EMPLOYMENT

502 Help Wanted Dental-Medical

BUS BOYS & DISHWASHERS
Apply in person
Ram's Horn of Southfield
24100 W. 13 Mile

BUSY OBGYN PRACTICE
needs an experienced medical assistant full time. Call Janet.
476-4900

BUSY OPHTHALMOLOGISTS office in Southfield needs mature Receptionist, full time. Telephone, pegboard, Medicare, Blue Shield, Medicaid, experienced preferred. Reply to Box 284, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHIROPRACTIC ASSISTANT
Female preferred - required for
Clawson Life Center.
Call Liz Manger. 585-9141

CHIROPRACTOR

Southfield area - requires a full time, mature gal. Must have some experience. Call for appointment.

557-0860

DENTAL ASSISTANT-General practice seeks qualified chairside with strong crown & bridge skills. Attractive benefits & competitive salary commensurate with abilities. 575-7816

DENTAL ASSISTANT - 4 days, 32 hours. 4 days. no Saturdays. typing necessary Telegraph - Maple area 647-3549

DENTAL ASSISTANT receptionist part time, 4 days per week, Farmington area 474-2435

DENTAL ASSISTANT
experienced in 4 handed dentistry. X rays, neat appearance-a progressive quality practice in very pleasant surroundings Rochester-Orion area. Good benefits, salary commensurate with experience. Call 391-2244

DENTAL HYGIENIST
Experienced, part time, over 40, busy Livonia office. 427-4281

DENTAL HYGIENIST full time, excellent salary, pension, profitsharing plus usual benefits. Call between 8AM-5PM Collect. Lansing 517-485-7122

DENTAL HYGIENIST
Needed, Tuesday & Wednesday
Birmingham Call 646-0442

DENTAL HYGIENIST - hygiene oriented, W. Bloomfield office, 3½ days, experience preferred Doctors Billes & Weiss 553-3406

DENTAL RECEPTIONIST - dental experience a must, 4½ days per week, excellent pay, insurance included, nice Birmingham office 644-8521

DENTAL RECEPTIONIST
Full-time position available for a mature person - with experience. Some knowledge of Insurance Benefits. Westland area 722-5133

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

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

477-2000

DOCTORS OFFICE in Birmingham area has immediate opening for a part time nurse. Excellent working conditions & fringe benefits. Phone Lynda Monday through Thursday for interview appointment. 646-3131

Expanding Dearborn practice wants Dental Receptionist, Assistant, Hygienist, full or part time. Resumes welcome. PO Box 478, Dearborn Heights, 48127

EXPERIENCED MEDICAL Assistant Work Lab and EKG Busy doctor's office. Birmingham location. CA1647-4429

LICENSED NURSES
Openings available full & part time mornings and part time, midnights, in progressive, skilled nursing facility. Competitive wage & benefits. Shift differential in service to meet your needs including those wishing to re-enter the Nursing field. Contact Kay Kermode RN, Director of Nursing, University Convalescent Home, 28550 Mile Road, Livonia.

427-8270

LIVONIA AREA. Medical Receptionist, 40 hour week. Includes ½ day Sat. 1 yr. pegboard experience necessary. Apply between 9-3:30, ask for Mary. 261-1740

LPN
Afternoons and midnights, full or part time. Good wages. Washing Well Manor, 320 W. Main St., Northville

L.P.N. & RN

Day and 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, 8365 Newburgh Rd., Westland near Joy.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

EXPERIENCED Medical Receptionist, part time for busy pediatrician's office
477-1137

LICENSED NURSES
Needed for Royal Oak nursing home. Afternoon & midnight shift. Call Monday thru Friday 8:00-3:30. 545-0521

MATURE College lady preferred, for prestigious dental office, 4 or 5 day work week, salary & benefits open. Birmingham Mich. 646-2992

MEDICAL ASSISTANT. Exciting part time career opportunity with Troy 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 319H Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full time, experienced in EKG, Vena Puncture. Birmingham area. Call before 11 am. 646-9222

