EMPLOYMENT

502 Help Wanted Dental-Medical

MED. TECH. OR B/S-CHEM.
Production position in pleasant Ch. Medical Manufacturer, Southfield. Competative salary. Excellent benefits. Excellent potential. Call Barbara 353-0459

NURSE AIDE
Experienced mature person to work in luxury retirement apartment. Must be responsible & have steady work habits. For afternoons, midnights, weekends & swing shift.
CALL JOYCE
Franklin Club Apts
28301 Franklin Rd, Southfield
353-2810

NURSE AIDES - PM & midnight shifts, full & part time, experience helpful but not required. Oak Hill Nursing Home, 34325 Grand River Ave. Farmington. 477-7373

NURSE AIDES
3 to 11:30 PM. shift & 11 to 7:30 A.M. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
26900 Franklin Rd., Southfield

NURSES AIDES & ORDERLIES
Seeking compassionate motivated employees to care for our residents on the Midnight shift. New wage scale. For more information contact Ms. Heaston, RN. 728-4100.

NURSES AIDES with nursing home experience needed immediately for afternoons, full time position at Bedford Villa a 61 bed basic facility. 557-3333

NURSES
Your skills are needed in a unique program designed to provide homes in the community for medically involved handicapped children. You can provide a home for this person as well as specialized care and training. In return you will receive further training, professional support, and monthly salary. Call:
Plymouth Center of Human Development, 837-3160.

NUTRITIONIST
with experience in weight reduction. Part time with full time potential. Call after 1pm. 626-7717

OPTOMETRIC OFFICE Receptionist. Tues., Thurs., & Fri. 3-8pm. Sat 9am-2pm. General office. Farmington 476-0885

PART TIME Office Assistant for Podiatrist in Westland. Billing experience preferred. Salary, commensurate with experience. 728-4500

RECEPTIONIST - part time for busy pediatric office. Experience necessary. 477-1127

RECEPTIONIST/ASSISTANT
For Farmington Hills Podiatry office. Experienced, mature individual desired. Send typed resume to: P.O. Box 2241, Farmington Hills, Mich. 48018

REGISTERED lab technician for part time work in new physician office in Southfield 6 to 10 hours. May advance to full time as practice grows. Must be courteous, cheerful & industrious & willing to learn & teach. Experienced in micro biology & chemistry. Send resume & references to 25771 W. 12 Mile Rd, Suite L 115, Southfield, MI 48034.

REGISTERED NURSE WANTED
Diabetic/Opthalmic experience necessary. Work at William Beaumont Hospital in Royal Oak, Hours 9-5, Mon. Fri. Contact:
MICHIGAN STATE UNIVERSITY
PERSONNEL OFFICE
ROOM 110 NISBET BLDG.
1407 S. HARRISON RD.
E. LANSING, MICH. 48824
MSU Is an Affirmative Action/Equal Opportunity Institution.
Refer to Position #10254

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

RN'S or LPN'S, full time afternoons, part time midnights. Revised pay scale. Grace Convalescent Center, 18901 Meyers rd. across from Grace Hospital, please call 864-9481

RN SUPERVISOR day & midnight shift. Excellent pay & fringes. Deerwood Hall Convalescent Home. Call 9-4pm 288-6610

502 Help Wanted Dental-Medical

RNs and LPNs
Full Time Midnight Shift
Apply
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
476-8300

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 on all shifts, either full or part time, in modern skilled nursing facility located in Redford Twp. Revised pay scale and good benefits. Good orientation offered in Geriatric Nursing. Contact Nursing Director between 9AM-3PM, at
CAMBRIDGE NURSING HOME, W.
18633 Beech Daley, 255-1010
An Equal Opportunity Employer

RED WING TICKET WINNER
Robert L. Zurofsky
216 S. Helen
Rochester

Please call th promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 6, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

R.N. - L.P.N. Immediate opening on 4 PM to 12 Midnight shift. Full time position at Bedford Villa, a 61 bed basic facility. New salary scale, Blue Cross, Life, Disability and Malpractice Insurance. Please call 557-3333

STAFFING COORDINATORS
Needed immediately for scheduling responsibilities. Applicants must have medical background, good phone manner and be detailed oriented. Full time positions from 4am-3pm and 3pm to 11:30pm. Southfield location. Call Alice Alexander RN, for interview.
MEDICAL PERSONNEL POOL
352-6111

