500 Help Wanted

MAINTENANCE HELPER - experienced in hydraulic machine repair & electrical. Only experienced need apply. Mold Ex. 23847 Industrial Park Dr., Farmington.

MECHANIC
wanted for general duties in machine shop.
Farmington Hills area.
Call Ron
478-1745

MEN over 18 wanted for Research Study at Ile Vista Pool Hospital Sleep Center. Volunteers will be paid for participation. Call Tom Zaloklak between 9 AM-4 PM Weekdays only. H.P.H. Sleep Center, 3799 W. Grand Blvd. 876-2233 or 876-2234

MILL HAND - Must have gage experience, minimum of 8 years, close tolerance work, paid holidays, full benefits, top wages. Farmington area. Call Mr. Minjoe.
478-8465

MOLDING ROOM foreman. Large injection molding company experienced molding room foreman for its expanding operation. Offers excellent salary & benefits. Please apply in person at 38889 Grand River, Farmington Hills.

NEW CAREER
10 PART TIME OPENINGS
for Evenings & Saturdays.
10 Full Time Openings
Driver Salesman sales must be neat in appearance & have auto. $9.10 per hour work, paid vacation, plus bonus plan.
Call 543-7239

NOW HIRING!
Ambitious, reliable Person for full-time position with growing T-Shirt Store Co. Must be 18 or over, with Retail selling experience. Apply in person, Tuesday, May 19th, between 2-5PM at:
- THE GREAT PUT ON -
Livonia Mall Store
7 Mile & Middlebelt

OFFICE SUPPLIES
Experienced person to manage office supply company, excellent pay and benefits.
Call Eisenberg 525-8266
McCaffrey's Office Supplies

OFFICE SUPPLIES
Full time order filler. Must have 1 year retail experience working for office supply company.
Call Mr. Eisenberg 525-8266
McCaffrey's Office Supplies

OLDER MAN
wanted for helper
in Machine Shop.
Farmington Hills area.
Call Ron
478-1745

OPPORTUNITY
FULL TIME POSITION NOW OPEN
METAL FABRICATOR
Must have experience in arc and mig welding, capable of working from prints.
Custom made conveyor and vibrator equipment manufacturer. Ideal working conditions, excellent benefit program, pay scale commensurate with experience. Apply 10 to 3 PM.
Spectrum Automation
34447 Schoolcraft, Livonia

OPTICAL TECHNICIAN
Outgoing, aggressive individual to give visual screenings, 2 years college experience preferred, but not necessary. Full benefits plus incentive program for Ann Arbor, Livonia, Dearborn area. Call Kimble 1-900, ex. 252.

PART TIME experienced sales help needed in reputable tennis shop. Call Kathy Kerbel 557-2242.

PARTY STORE with Deli counter needs mature hard working woman to work full time, 3 days afternoon and some evenings. Apply in person. Experience helpful but not necessary. The Bottle Shoppe, 7249 Middlebelt rd. Westland

PERSONNEL
EMPLOYMENT
COUNSELOR
Do you have ability to influence people and the confidence in yourself to earn unlimited income by your sales efforts. We will train and support you with the #1 National Placement Organization. Selling & Selling if you have it, call Bernice Fromm, 355-2090.

PHONE WORK, part time in our office. Hours, 9-3:30 and 5-8. Hourly wage and commission. Call.
538-8855

PHOTOGRAPHERS NEEDED
International Photography company. No experience necessary. Paid training. Travel throughout Michigan. Salary plus commission. Company paid benefits. For persons interested call
585-4325

POSITION AVAILABLE - Sept., 1981. Jr. High Science Teacher. Must be certified to teach High School Biology. Experience preferred. Send resume to: Box 258, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRESSER/SILKS
•Experienced
•Benefits
•Royal Oak
•Car Needed
280-1840

PRINTING
We have openings for camera, plate making, lay-out. Full time, part time. Wages depending upon ability to your experience. Call for interview:
348-2440

500 Help Wanted

PRINTING
PLANT
SUPERVISOR
Excellent opportunity, experience in offset & letterpress a must. Send resume to Box 164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROGRAM AIDE for group home for mentally retarded adults. Must be 18 years or over and a high school graduate.
334-3330

PROPERTY MANAGERS wanted for Oakland County area. Experienced in all facets of property management required. Full time position. Send resumes to P.O. Box 608, Brighton, Mich 48116, Attn - Suzanne.

