502 Help Wanted Dental-Medical

THE FOLLOWING positions are now available in Northwest & Downtriver medical clinics.
Medical Office Manager with administrative experience preferred. Medical Receptionists. Medical Assistants full & part time. Medical Insurance Clerk.
Experience Preferred
Excellent working conditions, many benefits available.
Call Debbie days. 537-0008

X-RAY TECHNICIAN - registered, full time position available at large Northwest Detroit clinic. Fee type, call Ron 538-4700, ext. 270

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Posting and some telephone work, 5 day week. Mr. Beeson. 354-1750

ACCURATE TYPIST - 75-80 WPM, shorthand, good spelling, telephone answering. Salary range $10,500/$11,500. Birmingham location. 645-0740

ACCURATE TYPIST - for Accounting Firm in Livonia. Typing will include financial statements, billing and tax returns. Position also includes other general office duties. Call for interview.
427-6900

AD AGENCY - RECEPTIONIST
Busy Southfield Agency. Accurate typing (50-60 WPM) required.
Call 647-8500

AD AGENCY
$12,000 TO START
Exceptional shorthand lets you travel the U.S.A. for major firm. Unbelievable benefits. Fee paid.
Snelling & Snelling
336-7400

ADMINISTRATIVE ASSISTANT
District manager needs your secretarial skills and aptitude for figures. $12,000, fee paid. Call Alice.
353-2090
SNELLING & SNELLING PERSONNEL

ADMINISTRATIVE OR CLERICAL?
$9000 to $25,000
For immediate interviews with over a hundred local and national corporations. Experienced or trainee positions available. Tell us which corporation or industry you wish to represent.
Call Liz, write or walk in.
PERSONNEL RECRUITERS
358-3300

ADMINISTRATIVE ASSISTANT
At $14,000
Assist Controller of well established suburban company. Qualified candidate will have the ability to work without direct supervision. Assist in training and management of clerical staff, supervise the preparation of payroll and general accounting functions, type 50 WPM. Full fringes with dental. Fee paid.
356-7270
SHARROW & ASSOCIATES
PERSONNEL AGENCY

ADMINISTRATOR - career spot for person with office management or personnel experience. Some legal necessary. $18,000 to $20,000 plus benefits. Fee paid

LEGAL - secretary, administrative duties for Sr. partner. Excellent typing needed, $250 to $300 wk. Highly visable position. Fee paid & benefits.

ORDER - desk, for service oriented national company. Individual office space and lovely surroundings. Your creative sales personality and experience qualify you. Benefits included. Base salary plus commission. Fee paid.

ADAMS & MARTIN
PERSONNEL
1009 S. Woodward Birmingham
646-5600

DIAL A JOB
24 Hour Service To Hear About Our Most Recent Openings
646-8780

AMERICAN CENTER law office, IBM system 6 word processor, excellent salary and benefits Call 353-5050

ASSISTANT BOOKKEEPER-Non-profit organization needs full time person on permanent basis. Accounts payable, receivable, billings, familiarity with government forms. Computer operation helpful, but not essential. Will train. Call Mrs. Fielding at interview, 661-5750

BOOKKEEPER - full and part time. Restaurant experience helpful but not necessary. Call for interview 851-0094

BOOKKEEPER- Rapidly expanding engineering company needs full charge bookkeeper. Some accounting knowledge b/plus, good benefits, salary commensurate with experience. Please send resume to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

BILINGUAL SECRETARIES
- COMPUTERIZED -
- TYPESETTERS -
BINDERY WORKERS
- SIMULATORS -
Temporary positions available. Most suburban areas. Long or Short term assignments. We guarantee 'No Fee' to our applicants. Call: Demis Ghent or Lia Gustanzo. 649-1105
ADANAC TEMPORARY SERVICES

BOOKKEEPER - FULL CHARGE
For 3 person office restaurant located in Troy employing 80 people. Must have full bookkeeping knowledge and be able to handle cash. Compensation commensurate with ability and experience. Write to Box 314, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/RECEPTIONIST
Full-time. Northville area.
Experience necessary. 348-1270

BOOKKEEPER - Small Southfield law office. 10-15 hours per week, flexible. References required. Contact Penny at 358-0630