STAFFING SUPERVISOR
Registered nurse needed immediately for supervisory responsibilities in a busy supplementary nursing service office. This is a part time weekend position on the day shift. Call Alice Alexander for an interview.
MEDICAL PERSONNEL POOL
352-6111

X-RAY TECHNICIAN - part time, mornings, including Saturday. Radiology clinic, Redford area. 937-8155

504 Help Wanted Office-Clerical

A BANK SECY. to $14,000
No Fee for positions requiring Typing & Shorthand Skills necessary. Excellent benefits. Employment Center. 540-1434

ACCOUNTING CLERK
PART-TIME - 4 hrs. per day, 5 days per week, prepare & type invoices, record in A/R journal, stock-use journal. Type P.O. s, file and log in journal, some bookkeeping experience necessary. Type accurate 40 WPM. Pay commensurate with experience & skills. Send resume to P.O. box #354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE - must be good with figures and 4-1 typist. Club background beneficial. Send resume to Birmingham Country Club, 1550 Saxon, Birmingham, 48009. No phone calls.

ACCOUNTS RECEIVABLE CLERK
National growth-minded Company (located in Southfield area) is seeking sharp & aggressive individual to handle Receivables & Billings. Detail oriented with good phone personality. $9,000. + Fringe Benefits. Call 9AM-5PM, Mon. thru Fri., 352-6604

ADMINISTRATIVE ASS'T.-SECY.
Smart self-starter who is accurate with eye for detail. Benefits. Good opportunity. Growth potential. 538-8733

ADVERTISING - part/full time including Evenings & Sunday afternoons Hard work, great rewards. Typing abbreviated a plus, bookkeeping, fast paced office. 569-4391

A NEW YEAR
A NEW JOB
We need experienced
SECRETARIES
STENOGRAPHERS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary long and short term assignments. Call now for an appointment:
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

ATTENTION
Steno, Dictaphone Oprs. & Sr. Typists.
We have temporary openings
For appt. call:
LIVONIA 478-1130
TROY 585-5595
MANPOWER
TEMPORARY SERVICES

BE BUSY WITH KELLY
KELLY SERVICES has immediate assignments available for TYPISTS, DICTAPHONE & SHORTHAND SECRETARIES, WORD PROCESSORS, SWITCHBOARD OPERATORS.
We offer top assignments, merit increases & paid vacation. If interested, call for appointment Mon. thru Fri., between 9 AM. and 3 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

504 Help Wanted Office-Clerical

BIRMINGHAM CPA FIRM needs full time general office help for typing, filing and misc. Bookkeeping helpful but not necessary. Statistical typing experience preferred. Call between 9am-5pm. 647-7589

BIRMINGHAM LAW FIRM seeks experienced Legal Secretary. Knowledge of Lanier Word Processor preferable. Salary negotiable. Excellent benefits. Call Pat. 645-0890

BLOOMFIELD HILLS LAW FIRM seeks person with good typing skills, excellent academic background. Will train for receptionist-legal secretary position. 642-1012

BOOKKEEPER
Mature person, full or part time. CPA experience preferred. Call Tuesday, Wed or Friday. 352-3582

BOOKKEEPER
Skilled in Accounts Receivable & Accounts Payable. Travel Agency experience a Plus. Full time, excellent benefits. Call Mrs. Simons. 557-5165

BUSY apartment management and law office in Southfield needs receptionist, typist, telephone answering Must be intelligent, articulate, accurate and dependable. Call 358-0155

CASHIER NEEDED
Full time, Mon. thru Fri. Benefits available. Must be meticulous. Apply at:
Erland Motor Sales, 32715 Grand River, Farmington. 477-6400

CLERICAL OPPORTUNITIES
Insurance Office
Southfield office desires a person who can use calculator machines, like figures and is interested in a realistic opportunity for advancement. Previous office experience helpful. Interesting and varied duties. Outstanding fringe benefits. Periodial raises after 6 months & 12 months. Starting salary at $135. Call Miss Maguire at 557-8444
Equal Opportunity Employer M/F

CLERICAL OPPORTUNITIES AT FTD
CLERK TYPIST
Individual should have typing of 55 WPM, previous experience in statistical typing and an aptitude for figure work.
GRAPHIC ARTS CLERK
WE Are seeking an individual with education or experience in graphic arts to assume position in our publication division. The qualified individual will be responsible for tracking and recording all production work including routine contact with suppliers. Ability to organize work flow, keep records & type accurately is required.
If qualified contact: Sue Cebalt, Florists' Transworld Delivery Assoc. 35300 Mt. Elizabeth, Farmington 9300 ext. 253

