EMPLOYMENT

502 Help Wanted Dental-Medical

NURSES — NO FEE

RNs, LPNs

Learn Why Thousands Of Nurses Nationwide Have Joined Staff Builders

At Staff Builders your needs come first. You'll work on challenging assignments and always on your own schedule. Have a varied nursing career plus plenty of time for your personal life too. Also:

- Top Hourly Rates
- Paid Vacation Plan
- Health/Life Insurance
- Malpractice Insurance
- ANA approved Continuing Education Program

staff builders Health Care Services

22255 Greenfield, Southfield (313) 557-9500

Equal Opportunity Employer M/F

NURSES
NURSES AIDES
HOME HEALTH AIDES

Immediate cases available in hospitals, nursing homes, and private homes. For full or part time, good pay and benefits.

Quality Care
Ann Arbor 996-1051
Dearborn, 274-3209
Detroit 643-0311

502 Help Wanted Dental-Medical

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-5PM, at:

CAMBRIDGE NURSING HOME, W.
18033 Beech Daley. 255-1010
An Equal Opportunity Employer

RN'S
To $25,000/Yr.
WESTERN SUBURBS

Immediate openings in major westside Detroit & suburban facilities.

Call Today For An Interview

MED-STAFF
557-2505

SOUTHFIELD AREA
Mature woman, medical billing office, typing necessary. Mon. thru Fri. 8-3-5. 559-5808

SOUTHFIELD Ear, Nose & Throat office needs experienced girl 35 years & over for front office. Must know pegboard, dictaphone & all insurance. Work hours will be Tues & Thurs. 9-5pm. Salary open. For appointment call Mon thru Fri 8-4:30pm

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

WESTLAND PODIATRIST needs office assistant, apply in person, 37082 Glenda wood, ask for Margie 728-4300

X-RAY TECHNICIAN, experienced, full time, Redford area. Call and ask for Theresa. 531-6300 ext.302

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE - aggressive, hands on, hard worker for office & customer follow-up. Experience in aircraft industry a plus. Immediate position. Aero Trims, 15850 Wahrman Rd, Romulus.

ACCOUNTING CLERK Southfield company seeks individual willing to expand within the department, typing & office machine experience helpful. Company paid fringe benefits, Monday through Friday 353-6218

ACCOUNTING CLERK
FERNDALE AREA
1 year minimum experience in Accounting Department, time-card background preferred, bookkeeping schooling, figure aptitude. Mature only.

ACCOUNTING CLERK - ROYAL OAK
Good accounts receivable experience, bookkeeping machine background a plus. 40 typing. Paid benefits. Fee Paid.

KEY PUNCH
Card system - 129 A & N, 85 range per hour. Full benefits including Dental. 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 raises. Full benefits including tuition, dental and optical. Fee Paid.

SECRETARY TO TREASURER
WARREN
Must have excellent typing, good knowledge of bookkeeping, shorthand preferred, able to do stat. typing. Must be sharp, have good grammar & spelling. $12,000 range. Good Benefits. Fee Paid.

BETTY HAMIL PERSONNEL
424-8470

ACCOUNTING dept. clerical, part time. Primary functions input to payroll data processing & other computer data input. 255-1200

ACCOUNTING

Typing and two years general accounting experience required. Knowledge of data processing preferred. Excellent benefits

FARMINGTON AREA
478-0100

ACCOUNTS PAYABLE CLERK
Needed for large dept. employee in Troy. Accounting or bookkeeping background required. Salary determined by experience. Contact Terri or Linda from 9 AM to 4 PM at:

ACCOUNTS PAYABLE: typist. Bookkeeping and excellent typing a "must". Immediate full time opening. Telegraph/7 Mile Rd. area 533-7007

ACCURATE TYPIST
Needed with good spelling to work in our negligence department. Southfield area. 559-4210

ACCURATE TYPIST
Some Dictaphone. Must type 60 wpm. Excellent hours and benefits. Southfield location. Please call Edna Fields for appointment 357-1600
An equal opportunity affirmative action employer.

APPLY NOW

We need your office skills.

Senior Typists
Junior Typists
General Clerks

Many jobs available in your area. Applications taken by appointment only between the hours of 9am-4pm Mon. through Fri. except 12 noon to 1pm.