BOOKKEEPER - 1st RATE
Bookkeeper needed for small diversified company. Must be experienced in all phases of accounting including trial balance. Computer background helpful. Excellent pay and benefits. Please send resume to Box 288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BRIGHT STERETARY needed to work in Southfield office for summer months. Must be experienced & dependable, good typing & use of dictaphone necessary. $200 for 35 hour week. Call Diane 353-7464

CAREER MINDED Secretary—but cannot work full time This may be just what your looking for. We need a sharp secretary to work 18 hours per week. Southfield area. If you are a good typist & enjoy a challenging career, please call Mrs Lukas. 569-4900

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 647-0656. Ms A. McCabe.
30600 Telegraph Rd., Suite 3110
(Bingham Center)
Birmingham, Mich.
GENERAL ELECTRIC
CREDIT CORP.
An Affirmative Action & Equal Opportunity M/F Employer

CHURCH SECRETARY, part-time. Good Shorthand skills, typing & creative layout. Apply N.P.U.M.C., 32887 W. 11 Mile Rd., Farmington Hills.

CHURCH SECRETARY. Mature person desired, good interpersonal and telephone skills, typing 50 WPM, shorthand and knowledge of office procedures helpful. Benefit package. Call 644-0820

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. Candidate will be working out of Birmingham office. If interested please call the Personnel Manager at:
400-232-1028

CLERICAL ASSISTANT needed, light bookkeeping experience & strong math aptitude essential. Call Sharon, Tues thru Fri. 532-2422

CLERICAL Part time, dependable person for mail room, typing, filing, and an interesting variety of duties.
Southfield Area. 559-0650

CLERICAL
Typing skills a must, general office procedures. Rochester area. Call 10am-1pm 852-6650

ENJOY
VARIETY?
Friendly west suburban company needs your outgoing personality and good typing skills. Variety job with lots of public contact. Beautiful office, good starting salary, full benefits including dental insurance and company pays our fee. Call now for a personal interview.
PERMANENT STAFF
LIVONIA 522-4210

504 Help Wanted Office-Clerical

Clerical
We have immediate openings for individuals to assume clerical positions in our Servicing Division. To qualify you should have accurate typing ability of 40 plus wpm, good math aptitude and good communications skills. Ability to work under pressure a must. In addition to clerical, one secretarial position available. Shorthand a must. A complete benefit package is offered. Interested applicants should apply in person during the following hours:
WEDNESDAY ONLY
9-11 AM OR 1-3 PM
MANUFACTURERS HANOVER MORTGAGE CORPORATION
37555 Farmington Rd.
Farmington Hills, MI 48018
corner of 12 Mile Rd.
Equal Opportunity Employer M/F/H

CLERK RECEPTIONIST
Must have bookkeeping experience in accounts receivable and have knowledge of Lotus 1-2-3. 644-8411

CLERK/TYPIST for small, congenial Insurance Branch Office in Southfield. Good mathematical abilities. Call for appointment, LH.M. 354-3050

CLERK TYPIST - typing, filing, telephone, occasional light bookkeeping, general office duties. 858-7020

CLERK TYPIST
$160 PER WEEK
Plush suburban offices, great benefits.
Snelling & Snelling
336-7400

Closing Secretary - Troy -
EXPERIENCED FULL TIME closing secretary needed for title company in Troy. Call Mrs. Skubic: 643-0969

CREATE
Your own future! Outgoing personality gets bright Typist in prime background position. Move up rapidly with this firm's career plan. $$$ Depend on your experience.
562-8900 649-4144
You Now Don't Pays Your Fee
HARRIET SORGE
PERSONNEL

Customer Accounts Clerk $175
With review in 60 days. Troy location. Qualified candidate will have the ability to deal with the public in a professional manner. Good phone personality, light typing for occasional forms. For additional information, call Barb at 525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

DICTAPHONE TYPIST for Insurance Claims Dept. Minimum 70 WPM. Must be familiar with Medical & Legal terms. $195./week. Call Kathy, 559-4700

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 ASS'T
20 HOURS PER WEEK
$5 PER HOUR
13 MILE-SOUTHFIELD
Southfield company starting a new division needs intelligent, experienced person to co-ordinate detail. Good typing skills are necessary. Set your own schedule - work 4 hours per day. Write, don't call, with details on your background to: Medco, P.O. Box 207 T.V., Lathrup Village, MI 48076.

