500 Help Wanted

INSURANCE AGENT TRAINEE
College Grad preferred. Qualifying takes 9 months part time plus 1 year full time. Qualified agents average $2,500 monthly commission and operate their own independent office. In Southfield call
559-1652

INSURANCE
Commercial account assistant for insurance agency. 3 years experience preferred. Excellent opportunity and working conditions. New office in Southfield.
355-4400

INTERIOR DESIGN - National company needs quality people to co-ordinate decors in offices and homes. Flair for color & interest in people necessary. Excellent income potential. Call between 9-6.
268-7622

JANITORIAL WORK
Part time evenings. 3 to 5 hours per day. Southfield area.
444-4411

LABORATORY TECHNICIAN
Area consulting firm seeking individual with science background to perform basic laboratory analyses. Ideal candidate should be flexible enough to handle routine work. Associates degree desirable. 48 hours per week; part time benefits. Send resume to: Robert Lieschfield, Clayton Environmental Consultants, 25711 Southfield Rd., Southfield, MI 48075
Equal Opportunity Employer M/F

LATHE HAND
2 years or more experience
Night work
476-3345

LAWN MAINTENANCE help needed running push mowers or green machines
476-5631

LIVE-IN House Manager for group home for three developmental adults. Must be 25 or over and a high school graduate.
534-5330

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

MAINTENANCE MAN
Middleaged retiree preferred to do maintenance work in large Apt. Complex, Oak Park Area. Call Mon. thru Fri.
541-2499

MAINTENANCE MAN experienced in electrical & hydraulic maintenance of industrial equipment. Must have excellent horizontal welding experience. Send resume to Wayne Mfg Co. P O Box 8, Wayne Mich. 48184

MAINTENANCE MANAGER
Unique opportunity for semi-retired person or person desiring work on alternoon shift - available to work mornings, approx. 20 hours a week, at small, luxurious Suburban Apt. complex. Live-in arrangement possible. Must have excellent references.
353-1553

MAINTENANCE TECHNICIAN
One for full time, 2 swing shifts, alternating days & alternoons each week. Only applicants with hospital experience in plumbing, heating & electrical work who are available to work this swing shift will be related. No others need apply. Good benefits & pay rate. Apply
KERN HOSPITAL
21230 Dequindre, Warren.

MANAGEMENT TRAINEES for retail gift shop. Retail experience preferred in Dinnerware and Giftware. Applicant should display leadership, be organized and possess common sense and want to be part of a fast growing organization. Apply in person at Yankee Peddler, 23905 Freeway Park Dr., Farmington Hills

MANAGER - National hair styling chain Cosmetology license required. Experience in retailing helpful. Salary plus incentive bonus. Send resume to P.O Box. 350 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MANICURIST
For men's hair studio in Birmingham.
646-3739

MATURE WOMAN
Wanted for Southfield Bakery
Flexible hours
357-1929

A RETAIL STORE ###
Management & Trainee Positions available $10-$15,000 yr. for persons with previous Sales exp. or potential ability. Employment Center 569-1616

RENTAL AGENT
Opening with large organization for rentals of suburban apartment complex. Great opportunity for sales oriented individual who enjoys meeting people. Salary plus fringe benefits Call after 6PM
355-2424

RESTAURANT CAREER
$11,000 - $16,000 Year
Work near home. Business or restaurant management experience or suitable degree. 399-1426. Ray Greene Personnel.

RESTAURANT MANAGEMENT
We are looking for responsible individuals for full time positions as managers and assistant managers for our chain of restaurants-retail stores. Supervisory, retail or food service experience helpful
Call R. Schultz at 868-5700 ext. 495. Mon. - Fri for information and possible interview.