PUBLIC SAFETY DIRECTOR
Required to plan & manage the security, fire & safety services for a private college campus & to provide functional & administrative supervision over security officers, support staff & budget. Qualifications include a Bachelor's degree & administration of Justice for security. Successful experience in Campus public safety administration preferred but will consider equivalent experience. A philosophy which is supportive of the goals of higher education, a demonstrated ability to work with students & faculty & a commitment to being service & people oriented.
Please forward a resume and letter of application & salary requirements to Box 248, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A RETAIL STORE $$$
Management Trainee Positions available $18,000 per year, for persons with previous Sales exp. or potential ability. Employment Center.
569-1658

RENTAL AGENT wanted for luxury rental apartment complex. Commission basis, living quarters available. Send resume to: Box 268, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RESTAURANT CAREER
$11,000 - $16,000. Work near home. Business or restaurant management experience or suitable degree. 399-1418. Ray Greene Personnel.

RUSTPROOFER
Experienced Rustproofer needed by PULVULCOAT. Must be responsible & have good transportation. Other earreconditioning experience helpful.
Call
477-0700

SAILORS WANTED
For Skatecraft, Part time.
Car necessary.
349-1888

SALES ASSOCIATES wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-7PM.
476-0422

SALES LADY
SALES LADY
Mature & conscientious at Holly Hallmark Store, Westland Center.

SALES MARKETING MANAGER
Outstanding opportunity for an individual who is experienced in building materials, construction or related fields. We supply engineering and steel connection to the wood truss industry on a national scale. Our man must have college background, preferably in marketing or engineering. Must have 5 years of proven sales/marketing management and a track record proving the ability to guide, train and motivate top caliber sales personnel. Heavy travel required, especially in the first year or two. Other skills needed include ability to absorb and disseminate technical information, work with advertising and sales promotion, conduct meetings and have good communication skills. Previous experience in light frame wood construction would be especially helpful as would a good business background. Submit detailed resume and salary requirements to C. Gore. All replies will be acknowledged and will be held strictly confidential.
TRUSWAL SYSTEMS CORP.
25261 DEQUINDRE
MADISON HEIGHTS, MI 48071

SECURITY GUARDS
Experienced Required
Employment Center.
476-6010

SERVICE MAN to work Fire protection shop. Apply at 885 Oakman Blvd., Detroit or call 9am-12 noon. Mon. thru Fri.
532-6121

SERVICE
REPRESENTATIVE
to install & service equipment in the foundry. Requires knowledge in electrical & mechanical fields. Experience in foundry machinery desired. Requires extensive travel. Submit resume including education, experience and salary history to Dependable Foods Inc., 12813 Fairlane, Livonia, Mich. 48150.

STORE MANAGERS
For Hallmark Card & Gift Stores
Located in Novi/Plymouth corridor. Applicants must have had previous management experience. Preferably in Hallmark Stores. Excellent career opportunity in a new company benefit package including profit sharing. Send brief resume listing past employment experiences & references to Store Manager Position, P. O. Box 35, Westland, Mich. 48185

SWIMMING INSTRUCTORS, Swim Team Coach, Lifeguards and Pool Aides. All must have current Lifesaving cards and certification. Apply Livonia Family Y, 14250 Stark Rd., Livonia

TELEPHONE SALES PEOPLE
Excellent part time job, evenings & Saturdays $4 an hour plus bonus. Southfield location. Exam.
414-3523
Days.
352-7942

THE BEST THINGS in life are expensive! A second income can help you get the best for your family. Call Local Amway distributor for details.
855-2418

TOOLROOM LATHE HAND
5 years experience. Days
Southfield area
356-7670

500 Help Wanted

SUPERVISOR
Factory maintenance supplies. Detroit meat packing company has immediate opening for supervisor to direct a 6 person staff, responsibility for buying, receiving and inventory levels for large factory maintenance department. Must have knowledge of components of power transmission systems & mechanical maintenance. The ideal candidate will have a minimum of 5 years experience. Excellent starting salary & fringe benefits. Contact 832-6080, ext. 49.