An Equal Opportunity Employer

CLERICAL TYPIST
needed in pleasant surroundings of the Southfield office Plaza. General office duties. Light filing, good telephone answering skills. Salary negotiable with benefits. 424-8425 or 424-8540

DETROIT EXPRESS TICKET WINNER
Laurence Berg
6701 Spruce
Birmingham

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 6, 1981 to claim your 2 free DETROIT EXPRESS TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

CLERK-MICROFILM
An excellent opportunity exists on our staff for a microfilm clerk. This is a new position. Office experience is required with exposure to microfilming procedures & equipment being a plus. We offer a complete fringe benefit package and a good salary. To investigate this position call Robert Merrick.
GUARDIAN INDUSTRIES
NORTHVILLE
349-8700 EXT. 479
Equal Opportunity Employer M/F

CLERK
SEMI-TRAILER LEASING
Local leasing company seeks individual for clerical post. Individual desired should have experience in leasing or transportation industry with strong clerical background or acceptable work record will be considered. Persons salary based on qualifications. Contact Mr. L. Greely, Trailer Leasing Co., Romulus, Michigan 295-1200

504 Help Wanted Office-Clerical

CLERICAL
We have immediate openings for individuals to assume Clerical positions in our servicing division. Individuals must possess accurate typing and good Math aptitude. A complete benefit package is offered. Interested applicants should apply putting the following hours.
Tues. thru Thurs. 9-11 AM or 1-3 PM.
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48018
corner of 12 Mile Rd.
Equal Opportunity Employer M/F/H

CLERK/Typist/Receptionist for small construction company in the Farmington Hills area, with basic bookkeeping, payroll and office machines experience. Call for appointment. 626-6545

CREDIT CLERK - needed by fast growing Farmington Hills consumer electronics company. Good opportunity for at least 1 yr. experience in accounts receivable required. 477-7850

CUSTOMER SERVICE requires tactful, pleasant phone manner to handle customer questions, complaints and problems. High pressure, must be disciplined in research & follow-up. Typing required, $150-$160 week. Troy location, excellent fringes. Contact A. Henderson at 588-7978, Ext. 202

Customer Service Trainee
Opening available in LIVONIA office for mature and stable individual. Typing of 40-45 WPM. required. Applicants should enjoy phone work and people contact and have previous experience dealing with the public. Will train in customer service procedures. This full time, permanent position offers good salary and excellent benefits including dental.
CALL PERSONNEL
955-8600 ext 422
Michigan Mutual Insurance
Affirmative Action Employer

DOCTORS OFFICE
FRONT DESK
Great patients, and book appointments in a busy office. Typing a must. No evening work. Fee paid position $585 Call Jo for an appointment.
353-2090
SNELLING & SNELLING PERSONNEL

EMPLOYMENT SUPERVISOR
Permanent position available in our Livonia office. Duties include interviewing applicants, placing applicants in temporary jobs and general clerical duties. Telephone sales experience helpful. Must be personable, neat and dependable. Ask for Pam.
Somebody Sometime
TEMPORARY HELP
Livonia - 17322 Farmington Rd
(In Burton Schoolcraft Park)
525-5170

EXECUTIVE SECRETARY Assistant. Challenging position available for sharp person with good typing and shorthand. Pleasant working conditions. Southfield area. Call 352-3200

EXECUTIVE SECRETARY
AT $13,200
For established suburban company. Handle travel arrangements and confidential correspondence. Qualified candidate will have previous secretarial experience and the ability to work without supervision. Any outside relations or marketing skills helpful. type 60 WPM. Fee Paid
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE SECRETARY
Successful professional firm needs a sharp secretary to assist one of the partners. Must have excellent secretarial skills and experience. This is a super opportunity to get involved in the excitement of the business world. Great salary and benefits. Send confidential resume to: Mr. Tripp, P. O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY needed for new rapidly growing company with corporate offices in Birmingham. Apply with resume to box 380 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Want a Career change?
Executive Search division of world's largest employment service will train you in career consulting. $20,000 1st year potential.
Snelling & Snelling
336-7400