EXPERIENCED SECRETARY
PRESTIGIOUS SOUTHFIELD Law Firm looking for executive secretary-girl friday for senior law partner. Excellent shorthand and typing skills with minimum 2 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 ASSIST. Challenging position available for sharp person with good typing and shorthand. Southfield area. Flexible hours. Fringe benefits, full benefits. Call 353-3209

EXECUTIVE SECY
TO THE PRESIDENT
Multi-state sales organization with corporate offices in Farmington Hills has immediate opening for experienced secretary. Requirements include, but are not limited to, shorthand, letter composition and interpersonal skills. This position offers challenge, responsibility and reward including substantial cash bonus and profit sharing. In submitting your resume in confidence, please include brief statement of personal goals. Send to Personnel Manager, P.O. Box 1600, Farmington Hills, Mich. 48018.

EXPERIENCED accounts receivable clerk for engineering consulting firm in Southfield, computer experience desired, willing to learn complete office functions. 569-1458

EXPERIENCED person for a 3 girl office, Plymouth Telegraph area. Benefits. 535-6355

GENERAL OFFICE help- good typist, billing, & dictaphone. Answer telephone. Chance for advancement. Excellent benefits & well groomed. 643-4022

GENERAL OFFICE
Property management company is seeking a dependable gal for typing, filing, posting rents, etc. Southfield area. Beautiful offices, recent experience not necessary. 358-3777

504 Help Wanted Office-Clerical

GENERAL OFFICE & clerical for Southfield Public Accounting firm, full time. 353-5905

GENERAL OFFICE CLERK
2 years experience in typing, filing, etc preferred. Fringe benefits. Monday-Friday, 8:30-5. Nice surroundings for national corporation in the New Center area. Call for appointment 875-3380

GENERAL OFFICE work with typing skills, permanent position with opportunity for computer training. Call Gold Star Product. 548-8460

INSURANCE COMMERCIAL agency in W. Bloomfield desires person with 3 years experience in small agency. 851-4828

INSURANCE
Commercial account assistant for insurance agency. 2 years experience preferred. Excellent opportunity and working conditions. New office in Southfield. 355-4400

INVENTORY CLERK
Redford area. Handle processing of orders. Typing 50wpm, 10 key adding machine experience, some accounting background helpful. Paid benefits including optical & dental. Experienced only need apply. Calls accepted between 9am-5pm only. 537-9177

LEGAL SECRETARY
For lawfirm specializing in tax & corporate matters. Located in Southfield. Career opportunities unlimited including para-legal position. 5 years experience required. Word processing experience desired. Excellent salary & benefit program. 353-8980

Legal Secretaries
Jeanne Roberts is looking for you in the legal fields. These positions include legal secretaries, para-professionals 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 professional today. All fees company paid.
MANSFIELD & ASSOCIATES, INC
100 Town Centre - Big Beaver
Troy, MI 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc.

LEGAL SECRETARY for Southfield NO FURTHER EXPERIENCE required with MAG A, substantial responsibility, excellent salary & benefits. 647-3496

LEGAL SECRETARY for Southfield Attorney-ft 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 2 year legal experience. Mag card experience preferred. Good salary & benefits. Call Patti for arrange an interview. 649-0120.

LEGAL SECRETARY, all skills. Good phone manners & personality. Town Center Bldg. Southfield. 358-4164

LEGAL SECRETARY, at least 2 years experience, just take over, 40 hour week, benefits, pleasant working environment. Call 645-3700

LEGAL SECRETARY. Southfield law firm, excellent salary, benefits & opportunity for legal experience required, litigation. 355-7550

LEGAL SECRETARY, experienced for expanding Troy firm near Somerset. Attorney specializing in wills, probate & bankruptcy. Need good typing, shorthand & dictaphone skills. Excellent working conditions & benefits. For appt. contact Charlene. 645-4610

LEGAL SECRETARY
Suburban firm seeks experienced corporate litigation. Must be well skilled in typing & shorthand. Salary to $15,000. Fee Paid. Call Sandy Lanin, 552-8320
Assoc. In Personnel