MEDICAL ASSISTANT needed for Internal Medicine Office in Canton. Venapuncture, injection, EKG, PF.
453-0060

MEDICAL ASSISTANT needed Wednesdays, 9-5pm. Busy internal medicine, experienced in X-Ray, EKG and vena puncture. Call 838-9431

MEDICAL ASSISTANT
Experienced only, mature. Insurance, pegboard, vena puncture, WBC, 5 days. Livonia. Call 353-5660

MEDICAL ASSISTANT
Living in Farmington Area. Experienced in front & back office, EKG, Venapuncture, Injections, Blue Cross. Send resume to Office Manager, 23800 Orchard Lake Rd., Suite 106, Farmington, Mich. 48024.

MEDICAL RECEPTIONIST
Full time, for busy Berkley clinic. Minimum 2 years experience. No others need apply. 543-2340

MEDICAL RECEPTIONIST
For Doctors office in Plymouth-Canton Area. Full time position, benefits. Send resume to Box 310 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

NEEDED - Experienced Lab and X-Ray Technician - full time general practice. Farmington Hill area. Send resume to Box 318 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEEDED- EXPERIENCED LPN In V.V. Therapy & Medical assistance. Busy general practice. Farmington Hills area. Send resume to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE ANESTHETIST
Salary commensurate with experience. Many excellent paid benefits. Call Mrs. Ogden, Mon thru Fri 435-9077

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

NURSES

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

NURSES - RN & LPN
Openings available in suburban nursing facility on afternoons and midnights. Excellent benefits. Flexible hours, one hour shifts available. Contact Director of Nursing. 477-2000
An Equal Opportunity Employer

NURSING SUPERVISOR
Bachelor degree required, some public health experience desirable, supervisory experience helpful, salary is open. Please call Mrs. Clark 855-9490

OPTOMETRIC ASSISTANT
Full time. Pleasant working conditions. Experience preferred Westland area.
425-7250

PART TIME
Podiatry assistant - downtown Farmington. Mature, well trained. Send resume to Box 112, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PODIATRY OFFICE seeking mature, neat, personable assistant. Experience helpful 30 hours per week. Garden City area. 427-0200

RECEPTIONIST
For Livonia Internist's Office. Reply to Box 330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For Pediatric Dental office. Experience preferred. Salary & fringe benefit contingent on experience. Apply in own handwriting to Box 352 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN

Assistant Director of Nursing in a 210 bed skilled facility. Duties to include staff supervision, in service training. Strong counseling skills. Experience preferred. Send resume to
Mr. Sam Wersey
Administrative VCCC. 3959 Venoy
Wayne, Michigan 48184

RN dedicated & enthusiastic to teach Lamaze classes, part time evening hours. Livonia Westland area. Call LCEA 937-8187

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 poise. 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

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

502 Help Wanted Dental-Medical

Registered Nurses
HEAD NURSES
Afternoon and midnight positions are available in Medifurg and orthopedic units. BSN is preferred with a minimum of 5 years experience in an acute care hospital and some previous supervisory experience.

RN'S
We are still accepting applications for casual positions to work ONLY 2 DAYS A MONTH ON THE SAME UNIT if you have had experience in an acute care facility within the last 3 years.

BOTSFORD
General Hospital
(OSTEOPATHIC)
28050 Grand River, Farmington

476-5263

REGISTERED X-RAY TECHNICIAN
Experienced in portable X-Ray services. Day shift with some Weekend & On-call.
353-7500

RN/ADMINISTRATOR
We are seeking an individual with a minimum of 5 years professional nursing experience, 2 years experience in a supervisory capacity and 1 year in public health nursing is a must. A bachelor degree is required, salary is open.
Please call Mrs. Clark, 835-9490

RN-LPN
Seeking Charge Nurses for the Midnight shift only. Full time or part time. Contact Ms. Hunter, Westland Convalescent Center. 728-6100.