TRAVEL AGENT
3 years experience required, Apollo preferred, 5 days, top salary, benefits.
353-1041 or
353-1181

TROY area coop pre-school has Full openings for certified teacher, 3 morning per week. Experience preferred. Call
528-0958

TRUCK DRIVER
Pick up & delivery for Livonia and Farmington areas. Must have chauffeur's license.
P.O. BOX 647
FRANKLIN, MICH. 48025

VENDING HOSTESS
Apply 12070 Merriman
near Plymouth, Livonia
Call
591-4773

WATER SAFETY INSTRUCTOR
wanted to work at Bloomfield Summer Day Camp in W. Bloomfield.
851-4566

WELCOME WAGON
Are you interested in part time work or a full time career? You may be the special person we are looking for. Meet people, work with community businesses & earn. Car necessary. Call Tues 9-11AM. 879-1494; or anytime 356-7720
An Equal Opportunity Employer

WELDERS - FITTERS
3 to 5 experience TIG & MIG. Blueprint & machining knowledge helpful.
Storch Products Co.
11827 Globe, Livonia, Mi.

Working
Foreman
Night Shift
Northwest Suburbs
Good Benefit Package
Experience with boring mill and tool room machinery.
Send resume to: Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORK
NOW!!!
KELLY SERVICES needs dependable people who are interested in doing LIGHT INDUSTRIAL assignments in the Livonia and Plymouth areas. Must be 18. Apply Mon. thru Fri. between 9 AM. & 2 PM.
29449 W. 6 Mile, Livonia
(west of Middlebelt)
522-4025
KELLY
SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

ACCEPTING APPLICATIONS
NURSES AIDS & ORDERLIES
DAY SHIFT
Must have own transportation
Apply in person
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Grd River & 8 Mile
476-8300

ASSISTANT/RECEPTIONIST
for Farmington Hills Dental office, full time, some experience required.
553-2828

BOOKKEEPER
For nursing home. Billing for multi-facility company. Must be able to type. Possibly relocate. Prior Data processing experience helpful. Excellent benefits available. Contact: Administrator.
477-2000.
An Equal Opportunity Employer

BUSY OPHTHALMOLOGISTS office in Southfield needs receptionist/bookkeeper full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid, experience preferred. Reply to Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NOW ACCEPTING APPLICATIONS
For full time receptionist. Office Manager in busy Dental Office, Dearborn. Experience necessary. 274-6424

NURSE AIDE
WHITEHALL HOME on Grand River area needs mature nurse Aide 4 PM to 9:30 PM. Call
476-3442

NURSE AIDS
Mature person, all shifts.
Weekends only.
See Ms. Watkins
Will train. Good starting rate.
OTHER BENEFITS
NIGHTENGALE WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth
455-0510

Nurses
$50 .
FREE
R.N.'S
L.P.N.'S
TO $18/HR
L.P.N.'S
TO $15/HR
This offer for new applicants who apply May 18 thru May 22 and work completed by June 8, 1981. Full & part time positions available in all areas.
Call Now For Immediate Openings!!!
Kimberly Nurses
354-1640

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST Assistant for progressive office in Dearborn. Assisting experience preferred. Call
846-8477

DENTAL RECEPTIONIST needed - experienced in Pegboard, Insurance & Scheduling.
728-1700

DENTAL Surgical specialty office requires competent, aggressive person with some clinical experience. Full or part time. Farmington Hills.
553-3952

DIRECTOR
of NURSING ASSISTANT
Activitiesent-oriented RN with solid clinical skills & goal to New concept of Nursing of skilled Nursing facility.
Salary & excellent benefits. We will train you for promotion in nursing administration. Contact
Director of Nursing, between 9am-4pm.
477-2000

EXPERIENCED NURSE (LPN or Medical Assistant) needed for Urologist's office in Troy. Salary negotiable. Call
528-9018

FULL-TIME Experienced Medical Receptionist for busy Birmingham Office. 4½ days - no Saturdays.
647-4433

HYGIENIST, full time, 1 year experience, Plymouth - Livonia area. 591-3636

HYGIENIST
Full time to join a rapidly growing practice in the Wayne area.
Call
728-1700

HYGIENIST
10 Mile/Orchard Lake area. Full time or part time. Starting in June.
474-3220

INSURANCE BILLER, busy Berkley office, must know Blue Cross, Blue Shield, Medicare, Medicaid, private insurance, terminal experience helpful, only those with at least 2 years experience need apply.
543-2240

LPN for Oncologist office. Patient care & billing. Livonia area.
477-1167

LPNS
Afternoons and midnights, full or part time. Good working conditions. Well Manor, 520 W. Main St., Northville.