SANDERS
An Equal Opportunity Employer

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

SALES ASSOCIATE wanted. Part time for wholesale business. Some retail possible. Training provided without disturbing present job. Mr. Baron between 1-3PM
476-0472

500 Help Wanted

MATURE WOMAN
With previous nurse aide experience needed for live-in positions, must have own transportation. Excellent wages plus room & board.
Pro - Care One, Inc.
The Health Care Professionals
Livonia 425-6316
Southfield 569-4400

MECHANIC - Ambitious, working for variety, learning truck and trailer refrigeration and air conditioning, needs some experience in air welding and small engine repairs. Mechanics with certification in auto air conditioning and electrical systems desired. Must have hand tools and valid driver's license. Blue Cross and uniforms paid. Plenty of overtime. Apply between 10am-3pm Monday thru Friday. Mobile Refrigeration, 9151 Hubbell, Detroit.

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

MILL HAND - Must have gage experience, minimum of 8 years, close tolerance work, paid holidays, full benefits, top wages. Farmington area. Call Mr. Minjoe.
478-6650

MOLDING ROOM foreman. Large injection molder requires experienced foreman room foreman for its expanding operation. Offers excellent salary & benefits. Please apply in person at 28180 Grand River, Farmington Hills.

MOTHERCARE
Specialists in Maternity & children' clothing. Have positions available for MANAGER & ASSISTANT MANAGER at a new store in Oakland Mall, Troy. Opening date July 17. Successful candidates will undergo the Mothercare Training program. Applications will be taken on Friday, May 22 at Management Office, Oakland Mall, between 9AM-3PM

NEW CAREER
10 PART TIME OPENINGS
for Evenings & Saturdays.
10 Full Time Openings
Driver delivery sales. must be neat in appearance & have auto. $3.10 per hour work, paid vacations, plus bonus plan.
Call 543-7230

OFFICE CLEANING - elderly woman for office cleaning, 3 to 4 hours, 5 days a week. Livonia area.
522-0413

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 exterior type work. Best of working conditions, excellent benefit program, pay scale commensurate with experience. Apply 10 AM to 3 PM
Spectrum Automation
34447 Schoolcraft, Livonia

OPTICAL TECHNICIAN
Outgoing, agressive individual to give visual screenings. 2 years college required. Experience helpful, but not necessary. Full benefits plus incentive program for Ann Arbor, Livonia, Dearborn area. Call Kim585-1000, ext. 252.

ORGANIST wanted for a new young church in Canton. To set up interview call Reverand Harvey Heneveld at 981-0459 or stop by church office at 153 Corinne, Canton.

PAINTERS HELPER.
Full time, will train. Interior, exterior work. Hard worker only need apply.
937-3598

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 you and support you with the #1 National Placement Organization. Selling & Selling. If you have it, call Bernice Fromm. 353-2950

PERSON with own transportation to be independent contract for early morning home delivery of the New York Times. For interview call
552-8400

PHONE WORK, part time in our office. Hours. 9:30-1:30 and 2-6. Hourly wage and commission. Call.
538-8955

PHOTO MINI LAB
Wanted, individual with some photo background to operate 1 hour mini lab. Working knowledge of C41 and E#2 processing. Excellent starting salary & fringe benefits. Reply to Box 308, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PLASTIC INJECTION MOLDING
Leader for midnight shift, experienced preferred but not required, excellent benefits. Get Inc. Livonia
522-8319

PRE-SCHOOL KINDERGARTEN
Teacher needed for Child Care Center in Livonia. No degree required but helpful. Minimum wage. Send resume to: Child Care Center, 20900 6 Mile Rd., Livonia, Mich 48152.

PROGRAM AIDE- Assist direct service staff in supervising & implementing behavioral program for mentally retarded, multiply handicapped adults in Adult Activities Center. Experience with developmentally disabled adults preferred. 8 AM-4 PM, Monday thru Friday. 882-85 - $11,545. depending on experience. Call Mark
947-0500
An Equal Opportunity Employer

PROGRAM AIDE for group home for mentally retarded adults. Must be 18 years or over, and a high school graduate.
538-5330

PROTOTYPE SHOP taking applications for Mill Operators, Lathe Operators, Bench Hands and Helpers.
Tri-X Corporation, 20890 Chesley, Farmington

500 Help Wanted

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

SECURITY GUARDS
Experience Required
Excellent Benefits
334-8910

SERVICE MAN to work Fire protection shop. Apply at 885 Oakman Blvd., Detroit or call 8am-12 noon, Mon. thru Fri.,
883-6131

SERVICE
REPRESENTATIVE
to install & service equipment in the foundry. Requires knowledge in electrical & mechanical fields. Experience in foundry preferred but not necessary. Requires extensive travel. Soberlt resume including education, experience and salary history to: Bandy Manufacturing Co., 12811 Fairlane, Livonia, Mich. 48150.

