504 Help Wanted Office-Clerical

A PENSION ADMINISTRATOR
Needed for Troy Insurance Firm. Experience in Government regulations & reporting necessary. Call Billie
3 P.M.-5 PM 649-1900

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, Village Plaza
565-3500

BEGINNER SECRETARY

Major west suburban company will train bright girl in typing and shorthand for entry level position in beautiful office. Good starting salary, fringe benefits. Excellent, very promotable and company pays our fee. Excellent opportunity for beginner. Hurry! Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

BIRMINGHAM LAW FIRM seeks experienced Legal Secretary. Knowledge of Lanier Word Processor desirable. Salary negotiable. Excellent benefits. Call Pat. 645-8200

BIRMINGHAM Office of Manufacturing firm requires person for general office duties including telephone & mail but with emphasis on clerical accounting functions. Please send resume to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, experienced for CPA office. Desire to learn computer input. 3-8 flexible hours per month. Reply to Box 466, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER full charge, salary commensurate with experience. Call Healthy Jones, 25231 Northwestern Hwy., Southfield. Call between 9-11am or 3-5pm.

BOOKKEEPER - FULL CHARGE
Experienced full charge bookkeeper thru financial statements. Must be able to get along well with others and enjoy people. Will report directly to the president. Excellent benefits and salary commensurate with experience. Call Mr. Hirzel 569-3133

BOOKKEEPER'S ASSISTANT - part time day position, must have experience handling cash, bank teller preferred. Troy area. Call Carol 643-8865

BOOKKEEPER'S ASSISTANT - with good figure aptitude and some light typing. Call Mr. Goldman for appointment. 557-7900

Bookkeeper/Secretary

Small sales office needs person with full charge bookkeeping capabilities including cost sales analysis, sales tax and profit and loss statements. Excellent secretarial skills a must. No shorthand required. Minimum 8 years combined experience. Resume to
Mitsubishi Electric Sales America, Inc.,
31027 Schoolcraft, Livonia, Mi. 48150.

BOOKKEEPER - secretary, good typing, spelling, pleasant voice, good bookkeeping experience, ability to use dictaphone equipment, benefits. $900. fee paid

TYPIST - 60 WPM, good telephone manner, Southfield company, benefits, $750. fee paid

KEYPUNCH - 2 yrs data entry experience, 4.30 pm to 1 am. $4.25 hr.

LOIS RAY PERSONNEL
559-0560

BOOKKEEPER wanted. Accounts receivable, accounts payable & payroll experience. Evergreen 7 Mile area.
531-2030

BOOKKEEPER
20 hours per week, posting, filing, & typing. 4 hrs. between 9am & 5PM. Southfield area. 358-0400

BRIGHT, enthusiastic typist needed for dictation/transcription, minimum 80 wpm a must. Many benefits, many opportunities. Insurance background helpful, but not necessary. Call
357-2570, ext. 270
An Equal Opportunity Employer

CATERING SECRETARY

We have an entry level position open in our catering department for a Secretary. Good typing and telephone skills are a must. Excellent benefit package.

Please apply in person:
PERSONNEL OFFICE
MON. THRU FRI.
9AM-1PM 3PM-4PM
SHERATON-SOUTHFIELD HOTEL
17017 S Middle Road
Southfield, Mich.
An Equal Opportunity Employer

CHIROPRACTIC ASSISTANT - Must have outgoing personality. Morning & evenings hours, typing & bookkeeping skills. Apply in person Mon.-Fri. 12-2 Noon Mon. thru Fri. 27448 W. 7 Mile, Livonia

CHIROPRACTIC ASSISTANT
Attractive, intelligent, personable woman. Office experience preferred. Call mornings, 8 to 12. Mon., Wed. & Fri.. 471-0440

clerical

OPERATIONAL SECRETARY

Taco Bell is now interviewing mature career-minded individuals that are willing to get involved and make decisions. The ideal candidate must possess excellent skills in organization, detail, follow-through and have a pleasant telephone manner. This individual must be able to type 50 or more wpm, and have previous dictaphone experience. 2 years previous experience in a fast-paced environment is required to handle the diversity, and high demands of this position.