Somebody Sometime

TEMPORARY HELP
17322 FARMINGTON RD.
(In Burton Executive Park)
525-5170

504 Help Wanted Office-Clerical

ASSISTANT BOOKKEEPER
Accounts payable, accounts receivable, typing. Full time. Birmingham area. Call 9am-12 noon. 646-9700

ADMINISTRATIVE ASSISTANT
Responsible position requires good organizational & clerical skills. Experienced with dictaphone & data entry helpful. Call Doug Hill. 478-9000

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 & GENERAL OFFICE - through trial balance. Pegboard experience. Livonia based construction company. CPA recruiting for client. Send resume to: Bookkeeper, 29200 Vassar, Suite 224, Livonia, Mi. 48152

BOOKKEEPER/OFFICE MGR.
Construction company in Southfield seeking career oriented individual to run its office. Experience preferred. Hard working & ambitious 851-5450

BOOKKEEPER
Responsible self-motivated individual needed for our office in the American Center Building. Experienced through trial balance, payroll, payroll taxes, typing. Write to Box 758, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

BOOKKEEPER - SECRETARY
Part time, small office in Bloomfield Hills, experience & references required. Call M. Grimaldi 645-2060

BOOKKEEPER
Successful Livonia company needs full time experienced bookkeeper to handle responsibility for entire set of books. must be ambitious, self motivated, and able to handle light typing and other related responsibilities. Immediate opening. Send resume to:
Box 788,
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER wanted. Full charge, take over person. Must be experienced in accounts receivable, payable and posting journals. Excellent benefits. West Detroit area. Send resume and salary requirements to Controller, P. O. Box 10139, Detroit, MI 48210

BOOKKEEPING ASSISTANT
Pegboard system, experience required. Call for interview. Index-o-matic. 476-5342

CLERICAL - Frettter Appliance has an opening for a mature person in clerical department. You'll be responsible for inputting data into CRT, typing shipping papers. Apply in person. 35901 Schoolcraft, Livonia, between 9am-4pm Mon thru Fri.

CLERICAL

Permanent part-time position available immediately in our new small medical gas distribution branch for general clerk with some office experience. 4-6 hours a day - 5 days a week. Arrival and departure times flexible.

Must have numerical aptitude and be capable of handling customer phone calls and handwritten billing. Ability to operate 10-key calculator and light typing skills required. We are a leading national company in the medical gas and equipment field

Good salary with regular wage reviews and many company paid benefits Paid vacation this year and 11 annual holidays. For an interview appointment, call John Kane, Branch Manager, 9-12 daily, except Tuesday.

422-6130
PURITAN-BENNETT CORP.
33326 Glendale
Livonia, Michigan
Equal Opportunity Employer M/F/H

CLERICAL
Position Available

In Southfield, must be experienced in general office work.

Car Necessary

Call 557-7711

Olsten
Temporary Service
Equal Opportunity Employer M/F/H

CLERICAL

We have immediate openings for individuals to assume clerical positions in our accounting division. Individuals must possess accurate typing of 40 plus wpm and good Math aptitude. A complete benefit package is offered. Interested applicants should CALL during the following hours.

Tuesday 9-11AM or 1-3PM

661-7145

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27155 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.

Equal Opportunity Employer M/F/H

CLERK
RADIO DISPATCHER

W. Bloomfield Twp., has an opening for a clerk-radio dispatcher in its police department. Applicants must have a good speaking voice, good clerical skills and be able to work rotating shifts including weekends, weekends and holidays. Thorough background and reference check. Salary $12,184.80 per year to start plus liberal fringe benefits. Please apply no later than 5PM, March 23, 1981, at W. Bloomfield Twp. Hall, 4640 Orchard Lake Rd., W. Bloomfield. 626-1311

CLERKS
TYPISTS
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

You name, no fees, work near your home.