SERVICE STATION ATTENDANT
Apply in person. 11 Mile & Middlebelt Shell.

SHAMPOO GIRL
Licensed, experienced, excellent wages.
937-8770

SHARP SELF-STARTER who enjoys detail work and customer relations. Good sense of organization and good typing skills essential. Call
646-7717

SOUTHFIELD PUBLIC SCHOOLS
Community Education Latch Key Program Leaders for Summer Fall, College background. 5 days.
354-7456

STOCK HELP WANTED
Combination stock/delivery person. Must have chauffers license. Full time, salary with benefits. Immediate opening. Please contact Bill at United Paint & Chemical, 24671 Telegraph Rd, Southfield.

SUMMER CAMP
STAFF
RESIDENT CAMP IN LAKE ORION
COUNSELORS - Must be 18 years or older. WATERFRONT DIRECTOR - 21 years or older. PROGRAM LEADER - NATURE LEADER - CRAFT LEADER - MAINTENANCE.
693-2982

TAILOR
For part or full-time work.
Southfield location.
559-2549

TELEPHONE SALES PEOPLE
Excellent part time job, evenings & Saturdays. $4 an hour plus bonus. Southfield location. Eves.
424-0883
Days:
352-7942

TELEPHONE SOLICITOR for Troy insurance firm, 31/2 hours per week in our office. Experience helpful. Call Laurie DeWolf.
649-1900

TOOLROOM LATHE HAND
5 years experience Days
Southfield area
356-7677

TRANSPORTATION Coordinator needed for group travel office for summer work. Computerized airline reservation experience required - Sabre preferred. Contact
569-2610

TRAVEL AGENT, full time 9-5PM, Mon.-Fri. at least 2 years experience, salary commensurate with experience, salary, Lathrup Village Area.
569-6164

TROY area coop pre-school has Fall openings for certified teacher, 3 morning aps per week. Experience preferred. Call
528-0960

TYPESETTER-KEYLINER, experience on A&M compost. Must be good. Part time possible full time.
Graphics Factory.
545-4331

WANTED EXPERIENCED Burglar & Fire Alarm Installer, also a Salesman, for W. Bloomfield located Alarm Co.
626-3620

WATER SAFETY INSTRUCTOR
wanted to work at Bloomfield Summer Day Camp in W. Bloomfield.
851-4646

WELDER-FITTER
2 to 5 experience TIG & MIG. Blueprint & machine experience. Top pay. Stork 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

502 Help Wanted Dental-Medical

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

ANIMAL HOSPITAL - Southfield area needs Female Vet Tech. Will train, experience with animals preferred, almost full time.
552-4561

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

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist full time. Excellent benefits, Medicare, Blue Shield, Medicaid, experienced preferred. Reply to Box 254, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL ASSISTANT for Orthodontic office in Lathrup Village. Mature person for permanent, full time position. Experience desired, not necessary. Must like children. Call 559-0292

502 Help Wanted Dental-Medical

DENTAL ASSISTANT- part time, chairside, for Birmingham office, experience preferred.
647-2109

DENTAL ASSISTANT full time, recent experience required. Certification preferred. 16 Mile & Ryan.
979-0600

DENTAL ASSISTANT
Experienced Only! Modern Dental office, Auburn Hts. area.
332-5400

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge & lab abilities. Attractive benefits & competitive salary commensurate with abilities.
525-7616