If you are looking for an exciting career opportunity - not just a job - with a rapidly growing company and feel you meet these qualifications apply or call Monday from 10 AM. to 4 P.M., Tues. 10 AM to 2 PM or by writing to Pamela J. Davis at:

TACO BELL
29600 Eureka Road
Suite 922
Taylor, Michigan 48180
(313) 282-7323

An Equal Opportunity Employer

CLERICAL - PART-TIME
Afternoons Mon. - Fri. $3.35 hourly rate. Typing necessary. Southfield. Providence Hospital area. 557-0407

EXPERIENCED Legal Secretary for Southfield law firm. Excellent benefits, salary commensurate with experience. Send resume, in confidence to Box 460, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Or contact Mr. Goodman, 358-0620

504 Help Wanted Office-Clerical

CLERK- Full time, Central Michigan University. High School education or equivalent, minimum 2 yrs. qualifying experience. Necessary receptionist skills includes filing, accurate typing & heavy telephone handling. Must be proficient with adding machine/calculator. Must project a good public image & be able to work well with a variety of public. Salary range $4.93 to $4.93 per hr. Resumes must be postmarked no later than January 26, 1981. Send resume to: Central Michigan University, Attn: Nancy Koscual, 1075 W. Big Beaver, Troy, Mich. 48084.
Central Michigan University is a nondescriminatory educational institution & employer.

CLERK
In this new position, you will be working in our microfilm department retrieving and filming documents. Applicants should have experience with IBM Terminals or Keypunch equipment. Microfilm experience would be a plus. Guardian offers a complete fringe benefit package and a good salary. To apply call:

Robert Merrick
Guardian Industries
Northville
349-8700, ext. 479
Equal Opportunity Employer M/F

CLERK TYPIST - for Livonia leasing company. Need good figure aptitude, attention to detail, bookkeeping, light typing and telephone skills. 522-1919

CLERK/TYPIST
$8100

General office experience and a good personality will get you started on a new career. Prime location and benefit package. Call Carol Lee.
SNELLING & SNELLING
649-5900

CLOSING CLERK typist for real estate related, service co. Must be detail conscious, type 60wpm, high school graduate. 1 year experience in real estate office or lending institution. Permanent full time position available with good company benefits. For interview:
352-8400 ext 212
An Equal Opportunity Employer

COLLECTION
We are looking for an individual experienced in adjusting and collecting delinquent mortgage accounts. Knowledge of investor and governmental regulations helpful. Must have strong communications and organizational skills. Salary commensurate with experience plus outstanding fringe benefits. For interview contact: Mrs. Heinekart.
353-0050
Graham Mortgage Corp
An Equal Opportunity Employer

CUSTOMER SERVICE
$9000 START
FEE PAID. Suburban location. World headquarters needs outgoing person with strong typing skills. Excellent hours. Benefits include dental, vacation, refund, etc. If you like people, this is the right position. Call Thom.
SNELLING & SNELLING
478-3500

DATA CONTROL CLERK
Business growth has created an immediate opening for an individual possessing data entry experience. Successful candidate will report directly to the data processing Manager and be responsible for operating a CRT keyboard.
Position offers an excellent salary and benefits program. Please apply:
PERSONNEL DEPARTMENT
MAGNETIC VIDEO
A 20th Century-Fox Co.
23630 Industrial Park Dr.
Farmington Hills, Mi. 48024
Equal Opportunity Employer M/F/H

DOWNTOWN BIRMINGHAM Office needs dynamic Secretary with excellent typing & language skills. Shorthand desirable. Send resume to: Suite
55 W. Maple, Birmingham, Mi. 48011.