RN-LPN
Weekends only - two 12 hour shifts. Excellent benefits.
CAMBRIDGE
Nursing Center South
18200 W. 13 Mile 647-6500
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 - LPN'S - AIDES

Flexible Scheduling - Top Pay
Variety Of Assignments

PRO CARE ONE
The Health Care Professionals

LIVONIA 522-5753
SOUTHFIELD 569-4400

RNS - LPNS
Shifts available days full & part time. PM full & part time. Modern progressive extended care facility.
Wayne, Michigan. Call
Judith Harding RN,
Director of Nursing. 326-6600

RNS or LPNS
Full or Part Time
Afternoon & Midnight Shifts
Williamsburg
Convalescent Center
21017 Middlebelt, Farm.
Between Grand River & 8 Mile

476-8300

RNS, Part time and on call positions available with Home Health Care Agency in N. E. & N. W. Wayne County. Prefer BSN with medical or home health nursing experience. Excellent salary, benefits, travel allowance. 868-6200

RN WITH LaMaze training for part time office work & teaching. Farmington Hills Call 553-2870

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 Required
Excellent working conditions, many benefits available.
Call Debbie days. 537-0008

X-RAY TECHNICIAN - registered, full time position available at large North west Detroit clinic. For appt. call Ron 538-4100, ext. 270

X-RAY TECHNICIAN
Needed for doctor's office in Wayne.
326-4190

X-RAY Technician registered or registree eligible for portable company. Rotating shift, every third week off with excellent benefits. Call Mrs. Clark
Southfield area 569-3400 FM 389-2727

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Retail audit of stores, cash and accounts receivable balances on daily basis. Some accounting and 10-key experience required. Call Erb Lumber, Birmingham 644-5350, ext. 243

ACCOUNTING - clerk, career spot for accounting beginner in growing Troy company. College takes the place of experience. $800 mo. Fee paid

ADMINISTRATIVE - assistant for established Farmington company, your legal or banking background will enable you to control work flow and make administrative level decisions. excellent skills, $18,000 yr. and fee paid

ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham

646-5600

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

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

ADMINISTRATIVE
ASSISTANT

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

504 Help Wanted Office-Clerical

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.
477-6200

ACCURATE TYPIST
FOR BUSY ADVERTISING AND PUBLIC RELATIONS DEPARTMENT. GOOD PHONE MANNER REQUIRED. CALL...
SUE McNUTT
851-1900

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
for Birmingham area intelligent, mature individual to work as executive secretary to president of new company. Excellent typing 80 wpm. Ability to handle oral and written communications with ease. Benefit package. Flexible hours. Send resume to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING
SECRETARY

Exciting spot for your administrative talents. Typing, transcription and light shorthand required along with a genuine interest in your career. Nice position and company pays our fee. CALL TODAY.

PERMANENT STAFF
TROY 362-4004

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
17222 Farmington Road
(In Burton Executive Park)

525-5170

BILINGUAL SECRETARIES
- COMPUTERIZED -
- TYPESETTERS -
BINDERY WORKERS
COALATORS

Temporary positions available. Most suburban areas. Long or Short assignments. We guarantee No Fee to our applicants. Call: Dennis Oberst or Lia Kartasenas. 961-7405
ADANEX TEMPORARY SERVICES

BLOOMFIELD HILLS property management firm is looking for Receptionist/Clerk with good typing and phone skills. Benefits included. Call Ms. Green between 2-4:30 PM. only. 642-8600

BOOKKEEPER ASSISTANT - full time, experienced for accounts payable pegboard system. Must be fast & accurate for busy office, good benefits. Call Mary Prusaj, Murray's Ace Hardware 27207 Plymouth Rd. Redford. 937-0160

BOOKKEEPER - full and part time. Restaurant experience helpful but not necessary. Call for appointment. Please send resume to Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER, part time, Southfield graphic arts firm needs full charge bookkeeper through trial balance, pegboard system, some typing, cost accounting experience preferred. Call between 9am-12noon 356-8900

BOOKKEEPER- Rapidly expanding engineering company needs full charge bookkeeper. Some accounting knowledge helpful, pegboard system, commensurate with experience. Please send resume to Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHURCH SECRETARY, part-time. Good Shorthand skills, typing 50 wpm, creative layout. Apply: N.P.U.M.C., 29847 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 644-6820