"SOUTHFIELD OFFICE"
569-8290

Matchmakers Office Services

Detroit 965-3028
Madison Heights 398-4350

CLERK - TYPIST, General. Good wages for qualified person. H.V.S.E. 24 year old prestigious corporation. Ma. Green, Personnel Dept. 552-9200

CLERK TYPIST
Individual should have typing skills of 55 wpm, previous office experience and other statistical typing.
We offer a competitive salary and fringe benefit package to the successful candidate. If qualified, contact Sue Cebali at:

FLORISTS TRANSWORLD DELIVERY ASSOCIATION
355-5500, Ext. 253
An Equal Opportunity Employer

CLERK TYPIST
Will also answer phones. Full time. $4.90 an hour to start. Must be 18 years or older. Call for appointment, Monday thru Friday, 10am-4pm. 543-8611

504 Help Wanted Office-Clerical

CLERK TYPIST PART TIME

Southfield firm's personnel department needs an energetic person to help out. Must have good typing skills and enjoy a variety of clerical duties. Flexible hours. Approximately 20 hours per week. Generous hourly wage. If interested call:

352-2500, Ext. 286

An Equal Opportunity Employer

COMPUTOR PROGRAMMER/Analyst. RPG-2. 3 or more years experience with exposure to communications for service bureau environment. Location City of Plymouth. Send resume and salary requirements to Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR
FEE PAID TO $14,500

Organization is the key to success in this spot as Assistant to area VIP. Shorthand a must, handle budget and schedule flows for priority projects.

562-8900 649-4144
Your New Boss Pays Our Fee
HARRIET SORGE PERSONNEL

DEPARTMENTAL SECRETARY III

Redford Twp. is accepting applications for the above position.

General description: Performs all confidential secretarial functions in accordance with generally accepted policies and practices, where a high degree of all secretarial skills are required.

4 years of office experience. Typing ability required: 60 wpm, shorthand 80 wpm.

Closing date for application is 3-23-81.

Complete job description can be secured at Redford Township Civil Service Commission, 15145 Beech-Daly, Redford, Michigan, 48239.

Equal Opportunity Employer M/F/H

EXECUTIVE ASSISTANT

This energetic team needs a super Secretary to keep up with them. Excellent typing and dictation equipment experience required. Plush Southfield offices. Generous compensation package. Send confidential resume to Mr. Philips, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

Executive Secretary

National marketing president is experienced Secretary to work as his personal Secretary and Girl Friday. Starting range $15,000-$20,000, depending on qualifications. Exciting opportunity for right person. Please send resume to Box 754, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand. Southfield area. Pleasant working conditions. Call 355-3209

EXECUTIVE SECRETARY
$16,000

Sophisticated communication skills for this exciting Bloomfield location. Fee paid and excellent benefit package. Ask for Brigid

Snelling & Snelling
336-7400

EXECUTIVE - secretary for patent attorney, Southfield firm, excellent skills & word processing experience, benefits, $14,000 Fee paid

SECRETARY - to VP, typing 70 WPM, shorthand 100, diversified duties, Troy firm, $14,400, fee paid

TYPIST - 60 WPM, financial background, 4 stat typing experience, Southfield firm, $725, plus benefits, fee paid

LOIS RAY PERSONNEL
559-0560

EXPERIENCED BOOKKEEPER
Southfield consulting firm needs a hard-working, detail oriented person (Trial Balances) Bookkeeper. Salary position offers excellent fringe benefits, send resume to:

T. Maxwell,
Clayton Environmental Consultants,
25711 Southfield,
Southfield Mich 48075

EXPERIENCED SECRETARY assistant desired with future growth in mind. Medical experience helpful. Full time, flexible hours. Contact Ira 9am-5pm, Doctor Medical Resale 559-4667

EXPERIENCED - Typing, filing & have knowledge of Office Equipment. Oak Park area. 549-3200

GENERAL OFFICE/GIRL FRIDAY
For Rochester firm.
One Yr. experience preferred.
Call 656-0010

GENERAL OFFICE position, full time, some experience necessary. Rochester location. Call Jerome at 852-6600

GENERAL OFFICE - permanent part time, Birmingham, Mon. Wed. Fri. 10-3. Mature lady preferred. No secretarial, for manufacturer's rep. 645-1035

GENERAL OFFICE skills required, major corporation, W. Bloomfield Location Call 851-4190
An Equal Opportunity Employer

GENERAL OFFICE Help, full time. Must type and should have some bookkeeping background. Apply Fine Lake Country Club, 3300 Pine Lake Rd., Orchard Lake.