DENTAL HYGIENIST NEEDED
Part time in modern Garden City practice. Must be good with people. Call
421-5290

DENTAL HYGIENIST - hygiene oriented, W. Dearborn office, 3½ days, experience preferred. Doctors Billes & Weiss.
563-3400

DENTAL HYGIENIST
Saturday Mornings Only. Experienced, Birmingham office.
642-8120

DENTAL HYGIENIST full time, excellent salary, pension, profit sharing plus medical benefits. Call between 8AM-5PM Collect, Lansing.
(517) 323-7512

DENTAL RECEPTIONIST - full time, experienced with pegboard accounting, insurance, typing, telephone. Happy person with people.
559-8445

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

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

DENTAL Surgical specialty office requires experienced receptionist, one with some chairside experience, full or part time. Farmington Hills.
553-3052

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

EXPERIENCED MEDICAL Receptionist, part time for busy Pediatrician office.
277-1127

EXPERIENCED office help, full time. Southfield lab, excellent benefits. Ask for Linda
358-0814

EXPERIENCED RECEPTIONIST for busy Dermatologist's office in Southfield. Must be experienced in use of pegboard. 30 hour work week. Pleasant working conditions. Ask for Betty

FULL-TIME, Experienced Medical Receptionist for busy Birmingham Office. 4½ days - no Saturday.
647-4410

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

HYGIENIST, full time, some dental assisting duties, new Livonia office. Send resume to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HYGIENIST PART TIME
Mon., Wed. & ½ day Sat. Birmingham Office. Call Mon., Wed. or Fri.
9 AM-3 PM.
646-2633

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.
543-2340

LABORATORY
MANAGER
Experienced manager needed to direct Hematology based reference laboratory associated with 5 hospital laboratories. The right individual for this position will have excellent communication skills and ability to work with professionals in the laboratory field. They should have an analytical ability to solve problems and develop new systems and procedures. If you are interested in a competitive salary, excellent fringe benefits and working in a professional setting, send your resume to

Personnel Office
ANNAPOLIS
HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

Equal Opportunity Employer

LICENSED NURSES
Needed for Royal Oak nursing home. Afternoon & midnight shift. Call Monday thru Friday 9 00-5:30.
545-0571

LIVONIA AREA, Medical Receptionist, 40 hour week. Includes ½ day Sat. ½ yr. pegboard experience necessary. Apply Between 9-3:30, call Pat Mary.
261-1740

LPNS
Afternoons and midnights, full or part time. Good wages. Wishing Well Manor, 550 W. Main St., Northville.

LPNS
Full or part time, Day & Afternoon shifts. Apply 9 AM to 4 PM. Mon. thru Fri. The Arnold Home, 18320 W. 7 Mile, Detroit.
531-4001, Ext. 38

LPN
Small nursing home in Canton has openings for an LPN for the Midnight shift for Tuesday, Wednesday, and Thursday. Pleasant atmosphere.
453-7060

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.
3 blks. W. of Lahser

L.P.N.
Afternoon shift only. 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, 8385 Newburgh Rd., Westland near Joy Rd.

An Equal Opportunity Employer

MEDICAL ASSISTANT needed for Troy pediatrician office. Very pleasant working conditions. Must have experience & references. Call after 6PM
645-9689

MEDICAL ASSISTANT/Receptionist; full time; Southfield & 15 Mile; MTWF & half day Sat; experienced with scheduling, typing, telephone; will train in EKG, PT and resume flow. Fax 11320 W. 12 Mile, Southfield, Mich 48076.