CLERICAL Part time, dependable person to answer phone, typing, filing, and administrative level decisions. excellent skills, $18,000 yr. and fee paid

CLERICAL
Typing skills a must, general office procedures. Hochster area. Call 10am-4pm. 852-6620

CLERICAL
3 to 5 yrs. experience Mature attitude, full time. Troy area. 649-4884

CLERK/TYPIST for small, congenial Insurance Branch Office in Southfield. Math aptitude/retail abilities. Call for appointment, I.R.M. 354-3050

CLERK TYPIST
$160 PER WEEK

Plush suburban offices, great benefits.
Snelling & Snelling
336-7400

CREATE
Your own future! Outgoing personality gets bright Typist in fine public contact position. Move up rapidly with this firm's career plan. $18 Depend on your experience.

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

504 Help Wanted Office-Clerical

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

COMPUTER OPERATOR - Honeywell level 6 computer operator needed for long term temporary assignment. Previous experience a must.

SECRETARY - good typing skills with previous office experience needed for short & long term assignments.

WORD PROCESSORS - experienced word processor operators needed for temporary assignment in local firm.

ADAMS
&
MARTIN
PERSONNEL
1000 S. Woodward Birmingham

646-5600

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

ADAMS & MARTIN PERSONNEL
IS PLEASED TO ANNOUNCE
THE ESTABLISHMENT OF

UNIFORCE
TEMPORARY SERVICES

Applications are now being taken by appt. In the following areas:

General Office Typists
Secretarial Steno
Mag Card Accounting

Please Call Nancy
646-7660

ENTRY LEVEL position, inventory control, good benefits, minimum wage, chance for advancement. Call John for interview. 522-4700

Somebody
Sometime
TEMPORARY HELP
17222 Farmington Road
(In Burton Executive Park)

525-5170

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
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. Pleasant working conditions, full benefits Call 352-3209

EXECUTIVE SECY
TO THE PRESIDENT

Multi-state sales organization with corporate offices in Farmington Hills has immediate opening for experienced secretary. Responsibilities include, but are not limited to, shorthand, letter composition and interpersonal skills. This position offers challenge, responsibility and results in substantial cash bonus and profit sharing. In subject line please indicate brief statement of personal goals. Send to Personnel Manager, P.O. Box 1609, Farmington Hills, Mich. 48018.

EXECUTIVE SECRETARY, 4 years minimum good secretarial skills required salary commensurate with experience, good benefits. Contact Carol for interview. Troy area. 362-5626

EXECUTIVE SECRETARY.
Workaholic needs mature person to handle details and highly systematic advertising office. Typing, shorthand, bookkeeping. Must be dedicated, reliable and have desire to be totally involved. Extra hours if necessary. South field/Birmingham area. Send resume to P. O. Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED accounts receivable clerk for engineering consulting firm in Southfield. computer experience desirable, willing to learn complete office functions 569-1430

EXPERIENCED bookkeeper, N.W. Detroit, light typing, full time position available, pay commensurate with experience. Please reply to box #344 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE help- good typist, filing & dictaphone. Farmington area. Phone. Chance for advancement. Excellent benefits & well groomed 647-0252

GENERAL OFFICE CLERK
2 years experience in typing, light etc preferred. Fringe benefits. Monday-Friday, 8:30-5. Firm surroundings for national corporation near the New Center Area. Contact for appointment 875-3380

GENERAL OFFICE WORK
in credit department. Must be accurate with figures & typing. References required. 5 day-40 hour week. Personal interview only. Apply at Sister Wash Covering, 13222 Merriman Road, S. of Schoolcraft.

INSURANCE CLERK - Southfield area, experienced in processing health claims & be able to assist in payroll processing, typing required,
call Sandy 358-5800 ext. 243
An Equal Opportunity Employer

INSURANCE
Commercial account assistant for insurance agency, 3 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-3pm 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. 352-8980

504 Help Wanted Office-Clerical

Legal Secretaries
Joanne Mansfield is a specialist in finding the best position for you in the legal field. These positions include legal secretaries, para-professionals and line office management positions.