LEGAL SECRETARY TRAINEE
Just the golden opportunity you have been waiting for! Use your good skills and experience to enter the special world of law. $13,800. Fee paid. Call Sandy now!
353-2090
SNELLING & SNELLING PERSONNEL

LEGAL
SECRETARY
$16,000 FEE PAID
Challenging and highly responsible position working for Sr. partner. Wide variety of duties including word processing. Super benefits, fast-pace and plush office. Call Mark, Legal Department.
SNELLING & SNELLING
649-5900

LEGAL SECRETARY
AT $16,800
Large established firm offering full fringe package. Qualified candidate will have minimum 3 years previous experience to handle varied duties for one general practice attorney. Word processing background helpful. Fee Paid. Call Barb.
525-7870
SHARROW & ASSOCIATES
PERSONNEL AGENCY

MATURE PERSON for Clerical position. Must handle pressure. Quality image. Pleasant working conditions. Consists of invoicing, customs papers, sales log, phone answering and reception window. Salary range $8000-$10,000. Send resume to Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE CLERICAL experience in real estate closings preferred. For post closing department. Full time. Fringe benefits. 478-6470

OFFICE HELP, part time, Pullum Window Corp., 5 Mile-Schaefer area. 491-4900

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. Call now:
569-7500
WITT SERVICES
The Temporary Help People

504 Help Wanted Office-Clerical

PART TIME, temporary bookkeeper/secretarial assistant. Logging figures into a sales monitoring system, accurate typing some filing. Southfield area. Ask for Connie or Debbie 552-8050

PERMANENT PART Time (30 Hours) Mature person needed for sales office in Southfield. Duties include answering the phone, typing (55 WPM) and general office work. Reply to Box 353, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Permanent position available to handle light typing, phone work, typing 45 WPM, full benefits. Call 353-3209

RECEPTIONIST
Front desk typing & filing. Birmingham area. 642-0402

RECEPTIONIST/SECRETARY, typing, filing, phones. Experience preferred, full time. Farmington. 476-6670

RECEPTIONIST/SECRETARY. Starting secretarial position in busy Troy real estate office, must have good typing skills & telephone manner. Interesting & diversified work. 649-5600

RECEPTIONIST
$7,000 PLUS
FEE PAID
If you like a busy atmosphere and would like to have some responsibility this fine Troy company would like to meet you. Call Carol Lee.
SNELLING & SNELLING
649-5900

RECEPTIONIST
SWITCHBOARD OPERATOR
This fast-paced professional firm needs a pleasant voice and friendly face for its busy reception area. Your warm voice will also use your good typing and switchboard experience. LOOK FOR FURTHER EXCELLENT BENEFITS to make this a home and will pay our fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

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 353-3209

SECRETARIAL AND related positions needed now on these and 100 others. Call The Employment Directory, Inc. 868 Fee. Open Saturdays. 569-8400

SECRETARIAL
CAREER STARTER
Graduating? Good skills and some experience will help you obtain this position in a plush advertising agency. Fee paid. Call Alice.
353-2090
SNELLING & SNELLING
PERSONNEL

SECRETARY/Bookeeper, all around girl Friday. 2 girl office. Manufacturer of special machines. Engineering knowledge preferable. Send resume and photo to Box 291, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERICAL Part time afternoons. 1PM-5PM. Typing, bookkeeping experience needed. Wayne, Mich. area. Call Mr. Binder: 728-8000

SECRETARY
Experienced responsible person for travel company. Good interesting job, type 60wpm. Be very adept at phone & scheduling. Pleasant working conditions. Many benefits. Call Mrs. Simon 557-5145

SECRETARY
Flexible 32 to 40 hours per week. Apply in person. Livonia V, 14255 Stark rd. between 10 am and 2 pm.

SECRETARY
Neat, pleasant young lady with some secretarial experience. Full time. Royal Oak. Call Mr. Lund
Land Motors 549-2300

SECRETARY-receptionist for a Bingham Center office. Must have outstanding people and typing skills. Write to: Box 320 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
RECEPTIONIST
TO $12,000 FEE PAID
Work for a top national firm, excellent benefits, congenial atmosphere and opportunity for advancement. Call Mark.
SNELLING & SNELLING
649-5900

SECRETARY/SALES SUPPORT
Secretarial & Sales Assistance duties for progressive office furniture dealership. Excellent typing skills required. Minimum 2 years secretarial & ability to accept responsibility. Experience necessary. Send resume to:
Carmen Business Interiors,
P.O. Box 2650, Southfield, MI 48037
Attention: Office Manager.

