502 Help Wanted Dental-Medical

OPTICAL ASSISTANT, part time, experienced, no evenings, Plymouth, Canton area. Send resume to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME Position in Southfield Doctors office. Venapuncture experience required. Call 354-2606

PART TIME WORK in doctors office. 4 afternoons a week. Birmingham. Call 644-7033

PRENTIS MANOR
JEWISH HOME FOR AGED
SOUTHFIELD
RN'S
FULL OR PART
ALL SHIFTS
Join our team and be the best in geriatric medical long term care. Top salaries, premium holiday pay, free meals, paid Blue Cross, paid sick days, life insurance, sickness & accident insurance, retirement plan. Excellent working environment. Call Ms. Young, RN. 352-2336.

For Lavonia doctor office. Blue Cross/Blue Shield and other insurances experience. Phone, appointments, medical terms, transcribing. 30 hour week, nice hours. Paid uniforms, and benefit-sharing. Salary up to $200 a week.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

REGISTERED NURSE
Day shift. Apply in person. West Trail Nursing Home, 395 W. Ann Arbor Trail, Plymouth, Michigan.

RESIDENT AIDE
For home for handicapped. 32 to 40 Hrs. per week. Afternoon shift. 2 to 10:30. Call 851-9640 Mon. thru Fri., 9 to 5 PM.

RESPIRATORY THERAPIST
Full time position available on our midnight shift for an experienced RESPIRATORY TECH. Excellent salary and fringe benefits. Please contact:
HUMAN RESOURCES
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-7600

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

RN'S
BECOME A VITAL TEAM MEMBER IN OUR PROGRESSIVE CRITICAL CARE COMPLEX
Besides offering total patient care, no pulling to other units, no shift rotation, and excellent benefits, we offer an ongoing in-service program monthly.
If you have previous critical care or med.-surg. experience, apply now for our Western Suburban area.
AVAILABLE IMMEDIATELY
MED-SURG PEDIATRIC POSITIONS
RN'S & LPN'S
If you have experience in an acute care facility within the last 2 years, and wish to work ONLY 2 DAYS MONTH on the SAME UNIT, call today
BOTSFORD General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington
476-5263

RN'S
Career Opportunity
We have several positions open where your initiative and concern for others will prove personally and professionally rewarding—and without the need for weekend, holiday and evening hours. You'll guide and encourage overweight individuals toward better health and nutrition through one to one counseling sessions. Congenial clinic atmosphere. Salary plus bonus. Please call Beverly at 559-1808
Opens in Renaissance Center, Oak Park, Livonia and Troy
WEIGHT LOSS CLINIC

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 8 AM to 4 PM, Mon. thru Fri. The Arnold Home, 18520 W. 7 Mile, Detroit 531-4001, Ext. 38

WANTED - experienced office Manager for busy Internist's office in Southfield. Knowledge must include medical terminology, peg board, bookkeeping, payroll, & all insurance billing. Knowledge of medical assisting also a plus. Call 352-0920

502 Help Wanted Dental-Medical

RN'S-LPN'S
Join "The Professionals". Days, afternoons, midnights. In your area facilities. Work as little or as much as you choose and receive top pay and benefits.
Phone 357-3650
Professional Medical Personnel

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

R.N.'S
$12.50 PER HR
Full & part time available. Work flexible hours & close to home.
CALL OR STOP BY
TEMPORARY
HEALTH CARE SERVICES
18415 W. 8 Mile, Southfield
835-5400

SOUTHFIELD AREA
Mature woman, medical billing office, typing necessary. Mon. thru Fri. 8.30-5.
559-5808

THE SEARCH IS ON!
Are You The Supplemental NURSE OF THE YEAR?
Join The Fun At
PRO CARE ONE, INC.
569-4400

VETERINARY TECHNICIAN- Plymouth area, must type well, part or full time. Reply to Box 588, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WESTLAND PODIATRIST needs office assistant, apply in person, 37382 Glenwood, ask for Margie. 728-4200

X-RAY TECHNICIAN
For portable x-ray service. Must be registered or registry eligible.
559-9657

X-RAY TECHNICIAN
Radiology Clinic, part time, mornings including Saturdays. Reply to
937-8159