GENERAL OFFICE

Previous experience and ability to handle detail, records, good typing and communication with customers. Interesting and varied. Nice office located in Farmington Hills & Farmington. 3 days a week. Office experience required. Phone for appointment.

553-3100

INDUSTRIAL DISTRIBUTOR has opening for order desk, general office work & typing. Good phone voice, customer relations, salary commensurate with experience. For appt. call 358-2600

INSURANCE AGENCY
W. Bloomfield. Commercial lines experience preferred
851-8808

INSURANCE AGENCY in Southfield seeking experienced Film & Header Owner Policy Rater-Typist. Full-time salaried position. Call 352-5318

INSURANCE AGENCY in Southfield needs good typist for bond department. Excellent opportunity to learn, fringe benefits. Prefer recent high school graduate. Call Mrs Williams 352-7355

INSURANCE SECRETARY

You will be appreciated in this pleasant suburban agency. Commercial experience a plus. $12,480 and up, plus excellent benefits. Call Jo Smith.

353-2900
SNELLING & SNELLING
/PERSONNEL

INVESTMENT
EARN $175 WEEK

Invest in your future with this super opportunity. Excellent position in busy suburban office. Fabulous benefits and much more. Some office experience and good typing required. Call Sue.

SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

KELLY GIRL EMPLOYEES

Enjoy profitable temporary office assignments. We have immediate openings for TYPISTS, SECRETARIES, WORD PROCESSORS, & SWITCHBOARD OPERATORS. We offer top pay rates, top assignments, merit increases and paid vacation plan. If interested call for an appointment Mon. thru Fri., between 9 AM. and 3 PM., at the office nearest you.

29449 W. 8 Mile, Livonia
522-4020

4000 Town Center
(suite 1225)
Southfield
352-7490

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

2239 S. Telegraph
Bloomfield Hills
642-9650

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

KEYPUNCH OPERATOR

FTD has an opening for a Keypunch Operator with one year experience or recent training from a Keypunch School. Experience on Entrex or other key-to-tape equipment a must. If qualified, contact Sue Cebali.

FLORISTS TRANSWORLD DELIVERY ASSOCIATION
29200 Northwestern Hwy, Southfield, Mi 48037
355-9300, ext. 253
An Equal Opportunity Employer

LEGAL SECRETARY - experienced for Southfield firm. Must have knowledge of pleadings, legal forms, excellent typing skills & shorthand. Salary & benefits commensurate with ability & experience. 559-2570 557-5455

LEARN LEGAL

Law firm will train a good typist of 70WPM and dictaphone. Variety job, pitch in and help others. Company pays entire fee. Salary $800 and benefits. Hurry on this one. Call.

PERMANENT STAFF
SOUTHFIELD 353-0505

LEGAL SECRETARIES

Success in our business is based on our ability to introduce legal secretaries to law firms on each level of legal skills for each other. We have been effective. By doing this for several years now. Our list of satisfied clients is long.

In the relaxed atmosphere of our office we will objectively discuss the wide variety of positions we are representing that fit your background and desires about where you would like to work with. You decide which offer of employment is right for you. When we share our contacts with you, changing positions can be that simple.

Call, come in or drop a note. After hours and weekend appointments are available. There is never a charge to you for our services and professional placement assistance.

PERSONNEL AT LAW
3100 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH. 48075

Southfield	358-0060
Dearborn	582-3340
Renaissance Center	567-0141
Troy	649-2045

LEGAL SECRETARY for Troy firm. Previous general practice experience required. Salary negotiable. Fringes 642-6654

LEGAL SECRETARY
2 Yrs. experience for Rochester firm. Accurate typing and letter composition a must. Call 656-0010

LEGAL SECRETARY - part time, Bingham Farms law firm. Must have excellent typing & dictaphone skills. Call Bettye 644-5400

LEGAL SECRETARY experienced, excellent typing skills, for general practice in Troy law firm. Call Gemma 645-9490

LEGAL SECRETARY for Southfield attorney, good skills preferred, may card bookkeeping & time keeping helpful. Blue Cross, pleasant office & surrounings for self starter. 357-4600

