500 Help Wanted

MAN TO KEEP my yard nice. 15 Mile and Inkster area. $5. per hour. Call between 8 am and 10 am or 7 pm and 10 pm 476-5277

MANUFACTURING Plant in Wayne has openings for machine operators and laborers. Must be 18 & responsible. Call 326-1602

MARKETING REP TRAINEE
$18 TO $24,000
Weekly expense advance. Enrolling members in business association. Call Jean or Tom.
PERSONNEL RECRUITERS
358-3300

MARKET RESEARCH Telephone interviewer; part time, afternoons and evenings. Work from our Southfield office. Experience preferred but will train. 559-7880

MATERIALS MANAGER
Metal or plastics background. Degree helpful, but not mandatory.
KETZLER & ASSOCIATES
1600 W. Nine Mile, Suite 404
Southfield, Mi 48075
559-7940

MECHANICS wanted - certified in brakes, tune-up and front-end. Must have alignment equipment. Call Dan, Ellis Tire, 27149 Cherry Hill. 278-3610

MECHANIC ... For Birmingham Service Center. Certified with experience on all model cars, air conditioning, alignment, automatics & electrical. Excellent earnings for right man.

MEN OR WOMEN full or part time, excellent opportunity. Minimum investment. No experience needed. General Associates. 277-4125

MODELS
- Free hair color for Seminar
- Headline Family Hair Care
851-7464

MODELS needed for current fashion haircuts, no charge. Salon Brigitte, Troy. 649-1240

N/C LATHE OPR.
EXPERIENCED
Programming background helpful, set up experience. Minimum 2 yrs experience.
Apply In Person Only.
Galaxie Boring
41150 Joy Rd. Plymouth

NEED EXTRA MONEY while your children are in school? Can earn $5-$7 per hour. Flexible. Call The Fuller Brush office 476-2534

NEED EXTRA CASH?
For Person to do light work for a mature, responsible person to work as fill-in sales clerk. During the first week of work and training, the hours are completely scheduled hours. Hours will be scheduled as needed so fill in responsibilities of work. Apply in person. Fox Photo, 8 Mile - Greenfield Shopping Center, Southfield. Thurs. April 16 between 4:30-5 PM.
An Equal Opportunity Employer

NEED PEOPLE with interest in Psychology to work with developmentally disabled, 20 hours per week. Wayne County. Call 459-4463

NIGHT SECURITY
400 room hotel. Must have experience, apply in person. Holiday Inn Of Southfield, 26555 Telegraph Rd Southfield.

NUTRITIONAL COMPANY is looking for sales representative with previous sales experience, unlimited potential, full or part time, full time bases. Send resume to Box 950, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

OFFICE CLEANING - husband & wife team, part time, early evenings. Thru West & Ft. Grand River - 10 Mile area. Call Mr. Moore 474-2141

OFF-SET PRESS OPERATOR
AM multigraph experience.
Southfield area. Full time.
Call 354-2213

OPPENINGS
- GENERAL LABOR &
- LIGHT INDUSTRIAL
In
- Greenfield - Joy Rd. Area
- Call For Appointment
- (Must have car & phone)
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595

OPERATING
ENGINEER
Westland Center
Minimum Qualifications: High Pressure Boiler & 2nd. Class Refrigeration Licenced. Can be operator of Crane, Small H.V.A.C., Pneumatic Electrical knowledge. Plumbing experience desired.
Apply In Person
Ask For Ed Kaiser
WESTLAND CENTER
Warren & Wayne Rds.
425-5050

OPTICIAN
Finish work for 1 man optical lab in busy Pontiac area shopping center. Must have at least 5 years of experience including edging, soldering & dispensing
Call Dr. Feinberg 682-1113

OUTSIDE WORK - Yard, general maintenance. Year round employ. See Joel Wilson Bloomfield Open Hunt Club, 405 E. Long Lake Rd., Bloomfield Hills.