504 Help Wanted Office-Clerical

ACCOUNTANT
16 - 24 Hrs per week. Prefer college student majoring in accounting.
Northwestern Hwy./12 Mile. 353-3675

ACCOUNTING CLERK
For apartment management office in Southfield. Post ledgers and cash disbursements and balance bank statements. Send resume to:
Edward Rose & Sons, P. O. Box 5971, Southfield, Michigan, 48037

ACCOUNTING CLERK
For expanding suburban company. Accts. ledger posting, credit and accounts receivable. Qualified candidate will have some previous general accounting or bookkeeping experience with some receivable background. Full fringes with central, excellent advancement potential. Fee Paid.
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTING CLERK - WARREN
Some typing, payroll and personal records. $800 a month range. Good benefits. Fee Paid.

ACCUNTING CLERK
Payroll, familiar with CRT, 40 WPM typing. $800 to $850 range. Good benefits. Fee Paid.

SECRETARY
MANUFACTURING PLANNING DIVISION
Prefer experience with 3 or 4 bosses, mature age. Good typing, light shorthand preferred. Non-smoker. $12,000 range, outstanding issues. Full benefits including tuition, dental and optical. Fee Paid.

SECRETARY TO TREASURER OF MANUFACTURING COMPANY
WARREN
Must have excellent typing, good knowledge of bookkeeping, shorthand preferred, able to do stat typing. Must be sharp and possess good personality. $13,000 range. Good Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

BOOKKEEPER through Trial Balance. Peg board, typing, shorthand. Part time now, full time later. Near Farmington. Reply to Box 714, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Typing checks, verifying invoices against receivers, against P.O.'s. Verifying time cards against payroll. Filing. Light typing, and 10 key required. $150 a week. Excellent fringes. Troy location. Contact A. Henderson.
588-2920, Ext. 302
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Mortgage Record keeping experience needed. Good typist. 835-7850

ACCOUNTS - receivable clerk, high school grad, accounting background, good typing, benefits, $700, fee paid.

SECRETARY - typing 60 WPM, good figure aptitude, benefits, $360, fee paid

CUSTOMER - service, some college, good phone ability, excellent English & math aptitude, benefits, $770, fee paid

LOIS RAY PERSONNEL
559-0560

ADMINISTRATIVE ASSISTANT
TO $20,000
Unusual opportunity to advance with a rising executive. National company. Top executive secretarial skills and experience. Must be relocatable. Fee paid.
353-2090
SNELLING & SNELLING PERSONNEL

Administrative Ass't To Vice President
Rapidly expanding metro computer firm looking for sharp individual with minimum 3 years secretarial experience. Excellent typing & shorthand as well as communication & organizational skills will be required. Participate opportunity with excellent salary & benefits to include dental insurance & tuition reimbursement. Call or send resume to Mary Base.
Corporate Search
1005 Town Center
Suite 3220, Southfield, Michigan 48075
352-9585
Fee Paid

ADMINISTRATIVE - secretary, super boss needs right hand with legal experience & good skills. Travel possibilities, $18,000 plus with benefits & fee paid.

SECRETARY - administrative assistant, north suburban company needs your professional image and skills to work for president. Interface with clients. Good typing, no shorthand. Salary $14,000 with benefits and fee paid.

ADAMS & MARTIN
PERSONNEL
1000 S. Woodward Birmingham
646-5600
DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

ADAMS & MARTIN PERSONNEL
IS PLEASED TO ANNOUNCE
THE ESTABLISHMENT OF
UNIFORCE
TEMPORARY SERVICES

Applications are now being taken by appt. in the following areas:

General Office	Typists
Secretarial	Steno
Mag Card	Accounting

Please Call Nancy
646-7560

AMBITIOUS
SECRETARY
$10,400 PLUS
FEE PAID
Company will train lucky Secretary on word processor. Start new position and learn new things. If you are tired of the same old job, call Mark.
SNELLING & SNELLING
649-5900

BOOKKEEPER - full charge. Southfield real estate company needs bookkeeper with experience in accrual entries Call Mary 557-7700

BOOKKEEPER
with NCR machine experience. Walled Lake area. 624-7400

CAREER SEEKER
TO $18,000
FEE PAID
Tired of being "just a Secretary"? This is a great opportunity for a self-motivated Executive Secretary with above average skills and personality! Livonia firm also offers great hours and generous benefits. Call Sue.
SNELLING & SNELLING
478-3500

CHIROPRACTIC ASSISTANT. Must have outgoing personality. Morning & evening hours. Typing & bookkeeping skills. Apply in person 7am-1pm, Mon. thru Fri. 27448 W. 7 Mile, Livonia.