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT. Exciting part time career opportunity with a doctor's 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 #190 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Must have some laboratory experience.
352-4880

MEDICAL ASSISTANT
Experienced only, mature, Insurance, pegboard, venu puncture, WBC. Good hours. Livonia area. Call
533-5660

MEDICAL CLINIC desires sharp, mature, Switchboard operator. Medical terminology needed.
Snelling & Snelling
399-3450

MEDICAL TYPIST, part time, experienced in medical dictation, 2 days per week, Southfield.
552-9292

NEEDED: Experienced Medical Assistant, Knowledge of venupuncture, injections, EKG, etc., assisting doctor required, full time. Farmington Hills area. Send resume to Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE OR MEDICAL TECHNICIAN for a vascular surgical office, carry out non-invasive vascular testing, Bloomfield part time. Southfield.
552-9292

NURSES AIDES and Orderly positions now on duty at Beverly Manor. Call The Employment Directory, Inc. 848 Fee. Open Saturdays.
569-8400

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

OFFICE MANAGER for busy Ob-Gyn practice in Southfield. Experience & references required. Salary commensurate with experience.
358-5307

OPTICAL DISPENSER/Receptionist. Full or part time. Wayne/Westland clinic. Must be experienced in dispensing. Send resume and desired salary to P.O. Box 2191, Farmington Hills, Mi. 48018.

PART TIME 10-12 hours per week drawing blood. Physicians office in Livonia Area.
476-4724

PHONE SOLICITORS
Experience preferred. Will train. Full or part time. Westland area.
261-8916

RECEPTIONIST
Part time. Southfield Ophthalmology office, experience desirable, send resume to Box 236 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST ASSISTANT
for Southfield oral surgery office. Full time position. Experience preferred.
358-1976

REGISTERED
NURSES
We are currently seeking Registered Nurses to fill the following positions:

SPECIAL CARE UNIT-afternoons, 40 hrs. per week (for one year)
IN-PATIENT-afternoons, 40 hrs. per week; midnights, 40 hrs. per week and 24 hrs. per week.
SUPERVISOR-afternoons, on-call.

Interested applicants please call Personnel
523-6685
Equal Opportunity Employer M/F/H

REGISTERED
NURSES
Permanent full time, permanent part time

PHYSICAL
THERAPIST
Permanent full time, permanent part time or temporary

Cardiopulmonary
SUPERVISOR
Opening available.

MEDICAL
TRANSCRIPTION
SECRETARY
Immediate opening

OUTER DRIVE
HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
313 388-2000

Equal Opportunity Employer

RN & LPN
Positions available for all shifts in modern Nursing Center. Full benefits - bonus plan. Contact Mrs. Mancus,
Dorvin Convalescent Center, one block so. of 8 Mile, on Middlebelt, Livonia.
476-0550

RN-LPN
Weekends only - two 12 hour shifts. Excellent benefits.
CAMBRIDGE
Nursing Center South
18200 W. 13 Mile Rd.
647-6500
An Equal Opportunity Employer

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

RN OR NURSE PRACTITIONER for doctors office. Full time position, no night. Excellent benefits. Send complete vita salary, Southfield. Call after 4 PM.
569-3688

RN'S - LPN'S - AIDES
Flexible Scheduling - Top Pay
Variety of Assignments
PRO CARE ONE
The Health Care Professionals
LIVONIA 522-5733
SOUTHFIELD 569-4400

RN WITH Lahser training for part time office work & teaching. Farming ton Hills OB yn.
535-2870

502 Help Wanted Dental-Medical

RN-O.R.
A permanent part time RN position is available in the Operating Room. This is a day position and will require weekend call for the Operating Room. Contact:

Personnel Dept.
ANNAPOLIS
HOSPITAL
33155 Annapolis Ave.
Wayne, MI 48184
(313) 722-4400

An Equal Opportunity Employer

RNs and LPNs
Full time, 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 in the field of cardiac rehabilitation guidance. We will train you how to adapt your skills to support and encouragement to your own special clients. You'll practice nursing in an environment that is serene, yet challenging, 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 Personnel in Troy at 589-1810
Call Renee in Farmington at 542-6233
Weight Loss Clinics

R.N'S
$100 FREE!!
$12.50 PER HR
ICU/CCU
SUBURBAN AREA
ALLSHIFTS
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. 218-7000