LPNS
Full or part time. Day & Afternoon shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18220 W. 7 Mile, Detroit.
531-4001, Ext. 38.

LPNS & MEDICAL ASSISTANTS
Out-patient clinic. Woodland Medical Center, 22341 W. 8 Mile Rd., Detroit, Mi.
538-4700

LPN's with
starting wage of $6.50 per hr.
ALSO RN'S
ALL SHIFTS
Apply in person
MEDICO'S
RECOVERY CARE CENTER
22305 W. 8 Mile Rd.
3 blks. W. of Lahser

L.P.N. - RN.
Day, afternoon and midnight shifts. Full or part time positions available in this modern nursing home. Good starting salary. Hospital insurance. Come in and see Mrs. Ferguson at Nightingale West, 8365 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

MEDICAL ASSISTANT for Oncologist office, experience in Vena Puncture preferred, patient care & billing. Livonia area.
477-1244

MEDICAL ASSISTANT. Farm. Hills OB/GYN. Alert mature, adaptable, 15-16 hours per week. Box 174, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT needed for Troy pediatrician office. Full time, good working conditions. Must have experience & references. Call after 6PM.
641-9689

MEDICAL ASSISTANT/Receptionist; full time, Southfield & 12 Mile; MTWF 8 & half day Sat. Experience with scheduling, typing, telephone; will train in EKG, PT; send resume Box 81, 17220 W. 12 Mile, Southfield, Mich 48076.

MEDICAL ASSISTANT. Exciting part time career opportunity in modern Troy office. Seeking a bright vivacious hard working and responsible person. No experience required, will train ambitious self starter. Good starting salary. Send resume to Box #194Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST & medical assistant (2) needed for Troy physician. Must have experience in a medical office. Part or full time.
855-1359

MEDICAL RECEPTIONIST needed for Southfield Internist. Full time 5 days, salary, $140, to start and benefits. Call between 8am-12 noon.
352-8815

NEEDED Experienced Medical Assistant. Knowledge of venapuncture, injections, EKG, X-ray. Assisting doctor required, full time. Farmington Hills area. Send resume to Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NOW ACCEPTING APPLICATIONS
For full time receptionist. Office Manager in busy Dental Office, Dearborn. Experience necessary. 274-6424

NURSE AIDE
WHITEHALL HOME on Grand River area needs mature Nurse Aide 4 PM to 9:30 PM. Call
476-3442

NURSE AIDS
Mature person, all shifts.
Weekends only.
See Ms. Watkins
Will train. Good starting rate.
OTHER BENEFITS
NIGHTENGALE WEST
8365 NEWBURGH RD. WESTLAND
An Equal Opportunity Employer

NURSES
Full & part time, come in or call; Hendry Convalescent Center, 105 Haggerty Rd. Plymouth
455-0510

Nurses
$50 .
FREE
R.N.'S
L.P.N.'S
TO $18/HR
L.P.N.'S
TO $15/HR
This offer for new applicants who apply May 18 thru May 22 and work completed by June 8, 1981. Full & part time positions available in all areas.
Call Now For Immediate Openings!!!
Kimberly Nurses
354-1640

502 Help Wanted Dental-Medical

OFFICE MANAGER for busy Ob-Gyn practice in Southfield. Experience & references required. Salary commensurate with experience.
358-0907

OPTICAL - DISPENSER/Receptionist. Full or part time. Wayne/Westland area. Must be experienced in dispensing. Send resume and desired salary to P.O. Box 8191, Farmington Hills, MI 48018.