LEGAL SECRETARY
Bloomfield Hills law firm, seeks well qualified legal secretary, excellent shorthand & typing skills with litigation experience required, salary & benefits commensurate with experience.
Contact Mr. Lynch 259-5220

LEGAL SECRETARY
$14,500 PLUS FEE PAID

Work for prominent attorney in prestigious firm. Wide variety of duties, including word processor. Fine benefits and excellent growth potential. Mark

SNELLING & SNELLING
649-5900

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

MORNINGS FREE? Afternoons free? Surety Federal Savings job share position for you. If you can type 60 WPM, have previous office experience and can work 9AM-12:30PM or 12:30PM-4PM, come in to apply at 27255 Lahser Rd. in Southfield

NEEDED

Stat typists, Sr. typists, word processors. We need reliable people who have good skills and are quality performers. Short & long term assignments for Livonia, Farmington & Southfield areas.

Call For Appt.

MANPOWER
TEMPORARY SERVICES

Livonia	478-1130
Troy	585-5595

OFFICE ASSISTANT
Birmingham area, 5 days a week 9am-5pm. Some typing, filing & bookkeeping. Previous experience not essential. Full benefits. Reply to Box 768, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP needed. Answer 8 phone lines, typing, filing, invoicing, purchase orders, posting. Steel warehouse. Plymouth. $4.00 an hour. Call Kathy. 478-7060

OPTICAL DISPENSER - Retail optical department. Need experienced Dispenser. Salary, plus incentive program. 477-2863
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE MANAGER
Industrial real estate firm located in Southfield desires a secretary with a 2 gal & 5 man office. Qualified individual should have knowledge of payroll disperusement and taxes as well as general secretarial experience. Excellent typing a must with shorthand desirable but not required. Salary commensurate with experience. Send resume or telephone calls please). Geoffrey M. Eaton, 31731 W. 10 Mile Rd. Suite 237, Southfield, Mich. 48075

OFFICE - manager for national company. Review contracts & orders, handle personnel, budgets & interface with salesman. Management experience a plus. $21,000 & benefits, fee paid

BOOKKEEPER - $15,000 to $20,000, full charge, 5 years experience a plus, preferred for established suburban company, full 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

OFFICE TRAINEE

$150 to $250 per week
Superior verbal and written skills, type 45 WPM.
Call Mrs. Sadler
FOR: Personnel Recruiters
358-3300

OUTGOING SECRETARY
$10,400 PLUS-FEE PAID

Tuition refund, friendly staff and advancement. Put your organizational to work as Secretary in Department Head. Lots of variety in this aggressive firm. Call Mark now.

SNELLING & SNELLING
649-5900

PART TIME Bookkeeper for small business, hours flexible. Farmington Area. Type of Business. 474-6243

PART TIME General Office work, 3 or 4 days a week, 4 hours a day, hours flexible. Apply in person Libraries Plastics, Inc., 24492 Indoplex Circle, Farmington Hills, near Grand River & Drake.

Part Time - Inventory Clerk
Flexible hours. Typing ability helpful. Call Mr. Conners for appointment.
353-9000

Art Moran Pontiac GMC, Inc.
29300 Telegraph
Southfield, Mi.

PART TIME - permanent secretary for life insurance company. Call Mr. Ostrander, 32150 W. Big Beaver, Troy, Mi 48084

PBX OPERATOR

with receptionist experience in a hospital or clinic. Available for part time and full time work assignments on day and afternoon shifts. Some weekends. Apply Human Resources Department, Contact Personnel office.

KINGSWOOD HOSPITAL
18300 W. 10 Mile Rd.
Ferndale, Mi 48220

PERMANENT part time, 2 days week, full charge bookkeeper for busy builders office in Southfield
Call after 9:30 am 559-7881

PERSONNEL Secretary wanted for Bloomfield Hills executive, send resume including salary requirements to: Box 756 - Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POLICE CLERK - City of Huntington Woods. Secretarial skills required Must handle police and fire phones, radio dispatch and a variety of desk duties. Apply: Human Resources Dept. of Public Safety, 12755 W. 11 Mile, Huntington Woods Starting salary $12,530.