STAFF NURSES NEEDED
RNS & LPNS
Days, afternoons & midnights
Good working conditions, many benefits including shift premium. Contact
Ms. Gwen Ryan, RN, DON
Between 10 A.M. - 4 PM.
CAMELOT PARK
CONVALESCENT CENTER
35900 Schoolcraft Rd
Livonia, Michigan
522-1444

X-RAY TECHNICIAN for Southfield area. Flexible hours, no evening. 24-40 hour a week, excellent working conditions.
354-3877

X-RAY TECHNICIAN - registered, full time position available at large Medical Center in Detroit clinic. Pay appt. call Ron
538-6700, ext. 270

X-RAY
TECHNOLOGIST
Contingent X-ray Technologist to work approximately 20 hours per month. Excellent salary and working conditions. For details call
GARDEN CITY HOSPITAL
421-3300

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Experienced Only! Salary based on experience. Excellent benefits. Apply in person Only - Tuesday or Thursday
13541 Auburn; Schoolcraft/Grandmont area, near Jeffries X-way.

ACCURATE TYPIST - 75-80 WPM, shorthand, good spelling, telephone answering. Salary range $10,500/$11,500. Birmingham location.
645-0140

AD AGENCY - RECEPTIONIST
Busy Southfield Agency. Accurate typing (60-80 WPM) required.
Call
647-8500

AD AGENCY
SECRETARY
Exciting atmosphere and diversified duties make this a job you'll like. Call. All this and advancement too! Shorhand a plus. $12,000. Call Sandy.
353-2090
SNELLING & SNELLING
PERSONNEL

ADMINISTRATIVE Assistant - Secretary to President. $15,000 - $17,000 plus pension, hospitalization, insurances. Non-smoker, verbal, high typing, writing, phone skills E.D.P. experience helpful. Potential for promotion. Reply: Box 278, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
ASSISTANT
We offer a challenging opportunity for an administrative assistant with a minimum of 3 years experience, to include a background in personnel and legal work. The ideal candidate will be able to work well under pressure, compose correspondence and reports and organize a busy office. Responsibilities include typing 60-70 WPM, shorthand 90 WPM, and transcribing equipment proficiency. Word processing experience is beneficial. We offer a pleasant work atmosphere in a suburban location, a complete benefits package, and salary in the office commensurate with experience. Mail your resume in confidence to
PERSONNEL DEPT
P.O. BOX 757
DETROIT, MICH. 48232
Equal Opportunity Employer M/F/H

A LARGE Detroit based CPA firm located in the Renaissance Center has openings on their administrative staff. Cooperation is based on experience and skills Good fringe benefits and professional working environment. Qualified and interested applicants should send their resume in confidence to Box 122, 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 not limited to the functions of accounts payable, accounts receivable, processing petty cash transactions, billing and preparation of reports.

EXECUTIVE SECRETARY
Need a professional, self-motivated, self-confident secretary to work in the tax department. Applicants 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, fast 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.

AMERICAN CENTER law office, IBM system 6 word processor, excellent salary and benefits. Call
533-5950

ASSISTANT BOOKKEEPER-Non-profit organization seeks full time person on permanent basis. Accounts payable, receivable, billings, familiarity with government forms. Computer operation helpful, but not essential. Will train. Call Mrs. Pallon for interview. 641-3700

CLAIMS SECRETARY
Growing insurance company needs secretary for claims adjustor. Qualified candidate will be able to handle heavy dictaphone typing and will have good communication skills. A working knowledge of medical and/or legal terminology will be helpful but is not mandatory. Candidates will be working out of Birmingham office. If interested please call the Personnel Manager at:
1-800-292-1928

504 Help Wanted Office-Clerical

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
17322 Farmington Road
(In Burton Executive Park)
525-5170

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-5:30PM, North American Photo, 27451 Schoolcraft, Livonia, Mich.