OVERTIME
For apartment repairs. Experienced and own equipment necessary.
683-2079

PART TIME & full time service man to repair pressure washers, pumps & electric motors. Mechanical ability 3 years experience. Starting pay $8.50 per hour. Referees required. Interested resume to P.O. Box 37012, Oak Park, Mi., 48237

PERSONNEL
EXECUTIVE RECRUITER
Executive search firm is seeking an assertive, motivated person experienced in Accounting or Sales. Call or send resume to
KETZLER & ASSOCIATES
16000 W. 9 Mile, Suite 404
Southfield, Mi 48075
559-7940

PHONE SOLICITOR, experienced to work aggressive marketing program, full or part time. Call between 4-5pm Southfield 354-1830

PICTURE FRAMER
559-7940

Needed immediately. Full time. Must have experience with wooden frames, repair, etc. Hourly + bonuses paid. No methods. Good working conditions. Call for interview
358-5377

POLICE - I was just hired by the L.A.S.D. in California, looking for other Deputies to drive cars to California with. Call Mike 353-6579

POOL GUARD NEEDED
For Summer - for Southfield Apartment Complex. Should have some Pool Maintenance experience.
356-8229

PRESSER AND Spotter for dry cleaners, experienced, full time, good pay and working conditions. Southfield, in Tel-Ex Plaza. 981-4432

PRINT SHOP - COUNTER GIRL
Blue duplicating. Experienced preferred. Full time, benefits. Call between 9am-2pm.
557-4747

PRINT SHOP
Person needed for Berkley area. Experience in printing, keylining & silk screen. General office duties, full benefits. Call
352-3209

PROFESSIONAL PAINTERS - Minimum of 5 years experience, must be neat. Send resume to P.O. Box 373, Novi, Michigan, 48050

PROGRAM CO-ORDINATOR
I.MARKETING-DISTRIBUTION company is looking for a program co-ordinator. Supervisory experience helpful but not necessary. For appointment call Mr. Tom Wagatha 425-2600 ext 280

RESIDENT MANAGER for home for the aged. Live-in position. Age, furnished. Some maintenance experience necessary. Prefer mature individual. Call Mon. thur Fri., 9 to 5. 851-9646

RESTAURANT - career, restaurant or business management experience. Salary nego. $11,000 to $12,000 Bloomfield Career Personnel 398-1626
O & E

500 Help Wanted

PUBLIC RELATIONS DIRECTOR
Coordinate all publicity for Theatre & Theatre School. Prepare News Releases for Media, Promotional material, & assist in Development Program. Minimum of B.A. in Journalism or Performing Arts Management required. Work experience with Media preferred. Please send Resume including work experience, education & salary requirements to Executive Director, Will-O-Way Apprentice Theatre, P. O. Box 224, Bloomfield Hills, Mi. 48013.
An Equal Opportunity Employer

RESTAURANT - career, business or restaurant management experience, $11,000 to $16,000, fast food.
Ray Greene Personnel 398-1626

R & M Window Cleaning is now hiring service & sales crew for the spring. Call for interview. 855-1071 or if no answer 266-0956

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM. 478-0422

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM. 478-0422

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM. 478-0422

SEAMSTRESS
Need experienced sewer to do bedspreads & pillows in her home.
855-5115

SECONDARY
Substitute Teachers
NEEDED
for Farmington Public Schools, especially in the areas of Industrial Arts and Physical Education. Call Personnel Office for more information.
477-1300 ext 18

SECURITY GUARDS
$4.00 Per Hour
(Including Allowances)
Full & part time guards needed in various areas. Must be dependable and have car & phone. Excellent benefits including hospitalization, life insurance & vacations. Apply Mon.-Fri. 10am-4pm.
WORLD SECURITY
21819 W. 9 Mile
Suite 220 - Southfield
(1½ blk. E. of Lahser)
353-3203
An Equal Opportunity Employer

SENIOR Claims Representative investigate and supervise casualty & workmen's comp. claims & litigation, attractive benefit package & salary commensurate with experience. Contact Mr. Lewis, Insurance Center, 1 Bank, Birmingham Mich. 48011.
An Equal Opportunity Employer

SERVICE Station Attendent needed, day and afternoon shift, apply in person Hunter Oak Standard, 555 North Hunter Blvd., Birmingham.

SERVICE STATION attendants. Neat & clean appearance. References. Apply at 10 Mile - Telegraph Standard.

SHIPPING & RECEIVING CLERK
Meetings & Sat. No experience necessary. Starting salary $3.50 hour. After 90 days - salary increase. Hospitalization & insurance. Holiday & vacation pay. Send resume to Box 928, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SHIPPING & RECEIVING
Clean cut dependable man for warehouse work. Call between 9am-12 noon
Livonia 522-9595

STATION ATTENDANTS - Apply in person at Maple Hunter Sunoco & Maple Lahser Shell at 121 N. Hunter, Birmingham.