EXECUTIVE SECRETARY
Excellent typing and shorthand skills. Troy Life Insurance Agency. For interview call Mrs. Clark at 879-9000

EXECUTIVE SECRETARY
If decision making, administrative duties, tuition refund, and company paid travel for business purposes, interested you, this could be your new career.
3 years experience minimum, top shorthand, typing and dictaphone a must. Call Mark now.
SNELLING & SNELLING
649-5900

EXECUTIVE SECRETARY
$15,000

For Sales Department of Fortune 500 company. Handle confidential correspondence, book flight and travel arrangements and schedule travel itinerary. Outstanding benefits. Must have minimum 2 years executive secretarial experience, type 45 WPM, shorthand 80. Big Three fringes. Fee Paid.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

EXECUTIVE STENO
Needed for short assignment
Call for appt. if speed is 100 plus WPM.

MANPOWER
TEMPORARY SERVICES
Livonia 478-1130
Troy 585-5595

EXPANDING COMPANY in Southfield needs experienced receptionist with excellent typing & math aptitude, good salary & benefits, ask for Rosemarie
354-4940

EXPERIENCED COMPUTER Word processing secretary for Troy law office. DECW-78 or similar. Send resume to P.O. Box 1333, Troy, Mich. 48099

EXPERIENCED DICTAPHONE operator with accurate typing skills, wanted immediately for busy Southfield office. Light shorthand a plus. 354-1600

EXPERIENCED RECEPTIONIST, filing clerk, light typing, for Bloomfield Hills Law firm. Congeniality a must. contact Susan 642-3886

EXPORT - IMPORT FEE PAID

Livonia firm is looking for experience in import-export. Growing firm. Big money for right person. Good hours and superb benefits. Excellent opportunity - don't miss out! Call Thom.
SNELLING & SNELLING
478-3500

FILE CLERK for general office, full time, 8am-5pm. RS Electronics, 34444 Schoolcraft, Livonia. 535-1155

GENERAL OFFICE, full time, order desk clerk, typing 50WPM, no short hand, non smoker. For personal interview. 836-1003

GENERAL OFFICE work, some typing. Mitchell Advertising, 26903 West Eight Mile Rd., Redford.
533-1755

GENERAL OFFICE. Typing, billing, collection. Will train. Apply in person between 9AM-2PM: 25305 W. 8 Mile Rd., Redford.

Immediate Openings

Typists
Minimum of 50 WPM.
Switchboard Operators
Experienced
Secretaries

Call Clara for appointment between 8 & 11 AM.
PERSONNEL POOL

INSURANCE
COMMERCIAL ACCOUNT Assistant for busy insurance agency. Work directly with producer. 2-4 years experience preferred. Excellent opportunity & working conditions. Near office in Southfield.

RATE CLERK with experience in Commercial Auto, General Liability & Property.
355-4600

INSURANCE
Experienced person for insurance agency in Southfield. Ask for Mr. Corrish. 353-5450 or after 6 643-7495

INSURANCE SECRETARY needed with best commercial insurance background. Apply in person at 32315 Grand River, Farmington or call for appointment at 474-3311

INSURANCE SECRETARY
Permanent part time. Phone, typing, filing. W. Bloomfield area. Send resume to: Mr. Herman, Box 5073, Orchard Lake, Michigan, 48033 or call
626-7437

504 Help Wanted Office-Clerical

INSURANCE Southfield agency looking for experienced commercial lines underwriter. Salary open. 354-5074

JOBS
Temporary - Permanent

TYPISTS
WORD PROCESSORS
SECRETARIES

SUBURBAN
OFFICE SERVICES

FARMINGTON 477-9840
ROCHESTER 651-1500

Kelly Girl Employees

enjoy profitable, temporary office assignments. We have immediate openings for TYPISTS, SECRETARIES, WORD PROCESSORS AND SWITCHBOARD OPERATORS. We offer top pay rates, top assignments, merit increases, and paid vacation plan. 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

RED WING TICKET WINNER

Doreen Gardner
1506 Southfield Rd.
Birmingham

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 20, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

KEY PUNCH Operators. Minimum 2 yrs. experience on card equipment. Days & afternoons available. Fee paid. Call Nancy 534-4440

KEYPUNCH OPERATOR
FTD has a full time opening for a Keypunch Operator who has a minimum of one year experience on Mohrer equipment desirable. If qualified, contact Sue Schaff.
FLORISTS' TRANSWORLD DELIVERY ASSOCIATION
255-9300, ext. 253
An Equal Opportunity Employer

LEARN LEGAL

Law firm has several openings. Good typing and dictaphone a must. Variety of duties. Will train and help others. Company pays entire fee. Salary $850 to start. Hurry on this one, call Doris.