BOOKKEEPER
FULL CHARGE
Great opportunity for 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 - FULL CHARGE
For 3 person office restaurant located in Troy employing 85 people. Must have full bookkeeping knowledge and be able to handle cash. Compensation commensurate with ability and experience. Write to Box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Must be experienced with accounts receivable & payables thru trial balance. Salary and benefits provided. Please call Mr. Goldman,
557-7040

BOOKKEEPER/Office Help, experience necessary, full or part time, must apply in person Sat. morning. Call Steve
355-5480

BOOKKEEPER - Small Southfield law office. 10-15 hours per week, flexible. References required. Contact Penny
338-0630

BOOKKEEPER
$175 WEEK
TO START
Terrific opportunity for full charge Bookkeeper. Benefits include COLA. Fee paid. Call Elaine.
Snelling & Snelling
336-7400

BRIGHT SECRETARY needed to work in Southfield office for small practice. Must be experienced & dependable, good typing & ease of dictaphone necessary. $200 for 35 hour week. Call Diane
557-7700

BUSY SECRETARIAL SERVICE requires experienced telephone answering & typing skills. 3-4 days/weeks. Northwestern 12 Mile area.
353-4466

CAREER MINDED Secretary—but with some full time time to spare for what you're looking for. We need a sharp secretary to work 18 hours per week, Monday thru Friday. If you're a typist & enjoy a challenging career, Please call Mrs Lazar.
569-6900

CAREER
OPPORTUNITY
Our expanding customer service department has created the need for several openings. We are looking for experienced & inexperienced career-minded people. Both full & part time positions are available requiring some evening & Saturday work. Top working conditions & benefits. Call for interview 647-0686. Ms. A. Mosley
20600 Telegraph Rd., Suite 3110
(Bingham Center)
Birmingham, Mich.
GENERAL ELECTRIC
CREDIT CORP.
An Affirmative Action & Equal Opportunity M/F Employer

CLERICAL ASSISTANT needed, light bookkeeping experience & strong math aptitude essential. Call Sharon. Tues thru Fri.
552-0519

CLERICAL for insurance agency, Birmingham. Take-Charge person to run personal lines. 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 Valiert.
273-3500

CLERK
TYPIST
$158 plus benefits
Southfield company has opening for 2 clerk typists. Typing 45WPM and 1 year office experience will get you started. Good figure background helpful.
Graeber Employment Service
565-3502

COMPUTER OPERATOR - Experienced Honeywell level 66 computer operator needed for long term temporary assignment. Contact Kathy Bennett. 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
646-7660

Excellent
Pay
If You're 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

EXECUTIVE SECRETARY
Chairman of the Board of dynamic rapidly growing real estate corporation looking for individual with initiative and ability to work with minimal supervision. This is a very challenging position requiring 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

NATURE WOMAN to work in Livonia Funeral home as receptionist, willing to learn bookkeeping. Full time. Blue Cross, Life insurance. Some Saturdays, Sundays & holidays. For appointment please call
425-6721

504 Help Wanted Office-Clerical

EXECUTIVE
SECRETARY
This fast-paced firm needs an extremely sharp Executive Secretary to work in one of its top positions. Must have excellent secretarial skills (including very rapid shorthand), be able to deal with executives and handle extremely high confidential matters. Excellent compensation package. Send confidential resume to: Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

EXECUTIVE SECRETARY
PRESTIGIOUS SOUTHFIELD Law Firm looking for executive secretary-girl Friday for senior law partner. Excellent shorthand and typing skills with minimum 3 years secretarial experience. Will teach word processing. Excellent benefits and salary. Management opportunities. Send resume to Box 140, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE
SECRETARY
Experienced, well organized individual who can work with minimum direction and is able to do detail work well. Must have excellent typing skills, 90 wpm and with MAG, a substantial responsibility, excellent salary & benefits. 647-2490

LEGAL SECRETARY. American Corporation seeks Corporate secretary, salary, benefits & advancement, legal experience required, litigation.
353-7530

LEGAL SECRETARY for Southfield Attorney 1 year experience preferred, good typing skills required, some shorthand helpful. For appointment 354-2555

LEGAL SECRETARY needed for Troy law firm specializing in tax & corporate work, minimum 3 year legal experience. Mag card experience preferred Good salary & benefits. Call Pam to arrange an interview.
649-0320

LEGAL
SECRETARIES
LARGE CORPORATE law firm is interviewing candidates with excellent typing and shorthand skills for position in wills Sr. Partner. Superb fringe package. To $15,600.