EXPERIENCED REDACTRON II Operator. Operator should have basic adjusted & math pack experience. Full time position in Farmington area with fast growing, aggressive young company. Salary commensurate with experience. Excellent fringe benefits & great capabilities. May apply in person or call for appointment. Omicron, 24320 Indoplex, Farmington Hills. 474-2360

EXPERIENCED SECRETARY for Southfield law firm. Good Typing & Shorthand skills. Ask for Linda or Diane. 557-8300

FEMALE order taker for Oak Park electronics dealer, 5 days, $185 salary, Blue Cross & insurance 543-0040

FRETTER APPLIANCE
has an opening for a mature person in our computer office. The responsible for inputing data into CRT. Typing skills necessary. Apply in person at:
Fretter Appliance
35901 Schoolcraft
Livonia, Michigan 48150
(bet. 9am - 4pm)

FULL TIME Secretary for insurance claims adjusting office located in Southfield. Typing, filing, answering phone etc. Must type at least 55 WPM. Send resume to: P.O. Box 111, Lathrup Village, MI. 48076

GENERAL OFFICE-Full time. Typing, answering telephone, filing, some figure work involved-Orchard Lake & 12 Mile Road. Call 851-5070

GENERAL OFFICE for merchandising department in Southfield Permanent full time position. 37½ hours weekly Starting salary $126 per week. Light typing. Must be detail minded. Call Mrs Sever. 557-6113

INSURANCE AGENCY general lines underwriter. Experienced only. Accurate typist, salary commensurate with experience. Monday thru Friday, 9-4:30. 683-2400

RED WING TICKET WINNER
Lynne Singer
19482 Hardy
Livonia

Please call th promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 6, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

INSURANCE
Secretary, experienced in personal or commercial lines. Salary commensurate with experience. Benefits. Southfield. 559-4440

JOBS
Temporary - Permanent
TYPISTS
WORD PROCESSORS
SECRETARIES
SUBURBAN OFFICE SERVICES
FARMINGTON 477-9840
ROCHESTER 651-1500

JR. BOOKKEEPER
Rapidly expanding mini-computer firm looking for individual with minimum 1 years experience in accounts payable. Will be responsible for processing vendor invoices, reconciliation of past due notices, month-end balancing and other misc. duties. Excellent growth potential, salary benefits to include dental insurance. Call or send resume to:
Mary Bane PEE PAID
CORPORATE SEARCH
3000 Town Center - Suite 3220
Southfield, Michigan 48075
313-352-4980

LEGAL SECRETARY - wanted for Southfield Law Firm located in Town Center. Experienced. Call Nancy. 352-9080

LEGAL SECRETARY. Good skills required. Experience preferred or will train. Salary open. Southfield location. 559-7350

LEGAL SECRETARY TRAINEE
Troy Law Firm. Full Time Position. Call 879-5643

LEGAL SECRETARY
Experienced Word processing experience desired. Berkley area 398-9700

LEGAL SECRETARY - 5 years experience. Shorthand & some paralegal work required. Word processing preferred but not necessary. Top pay. 354-6880

LEGAL SECRETARY-American Center, Southfield law firm. Excellent salary & benefits. Minimum 3 years experience required. 354-8740, 353-7550

LEGAL SECRETARY-Southfield law firm seeking experienced person familiar with word processing and minimum typing of 50WPM. Call Kathy. 352-8980

LEGAL SECRETARY for Southfield office. Excellent typing necessary. Call 9AM-5PM. 557-3322

LEGAL SECRETARIES
Did you experience job satisfaction in 1980? Did your income keep pace with inflation ? Is your career progressing or are you feel feeling stagnant? Are you weary of seeing the same old tired faces? Are you ready for a change in employment?
Telephone us. We can have you discovering new opportunities and starting with a new employer in January, 1981. Wouldn't that be a nice way to start the New Year?
For a courteous and professional evaluation of your skills as they relate to the marketplace, simply telephone or mail your resume. There is never a charge to you for our result-oriented placement assistance. Evening appointments are available for your convenience. Best wishes for a rewarding New Year.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
Southfield 358-0040
Dearborn 523-3160
Renaissance Center 567-9141
Troy 649-3943

504 Help Wanted Office-Clerical

LEGAL SECRETARY
for Southfield firm, experience necessary, shorthand preferred, benefits. 559-4141