PERMANENT STAFF
SOUTHFIELD 353-0505

LEGAL OFFICE Manager/Secretary. Excellent typing & shorthand required. Some bookkeeping. Excellent salary for aggressive person. Southfield location. 35 hour week. Call Ms. Ross:
353-1810 or 357-3098

LEGAL SECRETARIES
Don't bother to call me if you're satisfied with your Christmas bonus, you never have to work overtime, you enjoy your boss 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
646-6310

FILE & RECORDS CLERK
Light typing. No experience necessary. Troy area. Benefits. Contact Mrs. McCallum 879-2600
Equal Opportunity Employer M/F

FORCED RETIREMENT? have about a second career. We need a person to handle our sales office. Answer phone, pricing of products, a limited amount of technical knowledge required. If willing to learn we will teach. Some typing required. Southfield area. If interested call 355-5441

FULL CHARGE BOOKKEEPER

Through Financial Statement, Pegboard System, Payroll, and all Payroll Taxes. Liberal fringe benefits. Send replies to Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE typist 45-50WPM Metro Passbook Co. 16500 N. Park Dr. Southfield.

LEGAL SECRETARIES

Did you experience job satisfaction in 1980? Did your income keep pace with inflation? Is your career progressing or are you left 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
1000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 322-3143
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY
Immediate opening, Southfield office. Good typing and shorthand required
358-1770

LEGAL SECRETARY-Downtown Law Firm. Defense, Negligence, 1-3 years experience. Call Roberta 961-9929

LEGAL SECRETARY
Experienced. Good typing, shorthand. Southfield office. 424-8000

504 Help Wanted Office-Clerical

LEGAL SECRETARY, Law firm in Town Center bldg., typing, shorthand helpful & light bookkeeping for 2 attorneys, Call Paula 358-1000

LEGAL SECRETARY needed for Troy law firm. Experience preferred. Excellent benefits. Salary commensurate with experience. Contact Mr. Young for interview: 879-2300

LEGAL SECRETARY, experienced - negligence field for Southfield Law Firm. Salary commensurate with experience. 353-3540

LEGAL SECRETARY Southfield. Domestic relations experience required. Typing 65, shorthand 80. Salary commensurate with ability. 355-6690

LEGAL SECRETARY
Part Time, Experienced, excellent skills, Southfield office.
Lois, 354-4030

LEGAL SECRETARY experienced in Probate, Estate Administration, good typing, light shorthand, excellent benefits, salary commensurate with experience Call Marian 356-7400

LEGAL SECRETARY - Preferably 2 years experience with some office management desirable, for Southfield law firm. Salary commensurate with experience. 353-7860

LEGAL SECRETARY, Experienced for general practice. Birmingham Law Firm. Knowledge of word processing required, strong skills and ability to handle responsibility. Salary commensurate with experience. 644-8330

LEGAL SECRETARY with minimum 5 years experience for suburban practice, shorthand, dictaphone & typing, 75WPM or better required. Good salary. Must have knowledge of civil litigation, forms & procedures. Ask for Linda. 358-5993

LEGAL SECRETARY for general practice Bloomfield Hills law firm. Strong skills necessary. Salary commensurate with ability. Call Cindy 645-8745

LEGAL SECRETARY
Experienced, part time. General practice location 10 Mile and M-24.
373-0777

LEGAL SECRETARY American Center Southfield Law Firm. Excellent salary and Benefits, minimum 2 years experience required. 354-4740 353-7550

LEGAL SECRETARY
for Southfield firm, experience necessary, shorthand preferred, benefits.
355-4141

LEGAL SECRETARY- for small plaintiff personal injury law firm. Good secretarial skills necessary, no shorthand needed. Salary commensurate with skills. Call Bill Stern 358-5000