STRATTH MEMORIAL Hospital, 23901 Lahser Rd. Southfield is seeking a part time dietary aide, experience desirable. For interview
357-3596

SUMMER
EMPLOYMENT
LIVONIA YMCA needs
Camp Counselors in Nature
and Arts & Crafts
Must be 21 for driving purposes.
Call 9AM-3PM, Mon thru Fri.
Ask for Linda
261-2161

SUNROOF INSTALLER
2 Yrs. experience Must be familiar with remove-a-top sunroofs. Apply at Mo-Pads, Inc., 15150 Telegraph, one quarter mile No of 5 Mile

SURFACE GRINDER HAND
Top man required for cold heading dies & some form grinding. Excellent benefits. Apply 11083 Fairlane, between Wayne & Stark Rds & Plymouth-Jefferson, between 2pm-5pm. No phone calls Newcraft Tool & Die, Inc

SURFACE GRINDER HAND, to train & operate all phases of wire EDM & back up equipment, excellent fringes including profitsharing. Send resume to Box 952, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TEACHER AIDE, 3pm-6pm, Mon.-Fri. child development background required. Livonia. 421-0321

TEACHER for 1981-82 School Year. Certified Secondary English & Social Studies Teacher for private school (Trenton) in athletic facility. Part time, afternoons. Wendy Thorpe, 676-0429

TELEPHONE CANVASSER
Experienced, to set up appointments for detectors in carpeting, drapery etc (lucrity rate. Commission. Call Friday between 10-1 649-3456

TENNIS CONTROL Desk Operator, male or female, experienced in athletic facilities & court reservations. Apply in person: Franklin Racquet Club, 29350 Northwestern Hwy., Southfield.

TEXAS
332-3431
NEWSPAPERS

TOOL & DIE MAKER, must be journeymen, for small die room, build & repair work. Liberal wage and fringe benefits offered. For appointment 531-7500

TRAVEL AGENT
Full time, Northwestern Suburban Agency, min. 3 years experience, Salary trained, 355-4873

TRUCK DRIVER wanted by plumbing contractor, 1 year 25 years old, good driving record and knowledge of city streets 7:30am-3pm 353-5747

VETERINARY ASST., experience needed for for Northwest Sub. Start immediately. 358-0090

WANTED - cashier & deli girl for our deli & cheese dept. Full time. Experience necessary. Apply in person Merchant Of Vino Cellar, 29535 Northwestern, Southfield

WANTED: Rhythm & Guitar Player who can sing. Join Rock Band. Between ages of 17 & 21. Call Brian, after 6:30PM 534-1245

WENDEL MACHINE
LIVONIA
EXPERIENCED
MACHINISTS
Call between 8AM-5PM
591-9393

WORKING FOREMAN for tool & die shop in Farmington Hills, able to build dies & run all tool room machines. Good leader a must. 478-3350

YOUNG Man preferred for counter work, filling & phone orders. Dry cleaning supply co. 6111 Fenkell, Detroit. No experience necessary. Apply Mon-Fri 9-4pm. See Mr. Don or Mr. George

502 Help Wanted Dental-Medical

DELIGHTFUL woman experienced in Optometry or Ophthalmology, to work with patients in cheerful & busy Ophthalmologist's office. Southfield area. Phone Hannon 646-2190

DENTAL ASSISTANT for a prevention oriented office. Must be experienced in 4 handed technique. Call 626-9537 if no answer call 689-1609

502 Help Wanted Dental-Medical

LPN'S
To $21,000/Yr.
WESTERN SUBURBS
Immediate openings in major westside Detroit & suburban facilities.
Call Today For An Interview
MED-STAFF
557-2505
CARDIAC LAB TECHNICIAN
Experienced.
Southfield Physician's office.
552-5220
CO-ORDINATOR
NEEDED
If you enjoy talking to people on the phone & feel you can speak with professionals in an organized & competent manner & co-ordinate their activities call Mrs. Clark,
835-9542
NORTHLAND AREA

DENTAL ASSISTANT for for orthodontic office in Lathrup Village. Mature person for permanent full time employment. Experience desired, not necessary. Must like children. 559-6092

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities. 535-7616

DENTAL ASSISTANT wanted for growing dental practice in Farmington area. Chairside assisting and typing. Experience not required. Reply to Box 962, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL LAB PERSON, full time position, NW area. Experienced & references only. Call after 7pm. All replies confidential. 628-2369

DENTAL ORTHODONTIC Receptionist, downtown Rochester, mature well-groomed receptionist, typing and good telephone manner required. Send resume to Box 968, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST full time, experienced primarily with insurance forms, general office duties & basic knowledge of chairside assisting. In process of building new ultra modern medical dental facility in Livonia, Newburgh, & mile area. Great opportunity for the right person. 420-2840 476-1494