RECEPTIONIST
Troy Real Estate Company needs receptionist for front desk, personality spot. Light typing required. Call between 9am-5pm for appt. 362-3333

RECEPTIONIST/TYPIST, General office skills, 55WPM, 9AM-5:30PM Monday through Friday, pleasant office in Northville, for interview call Linda After 12 Noon. 349-7010

RECEPTIONIST-SECRETARY
Fast paced Southfield office needs mature person with 5 years experience. Typing 60-70WPM, shorthand-100WPM, good office skills required. Salary plus BC-BS. Send resume to P O Box 2113, Southfield 48037

RECEPTIONIST/switchboard operator Light typing, lovely office, near Silverdome. Experience a plus, full benefits. Send confidential resume & other salary requirements to box 776 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
SECRETARY
$10,000 PLUS FEE PAID

Creative suburban firm offers you a variety of duties, excellent benefits, and a 4-1 benefit package. Call Sue Lail long, so call me today. Carol Lee.

SNELLING & SNELLING
649-5900

Sales Secretary

Southfield (8 Mile - Telegraph) Sales office needs experienced Secretary with good skills to handle phone contact with existing customers. Must be well organized and willing to learn all aspects of our business. Shorthand desirable. Salary based on experience. Good benefits. Excellent working conditions.

COMTEL CORP.
31323 Hilltop
Southfield, Michigan
358-2505

SECRETARY
Executive search firm in Southfield has immediate opening for a professional executive level secretary with experience in office organization, typing, filing, bookkeeping, and other general office duties. Individual must have excellent communication skills and be able to deal effectively with clients. Excellent salary and benefits to include dental insurance. Call or send resume to: Mary Ryan,

CORPORATE SEARCH INC.
3000 Town Center, Suite 2220
Southfield, Michigan 48075
352-4980

SECRETARY - for law office, 9 am - 3 pm or flexible hours. Some experience necessary. 525-2550

SECRETARY, part time. Some shorthand and typing. Afternoons, 4-5 hours per day. Personnel interviews only. Ask for Mr. Don Slater. Slater Wall Coverings. 13232 Merriman, Livonia.

SECRETARY - PART TIME
3 afternoons per week. General office, typing and bookkeeping skills required. Western Wayne County. Call Mr. Clark, 728-8900

504 Help Wanted Office-Clerical

SECRETARY/OFFICE MANAGER
Career type Secretary needed for Director Office of large investigations agence in Company. Take charge person with good office skills required. 35% work week with excellent benefit package. Call for interview. 625-6830

SECRETARY-PART TIME, for downtown Detroit law office. Shorthand or speed writing required. Interested applicants call. 961-0330

SECRETARY PLUS

Burger Chef Systems Inc. is looking for an exceptional SECRETARY to work in our district office with the Franchise Zone Manager. The person we seek will have 1 to 3 years experience and possess excellent typing and shorthand skills. In addition, the successful candidate will have excellent people skills and be a self-starter capable of organizing and accomplishing tasks with a minimum of supervision.
We offer a competitive salary, a 37½ hour work week, and attractive benefit package including life and medical insurance, paid holidays, vacation and more.
Please call 643-7354 Mon. thru Fri., between hours of 9 AM. and 4 Pm.

BURGER CHEF SYSTEMS INC.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Farmington area, part-time afternoons. Typing required. Shorthand preferred. Call Pat Meyer, 478-7950

SECRETARY/receptionist position for organized & outgoing person in office of Livonia manufacturer. Salary commensurate with experience. 591-0130

SECRETARY/receptionist part time. Word processing experience helpful. 2 years secretarial experience. Send resume to: 32600 W. 12 Mile Rd. Suite 350, Farmington Hills, Mich. 48018

Secretary

Seek person with excellent skills and office experience to work for an officer at our main office in Downtown Detroit. Person must type 50 WPM accurately and have shorthand skills of at least 80 WPM. Interested person send resume and salary requirements in confidence to Employment Manager, Personnel Dept.
1st Federal Saving of Detroit
1001 Woodward Ave.
Detroit, MI 48226
An Equal Opportunity Employer

SECRETARY
We offer a challenging opportunity for competent individual who has at least 5 years secretarial experience and is accustomed to working in a fast-paced environment. The ideal candidate will have typing skills of 60 WPM, shorthand, dictating equipment experience and a strong numerical aptitude. Word processing experience is beneficial.