OPTOMETRIC ASSISTANT & Receptionist, career opportunity, professional working conditions, vacation & fringe benefits. Experience preferred but will train capable person. Farmington area.
476-5125

RECEPTIONIST
Part time, Southfield Ophthalmology office, experience desirable, send resume: Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST experienced in office management, billing, etc. Also Medical Assistant. Pediatric office. Must have lab, EKG & chest X-rays. 15 Mile/Telegraph area.
647-7281

REGISTERED
NURSES
Specialty pay
for
Specialty shifts
357-3650
Professional Medical Personnel

RN
INSERVICE DIRECTOR
Seeking professional some geriatricexperience. To stimulate and motivate our staff. Shift rotation required. Flexible hours. Contact Ms. Heaston. 728-6100. Westland Convalescent Center.

RN/LPN
ALL SHIFTS
Individualized orientation and in-service according to your needs. Flexible benefit package. Flexible scheduling.
CAMBRIDGE
NURSING CENTER SOUTH
18200 W. 13 Mile Rd.
An Equal Opportunity Employer

RN - LPN needed for Saturday & occasional holiday in Pediatrician's office in Farmington.
477-1117

RN & LPN
Positions available for all shifts in modern Nursing Center. Full benefits + bonus plan. Contact Mrs. Ferguson, Dorvon Convalescent Center, one block so of 8 Mile, on Middlebelt, Livonia
476-6550

RN or LPN
Work close to home in Novi. Local nursing home has openings, part time with flexible scheduling for all shifts. Contact Director of Nursing.
477-2000
An Equal Opportunity Employer

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

RN'S
An Outstanding Opportunity
An exciting and rewarding career awaits you in the field of nutritional guidance. We will train you how to administer daily support and encouragement to your own special clients. You'll practice nursing in an environment that is serene, yet congenial, helping people on a one to one basis. Daytime hours only. Mon. - Fri.
Does this job sound too good to be true? Give us a call and find out. Full time positions available immediately.
Call Geri in Troy at 589-1808
Call Renee in Dearborn at 562-6203
Weight Loss Clinics

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety Of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5753
SOUTHFIELD 559-4650

RN'S & LPN'S
Med Surg-Specialty areas
All shifts
Top wages
Work when & where you want
"Join the professionals"
357-3659
Professional Medical Personnel

RNS & LPN'S
Part time positions available on the day and midnight shifts in a basic nursing home. Apply in person between the hours of Monday-Friday, 1981 Plymouth Road, Livonia, Mich. 48150

RN'S
Specialty Units
North area to down river
Specialty pay
Choose your shift
Choose your area
"Join the Professionals"
357-3650
Professional Medical Personnel

R.N'S
$100 FREE!!
$12.50 PER HR
ICU/CCU
SUBURBAN AREA
ALL SHIFTS
Excellent opportunity at suburban area facility. Call or stop by today for further details.
TEMPORARY
HEALTH CARE SERVICES
835-5400

R.N'S
Full & part time for expanding Home Health Care agency. BSN preferred. W. Suburbs & westside of Detroit. 878-7000

STAFF NURSES NEEDED
RNS & LPNS
Days, afternoons & midnights
Good working conditions, many benefits including shift premium. Contact Ms. Gordon, RN, DON
Between 10 AM. - 4 PM.
CAMELOT HALL
CONVALESCENT CENTER
35100 Ann Arbor Trail
Livonia, Michigan
522-1444

VENA PUNCTURE Tech needed full time, day shift, good driving record required. Call 8:30am - 12 noon. 358-1010

X-RAY TECHNICIAN
Needed for doctor's office in Wayne.
326-4100

X-RAY
TECHNOLOGIST
Contingent X-ray Technologist to work approximately 2 weekends per month. Excellent salary and working conditions. For details, contact:
GARDEN CITY HOSPITAL
421-3300

504 Help Wanted Office-Clerical

Accomplished
Secretary
$11,000 Plus - Fee Paid
Prosperous firm offers challenging opportunity. Self motivation a plus. Benefits & quick salary reviews. Call Sharon
SNELLING & SNELLING
649-5900

ACCOUNTING CLERK
wanted for Full time position in a growing department. Some experience in filing and data entry is preferred. Salary, medical, dental and life insurance and profit sharing. For appointment call Kathy,
478-6200

Little Caesar Enterprises
34120 Haggerty Rd.
Farmington Hills, MI 48024
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

ACCOUNT
RECEIVABLES
CLERK
Established Farmington company of medium size has immediate benefit package with dental. Excellent opportunity for individual with minimum 3 years experience. Fee Paid.
Call Ms. Lynn
335-7880
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ACCOUNTS PAYABLE CLERK
Experienced Only. Salary based on experience. Excellent benefits. Apply in person Only - Tomorrow, 9am-3pm:
13541 Auburn. Schoolcraft/Evergreen area, near Jeffries X-way.