SECRETARY - shorthand 130 WPM, typing 80 WPM., major company, liberal benefits. Starting salary $1,293 per month. Phone for appointment 645-9880
An Equal Opportunity Employer

SECRETARY
Southfield area, heavy typing for 1 girl office. Call Mr. Bell, 569-7000

SECRETARY - top executive needs good typing, shorthand experience & personality for Southfield travel company, benefits, $10,400.

SALES - co-ordinator, Troy, good math ability and CRT experience; working with customers and clients, benefits, $750

BOOKKEEPER - secretary, Royal Oak, good typing, dictaphone, compositional ability & strong bookkeeping background, benefits, $10,800, fee paid.

LOIS RAY
PERSONNEL
559-0560

SECURITY
BANK OF NOVI
Has the following positions available

Accounting Clerk-part time
Teller - part time
Full time receptionist

Banking experience preferred.
APPLY IN PERSON
41325 10 MILE ROAD
NOVI, MICH.
An Equal Opportunity Employer

STATISTICAL TYPIST
full time. Farmington firm, experienced only. Livonia area, call between 9 - 11 noon. 477-2030

504 Help Wanted Office-Clerical

STENOS
SR. TYPISTS
WORD PROCESSORS
Needed for long & short term assignments
CALL FOR APPOINTMENT
MANPOWER
TEMPORARY SERVICES
LIVONIA 478-1130
TROY 585-5595
TAYLOR 283-1860
TECHNICAL TYPIST
Accurate competent typist wanted for processing laboratory reports, general correspondence & some phone contact with customers. If you are exacting with details, apply for this position with real estate office, must have good typing skills & telephone manner. Interesting & diversified work. 649-5600

RECEPTIONIST
$7,000 PLUS
FEE PAID
If you like a busy atmosphere and would like to have some responsibility this fine Troy company would like to meet you. Call Carol Lee.
SNELLING & SNELLING
649-5900

RECEPTIONIST
SWITCHBOARD OPERATOR
This fast-paced professional firm needs a pleasant voice and friendly face for its busy reception area. Your warm voice will also use your good typing and switchboard experience. LOOK FOR FURTHER EXCELLENT BENEFITS to make this a home and will pay our fee.
PERMANENT STAFF
SOUTHFIELD 353-0505

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CAREER STARTER
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Experienced responsible person for travel company. Good interesting job, type 60wpm. Be very adept at phone & scheduling. Pleasant working conditions. Many benefits. Call Mrs. Simon 557-5145

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RECEPTIONIST
TO $12,000 FEE PAID
Work for a top national firm, excellent benefits, congenial atmosphere and opportunity for advancement. Call Mark.
SNELLING & SNELLING
649-5900

SECRETARY/SALES SUPPORT
Secretarial & Sales Assistance duties for progressive office furniture dealership. Excellent typing skills required. Minimum 2 years secretarial & ability to accept responsibility. Experience necessary. Send resume to:
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P.O. Box 2650, Southfield, MI 48037
Attention: Office Manager.

SECRETARY - shorthand 130 WPM, typing 80 WPM., major company, liberal benefits. Starting salary $1,293 per month. Phone for appointment 645-9880
An Equal Opportunity Employer

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Southfield area, heavy typing for 1 girl office. Call Mr. Bell, 569-7000

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SALES - co-ordinator, Troy, good math ability and CRT experience; working with customers and clients, benefits, $750

BOOKKEEPER - secretary, Royal Oak, good typing, dictaphone, compositional ability & strong bookkeeping background, benefits, $10,800, fee paid.