MEDIUM SIZE firm has an opening for an individual with strong management and bookkeeping background to undertake its office staff work flow. Profit sharing. To $15,000.

SUBURBAN CLIENT has an opening for a secretary with word processing and corporate background. Benefits include Dental and profit sharing. To $14,000.

THIS GENERAL practice firm is seeking a candidate with good accounting and word processing experience. No shorthand required. Bonus. To $13,000.

OPENING FOR legal secretary with strong litigation background for this suburban legal practice. Benefits include prescription drugs. To $14,000.

Never a charge to you for our courteous and professional placement assistance.
PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE: 2580
SOUTHFIELD, MICH. 48075
Southfield 358-0060
Dearborn 533-3140
Renaissance Center 567-0141
Troy 649-2042

LIVONIA FIRM
Looking for a person for general office work, with good typing and shorthand skills. 40 hrs. 400 salary.

MATURE WOMAN NEEDED for full time diversified office position. Hours 8 11am to 6pm. Apply in person from 2-5pm at Kitchen Glamour, 26730 Grand River, Redford.

Opportunity
Knocks
IF YOU CAN
ACCURATELY TYPE 50 WPM.
GREAT PAY
We will train you for a long term WORD PROCESSING assignment in the downtown area. Free parking 2nd & 3rd shifts available.
569-7500
WITT
SERVICES
The Temporary Help People

PART TIME church secretary with good skills in shorthand, typing, creative layout. Apply at: N.P.D.M.C., 29487 W. 11 Mile Rd., Farmington Hills

PART TIME
GEN'L OFFICE WORK
Real Estate office experience preferred, but not necessary.
Call Helen or Midge,
626-8700

PART TIME mature lady to learn apartment leasing for Mon., Fri. & Saturday. Excellent commission opportunity. Call for appointment,
358-1885

PART TIME year around, Sat. evenings plus days. Shorthand & general office. Must type 4 & be accurate with figures. Pine Lake Country Club, 3200 Pine Lake Rd.
682-1500

PAYROLL - TYPIST for Southfield based construction firm. Must have experience with data processing equipment. Excellent fringe benefits and wages commensurate with experience. Send resume to P.O. Box, 166, Southfield, Mi. 48037 or call Mr. Lewis
557-2600

PERMANENT PART TIME Secretary for Troy office. Experienced with good skills and pleasant personality. 3 days, 9 to 5. Executive Group
649-1500

PERSONNEL &
BENEFIT
COORDINATOR
Job will entail filing of forms for local, state & federal agencies, knowledge of general personnel duties. Will consider recent college graduate or person with experience in this field. Contact E. Nance
An Equal Opportunity Employer

PROGRAMMER
Barroughs Cobol experience preferred Immediate opening. 7 Mile Road, Telegraph area.
533-7007

QUICK LEARNER? Call 535-2417, ext. 229. Will train right person with typing (in a very diversified environment) preferable position with a property management company. Southfield location.

RECEPTIONIST
TYPIST
A great variety job in a northern suburban plush office for a good typist at 55WPM accurate and 1 year office experience. A friendly personality with a pleasing appearance to meet and greet clients will land you this fee paid position. Call now for a personal interview.

PERMANENT STAFF
TROY
362-4004

RECEPTIONIST
Permanent position available in Southfield firm, entry level, typing 45 WPM, full benefits. Call
353-2109

SALES SECRETARY
Personable, dependable & organized individual needed for sales office of Fortune 500 Company. Typing skills required. Excellent benefits.
649-1337

SALES SECRETARY
Challenging position available for sharp person with typing 60 WPM, and shorthand a plus. Southfield Area. Pleasant working conditions and full benefits. Call
353-3200

SECRETARIAL AND related positions needed