DENTAL RECEPTIONIST/Assistant for progressive office in Bloomfield Assisting experience preferred. Call
642-5471

DENTAL RECEPTIONIST
Part time position, varied duties, will train on computer. Dearborn Heights area. Call Ann, 271-6160

DENTAL RECEPTIONIST- 4 days, no evenings. General practice, Rochester. Experience preferred. Will train right person. Send hand written resume to Box 964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL RECEPTIONIST full time, experienced for OB/Gyn office, posting, insurance, Blue Cross, Medicaid, & typing skills necessary. 557-7600

RECEPTIONIST, full time for busy dentist in beautiful desk. Good typist etc, no evenings. Benefits. Farmington Hills 855-2020 569-3110

RECEPTIONIST for Orthodontic Office in Livonia. Part-time, afternoons. Some typing a must. Reply in confidence to Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DIRECTOR OF NURSING SERVICES
Challenging opportunity for progressively oriented RN with long term care experience. Send resume to:
Administrator, Oak Hill Nursing Home,
31225 Grand River, Farmington, 48336.

DOCTOR'S ASSISTANT
Busy Podiatry office, experience preferred but will train Oak Park area
548-2677

DOCTOR'S Office, front desk experience preferred. Typing insurances etc. Plymouth/Middlebelt area. 40 hours include 2 evenings & Sat. AM. Benefits include B/C-B/S & Pension. Salary open. Phone Fri. 9AM-5PM & Sat. 9AM-12 noon. 427-5441

DR'S OFFICE - Mature person for front desk, EKG, medical insurance etc. Part time. Southfield 559-6969

EXPERIENCED Chairside Dental Assistant for people oriented practice. Must be experienced in have knowledge of 4-handed dentistry. Salary negotiable. Call after 6PM 855-2251

EXPERIENCED DENTAL Hygienist for Birmingham Periodontist, 4½ days, excellent benefits
647-7759

EXPERIENCED lab technician, full or part time, Rochester area. 651-7172

EXPERIENCED - Medical receptionist - full time for Livonia Doctor 437-6700

EXPERIENCED Medical Receptionist obgyn office in Troy, must know pegboard system, making appointments, etc. Please call Mon.-Thurs & ask for Lynn. 362-0501

FRONT DESK MANAGER
Responsible individual to join growing office. Experience necessary. Must understand appointment scheduling, insurance billing and have pleasant phone manners. Please call.
Douglas Fraser Dental Center, 728-1700

FULL TIME experienced chairside Dental Assistant for active West Dearborn Dental practice. Call between 9am-1pm. 563-0690

FULL TIME RN or LPN, for busy Livonia doctor's office. CCU-ICU experience necessary. 478-1190

PSYCHOLOGICAL CLINIC needs mature, reliable person for part time general office duties. Pegboard experience helpful. 1 to 6 PM Tues & Thurs. 1 to 8 PM Mon. & Wed. Call Dorr, Mon. & Wed. evening after 6 PM, 851-5516 or Thurs evening after 6 PM, 348-6045

HYGENIST WANTED
Experienced
12 Mile - Southfield Area
424-9204

INSERVICE DIRECTOR
Full time position for R.N. with rehabilitation experience. Responsibilities include orientation, staff development & continuing education programs. Flexible hours. Tuition reimbursement & benefit package. Southfield Rehabilitation Center, 22401 Foster Winter Drive.
559-7200, Ext. 213

LAB ASSISTANT
Immediate opening. Southfield area. Call before 3 30PM.
557-5660, ext. 218

LABORATORY TECHNICIAN
Full and part time positions open either certified Technician or equivalent experience. 7 day week in doctors' office, Royal Oak area 543-1720

LAB TECHNICIAN. Experienced, for doctors office. Full time position, excellent benefits and competitive salary. Southfield. Call after 4 PM. 569-3686

LPN's with
starting wage of $6.50 per hr.
ALSO RN'S
ALL SHIFTS.
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22355 W. 8 Mile Rd.
½ blks. W. of Lahser
Detroit

MEDICAL ASSISTANT
Part time, 8PM-5PM & Saturdays, experienced only, busy Livonia office
261-3290

MEDICAL ASSISTANT
Experienced in all phases of Medical office. Southfield.
Call 559-5730
0

MEDICAL ASSISTANT - experienced with Pediatric Office - needed for busy Livonia Doctor's office. Full-time. 478-1100