CLERICAL HELP
Experienced, must type. Part time. Apply. Advance Media Service, 31207 Schoolcraft, Livonia.

CLERK TYPIST
Good typing skills, pleasant telephone voice, congenial and pleasant personality. Routine clerical duties. Please contact:
425-2600 ext 362

504 Help Wanted Office-Clerical

APARTMENT
Rental Agent
WEEKENDS
Person needed as Rental Agent in large well maintained complex in Oak Park for approximately 6 hours per day on Sat. & Sun. Only. Must be personable & able to meet the public. Immediate opening. Call 554-6073

ASS'T BOOKKEEPER
To work under Full-charge Bookkeeper in Retail store. Maple-Orchard Lake area. Must have 2 years current work experience as Assistant Bookkeeper. Position available immediately.
559-7871

BANK PROOF OPERATION
Previous bank experience preferred. Competitive salary offered along with excellent benefit package. Call Gene Oakley for an appointment. Mon. - Fri., 10-2 PM.
MANUFACTURERS
BANK OF LIVONIA
464-9000
An Equal Opportunity Employer

BE A WINNER
WITH WITT
We need experienced:
SECRETARIES
STENOGRAPHERS
JR. & SENIOR TYPISTS
DICTAPHONE OPERATORS
PBX OPERATORS
WORD PROCESSORS
We have temporary, long and short term assignments. Call now for:

LIVONIA	525-0330
DEARBORN	565-8060
WIXOM	669-2409
SOUTHFIELD	569-7500

WITT SERVICES
The Temporary Help People

BOOKKEEPER for Oak Park CPA firm through general ledger, minimum 1 year experience. Ask for Steve Marcinman. 398-7406

CLERK TYPIST
(PART TIME)
Ideal part time position for an individual to work in our centralized personnel department from 1:00 - 5:15pm, Monday thru Friday. Applicants should have 2 or more years general office experience, ability to work independently, & typing skills of 50 to 60 wpm.
Good starting salary. Regular salary reviews, & many pay benefits including free parking. Interested applicants should contact
Ms J. Juliano at 833-6000
Winkelman's
An Equal Opportunity Employer

Computer Programmer/Analyst
Home office of local insurance company has open positions for COMPUTER PROGRAMMER and PROGRAMMER ANALYST. Applicants must have minimum of 2 years experience in COBOL or RPG languages, with IBM - CICS experience.
Company is located in Plymouth and building a new home office in Livonia to accommodate substantial growth.
4½ day work week (7:30 - 4:15 Mon. thru Thurs, 8 - 12 noon Fri.) Excellent fringe benefits. For further information and appointment.
CALL
453-2000

CREDIT CLERK
International consumer electronics company has immediate opening for an individual with approx 2 years credit related experience. Background in retail or warehouse distribution preferred
Magnetic Video is a rapidly growing company offering a pleasant suburban location, competitive salary with an attractive benefit package. Please apply or forward resume to:
Personnel Dept
Magnetic Video Corp
A Twentieth Century Fox Co.
23529 Industrial Park Dr
Farmington Hills, Mich
An Equal Opportunity Employer

CREDIT CLERK - 6 months to 1 year experience, preferably in a credit department in retail or wholesale. Minimum high school, preferably associates degree. Send resume & salary requirements to Box 720, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT - SECRETARY. Southfield leasing company needs girl with 5 years office experience, typing 60 WPM accurately, 3 girl office. Benefits. $800 per month. Call Susan at 557-9100

EASTERN ONION SINGING TELEGRAM CO. needs telephone receptionist with nice singing voice. All hours available. 552-8888