Permanent, part-time, and temporary positions available for experienced legal assistant in the greater metropolitan area.

Invest in your future by contacting Joanne, the legal placement professional today. All fees company paid.

MANSFIELD &
ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, Mi. 48084

(319) 879-8832
Subsidiary of Laser Personnel Inc.

Legal
Secretaries

Highly respected Southfield agency serving the legal community in the tri-county area, for over 15 years, has openings for legal secretaries. Immediate placement, both permanent and temporary. Fee paid by employer.

HILLSTROM & ROSS
626-8188

LEGAL SECRETARY for Southfield law firm, minimum 4 years experience with MAC A, substantial real resinability, excellent salary & benefits. 647-2150

LEGAL SECRETARY for Southfield Attorney 1 year experience preferred, good typing skills required, some shorthand helpful. For appointment 354-5555

LEGAL
SECRETARIES

LARGE CORPORATE law firm is interviewing candidates with excellent typing and shorthand skills. Position is for Partner. Superb fringe package. To $15,600.

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

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

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

OPENING FOR legal secretary with strong litigation experience exists with by 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 523-3140
Renaissance Center 567-0141
Troy 649-2042

LEGAL SECRETARY, all skills. Good phone manner & personality. Troy area. Call Ms. Green 358-4166

LEGAL SECRETARY, at least 2 years experience, 40 hours per week, 5 days per week, benefits, pleasant working environment. Call 8-5 PM. 358-0270

LEGAL SECRETARY, experienced for expanding Troy firm specializing in Attorney specializing in business, labor & bankruptcy. Need good typing, shorthand & dictaphone skills. Excellent working conditions & benefits. For appt. contact Charlene. 643-4610

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, with experience wanted. Litigation experience, good salary, fringe benefits. Northland area. 559-9882

LET THE
SUNSHINE IN

Through pleasant suburban office, that offers interesting diversified duties. Secretary position available for man needed for $300 a month and super benefits. Call Sandra

Snelling & Snelling
336-7400

MATURE PERSON for Clerical position. Must handle pressure. Quality important. Requires organized individual. Consists of invoicing, customs papers, sales log, phone answering and reception window. Salary range $8000-$10,000. Send resume to Box 333, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME
Prestigious Southfield Firm Seeks
RECEPTIONIST
10 AM-3 PM
Mon. thru Fri.
Call
358-2141

PART TIME, temporary bookkeeper secretarial assistant. Logging figures into a sales monitoring system, accurate typing, some filing. Southfield area. Ask for Connie or Debbie 551-8860

PERMANENT PART TIME (20 Hours) Mature person needed for sales office in Southfield. Duties include answering the phone, typing (45 WPM) and general office work. Reply to Box 332, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Sales

REAL ESTATE
SALES
PEOPLE

You sell - we process. You get 75% commission on the first $50,000 and 100% after. Medical, pension, investment benefits. Join with a dynamic group offering a new concept in real estate.

ASK FOR MARGO CORDTZ

WEINGART & JOHNSON
569-8900

504 Help Wanted Office-Clerical

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. 3rd & 3rd shifts. Call now.

569-7500

WITT
SERVICES
The Temporary Help People

PART TIME full charge Bookkeeper, 2-3 days weekly, for law firm. Salary commensurate with experience.
552-0274

RECEPTIONIST/SECRETARY, typing, filing, phones. Experience preferred, full time, Farmington. 474-6470

RECEPTIONIST/SECRETARY. Starting secretarial position in busy Troy real estate office, must like dealing with the public. Generous starting salary and good benefits. Good call Denise for appointment:
Mr. Nesbitt
P.O. Box 691
Southfield, Mich. 48037

An Equal Opportunity Employer

RECEPTIONIST
For established Law Firm. Experience only. Call Mr. Linder 559-9200

RECEPTIONIST/SECRETARY
Exclusive private club, close along the Renaissance Center, needs attractive, personable receptionist with good secretarial skills. Call Mrs. - Fri. between 9AM-11AM: 259-4700