MEDICAL RECEPTIONIST. Experienced only for busy internist office. Knowledge must know all phases of front desk. 358-2744

MEDICAL RECEPTIONIST & ASSISTANT. 4 day week, busy doctors office. Northland area. 559-4370

MEDICAL RECEPTIONIST
Experienced in busy orthopedic office in Southfield, Monday thru Friday.
559-2366

MEDICAL RECEPTIONIST
2 days a week, some typing, Call Park area, 968-5155 557-4525

MEDICAL RECEPTIONIST
Part time. Hours flexible. With insurance billing experience. Troy area.
643-7775

MEDICAL RECEPTIONIST, full time, Southfield area, pg board, Blue Shield & Medicare insurance background required. Salary commensurate with experience. Good future. Excellent benefits. Call Monday-Friday, 9am-5pm. 569-0300 or 569-0284

NUCLEAR MEDICINE TECH.
Full or part time. Experience in cardiology & computer preferred. Garden City area. 425-8844

PODIATRIST'S office-foot specialist, full time, no students, experience not necessary. Includes light typing, assisting Doctor and working with patients. Interviews on Saturday, April 18, call for appointment. Woodward & 16½ Mile area. 399-5090

502 Help Wanted Dental-Medical

NURSE AIDES
3 to 11:30 P.M. shift & 11 to 7:30 AM. shift. Apply in person only.
FRANKLIN MANOR
CONVALESCENT CENTER
33000 Franklin Rd., Southfield

NURSES AIDES needed to live in with geriatric patients, 3-4 days per week. For more information call:
374-2309 643-0311

NURSES
Full & part time, come in or call. Henry Convalescent Center, 105 Hagerty Rd, Plymouth 455-0510

ON-CALL
REGISTERED
NURSE
Seeking a Registered Nurse from an accredited school of nursing, licensed to practice in the state of Michigan. 3 years clinical experience. Hours are 8 AM. to 4:30 PM., Monday and Sunday. To apply please call the Personnel Office at
(313)835-4200, Ext. 378
COMPREHENSIVE HEALTH
SERVICE OF DETROIT, INC.
6500 John C. Lodge
Detroit, Michigan, 48202
Equal Opportunity Employer M/F

OPTICIANS & SECRETARIES
for optical doctors office.
1-517-546-0479

OPTIMETRIC ASSISTANT
Responsibilities include: reception, dispensing & insurance. Detroit area.
548-6883

PART TIME
BUSY OB-GYN office has part time position available for person with some phone experience. Southfield location.
358-5300

PART TIME Medical Assistant, approximately 2½ days a week, no experience necessary, will train. Call Mon. thru Fri. between 11-12 or 2-3. 261-3868

RECEPTIONIST - full time, experienced for OB/Gyn office, posting, insurance, Blue Cross, Medicaid, & typing skills necessary. 557-7600

RECEPTIONIST, full time for busy dentist in beautiful desk. Good typist etc, no evenings. Benefits. Farmington Hills 855-2020 569-3110

RECEPTIONIST for Orthodontic Office in Livonia. Part-time, afternoons. Some typing a must. Reply in confidence to Box 984, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN - LPN
Needed Immediately
Medical Care, Inc.
134 W. University, Suite 121
Rochester
656-1888

RN NEEDED part time, for Oncological care in Southfield Doctor's office
354-2606

RN or LPN
FULL OR PART TIME
Afternoon shift 2:45 PM to 11 PM.
Middlebelt-Hope
Nursing Center
38410 Cherry Hill, Westland
326-1200

RN OR LPN
Part time. Pediatric office.
Telegraph & 12 Mile area
358-0630

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

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

RN's, LPN'S
ALSO MIDNIGHT SUPERVISOR
Positions available on all shifts, either full or part time, in Oakland County nursing facility located in Redford Twp. Excellent pay scale and fringe benefits. Contact Nursing Director between 9AM-3PM, at
BROOKE NURSING HOME, W.
18633 Beech Daly. 255-1010
An Equal Opportunity Employer

RNS & LPNS
Full or part time. Afternoon & evening shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18526 W. 7 Mile, Detroit. 531-4901, Ext. 38.