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions. Call 353-3209

EXPERIENCED LEGAL Secretary needed for Farmington Hills law firm. Good typing and dictaphone required. Excellent benefits. Call Linda Wolding 851-5500

EXPERIENCED legal secretary wanted for Southfield law firm. Mag card experience required. Salary commensurate with ability. Blue Cross & dental plans. Call Gerry. 353-7620

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
How would you like a secure future with a large prestigious CPA firm? Bring your administrative talents to our Oak Park office. Outgoing personality is required for this fast paced growing Company also provides full benefit and super work environment. Call Mark.
SNELLING & SNELLING
649-5900

LEGAL SECRETARY
TO $15,000 FEE PAID
Work for prominent attorney in plush Bloomfield office. Outgoing personality is required for this fast paced growing Company also provides full benefit and super work environment. Call Mark.
SNELLING & SNELLING
649-5900

LEGAL SECRETARIES
Tired of going to work, doing the same routine tasks, and seeing the same tired faces? Are you bored and unchallenged? Are you ready for a change? Telephone us. We may be able to help you secure a more interesting & rewarding position. Personnel At Law is actively seeking experienced legal secretaries for various of law firms located thru out the tri county area.
We may be representing exactly the type of opening you have been looking for - find out - telephone us.
Evening appts available. Never a charge to you for our courteous, professional and results oriented service.
assistant. Permanent & temporary positions available.
PERSONNEL AT LAW
3200 TOWN CENTER, SUITE 2080
SOUTHFIELD, MICH. 48075

Southfield	358-0650
Dearborn	322-3140
Renaissance Center	567-0141
Troy	649-2942

LEGAL SECRETARIES
Dear Legal Secretaries:
If you get up in the morning and think I wish I didn't have to go to work today", believe me, it's time for a change in jobs.
Stop being a masochist and do something about it! Isn't your mental health important to you? Why bury your brains out all day long on a job that no longer fulfills you. Do you realize most of us have to spend more 2,000 hours a year working away from home, so you better like what you're doing.
A good job is one where the week isn't long enough, and you resent the weekends that take you away from it. Be yourselves a favor TODAY. Pick up the phone and call Jeanne. It only costs 20¢ and a few minutes of your time. A psychiatrist is a lot more expensive.
If I don't have the job that turns you on, I'll find it for you. We don't grab people into situations they don't want. We keep you out of them.
If you have what you think is a great job, have you bothered to tell your employer thanks?
All fees employer paid.
MANSFIELD & ASSOCIATES, INC.
LEGAL PERSONNEL
900 Tower Drive
Troy, Michigan 48084
879-8832

MAJOR BROKERAGE FIRM looking for Experienced Operations help for new office openings in the Southfield area. Interested Professionals send resume to: P.O. Box 915, Bloomfield Hill, Mich. 48013
Attention Operations Manager.

MATURE Experienced person for Warren Construction Company, payroll, general office receptionist duties. Call before 4PM 369-2000

MATURE people orientated secretary for 1 man 2 secretary insurance office, must have good office skills, good benefits. Southfield Location. 642-7551

MATURE WOMEN
For Telephone Sales To call on established accounts. 5 days, Mon. thru Fri. Apply between 10 AM & PM 25743 W. 7 Mile Rd., corner Beech Daly.

OFFICE EXPERIENCE only.
Good basic skills. Typing, spelling, extensive manual work with numbers, filing, and light correspondence. Send resume to P. O. Box 217, Hazel Park, Michigan, 48030

OFFICE MANAGER - Experienced for Mt. Clemens law firm. Must be strong in counting/bookkeeping experience. Send resume to Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER ENTRY
Take incoming phone orders Process on CRT terminal. Type 45 to 50 wpm Phone skills important. $135 a week plus commission. Troy location. Excellent fringes. Contact A. Henderson
588-2920, Ext. 202
An Equal Opportunity Employer

PART TIME bookkeeper/general office, 2 person office of successful small manufacturer. All offices are kept by bookkeeping functions thru trial balance. 20-30 hours per week. Bloomfield Daly/Schoolcraft area. Send brief resume to 25575 Glendale, Redford, Mich., 48239