LEGAL SECRETARY
TO $14,000. FEE PAID

Prestigious Southfield law firm offers excellent benefits, generous salary and a chance to work independently. Be Personal Secretary to one of the partners. Top Skills a must. Call Mark.
SNELLING & SNELLING
649-5900

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

LIVONIA FOOD BROKER looking for mature person to train in detailed, fast-paced office. Must work well under pressure, good in figure work & type minimum of 50 wpm accurately. Diversified, full time position for the right high energy, neat person. Previous office experience necessary. Full fringe benefits. Call Mr. Pawlowich between 3-4pm 591-1900

LOCAL GOVERNMENT
BUSINESS OFFICE
Canton Area
Supervisor of accounting and bookkeeping with direct responsibilities for payroll, payables, receivable, data processing and general ledger. This person supervises approximately 4 female employees and must relate well with this staff, as well as interface personnel working in other departments. Prior related experience and knowledge in this job is required. Excellent salary and fringe benefits. Send resume to:
V. CHANTELLE
30161 ST. MARTINS, APT. 410
LIVONIA, MICH., 48152

OFFICE CLERK
PART TIME

Our Troy office seeks a bright, capable individual to handle a variety of clerical duties. You will be dealing with customers over the telephone, doing some filing, handling the telexpe machine, and doing minimal typing (light typing skills required).

Hours for this part time position will be 12 Noon to 5 pm, Monday thru Friday. For an interview appointment, call:

643-7115

MOORE
BUSINESS
FORMS, INC.

1650 W. Big Beaver Road
Suite 200C
Troy, MI 48084

Equal Opportunity Employer M/F

OFFICE JOBS
SECRETARIES
TYPISTS
SWITCHBOARDS
Needed for long & short terms
Jobs near your home
No Fees
Matchmaker Office Services
Southfield - 358-4390
Detroit - 963-5026

OFFICE MANAGER for Automobile Dealership, prior experience required. W. Bloomfield Area. 855-5800

OFFICE MANAGER/SECRETARY needed for 35 man Southfield law office. Experience with workmans compensation helpful. Must be assertive with excellent secretarial skills. Contact Gayle 559-4210

OFFICE SKILLS PAY OFF

SECRETARIES
TYPISTS
SWITCHBOARD OPRS.
CRT OPRS.
KEY PUNCHERS
BOOKKEEPERS

If you've been laid off or are between jobs, your clerical skills are worth good pay with benefits. Key skills will in able you to work your own schedule, 1 to 5 days week. Immediate openings, downtown and in all suburban locations. Now interviewing. Call for appointment.
CDI
Temporary Services
354-9700
EOE - NO FEES - M/F

505 Help Wanted Food-Beverage

Steak and Ale Restaurant

is now accepting applications from neat and well groomed individuals for the following luncheon positions:

KITCHEN MANAGER/COOK
WAITRESSES

Please apply Monday thru Friday between 2-4 P.M. at:

24666 Northwestern Hwy. (at 10 Mile)
Southfield
353-7448

504 Help Wanted Office-Clerical

ONE PERSON office - need mature person with pleasant telephone manner, typing skills 60 WPM., some shorthand, light bookkeeping, $175 up based on experience. Call after 3:30 PM. for interview 548-4100

PART TIME position of 20-30 hrs. per week available for legally trained secretary. Must be familiar with state and federal laws & rules for time records. Call Mr. Gaines 557-4433

PERSON for Pile Clerk & Relief Receptionist. Full-time. Troy area. Call 649-3200

PERSON FRIDAY - BIRMINGHAM
Manufacturers Rep. office. Prefer construction/heating/air conditioning background, but will see good inside sales person with office experience. Math ability. Outgoing for people and customers. $200 per week range, paid fee. Call Pat 642-7577

SECRETARY FOR SALES DEP'T.
MANUFACTURING
Good typing, no shorthand, math, outgoing, mature, communication skills. Permanent. Area $900 per month min. range. Fully paid benefits including dental, tuition refund. Fee Paid.