LOIS RAY
PERSONNEL
559-0560

SECURITY
BANK OF NOVI
Has the following positions available

Accounting Clerk-part time
Teller - part time
Full time receptionist

Banking experience preferred.
APPLY IN PERSON
41325 10 MILE ROAD
NOVI, MICH.
An Equal Opportunity Employer

STATISTICAL TYPIST
full time. Farmington firm, experienced only. Livonia area, call between 9 - 11 noon. 477-2030

504 Help Wanted Office-Clerical

SALES
SECRETARY
Sharp, responsible secretary needed for our Regional Sales Office in Southfield. Will work closely with a number of salesmen. Prefer secretarial/general office experience in an office selling to the auto industry. Shorthand and teletype experience required.
Excellent salary and benefits package. Send resume with salary history in complete confidence to:
Box #334
Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARY
EXECUTIVE
For President of major Southfield based company. Successful applicant must have excellent secretarial skills including shorthand, as well as social polse. Wide range of duties from some requiring high-level of judgement — to others which are very important but routine. Very busy, sometime hectic, office. Excellent salary commensurate with ability. Good benefits and very nice working conditions. Send complete work and salary history in absolute confidence to:
Mr. Newton
P.O. Box 691
Southfield, Mi. 48037
Plante & Moran Recruiting for an equal opportunity employer

SECRETARY
American Sterilizer Company, AMSCO, a leader in the Health Care Industry, has an immediate opening for a Secretary in the Detroit Regional Office. We are seeking an individual who has aptitude for filing, can type 50-60 wpm, has pleasant phone personality and the competence & confidence to handle customer telephone calls. Must also be familiar with Telex operations. Must be High School graduate. This is a permanent position, offering excellent salary and a wide range of company paid benefits. Please send resume or call for appointment. Mr. Roger T. Harrington, Regional Manager.
AMSCO
American Sterilizer Company
20853 Farmington Road
Farmington, Michigan 48024
(313) 533-5346
An Equal Opportunity - Affirmative Action Employer
We Welcome Applications From Qualified Minority and Female Candidates

504 Help Wanted Food-Beverage

COOK
Ambitious young man willing to work nights. From 4:30 to 12 PM. Must have broiler experience. Good starting salary. Apply at The Chalet 19303 Plymouth rd. Livonia after 3 PM

COOK
Part time, Sandwich type menu, prefer College Student with some experience but will train the right person. Apply at Rusty Nail Lounge, 43845 Ford Rd. Canton (Ply & Mill W. of I-275)

COOKS & CASHIERS
Full & part time. Apply in person: 8 to 10 AM, 2 to 4 PM, & 7 to 10 PM. Burger Chef at Cherry Hill, 172 Inkster

COOKS, experience preferred. 38610 Grand River, Farmington Hills.

COOKS, full time, days. Kitchen preparation, full time, days. Apply in person Bob Evans Restaurant (Canton), 41190 Ford Rd. & I-275.

COOKS WANTED - experience necessary. Good working conditions. Apply in person. See Bill or Chuck, 7 Mile Timbers Inn, 40380 Grand River, Novi.

DARLIN LILLY'S
has an immediate position open for experience Cook for evenings.
851-4527

EXPERIENCED FRY COOK, evenings 3-11 pm. shift, top wage, full time. Apply in person. Silvermans Restaurant, 34610 Ford Rd., Westland, across from Colonial Square. 721-8400

EXPERIENCED WAITRESSES & COUNTER MAN
for Lenny's Deli, Orchard Lake & 13 Mile, Ask Andy 851-5444

FLOOR DIRECTOR.
BANQUET COORDINATOR
We are seeking a hard-working individual to handle guest relations and assist in running floor operations during business hours and handle banquet booking and make sales calls during non business hours. Qualified individuals must be available Fri. & Sat. nights and be able to work 25-30 hours a week. Please apply in person at the Dry Dock, 28455 Greenfield at 11 Mile, Mon. thru Fri., 3-4pm only.

HOSTESS
Top Novi area restaurant, experience required, good pay, evenings. Call for appointment 349-0200

MANAGERS
RESTAURANT
MANAGERS
AND
ASSISTANT
MANAGERS
Olga's Kitchen, a national restaurant chain, has IMMEDIATE MANAGEMENT POSITIONS AVAILABLE THROUGHOUT MICHIGAN. We can offer you an excellent career professional responsibility and company stability. In addition, we offer:
•Starting salary commensurate with experience
•6 day work week
•Paid training program
•Paid vacation
•Paid sick time
•Paid major medical
•Promote from within policy
•Advancement you can count on
•Regular increases based on merit
If you are up to the challenge lets get together and talk about your career. Management career with Olga's Please send resume to OLGA'S KITCHEN, 23600 Telegraph Road, Southfield, MI 48034. Or call (313)353-4844
An Equal Opportunity Employer

NIGHT COOKS, prep cooks, cashier, busboys. Full or part time. Apply in person only Mon-Thurs, between 2-4PM. J Ross Brown's Whaling Station, 22825 S. Telegraph, Bloomfield Hills.