ACCOUNTS RECEIVABLE person, part time, 20 hours per week. Apply George Martin Chevrolet, 14001 Telegraph, Detroit.

ACCURATE TYPIST - 75-80 WPM, knowledge of light bookkeeping & adding machine. Salary range $10,500/$11,500 Birmingham location.
645-0742

AD AGENCY
SECRETARY
Exciting, challenging and diversified duties make this a special place to be! All this and advancement. Steno Sheet hand a plus. $12,000. Call Sandy.
353-2090
SNELLING & SNELLING
PERSONNEL

Administrative
Secretary
The Gap Stores, Inc.
New regional headquarters in downtown Birmingham. Requirements: minimum 3 years secretarial experience, organizational skills, statistical/analytical ability, typing (50-60 WPM), ability to work independently.
Salary plus benefits including clothing discounts.
Call 644-2928 for appointment
Monday May 18 thru Friday May 19
An Equal Opportunity Employer

ADMINISTRATIVE Assistant - Secretary to President. $9,000 - $12,000 plus pension, hospitalization, insurances. Non-smoker, verbal, math typing, writing, phone skills. E.D.P. experience helpful. Residential office, N.W. suburb. Reply: Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

A LARGE international CPA firm located in the Renaissance Center has openings on their administrative Staff. Compensation is based on experience and skills. Excellent benefits and professional working environment. Qualified and interested applicants should send their resume in confidence to: Box 290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Internal accounting department. Applicants should have minimum of 3 to 5 years experience in the bookkeeping field and be able to type and operate a calculator, perform various accounting and bookkeeping functions under the direct supervision of the department head. Responsibilities include but are limited to the functions of accounts payable, accounts receivable, processing petty cash transactions, billing, and preparation of reports.
EXECUTIVE SECRETARY
Need a professional, mature, self-confident secretary to work in the tax department, participant should have 3 to 5 years secretarial experience, excellent typing, shorthand, and dictaphone skills, as well as a desire to learn.
SECRETARY
A diversified position in support of our office staff working at a client's location in the downtown area. Applicants should have excellent typing skills, light shorthand, good telephone manner, and a pleasant personality and be capable of handling a variety of clerical/administrative duties for an office of 4 to 6 individuals.

ASSISTANT TO Bookkeeper, part time 20 hours, knowledge of accounting helpful. Troy area. Call Carol
643-8885

ATTENTION
ALL JUNIOR &
SENIOR TYPISTS
We have long and short term temporary assignments available. Call for an appointment between the hours of 9am-4pm except 12 noon to 1.
Somebody
Sometime
TEMPORARY HELP
17324 Farmington Road
(Its Burton Executive Park)
525-5170

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

BEGINNING SECRETARY. You qualify with only 2 years experience for this fast-paced, exciting sales office. Job Birmingham company offers advancement, and great potential. You'll set up meetings, etc. Salary $10,500 with fee paid.

SECRETARY to top executive of receivables good Troy company. Varied duties. Financial aptitude a plus. Nice offices and great benefits, $12-$13,000, 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

BILLING/SHIPPING CLERK
Light typing or knowledge of keypunch preferred. Must be able to work overtime and some Saturdays during busy season. Starting pay $3.65. Apply Tuesday thru Friday, 8AM-3:30PM. North American Photo, 27651 Schoolcraft, Livonia, Mich.

