID
Entry level secretary will train for new computer. Central location, advancement. Firm has 15 branches.Interviewing will be today. Call Mike.-Now
SNELLING & SNELLING
649-5900

LEGAL SECRETARY. Unique opportunity. Birmingham law firm will train and send to para-legal or law school ambitious woman with recent college degree. Good place, good pay. 645-0050

LEGAL SECRETARY - for general practice law firm in Southfield. Minimal experience. Please call. 352-6880

LEGAL SECRETARY
Experienced, for small law office in Southfield. Full time, must have good skills. 353-1940

LEGAL SECRETARY for 2 man firm in Southfield. Must have typing skills necessary. Salary commensurate with experience. 355-9030

LEGAL SECRETARY for Livonia general practice firm. Experience preferred. Salary negotiable.
477-2777

LEGAL SECRETARY - 5 years experience. Shorthand & some paralegal work required. Hybrid processing preferred but not necessary. Top pay. 354-0880

LEGAL SECRETARY for busy law firm in Southfield. Must have good typing and spelling skills. Shorthand preferred but not required. Ask for Diane
356-7744

LEGAL SECRETARY
511,000 TO $13,000
FEE PAID. Plush Troy law firm offers excellent opportunity for your know how. Excellent benefits. Training for word processing & shopping at nearby Somerset Mall. Higher starting salary for good shorthand. Call Ann.
SNELLING & SNELLING
649-5900

LEGAL - secretary, Southfield, 2 yrs. experience, typing 75 WPM, estate planning, tax & probate areas. 9-5, salary commensurate with experience, benefits, fee paid.

SECRETARY - Southfield, 2 yrs. secretarial experience, good typing & shorthand, self starter, benefits, $12,200.

PAYROLL - strong payroll background, and good typing, salary open, fee paid.
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Dear Legal Secretaries:
Why wait for your Christmas Bonus before moving on to a more fulfilling job? Here is a great position offering a substantial raise from a new employer? Strike while the iron's hot! The great Miller Canfield firm is looking for you! Joanne is the market with searching secretaries. Need a secretary who others and take your pick from the available jobs that are never advertised in the newspaper. Call Joanne today.
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At one sitting, over a cup of coffee, we can divulge the full particulars of the many exciting positions of current experience level. You then decide who you would like to interview with. It's the pleasureable and sensible way of locating a new position.
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Never a charge to you for our professional placement assistance.
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Years experience in legal forms. Will train word processing. Salary $11,400. All benefits. Fee paid. Call
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Assoc. In Personnel

NEEDED IMMEDIATELY
Keypunch, data processing, clerks, typists, secretaries. No fees. Associated Staffing 338-0710

PART TIME Typist needed for large company in Troy area. Typing 45 WPM, former office experience a plus, good hourly wages and pleasant working conditions. All shifts available. 4 hours day, 5 days week. Send resume to P.O. Box 863, Warren, Michigan 48090.

504 Help Wanted Office-Clerical

Independent, educational community in Bloomfield Hills seeking experienced payroll clerk. Quarterly withholding taxes, organizational ability a must. Excellent fringes. Send resume to Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRIVATE SECRETARY
to top producer. Life insurance experience needed, real estate experience a plus. Extensive client contact. Pleasant office in Livonia. To arrange interview 425-4640

PROOF READER
English Makers' Southfield professional firm needs a sharp person with excellent spelling and grammar abilities to proof read. Friendly atmosphere. Generous starting salary and benefits. Send confidential resume to: Mr. Kubek, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

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KELLY SERVICES has immediate temporary assignments available for TYPISTS, STATISTICAL TYPIST, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS, & SWITCHBOARD OPERATORS. We offer top assignments, merit increases and paid vacations. If interested, call Employment Mon thru Fri, between 9 AM. and 3 PM. at the office nearest you.
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4000 Town Center
(suite 1210)
Southfield
352-7490
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(suite 100)
362-1180
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"The Kelly Girl People"
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RECEPTIONIST with good typing skills needed to work with claims adjusting department in Bloomfield Hills Salary $180 per week. Call Cindy for interview. 645-1520

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RECEPTIONIST
for One Girl office in Southfield area. Must have good telephone voice, light typing skills. 358-4434

RECEPTIONIST to answer phones and handle general office duties for Southfield law firm. Legal experience not necessary. Call for interview. 352-8980

RECEPTIONIST/Girl Friday, full time, for advertising agency in South-field. Must be personable & an excellent typist. Shorthand a must. $700 Month. Call Sandi 353-3344

RECEPTIONIST/ TYPIST
for existing people oriented business. Need organized, enthusiastic person with good figure aptitude. 5 hours daily, Mon thru Fri., 44 hour to start. Apply in person. 2pm-4pm. 2250 W. Big Beaver, Suite 216, Troy.
Ask for Joanne or Maryann

RECEPTIONIST
Appearance & personality important for front desk. Position in Real estate office. Will handle phones & various clerical assignments. Light typing required. Light bookeeping preferred. Good benefits. For appointment, Call Joyce Mack 355-9770

RECEPTIONIST
SECRETARY
FEE PAID
Brighten the front desk at a national suburban firm. Good typing needed. Variety spot with advancement offered. Don't wait - do it today. Call Joanne.
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SNELLING & SNELLING
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RETAIL CLERICAL
We seek people to handle some clerical duties, keypunch entry, customer phone relations, and some basic bookkeeping functions. Full and part time positions available. Apply in person:
APPLIANCES
35001 Schoolcraft Rd.
Livonia, Michigan
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SECRETARIAL/bookeeping skills, versatile and career minded. Immediate opening. Full time. Birmingham, Bloomfield 645-2171

SECRETARY
Typist
1 girl office.
Plymouth. Call: 459-5870

SECRETARY - General office skills: telephone, accounts receivable, filing. Dictaphone typing 60wpm. Experience helpful. 1-5PM. Mon.-Fri., 2250 W. Big Beaver, Troy, Suite 127.

SECRETARY
LEGAL
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SECRETARY - part time, 5½ hour per day, 9am-3pm, ½ hour lunch. Typing, interesting telephone and general office duties. 24 per hour to start. Square Lake/Telegraph area. Call Karen 352-3660

SECRETARY - PLYMOUTH AREA
Must be excellent typist, good on the phone & good dealing with people.
459-1000

SECRETARY RECEPTIONIST
for established Realtor opening a new branch office in Downtown Plymouth. Reply in confidence to Box 246, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST
CPA office looking for a Secretary/Receptionist. Good typing skills and dictaphone experience needed for this full time position. Good benefits and pay commensurate with experience. Call 569-3133

SECRETARY
Typing, some bookkeeping skills required. Law office located in Westland. Salary negotiable. Call: 729-4250

SECRETARY
1 girl office. Pleasant surroundings. Varied duties, light typing, records, disbursement of petty cash, collection of customer accounts. Must be alert, neat in appearance and furnish references. Salary open. Company benefits.
Apply in person 8 to 10 AM only. 38441 W. 5 Mile, Livonia. E. of Middlebelt.

STATISTICAL CLERK full time for productivity office. Must be good with figures & calculator, 2-3 years minimum experience required. Exc