RN'S needed immediately, Northeast Suburbs. All Hospital Medical surgical from 1-75. Top wages. Call immediately S.R.T. Med - Staff for interview 557-2505

RNS or LPNS
Full or Part Time
Afternoon Shift
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

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

R.N.'S
PRIVATE DUTY
NOVI
ALL SHIFTS AVAILABLE
CALL TODAY
835-5400

SECRETARY RECEPTIONIST - Experience preferred, part time, for Chiropractic office. Send to Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN, Registered, Full time position available at large Northwest Detroit Clinic. For appointment call Ron 868-9300, Ext. 279

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Full time position in our sales audit section. Some accounting experience required. Call Benefit Department, Carl Ethel, Erb Lumber Co, Birmingham. 644-1300, Ext 245

ACCOUNTS
PAYABLE
Southfield property management company, Northland area is seeking person with recent experience in multi-payables and payrolls. Typing necessary. Eligible person will be trained on computer, pleasant surroundings. Call Sylvia.
569-8555

504 Help Wanted Office-Clerical

AD AGENCY desires full time sales secretary. Bookkeeping, shorthand, typing skills required. Unlimited advancement for aggressive individual who desires career opportunity. Applications being accepted Fri. 4-17 at 21061 Northwestern Hwy., suite 207.

Administrative
Recruiter
American Personnel of Southfield is a full service fee-paid only agency. We are looking for an individual with at least one year of successful recruiting experience. We are on a fast paced national level. We offer a very competitive compensation program, professional environment, expense account, medical/dental insurance, profit-sharing, and management potential. Call Traci Van Scyoc, in strictest confidence, at 355-5528.
AMERICAN

AGGRESSIVE CO needs aggressive girl, Part Time to Control with marketing energy conservation equipment in interesting girls for Secretarial Receptionist position. Good typing skills required. Good starting salary & Medical insurance. Call Mrs Lang 855-1390

APPLY
NOW
Statistical Typist
We need your speed and skills now on a temporary assignment in Livonia. Call for appointment.
Somebody
Sometime
TEMPORARY HELP
17322 Farmington Road
(Burton Plaza Park)
525-5170
Are You An Experienced:
Secretary
Typist
Word Processor
We have long and short term assignments close to your home - call now.
LIVONIA 525-0330
DEARBORN 565-8060
WIXOM 669-2409
SOUTHFIELD 569-7500
WITT SERVICES
The Temporary Help People

ASSISTANT BOOKKEEPER
5 Mile & Newburgh area. Experience, $3.35 an hr. Call Ron:
537-6869

AUTO
DEALERSHIP
Part time service cashier needed. Experience desired. Will not consider beginners. Pleasant working conditions. Call Mrs. Jameson at Southfield Dodge for an appointment.
354-6600

BANK TRAINEE to 8191 Week. Positions available in all locations. Previous cashier experience helpful. Employment Center
544-5616

BIRMINGHAM- CPA Firm needs individual for general office, receptionist & typing. Some experience necessary. Permanent position. 642-4450

BOOKEEPER experienced to trial balance, 4 days, for Southfield retail concern. Excellent benefits. References a must. Send resume to box 966 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Wyandotte, 1-3 yrs experience thru trial balance for multi-company. To $12M. Company pays fees. 962-4461

HENRY LABUS PERSONNEL
820 Ford Bldg. Detroit, Mich. 48226

CHIROPRACTIC
RECEPTIONIST
Experienced in insurance work, friendly outgoing personality. Salary commensurate with experience.
Lathrup-Southfield area.
559-2959

CLAIMS administration company in Bloomfield Hills needs clerk/typist with good office skills. Some health insurance background helpful. Salary $185. per week. For interview call Cindy at 645-1520

CLERICAL
OPPORTUNITY
We have an entry level opening for an individual who possesses excellent organizational ability and an flair for detail.
We seek an individual who can type 55 wpm and possesses strong communication skills.
The successful candidate will receive an excellent benefit package and the opportunity for personal and career growth. If qualified, contact Sue Cebali

FLORISTS' TRANSWORLD
DELIVERY ASSOCIATION
355-9300, ext. 253
Equal Opportunity Employer M/F/H

CLERICAL POSITION, full-time. Must be fast & have office experience. 9AM-12 noon. 591-1418

CLERICAL POSITION in Clinical Lab. in Southfield. Typing & legible handwriting a must, experience in Venapuncture will learn. Monday through Friday 9AM-5PM.
Ask for Phyliss 557-6020

CLERICAL-TYPIST, must be good typist with clerical background. Prefer some in school. Call for interview appointment. Ann Arbor Transportation Authority, 2 Huron Tower Bldg., Garden City. 425-4360