BOOKKEEPER - experienced only, accounts payable, accounts receivable, journals. Must be a sharp, intelligent self organizer & a wiz on the adding machine. Salary commensurate with experience. Mon thru Fri, 9am-5pm.
881-5525

BOOKKEEPER
FULL CHARGE
Great opportunity! This Southfield professional firm is looking for a flexible person with excellent bookkeeping knowledge and experience to do their clients books - either in the office or at clients. Great starting salary and benefits. Send confidential resume to: Mr. Lawrence, Box 691, Southfield, Michigan 48037.

An Equal Opportunity Employer

BOOKKEEPER
Must be experienced with accounts receivable and payables thru trial balance. Salary and benefits provided. Please call Mr. Goldman.
567-7040

504 Help Wanted Office-Clerical

BOOKKEEPER/Office Help, experience necessary, full or part time, must apply in person Sat. morning. Call Steve
355-5440

CLERICAL for insurance agency, Birmingham. Take-Charge person to run our office. Must please existing customers and write new business over the phone. Top pay and benefits.
645-6070

CLERK/TYPIST - for General Office work. Full-time. N.W. Detroit. Call Tom Valletti.
273-9500

CLERK TYPIST
Located Downtown Area, Free Parking. Pleasant office environment, ability to type 55-60WPM, good telephone manner, hours 8AM-4:30PM Monday through Friday, wages based upon experience. For more information Call Ms. Tripp
646-4600

CLERK/TYPIST. Full time only. Knowledge of light bookkeeping & adding necessary. 5½ day week, 10 Mile/Woodward area. Must ask for Bernie or Gary Witbeck.
545-2609

COLLECTIONS/ACCOUNTS Receivable. Small Farmington company. Experienced Only. Reginon Electronics, 34603 Grand River.

COLLEGE GIRL preferred for summer months to do typing, answering phones, filing & gal Friday duties. $3.50 per week, 8-5pm, Mon-Fri. Claudia 855-4657

COMPUTOR OPERATOR - Experienced Honeywell level 66 computor operator needed for long term temporary assignment at large corporation. Previous experience a must.

SECRETARY - Short and long term assignments available for experienced secretaries. Good typing and previous office experience a must.

WORD PROCESSORS - MAG CARD operators needed for good temporary assignments.

UNIFORCE
TEMPORARY SERVICES
1000 S. WOODWARD, BIRMINGHAM
646-7661

CONSULTING Engineering Firm in Southfield requires clerk typist for general office work. 1 year minimum clerical or secretarial school. Good typing ability. Call Ms Benmore for interview.
353-5090

CONTROL CLERK
Permanent position available in business office of large medical group practice. Clerical ability, some typing, and ability to operate 10 key adding machine required. Will train. Good starting salary, semi-annual reviews, fully paid Blue Cross, disability and life insurance, 10 paid sick days per year. 3 weeks vacation after 1st year, 2 weeks during 1st year. Pension and profit sharing plan, medical, dental reimbursement plan, plaza level offices in Southfield. Dearborn location. Send brief resume to Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

CONVENTION
SECRETARIAL
POSITIONS
CDI Temporary Services, Inc., one of the nation's fastest growing temporary help firms is interviewing for SECRETARIES. We provide secretaries with typing, shorthand, and good communication skills to many metro area conventions.

CDI will be interviewing in Southfield Warren, and the Renaissance Center during the month of May for the positions Please call for more information.
CDI
Temporary Services
Downtown 259-7516
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Chairman of the Board of diversified rapidly growing real estate corporation looking for individual with initiative and ability to work with individual of vision. This is a very challenging position with excellent typing, shorthand & dictating equipment skills. Ability to deal with people important. Send resume to: Box 274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
This fast-paced firm needs an extremely sharp Executive Secretary to work in one of its key positions. Must have excellent secretarial skills (including very rapid shorthand), be able to deal with top executives and handle extremely confidential matters. Excellent compensation package. Send confidential resume to Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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EXECUTIVE SECRETARY
Suburban community located in Oakland County has immediate opening for an experienced secretary to work with the city manager. Position involves varied work load including administrative duties and public contact. Background should include a minimum of 5 years experience with excellent typing and communication skills. Requirements include typing at 80WPM, and transcribing machine experience. Shorthand (unlimited occasion) at dictation speed required. Secretary for planning commission and zoning board of appeals. Excellent benefit package including fully paid medical. Salary depending upon experience to $14,000. Send resume in confidence to Box 370 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