SECRETARY FOR TREASURER
NEW ORGANIZATION
LOCATED IN WARREN
Accounting background preferred, typing (Statistical), shorthand helpful but not required. Must have good appearance and bright mind. Salary $1000 to $12,500 min. range. Fully paid benefits including profit sharing. Fee Paid.

KEYPUNCH OPERATOR
PART-TIME
Experience on IBM 129, 84.75 per hour. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

PSYCHOLOGIST needs permanent half-time secretary with good typing skills. Southfield, Birmingham area. Fee benefits. Call Dr. Fable: 569-3760

REAL ESTATE Appraisal Firm in Birmingham requires experienced secretary. Must have excellent typing skills & basic bookkeeping knowledge. Flexible 30-40 hours per week. Please send resume & compensation requirements to Box 460,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE SECRETARY, Full time. Well organized. Ages 3 to 5 years recent title insurance or real estate office experience required. Good typing skills, pleasant phone manner a must. Shorthand preferred. 626-3960

RECEPTIONIST-PART-TIME
Wanted for Birmingham Tax office during tax season. Light typing. Call 647-2550

RECEPTIONIST needed. Full time position. Must be neat, courteous and have pleasant phone manner. Light typing. Call Keith between 9-11 357-5287

RECEPTIONIST

Major advertising firm needs friendly person with good typing to their plush office. For variety, from desk position. Good starting salary. Full benefits, room to advance and company pays our fee. Call Jan today. Company anxious to hire.

PERMANENT STAFF
SOUTHFIELD 353-0505

RECEPTIONIST
We have an immediate opening for a RECEPTIONIST capable of excellent typing approximately 55 WPM. Intelligent selected will present a neat, professional appearance and possess a pleasant telephone manner. Ability to operate a desk calculator required.
Position offers excellent salary and benefits program. Please apply:

MAGNETIC VIDEO
A 20th Century-Fox Co.
23630 Industrial Park Dr.
Farmington Hills, Mi. 48024
Equal Opportunity Employer M/F/H

Sales Secretary

Put your excellent typing and math skills to work for you at this exciting Sales. Beautiful high-rise location. To $8860
Call BEVERLY PO.

352-0290
SNELLING & SNELLING
PERSONNEL

SALES SECRETARY

Excellent opportunity at expanding Farmington Hills company for self motivated person who can type 50. Diversified and challenging position in beautiful office with excellent benefits and advancement possibilities and company pays our fee. Call now for a personal interview.

PERMANENT STAFF
LIVONIA 522-4210

SECRETARIAL work, Farmington Hills area, typing, knowledge of bookkeeping & payroll. 476-3170

SECRETARY
Accurate typist - 50-60 WPM. filing, professional phone manner, Southfield area 569-2266

SECRETARY
Busy Real Estate office in office in Lathrup Village needs a mature person to handle diversified clerical duties. 60WPM accurate typing required and excellent telephone manner a necessity for this very "people oriented" position. 1 year office experience a must. Real Estate experience a plus. Call Virginia. B. F. Chamberlain Co. 643-8500

SECRETARY- Exciting and challenging. Southfield. Send resume to 1180 Peveril, Bloomfield Hills, Mich. 48013 or call 8am-10 644-3548

SECRETARY
Experienced secretary for challenging position in busy Farmington Hills food brokerage office. Must have 5 years prior experience, excellent typing skills, shorthand a must, good phone etiquette & a neat well-groomed appearance. Excellent salary, fringe benefits including profit sharing. Send resume with salary requirements to:
Food Broker, Dept. 281, P.O. Box 1800,
Farmington Hills, Michigan, 48018

SECRETARY for Farmington Hills corporate office. Excellent typing, English skills required as well as ability to work independently and exercise good judgement. Pleasant work environment, competitive salary and benefits. Send resume, in confidence to:
Box 442, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
for brokerage firm in Rochester. Good typing and phone manner. Math aptitude needed. Call Gale. 652-6400

SECRETARY for general contracting firm located in Southfield. Typing and filing work. Blue Cross and other benefits. Call
353-0303

SECRETARY. Canton area. Full time, permanent, mature with good phone voice. Typing 55 up, filing and public contact. $175 per week. fringe benefits 8 am to 5 pm. Call Joyce at 521-3724

SECRETARY.
Full time. Typing experience needed. Redford area. Call for interview.
537-3350

504 Help Wanted Office-Clerical

SECRETARY
Marketing Research firm dealing with auto companies & advertising agencies. The various duties: good typing skills necessary, shorthand helpful, immediate opening.