CORPORATE
ACCTS PAYABLE
Detroit area (5 minutes east of Ren Cen) company has an opening for it's corporate A/P position. This individual will be responsible for processing vendor invoices, maintaining audit schedules, coordinating batches of payables with other divisions of corporate division to data processing departments & other accounting related duties.
The candidate should possess prior accounts payable experience and/or 1-3 years of accounting education.
We offer an excellent salary & comprehensive benefits package. Interested candidates should send resume to: Box 976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

CUSTOMER SERVICE
FEE PAID
$10,500
GREAT position working with people. Assist customers by telephone in our Member Relations Department. World headquarters offers unlimited growth and challenge. 3-5 years office experience, good typing and 70 wpm. shorthand required. Our position creates opening. Benefits include dental. Interviews available for early next week. Call NOW! Mr. Hay.
SNELLING & SNELLING
478-3500

504 Help Wanted Office-Clerical

DEPENDABLE Secretary for one-secretary Southfield manufacturer's representative's office. 3-5 days week. General office, typing, approx. 60 wpm, pleasant phone voice. Send resume to: DEBI 8170 A WEEK
P.O. Box 218, Southfield, MI 48037

EASY DOES IT!
$170 A WEEK
FEE PAID
All you need to get this Secretarial position is minimum office experience and accurate typing(50 wpm). Southfield firm offers excellent benefits along with their casual atmosphere. No prescreening. Call Ann
SNELLING & SNELLING
478-3500

EXECUTIVE SECRETARY
2 to 3 years experience
Full time
Farmington Hills area 352-0960

EXECUTIVE SECRETARY
1 girl office. Troy area. Experienced typing, shorthand, light bookkeeping.
649-1171

EXECUTIVE SECRETARY of distributorship either Farmington or Southfield area. Telephone & bookkeeping experience. Telephone contact with customers, varied duties, must be a challenging work. Maple & Telegraph, Birmingham.
649-0950

EXECUTIVE
SECRETARY
Secretarial Degree or minimum 3 years experience in a secretarial position with typing and shorthand. Send resume to: The Wayne Oakland Bank Personnel Director, 600 E. Maple, Royal Oak, Michigan 48067.
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
TO $16,000
Be a key part of the executive team. Use your good skills in this interesting position. Great benefit package. Hurry for this!
353-2090
SNELLING & SNELLING
PERSONNEL

EXECUTIVE
SECRETARY
Corporate office of manufacturing in NW Detroit area is seeking an experienced and mature Secretary. She is self motivated and possesses above average shorthand and typing skills. Your responsibilities will include: Payroll, Payroll Box 960, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

EXECUTIVE
SECRETARY
Farmington Hills manufacturer - Vice President of Sales seeking a mature sales oriented person with above average skills in administration & office ground preferred. Good shorthand and typing a must. Prefer a self-starter who can handle detailed work. Excellent pay. Paid holidays, vacation premium and profit sharing. Good working conditions in a NON-SMOKING office
Call Dorothy 471-1224

EXPERIENCED legal secretary for established Plymouth law practice. Superior typing required, excellent salary & benefits commensurate with experience.
653-7580

EXPERIENCED Legal Secretary for Bloomfield Hills attorney. Some real estate or probate experience helpful but not essential. Salary commensurate with qualifications.
642-3637

EXPERIENCED, MATURE individual wanted for bookkeeping and secretarial work in our Birmingham office in West Bloomfield area.
349-9077
Association Management Inc.

EXPERIENCED new - used car biller, calculator & typewriter operator. Familiar with state laws, contracts, bill of sale, title, tags, plates, & registrations. Call Walled Lake
Employment Service
624-4677

FLEET CONTROL CLERK
Typing ability required, basic knowledge of title work & car sales helpful.
649-1300

FULL CHARGE bookkeeper, typing, 3 day permanent position for Redford, Wed. & Fri. Excellent salary. 9am-3pm.
534-6335

FULL CHARGE bookkeeper/controller for construction firm. Send resume to Box 934, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL/Part Time dealer distributors wanted. Earn tremendous profits with "Paralyzer", the chemical self-protective device used by the U.S. Army & police depts. for riot control. It sells because it works. Call 942-0769 S.D. Blair Distributing Co

FULL TIME Clerical position open in professional firm, must be able to meet neatly and work well with minimum supervision after training period. 9Am-5Pm, excellent working environment in Plymouth area, minimum wage, good benefits. Call after 10Am, genuinely interested in office work, send brief resume to Box 956
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
We are seeking a person interested in a career in the business world. Entry level position. Typing required. Good math aptitude. Pleasant Southfield location and staff. Send to Box 972
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE HELP WANTED
Experience preferred. Evenings & Weekends. Full time position. Call
357-1380