LEGAL SECRETARY - energetic friendly, Birmingham law firm requires gal with same qualities who likes to keep busy, possesses good shorthand and accurate typing skills. If you have a good wit and charm, sharp eye and the ability to handle busy attorney work load, write or call: P.O. Box 1167, Birmingham, 48012. 645-1100

LEGAL SECRETARIES
Don't bother to call me if you're satisfied with your Christmas bonus, you never have to work overtime, your employer gave you a gas credit card. There are no openings I have that would concern you. I'm only interested in good legal secretaries who are underpaid, over-worked & flexible.
MANSFIELD & ASSOCIATES
LEGAL PERSONNEL
645-6210

LEGAL
WORD PROCESSING
Southfield law firm has opening for secretary with word processing experience. Top salary and excellent benefits, legal background helpful but not necessary. Management opportunities.
645-5940

OFFICE MANAGER/Secretary for law office in Town Center. Ability to supervise and make decisions. Strong skills. Immediate opening. Call352-3442

OFFICE POSITION
Growing Troy marketing firm, (I-75 & W. Big Beaver), requires applicants with pleasant telephone manner and typing skills of 55-65 wpm. CRT experience helpful, but not necessary. Pleasant surroundings. Starting salary $700-750 per month, (scheduled increase in 90 days). Full benefits included.
CMI CORPORATION
362-2188
AA/EOE

PART TIME CLERK/TYPIST/BOOKKEEPER. Experienced Call Dorothy at the Septic Fibrosis Foundation in Southfield. 552-9616

PART TIME Executive Secretary. 8 AM. till noon, 5 days week. Must be articulate, gregarious and have general secretarial skills for a small investment consulting firm. 644-2711

PART TIME office manager. Some knowledge of accounting & leasing helpful. Call 1pm - 5pm 453-6500

PART TIME
Typist, accuracy important, 20 to 25 hours per week. Jan thru March. Livonia. 427-4900

PERSON FRIDAY
Fee Paid $12,000
This firm emphasizes variety and quality. Prime client contact key qualities. Bright typist with good communications ability. Super benefits.
562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

PROFESSIONAL SECRETARY desired who possesses office management skills. Salary commensurate with experience. Full time. Birmingham. Send resume to Box 358 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROPERTY MANAGER
Westland apartment complex needs an experienced property manager. Must handle a variety of duties including: typing, record keeping, sales and supervising the maintenance crew. General salary and excellent benefits. Send confidential resume to
Mr. Trainer, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for an equal opportunity employer.

RECEPTIONIST for Southfield Lawfirm. General office experience & typing required Call Kathy 352-8980

RECEPTIONIST/Typist for Southfield real estate firm, full or part time 358-6662

RECEPTIONIST TYPIST. Entry level position 50 wpm minimum. Pleasant phone manner, Southfield location. Excellent benefits 352-1155

RECEPTIONIST for Bloomfield Hills law firm. Typing required. Call Mrs. Kratt for interview appointment. 645-9400

RECEPTIONIST
For Southfield Tennis Club Part Time position available immediately. Call 352-8900

RECEPTIONIST WANTED for income tax office in Redford Township during tax season. Hours 4pm-8pm, Mon. thru Thurs., 9am-5pm on Sat. Experience helpful but not necessary. 533-0121

RECEPTIONIST
If smiling comes easy then this job is for you. Friendly Southfield firm needs your good typing & office skills for their front desk position. If you want an exciting career in a luxury office, top salary & benefits, call CARRIE today, interview tomorrow. Company wants to hire this week & pay our fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

SALES SECRETARY
Friendly west suburban company needs outgoing person with superior skills for challenging position in beautiful sales office. $950 to start plus full benefits including profit sharing and company pays our fee. Excellent opportunity to land top notch position. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210
SOUTHFIELD 353-0505

SECRETARY
Big 8 CPA firm located in RenCen, seeks permanent Secretary, (6-7 hours per day), for 9 months of the year. Qualified applicants must possess at least 3 years office experience, excellent typing skills and the ability to deal with all levels of personnel. Please send resume to: Touche Ross & Co., 200 Renaissance Center, 14th. Floor, Detroit, Michigan, 48243, Attention: J. Slavens.
Equal Opportunity Employer M/F

SECRETARY - good typing & complete payroll experience. Excellent opportunity with Southfield firm. $18,000, fee paid.