Accounting Clerk
There is an opening for an accounting clerk to perform auditing, adjusting and coordinating duties. We are seeking someone who is detail oriented and have proficient calculator skills.

For information please call;
Viasic Foods, Inc.
33200 W 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield, MI 48033
851-9400
Equal Opportunity Employer M/F/H

SECRETARY

You'll Love It!

A fast moving variety job working for several people using your good skills of 60WPM and shorthand of 80WPM. Excellent salary and benefits plus company pays our fee. Call now

PERMANENT STAFF
SOUTHFIELD 353-0505

SECRETARY
$10,400 PLUS
FEE PAID

Dynamic Southfield firm needs your top office skills and know how for their busy office. The benefits including tuition reimbursement are dental. 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

WORD PROCESSING TRAINEE

Busy Southfield professional firm needs a super (80 WPM) stat typist to train on its word processor. Great starting salary and benefits. Send confidential to: Mr. Prentice, P. O. Box 691, Southfield, MI 48037.

An Equal Opportunity Employer

505 Help Wanted Food-Beverage

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

BARMAID - Personable. Nights, full time. Schoolcraft - Evergreen. Some Grill experience. $3.50 an hour. Ask for Joe, 386-5474 or 937-0985

BARMAIDS-experienced only. Days, nights, full & part time. 12-3pm 9-10pm. Apply in person. 32904 Grand River at Telegraph.

BARMAIDS, Waitresses (costumes), no experience necessary. Apply in person: McSwen's Clubhouse Bar, 34104 Plymouth Rd., Livonia.

BLOOMFIELD CHARLIE'S accepting applications now ... Full-time Day Prep. & Part-time Evening Cook. Apply in person:

Bloomfield Charlie's, 5656 W. Maple.
An Equal Opportunity Employer

BOUNCER - Apply in person, 31015 W. Mc Nichols corner of Telegraph after 8pm.

BUS PEOPLE - days, full or part time. Night dishwashers. Apply in person. Peabody's Restaurant, 154 S. Hunter, Birmingham. 644-5222

COCKTAIL WAITRESSES & BARMAIDS. Must be responsible, intelligent, and attractive. N. W. Detroit area. Call 883-8763

505 Help Wanted Food-Beverage

COOK AND SALAD PERSON
Apply in person: 3PM-5PM.
A La Carte Cafe, Southfield
372-0710

BURGER CHEF

Wanted Day Porter, mornings, 7am to 7 Also accepting applications for full time/part time day & night positions.

Apply in Person Only
27526 Grand River
Livonia, Mi.

COOKS & BUSBOYS
Full and part time. No experience necessary.
Apply In Person
ORIGINAL PANCAKE HOUSE
19355 W. 10 Mile Rd.
(between Southfield & Evergreen)

DUNKIN' DONUTS comes to Redford

Part & Full Time
Day & Evening Help
Bakers, Waitresses, Donut finishers, porters. Applications being accepted, Tues. & Wed., 10AM-4PM.
Apply in person
8811 Telegraph Joy Rd.

EXPERIENCED cocktail waitresses, excellent wages & tips. Apply in person: Somebody's, 15030 Telegraph, Redford, Monday thru Friday, 1-4

SHORT ORDER COOK
Day & Evening shifts, at: Brookline Golf Course, 44115 W. Six Mile, at Sheldon Rd., Northville Twp. 348-1010

SHORT ORDER COOK
PART TIME
Apply in person
NUGGET RESTAURANT
30685 W. 12 Mile Rd.
Farmington

TGI FRIDAYS

The popular Southfield area Restaurant & Bar is looking for good people immediately.

CASHIER
Combination of Cashier & Office responsibilities with minor Accounting potential for growth.

COOKS
(Line Cook)

DISHWASHERS
Exciting Travel opportunities. Group health, Dental & Medical. Good place to work. Tired of same old shift? Contact us!

26299 EVERGREEN
353-5530

WAITRESS- Apply in person, 24052 W. Mc Nichols corner of Telegraph after 8pm

WAITRESSES - Circle P. Ranch needs experienced waitress in both food & liquor for nights. Apply weekdays after 5pm 74 W. Maple at Liverman, Troy.