PART-TIME BOOKKEEPER Trainee for Farmington Hills firm. Good math aptitude required 553-4117

PERSONNEL CONSULTANT
Livonia and Southfield branches of major employment agency are adding to their staff. We need mature, self motivated persons for challenging public contact job. Our ad agency experience helpful. Beautiful offices, excellent commission plus friendly work environment. For a personal interview, call your nearest branch.
LIVONIA MS DWYER
522-4210
SOUTHFIELD MS. ROBERTS
353-0505
PERMANENT STAFF

POSTING CLERK - Friendly office. Manual posting experience. Type 60 Variety spot. Benefits $10,600

PROFESSIONAL SECRETARY
Full time, experienced secretary needed. Must have excellent typing & communication skills. Word processing, dictaphone experience helpful. Send resume to Yvonne Leonard, Photon Sources, 12163 Globe Rd., Livonia, Michigan, 48150

RECENT SECRETARIAL school graduate, one girl office, good starting salary & other benefits. Redford area. 592-0533

504 Help Wanted Office-Clerical

RECEPTIONIST/PART Time, light bookkeeping & typing. $350 per hr. Hours 9AM-3PM. Call Planned Marketing & Advertising. 646-6810

RECEPTIONIST
Dynamic real estate office looking for a bright personality and good typing skills to fill our front desk position. Pleasant surroundings and great people. Call Joe Durso. 261-1400

RECEPTIONIST WANTED full time. For plastic surgeon in Troy. Experience required. Salary negotiable. 362-2030

RECEPTIONIST & typist, experienced, for general office work. Must have experience in Blue Cross/Blue Shield billing. Southfield. 371-0336

RECEPTIONIST/TYPIST - CPA firm in Prudential Town Center has immediate opening for front office position. Good starting salary for at least 1 year experience. Congenial staff. 352-1027

RECEPTIONIST - Real Estate, prominent position for a sharp young lady with a bubbly personality. Typing and secretarial duties. Hours 9-5 PM, Monday thru Friday. $150 per week and profit sharing. Call Don Wolfe for interview 421-5660.
Harry S. Wolfe
RECEPTIONIST

Pleasant front desk variety position. If you enjoy customer contact and diversification, this is for you! Accurate typing and a little figures work experience. Start at $750.
353-2090
SNELLING & SNELLING
PERSONNEL

RECEPTIONIST
MEDICAL
Part time position available for Receptionist in the Family Practice Center to work 20 hours per week during afternoon and early evening hours. Qualified candidates must have minimum 1 year medical receptionist experience and type 35 wpm accurately. Excellent salary and fringe benefits offered including fully paid Blue Cross/Blue Shield with Master Medical and Prescription Drug Rider. Apply only at Employment Office Mon.-Fri., 9 AM. - 3 PM.
PROVIDENCE HOSPITAL
Fisher Center
22500 Providence Dr.
Southfield, Michigan
An Equal Opportunity Employer

SECRETARIAL POSITIONS
In all suburbs
CDI Temporary Services
559-7516

SECRETARY/BOOKKEEPER
5 years experience required. To work closely with the controller of a plastic manufacturing company. 835-8250 week. Inquire A-Line Plastics, 26880 Grand River, Farmington Hills. See Jean Dacus

SECRETARY
CPHA is currently seeking an experienced Secretary to work in our Research & Statistics Department. The ideal candidate will possess good organization skills and an attention to details. Must be able to type 55 WPM. We offer excellent benefits and starting salary from $16,000. Apply in person or call for an appointment.
CPHA
1968 Green Rd.
Ann Arbor, MI 48105
769-6511
Equal Opportunity Employer M/F

SECRETARY: Exec's own Domestic & International consulting firm. Variety of skills for variety of machines. Will train. NW Hwy./12 Mile. 353-6672

SECRETARY - Farmington Hills company involved in construction industry seeking secretary to handle office duties. Typing, filing, phone. $750. Start immediately. 855-1448

SECRETARY for law office, high pay, 20 hours per week. Loving environment. Southfield. 358-5610

SECRETARY
For Law office, approx. 20 hours per week. Loving atmosphere. Southfield 358-0410