CUSTOMER - service, diversified position, 3 yrs. corporate sales environment, good typing, benefits, $16,800.
LOIS RAY PERSONNEL
559-0560

504 Help Wanted Office-Clerical

SECRETARY needed for busy comp. lawfirm in Southfield. Experience not necessary but helpful. Ask for Nancy 557-7155

SECRETARY- Exciting and challenging Southfield. Send resume to 1187 Penwell, Bloomfield Hills, Mich. 48013 or call 9am-12 644-3548

SECRETARY for national company. Birmingham-Bloomfield Hills Area General office Dictaphone experience Hours 9am-5pm. Excellent salary & benefits. Call for appointment 644-0365

RED WING TICKET WINNER
Mary Moriarity
3682 Karen Pkway.
Apt. 304
Pontiac

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591-2300 ext. 244

CONGRATULATIONS!

SECRETARY, TYPIST
Good speed, spelling & grammar skills required. Telex skills helpful.
Call 352-4170 or 353-2723

SECRETARY 2 years experience, good secretarial skills required. Salary commensurate with experience. Good benefits. Contact Carol for interview, Troy area 362-2656

Sr. Secretary
Vlasic Foods has an immediate opening for an experienced SECRETARY with excellent communication skills and an aptitude for detail and organization. The successful candidate will be able to type 70 WPM., take shorthand at 100 WPM, have transcribing equipment experience, work well under pressure and handle a variety of responsibilities 3 to 5 years experience in a fast-pace, detail oriented atmosphere is beneficial
Scheduling Clerk
Our traffic department is seeking a competent, well organized person for the entry level position of PRODUCTION SCHEDULING CLERK. Requirements include - typing at 45 WPM and experience on a 10 key adding machine
Apply in person
Vlasic Foods, Inc.
32500 W 7 Mile Rd
(near Farmington Rd.)
West Bloomfield
Equal Opportunity Employer M/F/H

STATISTICAL TYPIST. Full time & part time for Ferndale CPA office. Excellent pay, 5 day week. Send typed resume to Zack, Field & Co. 868 Livernois, Ferndale, Mich. 48220

SECRETARY, RECEPTIONIST
Excellent office skills & knowledge of medical terminology necessary. Good organizational & communication skills needed. Salary commensurate with experience. Excellent fringe benefits. For confidential interview Call. 644-4134
An Equal Opportunity Employer

SECRETARY
TROY AREA
Immediate opening for person with excellent typing and shorthand skills
Position is in the personnel-industrial relations department at the Headquarters office of a fast paced major company
Interested applicants should send resume including salary requirements to
Box #382,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

STEND-Must be experienced Part time. Flexible hours. Mature 32 Mile & Farmington Road area 553-2124

SUPERVISOR OF OFFICE STAFF
Experienced Secretary to direct activities in small, growing Marketing Research & Consulting firm. Requires office supervision experience or strong managerial ability, outstanding proofreading, strong typing skills & commitment to quality. Bookkeeping a Plus. Interesting, challenging environment Southfield area. Excellent salary & growth 559-5953

TRAVEL AGENT
Put your experience to work in a nice suburban office. Good typing necessary. No Saturday hours. Hurry! This will go fast. To $13,900 Call Jeanne today.
353-2090
SNELLING & SNELLING PERSONNEL

TYPIST needed for real estate appraisal office. Southfield area. 353-6654

TYPIST-PHONE RECEPTIONIST
Handle phones, telex, type, calculate, file, varied office duties. Experience preferred. Send resume to P. O. Box 71, Farmington Industrial Park, Farmington, MI 48024.

TYPISTS
TYMSHARE INC. wants to pay you to train as a
PART TIME
DATA ENTRY OPERATOR
Pay those Holiday bills while learning a new lucrative skill. We will pay you for all hours spent in training and if you successfully complete our program, we will offer you employment in our tax department. Flexible hours. For interview, call and ask for Virginia
459-4703

504 Help Wanted Office-Clerical

TYPIST-Fast and accurate for busy Farmington mail order firm. One year experience required. $160 per week. Good benefits & advancement. Call Ann Moore. 476-8460

TYPIST/RECEPTIONIST. Very good typing skills & pleasant telephone technique required for fast growing computer service bureau in Southfield Competitive salary & fringes. If you qualify, call Erin Loud at 557-4404

BEGINNER VARIETY JOB
Major west suburban company will train friendly person with good typing for entry level position in beautiful office. Good starting salary, full benefits, room for advancement and company pays our fee. Excellent opportunity for beginner. Hurry! Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