GENERAL OFFICE - Retired area, must be reliable, friendly, be friendly, able to file, assort mail and talk to people. No typing necessary.
537-7410

GENERAL OFFICE SECRETARY
Diversified duties
Apply in person.
31455 W. 8 Mile Rd., Livonia

GENERAL OFFICE & Clerical. Solid experience necessary, for busy office in Belleville. Call Sue between 1PM-3PM.
697-9151

GENERAL OFFICE
Typing, dictaphone, phones, general office duties. Company located in Lathrup Heights.
Send resume & letter stating experience and salary requirements to
ENERTROLS
23414 Industrial Park Court,
Farmington Hills, Mi., 48024

GIRL FRIDAY for Chiropractor in Southfield. 2-4, Mon. thru Fri. plus one late Saturday. Must have good skills.
281-3321

GIRL FRIDAY needed to assist an expanding, active Southfield area office for a National company, accurate typing, pleasant phone personality a must. Fully paid company benefits. Call Mr. Johnson to set up an interview 352-1418

IMMEDIATE POSITION. Experienced legal secretary for Southfield law firm. Excellent benefits. Salary commensurate with experience. Please send resume, all inquiries will be answered. Box 904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE AGENCY
Birmingham - Career opportunity for person experienced at least 2 years in commercial or personal lines Non smoker. Salary open. Days 646-6633 Evenings 681-0251

INSURANCE, Responsible person with insurance background. Need to market & prepare group health quotes for 3rd. party administrator. Good typing skills required. Southfield. 569-9700

INVENTORY control & accounts payable clerk, Industrial parts distributor, Southfield area, salary commensurate with ability. Forward resume, % Mr. Mc Combs, 24900 Frederick, Southfield, Mich 48076
An Equal Opportunity Employer

KEYPUNCH
OPERATOR
FTD has an opening for a Keypunch Operator with one year experience or recent training from a Keypunch School. Knowledge of Wang or other key-tape equipment a must. If qualified, contact Sue Cebali.
FLORISTS TRANSWORLD
DELIVERY ASSOCIATION
29150 Northwestern Hwy.
Southfield, MI 48037
355-9300, ext. 253
An Equal Opportunity Employer

LEGAL SECRETARY experienced for Southfield law firm, Blue Cross

504 Help Wanted Office-Clerical

Legal Secretary
Joanne Mitchell is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, paralegals, notaries and law office management personnel.
Permanent, part-time, and temporary positions available for experienced legal personnel in the greater metropolitan area.
Invest in your future by contacting Joanne, the legal placement specialist today. All fees company paid.
MANSFIELD &
ASSOCIATES, INC
990 Tower Drive - 8th Floor
Troy, Mi. 48084
(313) 879-8832
Subsidiary of Laser Personnel

Legal
Secretaries
Highly expected established agency serving the legal community in the tri-county area, for over 15 years, has openings for Legal Secretaries for immediate placement, both permanent and temporary. Fee paid by employer.
HILLSTROM & ROSS
626-8188

LEGAL SECRETARY
For Southfield law firm. Must have 2 Yrs. legal background. Salary commensurate with ability. Excellent benefit package.
552-1000

LEGAL SECRETARY needed for Troy law firm. Experience with probate helpful required. Excellent benefits. Salary commensurate with experience. Contact Dean for interview 362-1200

LEGAL SECRETARY - Opportunity for experienced Legal Secretary as Personnel Supervisor, in a lawyer office. Evergreen-10 Mile location. Opportunity involving diversity of legal and office administration responsibilities. 3 years experience in secretarial skills necessary. Top salary. Call David L. Smith,
355-0337

LEGAL SECRETARY
experienced, shorthand necessary, Troy law firm.
362-3565

LEGAL SECRETARY
For small Law firm in Birmingham.
1 Yr. legal experience required, good typing, shorthand necessary.
Call Mrs. Jackson, 642-2992

LEGAL
SECRETARIES
Success in our business is based on our ability to introduce legal secretaries to law firms who feel that we are the place for satisfied clients.
We have been effectively doing that 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. You decide who you would like to meet 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 us a note. After-hours and weekend appointments are available. There is never a charge to you for our courteous and professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2180
SOUTHFIELD, MICH. 48075
Southfield 358-0660
Dearborn 582-3160
Renaissance Center 567-0141
Troy 649-2942

LEGAL SECRETARY
Experienced for Bloomfield Hills law firm.