SECRETARY For Troy law firm. No legal experience necessary. Proficient with dictaphone & typing speed 70 WPM. Salary open, good fringe benefits. Phone 879-3150, ext. 212

SECRETARY, GIRL FRIDAY
For prestigious firm. Must have typing skills and be well organized. Salary commensurate with experience & ability. Call Mr. Lewis, 557-4550

SECRETARY-GIRL FRIDAY
Part time. Good typing skills
Haggerty/3 Mile area
464-6411

SECRETARY - Legal experience and above average skills earn you great benefits. A plush office and a salary of $12,740. Snelling & Snelling 559-2450

SECRETARY
Manufacturing firm in the N. Woodward area is seeking a competent and mature secretary to provide the complete clerical support for the Planning Group staff function in the Presidents office. Above average skills are essential in typing, dictaphone, organization and communications. Some shorthand is desired.
We offer salary growth based on merit, comprehensive employee benefits include Dental and Vision care, plus a professional work environment. For confidential consideration reply by resume include current salary to Box 718 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Multi national subsidiary of a Fortune 500 Company is seeking an individual with approx 5 years secretarial experience. Successful applicant must be capable of accurately typing 70WPM and taking dictation at 90WPM. Prior experience in a sales or marketing environment preferred.
We offer a pleasant suburban location, competitive salary with an attractive benefit package including a comprehensive dental program. Please apply or forward resume to:
Personnel Dept
Magnetic Video Corp
A Twentieth Century Fox Co.
23529 Industrial Park Dr
Farmington Hills, Mich
An Equal Opportunity Employer

SECRETARY needed for Southfield law firm. Excellent typing a must. Legal background helpful but not necessary. 559-4210

SECRETARY PLUS .. Consumer Research Firm seeks bright, energetic individual with strong typing skills (Min. 70wpm). Will train for additional research responsibilities. No experience required but should be comfortable working with numbers. Start $1,000 & Up. + benefits with great potential. 31 Mile Southfield. 559-2955

504 Help Wanted Office-Clerical

SECRETARY
Northwest firm requires competent & well organized person for busy office. Receptionist duties. Prior experience. Salary $13,000 plus benefits. Fee Paid.
Call 552-8320
Assoc. in Personnel
17350 W. 10 Mile, Southfield

SECRETARY/RECEPTIONIST for the president of a growing engineering net work firm. Two-three years experience. Minimum 75wpm typing, dictaphone and good communication skills. Send resume to Tony Durham, Computel Engineering Inc. 29551 Greenfield, Southfield, Mich., 48076, or call 559-8577
Equal Opportunity Employer M/F

SECRETARY
Suburban advertising agency seeks experienced secretary for diversified duties. Must be well hard you this opportunity with good salary. Beautiful working environment. Fee paid
PERMANENT STAFF
TROY 362-4004

SECRETARY - Troy area sales office. Good typing & shorthand a must. Applicants only. Call during business hours, 9am-5pm. 362-1350

SECRETARY
$11,000 TO START
FEE PAID
Prestigious firm needs you to be top Assistant. Excellent benefits. Mr. Pio
Snelling & Snelling
336-7400

SECRETARY
$13,500 PLUS
Legal firm looking for sharp Secretary to train. Fee paid. Call Brigid.
Snelling & Snelling
336-7400

SECRETARY. Good shorthand and typing. All-around office procedures. Reply to Box 716, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SERVICE
SECRETARY
Excellent opportunity at expanding Farmington Hills company for self motivated person with good typing. Diversified & challenging position in beautiful sales office. Generous starting salary $850-$975, first raises, full benefits, very promotable & company pays our fee. Call for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

SHARP, mature, organized woman with general office experience. Good typist, bookkeeping knowledge required. Non smoking office. Walled Lake 624-5715

SOUTHFIELD AREA firm is looking for a Self-Starter with Financial background & some CRT experience to fill a Typist/Receptionist position. Call Debbie, between 9AM-4PM. 552-9650

SOUTHFIELD - Secretary, part time, leading to full time, experienced in mortgage company or real estate. Must be a notary public.
Suburban Mortgage Co. 642-2850

SUPER
SECRETARY
FEE PAID, $11,000 PLUS
Be part of a professional team. Put your good skills and know how to good use. Company offers variety, good location, and prime benefit package. Call Carol Lee
SNELLING & SNELLING
649-5900

Temporary
Assignments
Close To Home
SR. TYPISTS
LEGAL SECRETARIES
WORD PROCESSORS
Call For Appointment
Suburban
Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

TYPIST - Part time - 8am-3pm IBM composer. Artech, Inc., 32560 Schoolcraft, Livonia. For appointment.