RECEPTIONIST, part time, 12:30-5PM, Monday through Friday, for busy Troy Data Processing firm, answer modern PBX, light typing, some clerical duties, Call Susan DeVette Secure Data Corp. 816-8700

RECEPTIONIST - N.W. Detroit, excellent typing & shorthand, attractive salary & benefits, qualified person only need apply to box #346 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

Experienced receptionist person for travel company. Must know shorthand, and take excellent dictation & phone scheduling. Pleasant working conditions. Many benefits. Call
Mrs. Simon 557-5145

SECRETARY
Flexible 32 to 40 hours per week. Apply in person. Livonia N. 14255 Stark rd between 10 am and 7 pm.

SECRETARY - general office, report to president, Southfield firm, typing 65 WPM, some shorthand & dictaphone, CPT 8000 experience helpful, client contact, benefits, $10,400, fee paid

LEGAL - secretary, Southfield, 2 yrs. experience, typing 70 WPM, shorthand 90, work for partner of firm, benefits, $13,500, fee paid.

LOIS RAY
PERSONNEL
559-0560

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

SECRETARY
Permanent/Part Time
Automatic Data processing has an immediate opening for a Secretary in our Southfield, Mich. market development office. Applicants must have a minimum of 3 yrs. experience an aptitude for figures, a pleasant telephone manner & an accurate typing skill of 60WPM. Must be available to work full time in July thus 20 hrs./wk., 1-5 PM on a permanent basis. A.D.P. offers an excellent benefit program. Call Mary Lou Peck from 9 AM-4 PM for interview.

645-6664
An Equal Opportunity Employer

SECRETARY
Real estate/property management firm located in Troy has position open for secretary with excellent shorthand & typing skills. Call for interview.
362-3333

SECRETARY/RECEPTIONIST
Bookkeeping skills necessary. Berger Recovery Inc. Call for interview between 9-12. 557-4400

SECRETARY-receptionist for a fling harm Center office. Must have outstanding people and typing skills. Write Box 329 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/SALES SUPPORT
Secretarial & Sales Assistance duties for progressive Office Interior company. Excellent typing skills required. Must have some Sales aptitude & ability to accept responsibility. Experience necessary. Send resume to:
Carson Business Interiors,
P.O. Box 2156, Southfield, Mi. 48037
Attention: Office Manager.

SECRETARY - shorthand 130 WPM, typing 80 WPM., major company, liberal benefits. Starting salary $1,397 per month. Phone for appointment. 645-9880
An Equal Opportunity Employer

SECRETARY - Southfield office, 9 Mile - Greenfield area, Mon. thru Fri. 9-5, 8175 week. Type 50 WPM accurately. Minimum 1 yr. experience. 552-8434

504 Help Wanted Office-Clerical

SECRETARY/SR
Private firm in Southfield & Houston will train recent college grad for key position. Mail resume: IPC, Box 5421, Orchard Lake, Mich 48033.

SECRETARY
$10,500-$12,500
International cutting tool company has an immediate need for a secretary at their Southfield offices in the 10 Mile/Lahser area: Providing full range secretarial support to several engineers, sales representatives and managers, the successful candidate will possess excellent typing & shorthand skills and will be able to adjust to rapidly changing priorities. Send resume, with current salary, to: Box 316, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY Marketing office in Southfield moving to Birmingham in near future, looking for a reliable professional person, able to handle telephone voice Salary commensurate with experience. For appointment call 354-4318

SELF CONFIDENT mature secretary Must have excellent typing, shorthand dictaphone skills, good telephone manners, pleasant personality & capable of handling clerical duties. Pleasant working conditions. Please send resume with salary requirements to Palmer Moving & Storage Co. PO box 41, Troy Mich 48099, or call for appointment. 689-2094

SHARP SELF-STARTER who enjoys detail work and record keeping. Good sense of organization and good typing skills essential. Call 646-7217

SOUTHFIELD Architectural firm needs dependable Gal Friday to run front desk to greet people. Typing 60WPM and experienced in bookkeeping a must! 357-5330