TYPIST
Full time, accurate, entry level position. 13 mile & Telegraph area. Ask for Joanne 647-9488

SECRETARY
Mature, professional individual to work in top executive's office. Must have 3 to 5 yrs. experience with good skills (typing 65 WPM, shorthand 80 WPM), and be willing to work overtime hours regularly. Excellent benefits & salary commensurate with experience.
Respond to Diana Thomas at 649-5079

SECRETARY needed to fill immediate opening at Indy racecar organization in Bloomfield Hills, Call 645-5250

SECRETARY
Needed in Plymouth. Must be excellent typist, have billing experience and good with phone. Call: 459-1001

SECRETARY - Part time position, typing required. Good opportunity in management, construction and architectural firm. 3 hours a day, Monday thru Friday. Experience & references required. 10 Mile/Telegraph area. Call Sanbreen Co., Monday thru Friday, 8AM-5PM. 358-3350

SECRETARY RECEPTIONIST for small firm. Must know typing & bookkeeping. Livonia. 525-9664

Secretary/
Receptionist
FEE PAID

Dyo-O-Mite Company offers great location, super co-workers and nice office. Lots of client contact. To $9000. Call Carol Lee.
SNELLING & SNELLING
649-5900

SECRETARY to Controller, candidate must have 3-4 years experience, typing 60+, shorthand 80 + and math aptitude is must. Excellent salary and benefit package, if interested call B. Turner between 8 & 4 PM at 1212 Abbey Rd.
An Equal Opportunity Employer

SECRETARY to executive who travels. Typing & bookkeeping a must.
Good math skills helpful
Must be well organized & a self starter.
Usual secretarial skills required.
Southfield area location.
Realistic opportunity for advancement.
Salary to $12,000.
Southfield area.
Send resume to box 454
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

- SECRETARY -
TO SALES DIRECTOR
SOUTHFIELD LOCATION

Large Automotive Supplier - providing good fringe benefits. Must have General Office experience, good typing & shorthand experience necessary - along with pleasant phone manner. Position Open Immediately. Salary commensurate with qualifications (to $12,000 Range).
Please send Resume to:
Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - TYPIST needed for Troy law office. Some secretarial experience required. Good benefits. For an interview call Pam at 649-0120

SECRETARY WANTED. Challenging position in a fast growing company, must be a good typist, employee benefits available. Call Mr. Ryan at 355-4950 or apply in person 23225 Northwestern Hwy. Southfield Mich.
An Equal Opportunity Employer

SECRETARY
We have an excellent opportunity for an experienced Secretary. Individual must possess accurate typing of 60 plus wpm and shorthand of 70 plus wpm. Strong organizational skills and the ability to deal with people in a pleasant manner is a must. Salary commensurate with experience. Interested applicants please call Mrs. Ann Ryan at 557-4950 or apply in person at Mr. Steak, 30555 Northwestern Hwy., Farmington Hills, 48018.
An Equal Opportunity Employer

TYPISTS
Part Time

If you are an experienced Typist, type 60 wpm and are interested in permanent part time work, please call:

John Patricolo....559-4000

SANDY
CORPORATION
An Equal Opportunity Employer

506 Help Wanted Sales

504 Help Wanted Office-Clerical

SELF INSURANCE Workers' Compensation - Excellent opportunity for individual to learn & develop career in Self Insurance with a major administration company in Southfield. Person selected will have aptitude for detail, good math skills, some typing, ability to work well with people, please contact us. We are taking applications between 9 and 3 PM. Mon. thru Fri., or by appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington
477-8545

RED WING TICKET WINNER

Walter Marcicki
14330 Hubbell Ave.
Livonia

Please call the promotion department of the Observer & Eccentric by 5 p.m. Tuesday, January 20, 1981 to claim your 2 free RED WING TICKETS.
591-2300 ext. 244

CONGRATULATIONS!