WORD PROCESSING TYPIST
Bright, fast, accurate To train on
Vydec equipment. Call 10 to 2 for appt.
Paid to train Ask for Manager, The Waffle House, Southfield 357-2001

504 Help Wanted Office-Clerical

Temporary
Opportunities
KELLY SERVICES has immediate temporary assignments available for TYPISTS, DICTAPHONE & STENOHAND SECRETARIES, WORD PROCESSORS & SWITCHBOARD OPERATORS are needed. We offer top assignments, merit increases, and paid vacation. If interested, call for an 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 1001)
362-1180
2239 S. Telegraph
Bloomfield Hills
642-9650
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

TYPING
Errorless, general and statistical typing, envelopes stuffing, etc. Westland area 728-4974

WORD PROCESSOR
Insurance company located in Southfield seeks individual experienced in operating automated typewriters and word processing equipment. Working knowledge of Xerox 850, 860 or similar machine. Must be able to transcribe from dictaphone and possess excellent language and typing skills. Competitive salary and full paid benefit package. Call 557-2200, Ext. 254
Equal Opportunity Employer M/F

505 Help Wanted Food-Beverage

APPLICATIONS now being taken for; Waitresses, Barmaids, Bushboys, Dishwashers, Cooks & Hostesses. Apply at 38410 Grand River, Farmington

APPLICATIONS being taken for Waitresses & Barmaids, Grand River Area. Call between Noon & 2PM. 531-9339

BARMAIDS, Waitresses (costumes), no varsities! & challenging position in beautiful sales office. Generous starting salary $850-$975, first raises, full benefits, very promotable & company pays our fee. Call for a personal interview.
PERMANENT STAFF
SOUTHFIELD 353-0505

CARLOS MURPHY'S
is now accepting applications for full and part time employment. We offer a full company benefit program including paid vacation and insurance. Experience is not a necessity as we have a full training program for each position. The following positions are now accepting applications:
Cocktail Waitresses
Prep Cooks
Line Cooks
Hosts
Apply in person between the hours of 2:30-4:30pm
Monday thru Friday
Carlos Murphy's
29244 Northwestern Hwy.
Southfield, Michigan
Corner of Northwestern & 12 Mi.
M/F Equal Opportunity Employer

COOKS - short order, minimum 3 years experience. Apply in person. Rams Horn, 28200 W. 12 Mile, Southfield.

DAN'S SUBMARINES, FARMINTON Position available evenings and weekends. Ideal for student. Minimum 18 yrs 476-7055

DAY-TIME PORTER & DISHWASHER Must be 18 or older. Apply in person. Farmington Elks, 23600 Orchard Lake Rd., Farmington Hills

ENTERTAINMENT OPPORTUNITY - dishwasher and cleaners, full or part time, 18 yrs. or older, must be willing to work weekends, apply in person between 3-5 Arby's, 25915 Southfield Rd. 559-4739

EXPERIENCED BAR MAID And Waitress. Apply in person 255 Pierce 258-2255

EXPERIENCED COOK To work Friday & Saturday nights, other days are available. Apply in person 8-4 Ask for Paid to train Ask for Manager, The Waffle House, Southfield 357-2001

506 Help Wanted Sales

Real Estate One presents you with a rare opportunity to begin a challenging career right here in the Farmington area, or we'll help place you in any one of our other 120 offices.
One time only you'll learn how you can attend our nationally recognized training school, work with professionals and earn the money you're worth. So make your reservation now. Call 477-1111. Make a great move with Real Estate One.
ONE NIGHT ONLY!
Real Estate One
REAL ESTATE ONE
CAREER SEMINAR
THURSDAY
MARCH 5th, 7:30 p.m.
An Equal Opportunity Company

TYPIST RECEPTIONIST

Position in main office of large retail corporation. Should type 55-60 WPM with accuracy. Will type lists and sales reports each morning, file paid invoices and other business records. Will act as relief receptionist daily.