PRODUCTION COOK
Some experience necessary, top wages & benefits. Apply in person 3PM-5PM, Mon. thru Fri. Magic Pan Restaurant, 2860 Coolidge, Troy (Somerset Mall)
An Equal Opportunity Employer

RESTAURANT
MANAGEMENT
Further your career with this going national chain. Here is a great opportunity to move up fast in a growing, fun atmosphere. Salary $16,000, plus good benefits. Management experience a must. Call Jan today!
353-2090
SNELLING & SNELLING
PERSONNEL

SALESLADY, over 25 years, part time, 6am-1pm. Apply in person Henry's Donut & Sub Shop, 32340 W. 7 Mile Rd., corner of Inkster Rd

WAITRESSES
Experienced only. Apply in person 2-5PM, Cerva's Whitehouse Manor, 43180 Nine Mile, at Novi Rd., Novi.

WAITRESSES - full time days Sundays & Holidays off. No experience necessary. Apply: Masons Lounge, Farmington & Schoolcraft.

WAITRESSES NEEDED
Apply in person between 2-4 PM. Sherwood Inn, 36071 Plymouth Rd., Livonia.

WANTED: Waitresses, apply in person no experience necessary. 24 Nobble Nook, 27725 W. 8 Mile, Livonia.

504 Help Wanted Sales

ABOVE AVERAGE EARNINGS
are what you can expect by joining our Sales Team. Expanding Real Estate firm has a limited number of Sales Positions available in our Troy Office.
No sales experience necessary. We provide a complete In-house Sales Training Program ... Call Ross Martin, 689-5600

ACCENT
YOUR POSITIVE
Join our professional sales team. Super hours plus, PAST START TIMES, Mon & More! Call us today for a confidential interview!
Steve Leibhan - Southfield 557-6700
Bob Randazzo - Plymouth 455-5200
Ben Denny - Westland 721-8400
Frank Skrumbellos-Allen Park 388-2200

Chamberlain
AGENCY AVAILABLE
Farmers Insurance Group. Offers complete training program, minimum guarantee per month. Learn without disturbing present job 557-3566

ATTENTION:
Career Opportunity
This ad will appear once only. We are now looking for a full time salesman for outside sales to heavy duty truck parts and service. Must be experienced. Full benefits. Top wage plus commission. Send resume to: Sales Division, 5500 W. Ford St., Detroit, 48210.

Automotive
Salesperson
Applications now being accepted for New/Used Salespersons. Must be experienced in Import Sales. New Ann Arbor Dealership. Contact D. Hagg. Bob Owens Datsun, Inc. 732-2010

BE A CAREER WOMEN & a Homemaker. Sashire offers the best of both worlds. Work at your own convenience, earn a healthy part time income, for appointment 559-8849

CAN YOU CLOSE SALES?
Earn 64-$$ Hourly selling popular Security Products. If you're better than average, the Money gets better, too! For more information, call 548-4164

CAREER IN REAL ESTATE
Graduated commission rate, 90% maximum. Work in a beautiful office with prestige and top reputation. Excellent training
Real Estate Network
Clark-Fron Realty
377492 Five Mile Rd., Livonia
425-7300
Weldon Clark or Ron Fron

CASHIER-SALES
Permanent full time positions available for a mature and responsible woman who seeks a pleasant working environment with room for rapid advancement. Previous retail and clerical experience preferred but we are willing to train the right person. Excellent starting salary plus benefits. If you have a flare for decorating and like to work with people, apply in person at
BARK'S CURTAINS
12 OAKS MALL

504 Help Wanted Food-Beverage

STEAK & ALE
RESTAURANT
Now accepting applications for all lunch positions. Please apply Tuesday thru Saturday, between the hours of 10-2 p.m. At:
40347 Ann Arbor Rd.,
Plymouth, Michigan, at I-275

505 Help Wanted Food-Beverage

APPLICATIONS being taken for waitress. Liquor experience necessary. Apply in person, Grandy Steak House 34480 Grand River.