STATISTICAL TYPIST
& SECRETARY for Southfield CPA firm. Full time. Mag card experience desired. Salary commensurate with ability. Call 8:30 AM-5 PM. 355-3466

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335-4350 Madison Heights
963-0028 Detroit

TELLER, Surety Federal has full time position for person with light typing and some cash experience. Call office manager 631-9590
An Equal Opportunity Employer

TEMPORARY LEGAL Secretary, experienced only need apply. Begin July 6, 1981. Can lead to permanent employment. Southfield. 356-7803

TWO GIRL OFFICE in Southfield needs 2nd Girl Friday, hours 9am-5pm Monday-Friday, responsibilities include bookkeeping, filing, typing, must be accurate. Office experience necessary. Call Marilyn 275-5166

TYPING SKILLS required, experience in legal transcription helpful, good data prep, filing & other misc. duties Bernard Kaplan, Call Karen 547-4144

LOOKING for experienced Typist, and in billing. Also X-ray technician. Call Dr. Bazzi, Radiologist. Royal Oak 398-1180

TYPIST
for CPA office. Light bookkeeping and filing. Fringes 358-5590

TYPIST
Part time for accounting office in Southfield. Must be able to type financial reports accurately. 645-5909

505 Help Wanted Food-Beverage

APPLICATIONS being taken for waitress. Liquor experience necessary. Apply in person, Grandy Steak House 24483 Grand River.

ARE YOU FRIGHTENINGLY second in command and want to be first? I need an imaginative Chef, male or female with fresh ideas to keep the current, organized and profitable. Name your starting salary. Position opens in August. This is an Orchard Lake restaurant. Send resume to Box 320, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BAKERY SECRETARY
Experienced in Banquets needed. Apply in Person Holiday Inn, 26555 Telegraph Rd., Southfield

BAKE PERSON

We will train ambitious person to do small scale commercial baking. Hours 11 am - 3:30 pm. 5 days per week. Experience helpful but not necessary.

Apply in person;
HILLSIDE INN
41661 Plymouth Rd. Plym.

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

BARMAIDS - WAITRESSES
No experience necessary. Costumes. Also grill cook. McDonald's Clubhouse Bar, 24101 Plymouth Rd., Livonia.

COOK
Ambitious young man willing to work nights. From 4:30 to 12 PM. Must have broiler experience. Good starting salary. Apply at The Coach 22305 Plymouth rd. Livonia after 3 PM

505 Help Wanted Food-Beverage

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 Hanger

COOKS, experience preferred. 38410 Grand River, Farmington Hills.

COOKS HELPER
Steady work, 5pm-11pm. Mature, responsible person only need apply. Call 9am-11am. 349-7038

COOKS WANTED - experience necessary. Good working conditions. Apply in person. See Bill or Chuck: Red Timbers Inn, 40360 Grand River, Novi.

EXPERIENCED FRY COOK, evenings 3-11 pm. shift, top wage, full time. Apply in person, Big Boy Cleveland Restaurant, 24410 Ford Rd., Westland, across from Coliseum Racquet Club.

FLOOR TRAINER-
BANQUET COORDINATOR
We are seeking a mature 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. Apply in person at the Grey Dock, 30855 Greenfield at 11 Mile, Mon. thru Fri., 3-4pm only.

HOSTESS
Top Novi area restaurant, experience preferred but good pay, evenings. Call for appointment 349-6200

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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:

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If you are up to the challenge lets get together and talk about your business management career with Olga's. Please send resume to OLGA'S KITCHEN, 23500 Telegraph Road, Southfield, Mi. 48034. Or call 313-353-4844

An Equal Opportunity Employer

NIGHT COOKS, prep cooks, cashier, busboy. Full or part time. Apply in person only Mon-Thurs., between 2-4PM. J.Ross Brown's Whaling Station, 2262 S. Telegraph, Bloomfield Hills.

NIGHT COOK WANTED
Rochester Mandi House
852-0212

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Further your career with this going national chain. Here is a great opportunity to move up the ladder of management. Salary $16,000, plus good benefits. Management experience a must. Call Jan today

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