505 Help Wanted Food-Beverage

BARTENDER - Experienced, personable. Private Country Club in NW suburb. Some overtime. Send resume, recent photo and phone number to: Box #368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BARTENDER
Position open for experienced bartender, 5 day week, off Sundays. Experience & outgoing personality necessary
Apply in Person
HILLSIDE INN
41661 Plymouth Rd Plym

BARTENDERS - WAITRESSES wanted experienced preferred, part time evenings only. Center Stage, 35940 Ford Rd. Canton Tues. Jan 6, 2-4pm

BUS BOYS - full time, midnight shift, apply in person Ram's Horn Restaurant, 8360 Middlebelt, south of Joy Rd., Westland

COAT CHECK Girls & Waitresses needed Excellent wages. Apply within Thee Virgo, 19245 W. 8 Mile. Detroit. 535-6224

COCKTAIL WAITRESSES bartenders & cooks Apply in person Mon-Fri Jan5-9 2pm-5pm only 29155 Northwestern Hwy. at 12 mile

COOKS - experienced, must be over 18, all shifts, references, by appt. only Call Bill 442-0445

COOKS - experienced short order, all shifts available. Apply in person Ram's Horn Restaurant, 8360 Middlebelt, south of Joy Rd., Westland

COOKS
Experience Necessary
3 shifts
Good Pay
Apply In Person
RAMS HORN
26200 W. 12 Mile Rd.
(W. of Telegraph)

DINING ROOM PERSONNEL
Lunch & dinner shifts. Apply in person Ala Cart Cafe in Applegate Square, Northwestern at 12½ Mile, Southfield. Or call 352-0710

DISHWASHERS
Ambitious young men willing to work evenings. No experience necessary. Apply at The Chalet, 39305 Plymouth Rd., Livonia, after 3pm

FULL & PART TIME HELP
Days - Dishwasher, Hostess, Nicky's Jollyeyld, 35780 Five Mile, Livonia 464-5555

HELP WANTED
Full time mature Night Dishwasher. Somerset Magic Pan. Apply 2850 Coolidge, Troy, and Big Beaver

MANAGER - Management Trainee - needed for small unique restaurant in Plymouth. Good starting salary, bonus based on performance. Outstanding opportunity for right person. Send resume or apply in person. Cozy Cafe, 15 Forest Place, Plymouth

(MOVING TO MIAMI!) We have an opening for a counter man in our Deli. We need a responsible, dependable deli man to join our staff. One who is looking for a steady job, good pay & day time hours. Good people to work with and the desire to get away from the cold climate. Write to Gold Star Deli, 6185 SW 8th St, Miami, Florida, 33144.

NEW FIRST CLASS restaurant is looking for experienced & professional waitress & computer bartenders located near Ren Cen Call between 3 pm - 6 pm 963-1275

PREP COOK
Day position open for person who desires to learn cooking 5 day week, off Sat & Sun Experience helful but not necessary.
Apply in person
HILLSIDE INN
41661 Plymouth Rd Plym

RESPONSIBLE Housewife, who enjoys cooking, we will train for short order deli style sandwich and grill Apply in person: Old Time Deli, 27681 Orchard Lake, Farmington. 553-2101

SILVERMAN'S Restaurant, 34410 Ford, Westland, across from Coliseum Racquet Club, is looking for Dishwasher (women preferred). Days, Mon. thru Fri., 8 AM. to 3 PM. Apply in person.

SILVERMAN'S RESTAURANT - 34410 Ford Rd. Westland across from Coliseum Racquet Club, is looking for experienced, dependable cook. (2 yrs. experience), nights, 40-45 hrs per week, excellent wage, apply in person.

WAITRESS/BARTENDER
One person to do either job. 3-5 nights a week. Apply in person, 21 Club, Quo Vadis Entertainment Center, 7429 Wayne Rd., Westland

WAITRESSES, COOKS & BUSPERSON Full & part time. Apply in person 28804 W. 7 Mile Road

WAITRESSES - experienced, for all shifts, apply Palace Restaurant, 16500 Telegraph 538-8420

WAITRESS - NIGHTS
Experienced in serving dinners & drinks Apply at The Gathering, 32305 Grand River, Farmington

WAITRESS
wanted, full time, experienced, good tips, good wages. Apply in person.
RAMS HORN
20385 Middlebelt
Livonia
477-4770

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