ASSISTANT CHF.
Experienced in Banquets no. desd. Apply in Person Holiday Inn, 2655 Telegraph Rd., Southfield.

BAKER EXPERIENCED
Excellent salary & benefits. Apply in person. Holiday Inn Southfield, 26555 Telegraph Rd.

BLOOMFIELD CHARLIE'S now accepting applications for full time Night Cook. Some experience. Apply in person at Bloomfield Charlie's, 5856 W. Maple, West Bloomfield.
An Equal Opportunity Employer

COCKTAIL Waitresses & experienced Bar Maids, apply at: Rockwells Lounge, 31258 Ford Rd., Garden City. 422-0300

505 Help Wanted Food-Beverage

COOK
Ambitious young man willing to work nights. From 4:30 to 12 PM. Must have broiler experience. Good starting salary. Apply at The Chalet 19303 Plymouth rd. Livonia after 3 PM

COOK
Part time, Sandwich type menu, prefer College Student with some experience but will train the right person. Apply at Rusty Nail Lounge, 43845 Ford Rd. Canton (Ply & Mill W. of I-275)

COOKS & CASHIERS
Full & part time. Apply in person: 8 to 10 AM, 2 to 4 PM, & 7 to 10 PM. Burger Chef at Cherry Hill, 172 Inkster

COOKS, experience preferred. 38610 Grand River, Farmington Hills.

COOKS, full time, days. Kitchen preparation, full time, days. Apply in person Bob Evans Restaurant (Canton), 41190 Ford Rd. & I-275.

COOKS WANTED - experience necessary. Good working conditions. Apply in person. See Bill or Chuck, 7 Mile Timbers Inn, 40380 Grand River, Novi.

DARLIN LILLY'S
has an immediate position open for experience Cook for evenings.
851-4527

EXPERIENCED FRY COOK, evenings 3-11 pm. shift, top wage, full time. Apply in person. Silvermans Restaurant, 34610 Ford Rd., Westland, across from Colonial Square. 721-8400

EXPERIENCED WAITRESSES & COUNTER MAN
for Lenny's Deli, Orchard Lake & 13 Mile, Ask Andy 851-5444

FLOOR DIRECTOR.
BANQUET COORDINATOR
We are seeking a hard-working individual to handle guest relations and assist in running floor operations during business hours and handle banquet booking and make sales calls during non business hours. Qualified individuals must be available Fri. & Sat. nights and be able to work 25-30 hours a week. Please apply in person at the Dry Dock, 28455 Greenfield at 11 Mile, Mon. thru Fri., 3-4pm only.

HOSTESS
Top Novi area restaurant, experience required, good pay, evenings. Call for appointment 349-0200

MANAGERS
RESTAURANT
MANAGERS
AND
ASSISTANT
MANAGERS
Olga's Kitchen, a national restaurant chain, has IMMEDIATE MANAGEMENT POSITIONS AVAILABLE THROUGHOUT MICHIGAN. We can offer you an excellent career professional responsibility and company stability. In addition, we offer:
•Starting salary commensurate with experience
•6 day work week
•Paid training program
•Paid vacation
•Paid sick time
•Paid major medical
•Promote from within policy
•Advancement you can count on
•Regular increases based on merit
If you are up to the challenge lets get together and talk about your career. Management career with Olga's Please send resume to OLGA'S KITCHEN, 23600 Telegraph Road, Southfield, MI 48034. Or call (313)353-4844
An Equal Opportunity Employer

NIGHT COOKS, prep cooks, cashier, busboys. Full or part time. Apply in person only Mon-Thurs, between 2-4PM. J Ross Brown's Whaling Station, 22825 S. Telegraph, Bloomfield Hills.

PRODUCTION COOK
Some experience necessary, top wages & benefits. Apply in person 3PM-5PM, Mon. thru Fri. Magic Pan Restaurant, 2860 Coolidge, Troy (Somerset Mall)
An Equal Opportunity Employer

RESTAURANT
MANAGEMENT
Further your career with this going national chain. Here is a great opportunity to move up fast in a growing, fun atmosphere. Salary $16,000, plus good benefits. Management experience a must. Call Jan today!
353-2090
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