WAITRESSES
ALL SHIFTS

Top salary, vacation pay, uniforms and free insurance. APPLY IN PERSON between 8 & 10 AM and 3 & 5 PM.

Bates Hamburgers
33406 Five Mile, Livonia

WAITRESSES - Bus Boys, part & full time, day & night, call Comedy Castle, Farmington Hills 345-2076

WAITRESSES - Charley's Country Bar, 173 S. Venoy, Westland. 729-2224

WAITRESSES wanted. Center Stage, 30940 Ford Rd. Canton. Application accepted Tues. Thurs & Fri., 3pm-6pm 455-3094

WAITRESS
Immediate opening for experienced waitress. Waitress Full time. Flower Hotel Plymouth, Michigan
Ask for Creon Smith 453-1620

506 Help Wanted Sales

ABOVE AVERAGE EARNINGS
are what you can expect by joining our sales team. Expanding real estate firm has a limited number of sales positions available in our Troy office. No sales experience necessary. We provide a complete in-house sale a training program. Call Ross Martin. 689-5606

ACCENT YOUR POSITIVE

Join our professional sales team. Super bonus plan, FAST START TRAINING, & More! Call us today for a confidential interview
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Dick Randazzo - Plymouth 455-5200
Bill Winterstein - Livonia 476-9100
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Chamberlain
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Southeastern Mich. company looking for 4 good individuals to make from $250-$1000 weekly. Will train. 531-3588

506 Help Wanted Sales

ADVERTISING

Southfield sales firm looking to fill 4 openings. No experience necessary. Paid training program for those who qualify. No traveling.
Call Dale Thompson between 9am-5pm for appointment.

559-2040
559-2173

ADVERTISING
SALES
AVERAGE $400-$900 PER WEEK

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CALL MR. RAY
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9am-5pm Daily

AGENCY AVAILABLE
Farmers Insurance Group...Offers complete training program, minimum guarantee per month. Learn while distributing greeting job. 533-2266

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Want Extra Income? Unlimited opportunity with Shaklee... Call 626-8717, or reply: Box No. 171, Clarkston, Mi. 48016

ATTENTION
Inside Telephone Sales
Need clear speaking voice. Sales experience helpful. Self-motivated, good work habits. Mature persons welcome. Hours 6 to 9 PM. Mon. thru Thurs. Sat. 10 to 1 PM. Southfield location. $4.50 per hour plus bonus. Part time work with no other job. Call weekdays between 9 AM and 5 PM.
557-2300, Ext. 254
Equal Opportunity Employer M/F

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CAREER MINDED WOMEN
Queen's Way to fashion is looking women who need $100 to $500 income per week. For appointment call Jim Bevak 476-6300 or 476-3174

CAREER MINDED WOMAN
We need a salswoman to promote & sell 3M brand sound & communications products. Excellent potential for earnings & growth. Sales or marketing experience required. Must be able to start immediately & have car. Ask for Mr. Hunt 8am-12 noon 532-2919
An Equal Opportunity Employer

CAREER OPPORTUNITY
College background or Sales experience preferred but not required. professional and individualized training program, up to $1,500 per month plus bonus and fringe benefits. Call Bob Kelly or Don Kitson 649-4117

COMMISSION
SALES REPRESENTATIVE
We are looking for a person who wants to make money. He or she will find their own prospects & make their own sales. Our service is a necessity in every office. The quality of superior & the price is competitive. We will back this person with the best product & service facilities, but he or she will be in business for themselves. We offer no compensation, no fixed supervision-owning the chance to make more money than most executives do. Our commission terms are very generous & we will train you to find customers & sell to them. Public relations & modeling experience very helpful. If you have the drive to run yourself as a business, sponsored by a fast growing national corporation call
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Join the nations #1 employment service and start a PROFESSIONAL career. Full training, salary, bonuses and benefits. Sales experience preferred. $20-$25,000 first year potential. Call Mr. Dykstra at 478-3500

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Earn up to $1,000
Per month part time.
Call after 5 PM. 855-2572

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506 Help Wanted Sales

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