We offer good salary, an outstanding company paid benefit program, plus protected parking. Call:

835-9500 EXT 242

BORMAN'S INC.
(Farmer Jack Supermarkets)
12300 Mark Twain, Detroit
(between Plymouth Rd. and Fullerton)
Equal Opportunity Employer

Secretary
(Personnel Function)

Multi-national corporation located in the western suburbs, is seeking a Secretary for its Personnel Department. Responsibilities include: employee benefit plan administration, typing and shorthand. This position reports to the Director of Personnel. Experience in a personnel department is preferred. We offer an excellent salary and a complete employee benefit package. For consideration, forward a resume to:
Box 688
OBSERVER & ECCENTRIC
36251 Schoolcraft
Livonia, Mich. 48150
An Equal Opportunity Employer

SECRETARY

For busy sales office of a national computer company. Minimum of 3 years experience, preferably in a sales environment. Should have the ability to work as the only secretary with minimum of supervision. Excellent typing skills and shorthand/speed writing required.

This is a permanent position with full company benefits. Send a resume which includes current salary to:

Angelo Milicia
SYSTEMS
ENGINEERING LABORATORIES
21411 Civic Center Drive
Mark Plaza — Suite 202
Southfield, Michigan 48075
(313) 352-1200

504 Help Wanted Office-Clerical

TECHNICAL CLERK TYPIST

Major communications company is looking for a temporary Technical Clerk Typist with accurate typing, above average spelling, and knowledge of Graphic industry. Position requires frequent client contact by phone and in person. Please send your resume in confidence to:

BOX 726
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, Mi. 48150
An Equal Opportunity Employer M/F

SECRETARY

Division President needs Secretary with multiple skills who likes variety, heavy accounting type detail, and hard work. Must be able to work with customers, shop foreman and corporate top executives. Flexibility is a must. Aptitude for costing and charting is invaluable. Average Secretary skills are acceptable if other qualifications are met. Send resume to:

TWIN PANE DIVISION
OF PHILIPS INDUSTRY
31251 Industrial Rd.
Livonia, MI 48150

506 Help Wanted Sales

CAREER SEMINARS
NO COST OR OBLIGATION

The Decade of the 60's will be the most lucrative time for Real Estate Sales in history. More people will be moving. Investing in, and buying Real Estate than ever before.
Modern Real Estate marketing will prove to offer a career that is unparalleled in financial and personal rewards.
You are Invited To Attend
an informal seminar to discuss the opportunities and advantages of a Real Estate Career. Coffee and Conversation.
Saturday, March 7 . . . . . 10:30 A.M.
Wednesday, March 11 . . . . . 7:00 P.M.
Saturday, March 14 . . . . . 10:30 A.M.
For information and reservations call 478-6000
Century 21 33312 Grand River
¼ Block E. of Farmington Rd.
Hartford 414 Inc. In Downtown Farmington

YOU ARE INVITED TO A "CAREER NIGHT"

No matter what your background, you too can become a success in Real Estate
LEARN WHAT REAL ESTATE OFFERS YOU
- Personal Recognition
- Unlimited Income Potential
- Opportunities for Advancement
- Flexible Time Schedules
- Personal Investment Opportunities

LEARN WHAT CENTURY 21 OFFERS YOU
- Advanced Sales Training
- Massive Advertising Programs
- National Referral System
- Dynamic Sales Training

LEARN HOW YOU CAN GET STARTED
- Help with Selecting a Broker
- Pre-License Training
- 2 & 1 Sales Training
- Individual Attention

PLUS
Your opportunity to meet and talk with the Broker on a friendly, informal basis at no cost or obligation. Just stop in for pizza, pop, and a short discussion.
Date: Thursday, March 5, 1981
Place: 14028 Telegraph (corner of Schoolcraft - Tel-Craft Shopping Center)
Time: 7:00 p.m.
537-6808
Century 21
Your Real Estate, Inc.

O&E