IMMEDIATE OPENING for part time kitchen & dining room staff. Days or afternoons. For appt call between 2-4PM. 528-8135

J.R.'S PLACE

New Country Western Restaurant and Bar in Livonia now hiring:

Bartenders
Waitresses
Kitchen Help
Bus Boys
Clerks
Security

For interview Please Call:
Mon., Tues., Wed.
10 AM - 1 PM

Mr. Stafford
422-8290

MANAGER
Afternoon Shift

Mature dependable person! Must work weekends. Salary open. Vacation pay, uniforms and medical insurance. Apply in person between 8 & 10 AM and 3 & 5 PM.

Bates Hamburgers
33406 Five Mile, Livonia

MANAGER & Assistant position available, good starting salary, benefits, no experience necessary.
West Metro Area. 348-3222

MAYFLOWER MEETING HOUSE
Immediate opening, part time 2-3 days per week. General kitchen help. Must have driver's license. Mature, dependable person only. Contact Ebrel Burns, Mayflower Hotel, 827 W. Ann Arbor Trail, Plymouth.

PART TIME, weekend Service Assistants. (Bus persons & Dishwashers)
Apply in person. Denny's Restaurant, 29550 Ann Arbor Rd. Plymouth.

PIZZA MAKER - EXPERIENCED
Dependable with ability to work with Cornmeal. Farmington - nice place to work. Call after 4PM. 474-7874

WAITRESSES

ALL SHIFTS, full time, experience preferred. Top salary, vacation pay, uniforms and meals furnished. Apply in person between 8 & 10 AM and 3 & 5 PM

Bates Hamburgers.
33406 Five Mile, Livonia

WAITRESS-part time, days, nights & weekends. Apply in person Maple House Restaurant, 6480 Orchard Lake Rd. W. Bloomfield. 626-3341

FULL TIME MENS SHOE SALES
Salary plus commission. Twelve Oaks Mall, Novi. 348-8310

INSURANCE: Successful Westland agency is seeking qualified Insurance Producers in the fields of Advance Life Marketing, Family Life Sales, Commercial P & C, Liberal Salary & Benefits. Send resume to
Westland Insurance Agency, P.O. Box 430
Westland Mich. 48185

505 Help Wanted Food-Beverage

HOSTESS
Blakeney's Ranch House is now accepting applications for part time evening shift. No previous experience necessary - if you have a friendly personality, neat appearance, and desire to work with people, please contact us. We are taking applications between 3 and 5 PM. Mon. thru Fri., or by appointment.
BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington
477-8545

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CONGRATULATIONS!

ALL/WEATHER ALARMS - Experienced Sales Person wanted to sell Alarms to be installed Challenging & rewarding. Benefits & paid vacation. For more information, call from 9AM-11AM, Mon. thru Fri., 534-7531

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Are your roots & heart in Detroit, are you infuriated about the slashing of affluence. If you are ready to do something about it Please: 1-4 PM 535-5527

AN Attractive opportunity is now available in our growing organization this year for that lucky gentleman who is seeking a position that is rewarding not only financially, but that also provides a vital service to the community. The field of memorial counseling is an ever expanding one. If you are looking for a career that offers unlimited opportunities, contact Mr. Conner at 352-7200

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SALES MANAGER

We have just joined a nationwide company & are expanding rapidly in this area. We have 2 openings for experienced people as managers of local offices with possible partnership. A great opportunity! Tremendous earnings potential. Call Mr. Richter,

Red Carpet
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to work in clothing store, part time. Southfield area. Please call
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Mr. Richter 522-3500

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506 Help Wanted Sales

506 Help Wanted Sales

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506 Help Wanted Sales

CAREER NIGHT

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HITCHCOCK Gallery of Homes

The Gallery of Homes

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LIVONIA 478-0900
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