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EXECUTIVE-TYPE Secretary
Experienced in shorthand/speedwriting & dictaphone, for small office in Farmington Hills.
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EXPERIENCED Legal Secretary for Birmingham law firm. Good typing skills and dictaphone experience. Fringe benefits and good working conditions. Call Mr. McGaw
645-6100

EXPERIENCED Legal Secretary for Southfield law firm. Typing 75 wpm, shorthand 100 wpm. Call Linda.
557-8300

EXPERIENCED TYPIST
Pleasant Law Office
70 WPM.
557-4454

FILE CLERK
For filing and general office duties in Novi area. Typing essential. Good benefits. Call Mr. Malek, Monday thru Friday, between 10 AM and 3 PM.
349-5000

FULL CHARGE BOOKKEEPER
Expanding national company is seeking an individual for its accounting department, person must be Full Charge Bookkeeper through Trial Balance. Experienced in computer, manual and/or pegboard system, to maintain record keeping on set of books. Please submit resume stating salary requirements to Box 221,
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

GENERAL CLERK
For large office in Southfield. Clerical skills helpful. Light typing. Permanent position, good benefits. Call Mrs Weisberg.
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FILE CLERK
wanted for Rochester office. Permanent full time days. If interested call Jennifer at.
852-8400

FRONT OFFICE CASHIER
With experience for suburban luxury hotel. Excellent benefit package. Call
851-7251

GENERAL OFFICE - busy market research office needs reliable, enthusiastic person to help run office. Call.
645-5839

GENERAL OFFICE help- good typist, billing, & receptionist. Answer telephone. Chance for advancement. Excellent benefits & well groomed.
642-4022

GENERAL OFFICE - Part-time. Recent high school graduate. Must be good with figures and have pleasant phone manner. Apply at Covey Distributors, 29200 W. 8 Mile, Detroit.
537-2222

GENERAL OFFICE, with sales experience needed for Manufacturer's Rep. office of a large apartment complex in Troy Fee - Sal. 10am-5pm Please call
643-6644

GENERAL OFFICE
CLERICAL
Accounting interest helpful. No experience necessary. Apply 9AM-5PM at:
Novi American Inc.,
40200 Grand River,
½ mile W. of Haggerty.

GENERAL OFFICE
CLERICAL
We are offering a great opportunity for individuals to work in our accounting division and become involved in customer contact, typing and other office duties. To qualify for these openings you must have typing ability of 45 plus wpm, good figure aptitude and good communication skills. Our corporation offers a complete benefit package. For consideration, please apply in person during the following hours

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HALF-TIME POSITION Administrating Assistant. Current Insurance experience. Needs organization & management skills - 60 WPM typing. Editorial or journalistic experience helpful. Will train on Word Processor. Send resume to: The Institute for Advanced Consumer Studies, 29129 Southfield Rd., Southfield, Michigan 48076

IMMEDIATE OPENING - Typist in Troy area. Small office. 35 hours per week. National organization with usual fringe benefits. Appointment.
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INSURANCE
Agency has position open for clerk/typist. Southfield area American Center Bldg. Call Mrs. Hoek
354-0400

INSURANCE
AGENCY
Farmington Hills. Experienced person in rating commercial auto, general liability & property. Agency experience preferred. Salary commensurate with experience. Call Mon thru Fri. 9-5
626-8543

INSURANCE
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355-4100

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LEGAL SECRETARY part time position, with Bloomfield Hills law firm. Experience preferred but not required.
642-0318

LEGAL SECRETARY. American Center, Southfield law firm, excellent salary, benefits & advancement, legal experience required. Call Mrs. Hoek
354-0400

LEGAL SECRETARY - Experienced, for Attorney in Southfield - specializing in Domestic Relations Salary commensurate. Call.
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LEGAL SECRETARY, for Southfield law firm. Minimum 3 years experience and/or negligence experience required. Salary commensurate with experience. Phone
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LEGAL SECRETARY-full time, salary, & benefits commensurate with skill & experience Southfield area.
353-6650

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Friendly suburban firm seeks minimum 2 - 3 years experience in Corporate, Civil Law. Well skilled in typing & shorthand. Salary to $